

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

April 20, 2023

BOARD OF SUPERVISORS

REGULAR

MEETING AGENDA

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

AGENDA

LETTER

Benton Hills Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013

April 13, 2023

Board of Supervisors
Benton Hills Community Development District

Dear Board Members:

The Board of Supervisors of the Benton Hills Community Development District will hold a Regular Meeting on April 20, 2023 at 11:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Supervisors Garth Noble and Chris Babcock (*the following will be provided in a separate package*)
 - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - B. Membership, Obligations and Responsibilities
 - C. Chapter 190, Florida Statutes
 - D. Financial Disclosure Forms
 - I. Form 1: Statement of Financial Interests
 - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
 - III. Form 1F: Final Statement of Financial Interests
 - E. Form 8B: Memorandum of Voting Conflict
4. Acceptance of Resignation of Supervisor Jerry Tomberlin [SEAT 2]
5. Consider Appointment of to Fill Unexpired Term of Seat 2; *Term Expires November 2026*
 - Administration of Oath of Office
6. Consideration of Resolution 2023-01, Designating Certain Officers of the District, and Providing for an Effective Date

ATTENDEES:

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

7. Ratification of Engagement with Jere Earlywine at Kutak Rock LLP
 - Consideration of Retention and Fee Agreement
8. Consideration of Resolution 2023-02, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing for an Effective Date
9. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
 - A. Affidavit of Publication
 - B. RFQ Package
 - C. Respondent(s): *Coastal Engineering Associates, Inc.*
 - D. Competitive Selection Criteria/Ranking
 - E. Award of Contract
10. Consideration of Responses to Request for Proposals (RFP) for Annual Audit Services
 - A. Affidavit of Publication
 - B. RFP Package
 - C. Respondents:
 - I. Berger, Toombs, Elam, Gaines & Frank
 - II. Grau & Associates
 - D. Auditor Evaluation Matrix/Ranking
 - E. Award of Contract
11. Consideration of Resolution 2023-03, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date
12. Ratification of Hernando County Property Appraiser Interlocal Uniform Collection Agreement
13. Acceptance of Unaudited Financial Statements as February 28, 2023
14. Approval of September 15, 2022 Continued Public Hearing, Public Hearings and Regular Meeting Minutes

15. Staff Reports

- A. District Counsel: *Kutak Rock LLP*
- B. District Engineer (Interim): *Coastal Engineering Associates, Inc.*
- C. District Manager: *Wrathell, Hunt & Associates, LLC*

- NEXT MEETING DATE: May 18, 2023 at 11:30 AM

- QUORUM CHECK

SEAT 1	GARTH NOBLE	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	CHRIS TORRES	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	MARTHA SCHIFFER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	CHRIS BABCOCK	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

16. Board Members' Comments/Requests

17. Public comments

18. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Kristen Suit at (410) 207-1802.

Sincerely,



Craig Wrathell
 District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 943 865 3730

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

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NOTICE OF TENDER OF RESIGNATION

To: Board of Supervisors
Benton Hills Community Development District
Attn: Craig Wrathell/Kristen Suit, District Managers
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

From: Jerry L. Tomberlin
Printed Name

Date: 12-14-22
Date

I hereby tender my resignation as a member of the Board of Supervisors of the *Benton Hills Community Development District*. My tendered resignation will be deemed to be effective as of the time a quorum of the remaining members of the Board of Supervisors accepts it at a duly noticed meeting of the Board of Supervisors.

I certify that this Notice of Tender of Resignation has been executed by me and personally presented at a duly noticed meeting of the Board of Supervisors, scanned and electronically transmitted to gillyardd@whhassociates.com or faxed to 561-571-0013 and agree that the executed original shall be binding and enforceable and the fax or email copy shall be binding and enforceable as an original.


Signature

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

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

WHEREAS, the Board of Supervisors of the District desires to designate certain Officers of the District.

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

SECTION 1. _____ is appointed Chair.

SECTION 2. _____ is appointed Vice Chair.

SECTION 3. _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Kristen Suit is appointed Assistant Secretary.

SECTION 4. This Resolution supersedes any prior appointments made by the Board for Chair, Vice Chair and Assistant Secretaries; however, prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

SECTION 5. This Resolution shall become effective immediately upon its adoption.

[[REMAINDER OF PAGE IS INTENTIONALLY LEFT BLANK]]

PASSED AND ADOPTED this 20th day of April, 2023.

ATTEST:

**BENTON HILLS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

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Benton Hills Community Development District
c/o Craig Wrathell and
Garth Noble
Wrathell, Hunt & Associates, LLC
2300 Glades Road Suite 410W
Boca Raton, Florida 33431
wrathellc@whhassociates.com
garth.noble@meritagehomes.com

RE: District Counsel Matter

Dear Sirs or Madams,

Effective February 6, 2023, Jere Earlywine will resign from KE LAW GROUP PLLC to join the law firm of KUTAK ROCK LLP.

Mr. Earlywine was providing services to you on the above-referenced matter. Therefore, this letter is to inform you that you have the option to choose to have Mr. Earlywine continue to represent you in this matter at his new law firm, or you may have KE LAW GROUP PLLC continue to represent you, in which case representation will be handled by Meredith Hammock and Lauren Gentry in KE LAW GROUP PLLC's Tampa Office. Alternatively, you can choose to retain an entirely new lawyer.

If you wish to have Jere Earlywine or a new lawyer continue to represent you, please be aware that you remain liable for fees and costs for services already provided by members of KE LAW GROUP PLLC through the date of this letter. Further, given the manner in which legal fees for open financing matters are structured, no fee has been paid to date. Should you elect to have this matter go with Mr. Earlywine, the fee may be apportioned between KE LAW GROUP PLLC and KUTAK ROCK LLP.

Please advise Jere Earlywine and KE Law Group PLLC in writing, as quickly as possible, of the District's decision so that continuity in your representation is assured. You may do so by indicating your choice below and returning a signed and dated copy. Please retain the additional copy of this designation letter for your records.

Yours truly,

/s/ Jere Earlywine

Instructions

I wish my file to stay with KE LAW GROUP PLLC.

I wish my file and trust account balance to be transferred to Jere Earlywine at KUTAK ROCK LLP.

I will retain new counsel and have them contact KE LAW GROUP PLLC to coordinate transfer of my file.



For the Client

RETENTION AND FEE AGREEMENT

I. PARTIES

THIS RETENTION AND FEE AGREEMENT (“**Agreement**”) is made and entered into by and between the following parties:

- A. Benton Hills Community Development District (“**Client**”)
c/o Wrathell, Hunt & Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

and

- B. Kutak Rock LLP (“**Kutak Rock**”)
107 West College Avenue
Tallahassee, Florida 32301

II. SCOPE OF SERVICES

In consideration of the mutual undertakings and agreements contained herein, the parties agree as follows:

- A. The Client agrees to employ and retain Kutak Rock as its attorney and legal representative for general advice, counseling and representation of Client and its Board of Supervisors.
- B. Kutak Rock accepts such employment and agrees to serve as attorney for and provide legal representation to the Client in connection with those matters referenced above. No other legal representation is contemplated by this Agreement. Any additional legal services to be provided under the terms of this Agreement shall be agreed to by Client and Kutak Rock in writing. Unless set forth in a separate agreement to which Client consents in writing, Kutak Rock does not represent individual members of the Client’s Board of Supervisors.

III. CLIENT FILES

The files and work product materials (“**Client File**”) of the Client generated or received by Kutak Rock will be maintained confidentially to the extent permitted by law and in accordance with the Florida Bar rules. At the conclusion of the representation, the Client File will be stored by Kutak Rock for a minimum of five (5) years. After the five (5) year storage period, the Client hereby acknowledges and consents that Kutak Rock may confidentially destroy or shred the Client File. Notwithstanding the prior sentence, if the Client provides Kutak Rock with a written request for the return of the Client File before the end of the five (5) year storage period, then Kutak Rock will return the Client File to Client at Client’s expense.

IV. FEES

- A. The Client agrees to compensate Kutak Rock for services rendered in connection with any matters covered by this Agreement on an hourly rate basis plus actual expenses incurred by Kutak Rock in accordance with the attached Expense Reimbursement Policy (Attachment A, incorporated herein by reference). Time will be billed in increments of one-tenth (1/10) of an hour. Certain work related to issuance of bonds and bond anticipation notes may be performed under a flat fee to be separately established prior to or at the time of bond or note issuance.
- B. Attorneys and staff, if applicable, who perform work for Client will be billed at their regular hourly rates, as may be adjusted from time to time. The hourly rates of those initially expected to handle the bulk of Client’s work are as follows:

Jere Earlywine	\$305
Associates	\$265
Contract Attorney	\$235
Paralegals	\$190

Kutak Rock’s regular hourly billing rates are reevaluated annually and are subject to change not more than once in a calendar year. Client agrees to Kutak Rock’s annual rate increases to the extent hourly rates are not increased beyond \$15/hour.

- C. To the extent practicable and consistent with the requirements of sound legal representation, Kutak Rock will attempt to reduce Client’s bills by assigning each task to the person best able to perform it at the lowest rate, so long as he or she has the requisite knowledge and experience.
- D. Upon consent of Client, Kutak Rock may subcontract for legal services in the event that Client requires legal services for which Kutak Rock does not have adequate capabilities.
- E. Kutak Rock will include costs and expenses (including interest charges on past due statements) on its billing statements for Client reimbursement in accordance with the attached Expense Reimbursement Policy.

V. BILLING AND PAYMENT

The Client agrees to pay Kutak Rock’s monthly billings for fees and expenses incurred within thirty (30) days following receipt of an invoice, or the time permitted by Florida law, whichever is greater. Kutak Rock shall not be obligated to perform further legal services under this Agreement if any such billing statement remains unpaid longer than thirty (30) days after submittal to and receipt by Client. Non-payment of billing statements shall be a basis for Kutak Rock to immediately withdraw from the representation without regard to remaining actions necessitating attention by Kutak Rock as part of the representation.

VI. DEFAULT; VENUE

In any legal proceeding to collect outstanding balances due under this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees in addition to costs and outstanding balances due under this Agreement. Venue of any such action shall be exclusive in the state courts of the Second Judicial Circuit in and for Leon County, Florida.

VII. CONFLICTS

It is important to disclose that Kutak Rock represents a number of special districts, trustees ("Trustees"), bondholders, developers, builders, and other entities throughout Florida and the United States of America relating to community development districts, special districts, local governments and land development. Kutak Rock or its attorneys may also have represented the entity which petitioned for the formation of the Client. Kutak Rock understands that Client may enter into an agreement with a Trustee in connection with the issuance of bonds, and that Client may request that Kutak Rock simultaneously represent Client in connection with the issuance of bonds, while Kutak Rock is also representing such Trustee on unrelated matters. By accepting this Agreement Client agrees that (1) Client was provided with an explanation of the implications of the common representation(s) and the advantages and risks involved; (2) Kutak Rock will be able to provide competent and diligent representation of Client, regardless of Kutak Rock's other representations, and (3) there is not a substantial risk that Kutak Rock's representation of Client would be materially limited by Kutak Rock's responsibilities to another client, a former client or a third person or by a personal interest. Acceptance of this Agreement will constitute Client's waiver of any "conflict" with Kutak Rock's representation of various special districts, Trustees, bondholders, developers, builders, and other entities relating to community development districts, special districts, local governments and land development.

VIII. ACKNOWLEDGMENT

Client acknowledges that the Kutak Rock cannot make any promises to Client as to the outcome of any legal dispute or guarantee that Client will prevail in any legal dispute.

IX. TERMINATION

Either party may terminate this Agreement upon providing prior written notice to the other party at its regular place of business. All fees due and payable in accordance with this Agreement shall accrue and become payable pursuant to the terms of this Agreement through the date of termination.

X. EXECUTION OF AGREEMENT

This Agreement shall be deemed fully executed upon its signing by Kutak Rock and the Client. The contract formed between Kutak Rock and the Client shall be the operational contract between the parties.

XI. ENTIRE CONTRACT

This Agreement constitutes the entire agreement between the parties.

Accepted and Agreed to:

**BENTON HILLS COMMUNITY
DEVELOPMENT DISTRICT**

KUTAK ROCK LLP

By: _____

Its: _____

Date: _____



By: _____

Jere L. Earlywine

Date: March 6, 2023

ATTACHMENT A

KUTAK ROCK LLP CDD EXPENSE REIMBURSEMENT POLICY

The following is Kutak Rock's expense reimbursement policy for community development district representation. This policy applies unless a different arrangement has been negotiated based on the unique circumstances of a particular client or matter.

All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except where there are delays in receiving bills from third party vendors.

Photocopying and Printing. In-house photocopying and printing are charged at \$0.25 per page (black & white) and \$0.50 per page (color). Outside copying is billed as a pass-through of the outside vendor's charges.

Postage. Postage is billed at actual cost.

Overnight Delivery. Overnight delivery is billed at actual cost.

Local Messenger Service. Local messenger service is billed pursuant to the State of Florida approved reimbursement rate (i.e., pursuant to Chapter 112, Florida Statutes). Should the State of Florida increase the mileage allowance, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate.

Computerized Legal Research. Charges for computerized legal research are billed at an amount approximating actual cost.

Travel. Travel (including air fare, rental cars, taxicabs, hotel, meals, tips, etc.) is billed at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is billed pursuant to the State of Florida approved reimbursement rate (i.e., pursuant to Chapter 112, Florida Statutes). Should the State of Florida increase the mileage allowance, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate. Reasonable travel-related expenses for meals, lodging, gratuities, taxi fares, tolls, and parking fees shall also be reimbursed.

Consultants. Unless prior arrangements are made, consultants are ordinarily employed directly by the client. Where consulting or testifying experts are employed by the firm, their charges are passed through with no mark-up. The client is responsible for notifying the firm of any particular billing arrangements or procedures which the client requires of the consulting or testifying experts.

Other Expenses. Other outside expenses, such as court reporters, agency copies, conference calls, etc. are billed at actual cost.

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2023-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT APPROVING THE PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the District Manager has prepared and submitted to the Board of Supervisors (“**Board**”) of the Benton Hills Community Development District (“**District**”), prior to June 15, 2023, the proposed operating budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

WHEREAS, the Board has considered the proposed budget and desires to set the required public hearing thereon.

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

SECTION 1. The operating budget proposed by the District Manager for Fiscal Year 2023/2024 attached hereto as **Exhibit A** is hereby approved as the basis for conducting a public hearing to adopt said budget.

SECTION 2. The public hearing on the approved budget is hereby declared and set for the following date, hour, and location:

DATE: _____

HOUR: _____

LOCATION: Greater Hernando County Chamber of Commerce
15588 Aviation Loop Drive
Brooksville, Florida 34604

SECTION 3. The District Manager is hereby directed to submit a copy of the proposed budgets to Hernando County at least sixty (60) days prior to the hearings set above.

SECTION 4. In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved budget on the District’s website at least two (2) days before the budget hearing date as set forth in Section 2 and shall remain on the website for at least 45 days.

SECTION 5. Notice of the public hearing shall be published in the manner prescribed in Florida law.

SECTION 6. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 20th day of April, 2023.

ATTEST:

**BENTON HILLS COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Fiscal Year 2023/2024 Budget

Exhibit A

Fiscal Year 2023/2024 Budget

**BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2024**

**BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT
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Definitions of General Fund Expenditures	2

**BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2024**

	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023	Total Actual & Projected	Proposed Budget FY 2024
REVENUES					
Landowner contribution	\$ 95,490	15,857	79,133	94,990	\$ 97,490
Total revenues	<u>95,490</u>	<u>15,857</u>	<u>79,133</u>	<u>94,990</u>	<u>97,490</u>
EXPENDITURES					
Professional & administrative					
Management/accounting/recording**	46,000	10,000	36,000	46,000	48,000
Legal	25,000	33	24,967	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit	5,500	-	5,500	5,500	5,500
Arbitrage rebate calculation*	500	-	500	500	500
Dissemination agent*	1,000	-	1,000	1,000	1,000
Trustee*	5,500	-	5,500	5,500	5,500
Telephone	200	84	116	200	200
Postage	250	9	241	250	250
Printing & binding	500	208	292	500	500
Legal advertising	1,700	-	1,700	1,700	1,700
Annual special district fee	175	175	-	175	175
Insurance	5,500	5,000	-	5,000	5,500
Contingencies/bank charges	750	348	402	750	750
Website hosting & maintenance	705	-	705	705	705
Website ADA compliance	210	-	210	210	210
Total expenditures	<u>95,490</u>	<u>15,857</u>	<u>79,133</u>	<u>94,990</u>	<u>97,490</u>
Excess/(deficiency) of revenues over/(under) expenditures	-	-	-	-	-
Fund balance - beginning (unaudited)	-	-	-	-	-
Fund balance - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

* These items will be realized when bonds are issued

** WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording**	\$ 48,000
<p>Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.</p>	
Legal	25,000
<p>General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.</p>	
Engineering	2,000
<p>The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Audit	5,500
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Arbitrage rebate calculation*	500
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Dissemination agent*	1,000
<p>The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.</p>	
Telephone	200
<p>Telephone and fax machine.</p>	
Postage	250
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	500
<p>Letterhead, envelopes, copies, agenda packages</p>	
Legal advertising	1,700
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Annual special district fee	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Insurance	5,500
<p>The District will obtain public officials and general liability insurance.</p>	
Contingencies/bank charges	750
<p>Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.</p>	
Website hosting & maintenance	705
Website ADA compliance	210
Total expenditures	<u><u>\$ 97,490</u></u>

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

9A

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hernando, Citrus

} SS

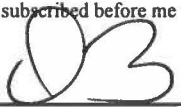
Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Advertising Representative** of the **Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: RFQ for Engineering Services** was published in said newspaper by print in the issues of: **3/12/23** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hernando, Citrus County, Florida** and that the said newspaper has heretofore been continuously published in said **Hernando, Citrus County, Florida** each day and has been entered as a second class mail matter at the post office in said **Hernando, Citrus County, Florida** for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

Sworn to and subscribed before me this **03/12/2023**



Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT

RFQ for Engineering Services

The Benton Hills Community Development District ("District"), located in Hernando County, Florida, announces that professional engineering services will be required on a continuing basis for the District's stormwater systems, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience in Hernando County, Florida; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on March 28, 2023 by email to gillyyarrdd@whhassociates.com ("District Manager's Office").

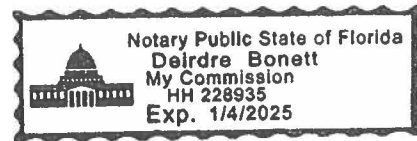
The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and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

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

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

3/12/2023

0000276579



BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

9B

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT**

RFQ for Engineering Services

The Benton Hills Community Development District (“**District**”), located in Hernando County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s stormwater systems, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual (“**Applicant**”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience in Hernando County, Florida; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“**CCNA**”). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on March 28, 2023 by email to gillyardd@whhassociates.com (“**District Manager’s Office**”).

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

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse

Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS

COMPETITIVE SELECTION CRITERIA

1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

2) Consultant's Past Performance (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

3) Geographic Location (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

5) Certified Minority Business Enterprise (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

6) Recent, Current and Projected Workloads (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

9C

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT

**Benton Hills Community Development District
Attention: District Manager's Office
gillyardd@whhassociates.com
Due: March 28, 2023, by 12:00 p.m.**

Prepared By:



**966 Candlelight Blvd., Brooksville, FL 34601
Phone (352) 796-9423 • Fax (352) 799-8359
Email: ford@coastal-engineering.com**

SECTION 1
QUALIFICATION
STATEMENT

March 27, 2023

Benton Hills Community Development District
District Manager's Office
gillyardd@whhassociates.com

Re: Qualification Statement/Letter of Transmittal
Request for Qualifications for Engineering Services for the Benton Hills Community Development District

Coastal Engineering Associates, Inc. (**COASTAL**) appreciates the opportunity to submit our qualifications as a Professional Services Consultant to Benton Hills Community Development District (**DISTRICT**) to act in the general capacity of District Engineer and provide **DISTRICT** engineering services.

COASTAL has provided quality professional planning, engineering, environmental, construction administration and survey services for over sixty-five (65) years, working primarily within Hernando and Citrus counties. **COASTAL** has the experience, determination, and desire to meet the specific objectives required under the Scope of Services in this RFQ. As a local consultant, **COASTAL** is interested in the ability to serve the community at the highest level.

COASTAL'S Experience and Familiarity

COASTAL has acted as the District Engineer for the Southern Hills Plantation Community Development District, Somerset Bay Community Development District, Waterford Community Development District, and several others within the area. Coastal has also contracted to provide Community Development District professional services for Benton Hills, Lake Hideaway, and Caldera at Sterling Hills. **COASTAL's** excellent working relationship with Hernando County, Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Southwest Florida Water Management District (SWFWMD), Army Corps of Engineers (ACOE), and the Florida Wildlife and Freshwater Fish Commission (FWC) will enhance our ability to identify necessary impacts, avoid unnecessary impacts, and complete comprehensive mitigation strategies to permit projects on established project schedules and within budget.

The COASTAL Team

COASTAL's longstanding experience in Hernando and Citrus Counties are highlighted in the attached project resumes. **COASTAL's** successful working relationship and knowledge of the area assures the **DISTRICT** of the most efficient use of resources. **COASTAL's** key personnel assigned under this contract are familiar with project parameters and infrastructure in the Hernando County community. Project specific experience is highlighted in the personnel resumes included with this response.

Summary

COASTAL'S key staff has combined professional experience of over 100 years in the provision of cost-effective professional services. We understand that **DISTRICT** resources are constrained and our job as your consultant is to deliver services in an efficient, cost-effective manner. **COASTAL** will exceed your expectations for all assigned professional service project(s) and looks forward to working with the **DISTRICT**.

I personally take a great deal of pride in delivering the services and products promised at the price established within the agreed upon schedule. **COASTAL** looks forward to working with the **DISTRICT** and the opportunity to continue serving the community. Please feel free to reach out to me with any questions you may have on our team or our response to this exciting project opportunity.

Thank you,

Ford Manuel

Ford Manuel, Manager
(352) 796-9423 x1025

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SECTION 3
RESPONSE
SUMMARY

Subsection A

Project Team

- Organizational Chart
- Resumes
- Workload

ORGANIZATIONAL CHART



Cliff E. Manuel, Jr., PE, President/Principal in Charge

MANAGER
Ford Manuel

DIRECTOR OF ENGINEERING SERVICES
Brian Malmberg, PE

DIRECTOR OF ENVIRONMENTAL SERVICES
Joseph Calamari, PWS

DIRECTOR OF PLANNING SERVICES
Donald R. Lacey, AICP

DIRECTOR OF SURVEY/CONSTRUCTION SERVICES
Burt Bennett, CCI

PLANNING

Donald R. Lacey, AICP
Jon Riley

PROJECT MANAGEMENT

Ford Manuel
Candi Cadwell

CONSTRUCTION MANAGEMENT

Burt Bennett, CCI
Jeremy Burgess

ENVIRONMENTAL

Joseph Calamari, PWS

CIVIL ENGINEERING

Cliff E. Manuel, Jr., PE
Brian Malmberg, PE
Jerry Wolfe, PE
Jared Young
Lee Huston
Joe Buscemi
William Atkinson
David Goree
Rojean Hisson

SURVEY - Brooksville

Burt Bennett, CCI
Scott Osborne, PSM
Jonathon Ward
Ray Atkinson

ADMINISTRATIVE

Elena Sutton
Lindsay Morgan
Taylor Haynes

SURVEY - Inverness

Burt Bennett, CCI
Chris Gordon, PSM
Tim Childs
James Parrish

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

12. NAME Clifford E. Manuel, Jr.	13. ROLE IN THIS CONTRACT Principal in Charge	14. YEARS EXPERIENCE	
		a. TOTAL 42	b. WITH CURRENT FIRM 42
15. FIRM NAME AND LOCATION <i>(City and State)</i> Coastal Engineering Associates, Inc. (Brooksville, FL)			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Bachelor of Science in Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Engineer, Florida #36834	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> FDOT Local Agency Program (LAP)			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i> SOUTHERN HILLS PLANTATION COMMUNITY DEVELOPMENT DISTRICT; BROOKSVILLE, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2005 - CURRENT	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provide the District Professional Engineering Services. ENGINEER OF RECORD.		
b.	(1) TITLE AND LOCATION <i>(City and State)</i> SOMERSET BAY COMMUNITY DEVELOPMENT DISTRICT; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022 - CURRENT	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provide the District Professional Engineering Services. ENGINEER OF RECORD.		
c.	(1) TITLE AND LOCATION <i>(City and State)</i> WATERFORD COMMUNITY DEVELOPMENT DISTRICT; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022 - CURRENT	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provide the District Professional Engineering Services. ENGINEER OF RECORD.		
d.	(1) TITLE AND LOCATION <i>(City and State)</i> AERIAL WAY FOUR (4) LANE RURAL COLLECTOR ROAD DESIGN SERVICES, TO #6; SPRING HILL, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2014	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provided professional engineering services for the design and permitting of proposed Aerial Way design four (4) lane rural collector road, approximately 4,650 LF in total length, in accordance with conceptual sketch and related cost estimates. ENGINEER OF RECORD.		
e.	(1) TITLE AND LOCATION <i>(City and State)</i> EPPLEY DRIVE RECONSTRUCTION; SPRING HILL, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2013	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Eppley Drive Reconstruction improvements included two lanes of traffic consisting of the following improvements: Provided required design survey documentation; coordinated with Hernando County to acquire the required off-site properties to create necessary flood compensation areas; master drainage plan with required off-site drainage improvements shoulder and drainage construction and restoration; design of roadway pavement markings and signage for elevated section above post flood plain; maintenance of traffic plan identified. The residential access road; was designed to match the existing Eppley Drive roadway. ENGINEER OF RECORD.		

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

12. NAME Ford Manuel	13. ROLE IN THIS CONTRACT Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 10	b. WITH CURRENT FIRM 0.5
15. FIRM NAME AND LOCATION <i>(City and State)</i> Coastal Engineering Associates, Inc. (Brooksville, FL)			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Bachelor of Science in Construction Management University of Florida		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i> Reston Next Reston, VA	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i> 2022
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Cast in place concrete scope for the 41 Story, 900,000 SF, Office, Garage and Residential Apartment. Specific Role: Project Executive. Cost: \$46M		
b.	(1) TITLE AND LOCATION <i>(City and State)</i> Fairchild Apartments Germantown, MD	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i> 2022
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Cast in place concrete scope for the 3 Story. 175,000 SF, Parking Garage and Podium. Specific Role: Project Executive. Cost: \$6M		
c.	(1) TITLE AND LOCATION <i>(City and State)</i> Huntington Metro Apartments Alexandria, VA	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i> 2022
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Cast in place concrete scope for the 4 story, 210,000 SF, Garden Style Apartment Building. Specific Role: Project Executive. Cost: \$6.5M		
d.	(1) TITLE AND LOCATION <i>(City and State)</i> 440 Penn Washington, D.C.	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i> 2021
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Cast in place concrete scope for the 13 Story, 455,000 SF, Mixed Use Apartment Building. Specific Role: Project Executive. Cost: \$15M		
e.	(1) TITLE AND LOCATION <i>(City and State)</i> Plaza Coral Gables Miami, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i> 2021
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Cast in place concrete scope for the 940,000 sf Mixed Use Project. Hotel and Office Specific Role: Project Executive. Cost: \$44M		

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

12. NAME Brian Malmberg	13. ROLE IN THIS CONTRACT Director of Engineering	14. YEARS EXPERIENCE	
		a. TOTAL 25	b. WITH CURRENT FIRM 6
15. FIRM NAME AND LOCATION <i>(City and State)</i> Coastal Engineering Associates, Inc. (Brooksville, FL)			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Master of Business Administration Bachelor of Science in Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Engineer, Florida #59405	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> FDEP Qualified Stormwater Management Inspector #5956; FDEP Qualified Stormwater Management Instructor #504; FDOT MOT Intermediate Level Certification; FHWA Road Safety Audits; State Certified Underground Contractor, CUC057406			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i> City of Brooksville _ GNT Utility Relocation (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Prepared utility relocation plans for potable water and sanitary sewer services and transmission mains that were in conflict with the trail design. <u>PROJECT MANAGER - ENGINEER</u>		
b.	(1) TITLE AND LOCATION <i>(City and State)</i> Trilby Crossing Subdivision - (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022 (Design Phase)	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Provided required professional Engineering Services for the development Trilby Crossing Subdivision, which included 10,000 linear feet of sidewalk. <u>PROJECT MANAGER - ENGINEERING</u>		
c.	(1) TITLE AND LOCATION <i>(City and State)</i> State Road 50 Intersection Improvements for Cortez Oaks (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Professional services for SR50 intersection improvements at State Road (SR) 50 and Cortez Oaks Boulevard; and State Road 50 and Oak Hill Hospital intersection. Provided design engineering and record drawings for the project, which included for 2,970 linear feet of sidewalk. <u>PROJECT MANAGER – ENGINEERING</u>		
d.	(1) TITLE AND LOCATION <i>(City and State)</i> Spark's Road Residential; Avalon Phase IV (Spring Hill, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provided required professional Engineering Services for the development Avalon Phase IV, which included services for 9,600 linear feet of sidewalk associated with this project. <u>PROJECT MANAGER – ENGINEERING</u>		
e.	(1) TITLE AND LOCATION <i>(City and State)</i> Sherman Hills Boulevard Re-alignment and SR 50 Frontage Road Extension, TO#35 (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Engineering construction inspection services for SR 50 at I-75 North: Re-alignment from Sherman Hills Boulevard to SR 50 (North) design services and SR 50 Frontage Road extension from Parkland Avenue East to Sunrise Boulevard (South). <u>PROJECT MANAGER - ENGINEERING</u>		

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

12. NAME Jerry Wolfe	13. ROLE IN THIS CONTRACT Project Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 17	b. WITH CURRENT FIRM 10

15. FIRM NAME AND LOCATION *(City and State)*
Coastal Engineering Associates, Inc. (Brooksville, FL)

16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Bachelor of Science in Civil Engineering Florida State University	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Engineer, Florida #81249
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18. OTHER PROFESSIONAL QUALIFICATIONS
FDEP Qualified Stormwater Management Inspector #19205 (Publications, Organizations, Training, Awards, etc.)

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i> City of Brooksville _ GNT Utility Relocation (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Prepared utility relocation plans for potable water and sanitary sewer services and transmission mains that were in conflict with the trail design. <u>DESIGN ENGINEER</u>		
b.	(1) TITLE AND LOCATION <i>(City and State)</i> RFQ No. 19-RG0004/PH – Engineering Services for the Linden Dr. LAP Project (Spring Hill, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Design of a sidewalk connection from Coronado Drive to Spring Hill Drive along the eastern side of the right-of-way. The sidewalk ran a total of 3,619 feet, composed of both 5' wide and 6' wide sidewalk sections. The design included minor drainage and utility coordination, both necessary to provide for the installation. <u>PROJECT ENGINEER</u>		
c.	(1) TITLE AND LOCATION <i>(City and State)</i> Sherman Hills Boulevard Re-alignment and SR 50 Frontage Road Extension, TO#35 (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Engineering construction inspection services for SR 50 at I-75 North: Re-alignment from Sherman Hills Boulevard to SR 50 (North) design services and SR 50 Frontage Road extension from Parkland Avenue East to Sunrise Boulevard (South). <u>PROJECT ENGINEER</u>		
d.	(1) TITLE AND LOCATION <i>(City and State)</i> Tampa Bay-Brooksville Regional Airport Entrance Road (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Design engineer for new entrance road and stormwater upgrades located at the airport's entrance off of Spring Hill Drive. Rehabilitated entrance included 2 drainage retention areas, a new mail kiosk area for the industrial park, new bus shelter and bus stop area. Provided permitting and coordination with SWFWMD, Hernando County, and The BUS. <u>PROJECT MANAGER</u>		
e.	(1) TITLE AND LOCATION <i>(City and State)</i> Good Neighbor Trail Alignment and Survey Brooksville, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Preliminary Engineering design of 24, 232 LF of sidewalk through City owned recreational property. <u>DESIGN ENGINEER</u>		

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

12. NAME Burt Bennett	13. ROLE IN THIS CONTRACT DIRECTOR OF CONSTRUCTION	14. YEARS EXPERIENCE	
		a. TOTAL 43	b. WITH CURRENT FIRM
15. FIRM NAME AND LOCATION <i>(City and State)</i> Coastal Engineering Associates, Inc. (Brooksville, FL)			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Building Construction – St. Petersburg Jr. College		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Certified Construction Inspector, Florida #4201	
18. OTHER PROFESSIONAL QUALIFICATIONS FDOT Local Agency Program (LAP), FDEP Qualified Stormwater Management Inspector #5968 FDOT Training Certification:			
<ul style="list-style-type: none"> • Engineering & Inspection • Asphalt Inspection • Concrete Bridges & Foundation Inspection • Earthwork Inspection • Contract Admin. & Claims • Work Zone Traffic Control & Safety 			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i> Advanced Cancer Treatment Centers Brooksville – FDOT Construction (Spring Hill, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i> n/a
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provide construction engineering services including necessary inspection, shop drawing review, record drawing preparation, and as-built certification submittal to FDOT for the construction of the recently permitted right turn lane. CONSTRUCTION INSPECTOR		
b.	(1) TITLE AND LOCATION <i>(City and State)</i> Sherman Hills Boulevard Re-alignment and SR 50 Frontage Road Extension, TO#35 (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Engineering construction inspection services for SR 50 at I-75 North: Re-alignment from Sherman Hills Boulevard to SR 50 (North) design services and SR 50 Frontage Road extension from Parkland Avenue East to Sunrise Boulevard (South). CONSTRUCTION INSPECTOR		
c.	(1) TITLE AND LOCATION <i>(City and State)</i> Utility Relocations Lockhart Road to East of Remington Road, TO#42 (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Review of utility conflict identified by FDOT and coordination with FDOT and the FDOT Engineer consultant to obtain project MicroStation files for use in the design and plan production. Attend FDOT design meetings on behalf of the county and helped with coordination of other utilities to ensure proposed relocations were not in conflict with further proposed work. PROJECT MANAGER.		
d.	(1) TITLE AND LOCATION <i>(City and State)</i> Hernando County Howell Avenue Sidewalk LAP Project Design/ Acquisition Survey and Planning Services (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2014	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Subcontracted by Coastal Design Consultants for coordination of required integrity of proposed improvements desired by the City of Brooksville and Hernando County. Prepared conceptual drawings of proposed Improvements for review with City and County officials for public presentation. After City/County staff approval; Coastal would coordinate and participate in a Public Workshop. Provision of survey services consistent with the minimum requirements for sidewalk route survey. PROJECT MANAGER.		
e.	(1) TITLE AND LOCATION <i>(City and State)</i> CDBG South Brooksville Sidewalk Improvements (Brooksville, FL)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2012	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Design, Survey, Engineering, and Permitting services provided to the City of Brooksville for improvement of the South Brooksville sidewalks – provision of design services for of 932 LF of sidewalk on MLK Boulevard from Ellington Avenue to Union Street – Project never constructed. PROJECT MANAGER.		

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

12. NAME Scott M. Osborne, PSM	13. ROLE IN THIS CONTRACT Professional Survey Manager	14. YEARS EXPERIENCE	
		a. TOTAL 37	b. WITH CURRENT FIRM 3
15. FIRM NAME AND LOCATION <i>(City and State)</i> Coastal Engineering Associates, Inc. (Brooksville, FL)			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> Pasco Hernando State College – 1990, Surveying Certification		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Surveyor and Mapper #LS6028	
18. OTHER PROFESSIONAL QUALIFICATIONS			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i> THE HUT PUMPING STATION AND FORCE MAIN PROJECT; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021 - 2022	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Surveyor Provided boundary survey, topographic design survey, right-of-way route design survey and prepared sketch and descriptions for easement acquisition. SURVEYOR OF RECORD.		
b.	(1) TITLE AND LOCATION <i>(City and State)</i> RIDGE MANOR WEST WELL 2R AREA; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Surveyor Provided the boundary and topographic design survey. Prepared sketch and description for acquisition of a temporary construction easement and acquisition parcel. SURVEYOR OF RECORD.		
c.	(1) TITLE AND LOCATION <i>(City and State)</i> THUNDERBIRD EASEMENT SURVEY; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Surveyor Provided for the sketch and legal description associated with the project parcel in order to obtain necessary easement. SURVEYOR OF RECORD.		
d.	(1) TITLE AND LOCATION <i>(CITY AND STATE)</i> RIDGE MANOR WEST WTP #1; HERNANDO COUNTY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020 - 2021	CONSTRUCTION <i>(If applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Surveyor Provided the boundary, topographic and tree design survey. Provided sketch and descriptions for easement acquisition. SURVEYOR OF RECORD.		

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

12. NAME Christian T Gordon	13. ROLE IN THIS CONTRACT Professional Survey Manager	14. YEARS EXPERIENCE	
		a. TOTAL 34	b. WITH CURRENT FIRM 1 month
15. FIRM NAME AND LOCATION <i>(City and State)</i> Coastal Engineering Associates, Inc. (Brooksville & Inverness, FL)			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> HIGH SCHOOL DIPLOMA		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Professional Surveyor and Mapper #LS6191	
18. OTHER PROFESSIONAL QUALIFICATIONS OWNER/OPERATOR LAND SURVEYING BUSINESS FOR 10 YEARS			

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION <i>(City and State)</i> BAR CODES TALK BROOKSVILLE, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE PROJECT SURVEYOR, ALL CONSTRUCTION STAKING, PREPARE ASBUILTS, PROJECT \$6000, 3 ACRES <input type="checkbox"/> Check if project performed with current firm			
b.	(1) TITLE AND LOCATION <i>(City and State)</i> SPRING GARDENS FACILITY, SPRING HILL, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE PROJECT SURVEYOR STAKE BUILDINGS, PONDS, PARKING LOT,PREPARE ASBUILTS, \$4000, 3 ACRES <input type="checkbox"/> Check if project performed with current firm			
c.	(1) TITLE AND LOCATION <i>(City and State)</i> RIDGE MANOR CAMPGROUND, WEBSTER FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE PROJECT SURVEYOR BOUNDARY, TREE LOCATION, TOPOGRAPHY, STAKE ROADS, STAKE PONDS,GENERATE LEGAL DESCRIPTIONS, \$8000, 30 ACRES <input type="checkbox"/> Check if project performed with current firm			
d.	(1) TITLE AND LOCATION <i>(City and State)</i> BROAD ST OFFICE COMPLEX, BROOKSVILLE, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE PROJECT SURVEYOR BOUNDARY & LOCATION SURVEY, TOPOGRAPHY & TREE SURVEY, FOR PROPOSED CONSTRUCTION, 2+ ACRES, \$3500 <input type="checkbox"/> Check if project performed with current firm			
e.	(1) TITLE AND LOCATION <i>(City and State)</i> WEST HERNANDO CHRISTIAN SCHOOL, SPRING HILL, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2022	CONSTRUCTION <i>(If applicable)</i>
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE BOUNDARY & LOCATION SURVEY, TOPOGRAPHY FOR PROPOSED CONSTRUCTION 4 ACRES, \$5000 <input type="checkbox"/> Check if project performed with current firm			

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

12. NAME Donald Lacey, AICP	13. ROLE IN THIS CONTRACT DIRECTOR OF PLANNING / PRINCIPAL PLANNER	14. YEARS EXPERIENCE	
		a. TOTAL 47	b. WITH CURRENT FIRM 41

15. FIRM NAME AND LOCATION (City and State)
Coastal Engineering Associates, Inc. (Brooksville, FL)

16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Arts in Political Science – Wayne State University Masters of Science in Regional and Urban Planning – Florida State University	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
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18. OTHER PROFESSIONAL QUALIFICATIONS
American Institute of Certified Planners (AICP)

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	HAWK LAKE HIDEAWAY LLC; HERNANDO COUNTY, FL	2020-2021	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Provide CDD planning/engineering assistance which consisted of coordination with CDD consultant, due diligence, preparation of CDD exhibits. PROJECT MANAGER/PRINCIPAL PLANNER.		
b.	CITY OF BROOKSVILLE COMMUNITY; REDEVELOPMENT PLAN; BROOKSVILLE, FL	2012	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Responsible for research, analysis, demographics, public participation, and project identification in the preparation of a redevelopment plan for downtown Brooksville. PROJECT MANAGER/PRINCIPAL PLANNER.		
c.	HERNANDO COUNTY SEWER MASTER PLAN; HERNANDO COUNTY, FL	2011	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Responsible for research, analysis, modeling, and agency coordination in the preparation of a county-wide master plan through the year 2030. PROJECT MANAGER/PRINCIPAL PLANNER.		
d.	SOUTHERN HILLS PLANTATION; BROOKSVILLE, FL	2011	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm A 1,600-acre annexation and sub-DRI mixed use community with championship quality golf course (Pete Dye) and upscale private housing community. Planning involvement included site evaluation, conceptual site planning, DRI evaluation, annexation, comprehensive plan amendments, rezoning, concurrency, infrastructure analysis, development agreements and public presentations. PROJECT MANAGER/PRINCIPAL PLANNER.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Joseph Calamari, PWS	13. ROLE IN THIS CONTRACT Director of Environmental Services/Senior Environmental Scientist	14. YEARS EXPERIENCE	
		a. TOTAL 33	b. WITH CURRENT FIRM 20

15. FIRM NAME AND LOCATION (City and State)
Coastal Engineering Associates, Inc. (Brooksville, FL)

16. EDUCATION (DEGREE AND SPECIALIZATION) B.S. Environmental Services, St. Leo University AAS Petroleum Engineering Technology, Florida Institute of Technology	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Authorized Gopher Tortoise Agent #GTA 11-00029
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18. OTHER PROFESSIONAL QUALIFICATIONS
Professional Wetland Scientist #1690
Certified Florida Environmental Assessor
Licensed Environmental Professional
FDOT Certified Stormwater, Erosion and Sediment Control Inspector

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) HAWK LAND INVESTORS NEW, LLC/LAKE HIDEAWAY WEEKI WACHEE, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020 - CURRENT	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 Environmental Services Provided professional environmental services wetland delineations, wetland permitting, listed species surveys, gopher tortoise permitting, and relocation. PROJECT MANAGER.		
b.	(1) TITLE AND LOCATION (City and State) GREENPOINTE/SOUTHERN HILLS PLANTATION-LIBERTY LANDING; BROOKSVILLE, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020 - CURRENT	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 Environmental Services Provided professional environmental services wetland delineations, wetland permitting, listed species surveys, gopher tortoise permitting, and relocation. PROJECT MANAGER.		
c.	(1) TITLE AND LOCATION (City and State) CITY OF BROOKSVILLE STATE ROAD 50 (CORTEZ BOULEVARD) PUMP STATION REPLACEMENT; BROOKSVILLE, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2020 - 2022	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 Environmental Services Provided professional environmental services including wetland Monitoring, listed species report and tortoise relocation to replace the existing suction lift pump station located on State Road 50 with a submersible pump station. The new pump station shall be designed to allow for the exiting pump station to remain in operation until completion of the new station. PROJECT MANAGER.		
d.	(1) TITLE AND LOCATION (CITY AND STATE) FLORAL CITY STAGE COACH TRAIL POTABLE WATER FACILITY; FLORAL CITY, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2012-2016	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 Tortoise Relocation Services COASTAL provided professional services including coordination/provision of required geotechnical services; environmental pedestrian survey; design and permit required facilities in accordance with Owner, Citrus County, FDOT, SWFWMD and FDEP; coordination and related paperwork required for USDA funding; field observation and survey. Project consisted of water treatment plant #3 facility and approximately 29,000 feet of 12" water main for 14.7-acre property along Stage Coach Trail, in Citrus County, Florida. PROJECT MANAGER.		

CURRENT AND PROJECT WORKLOAD

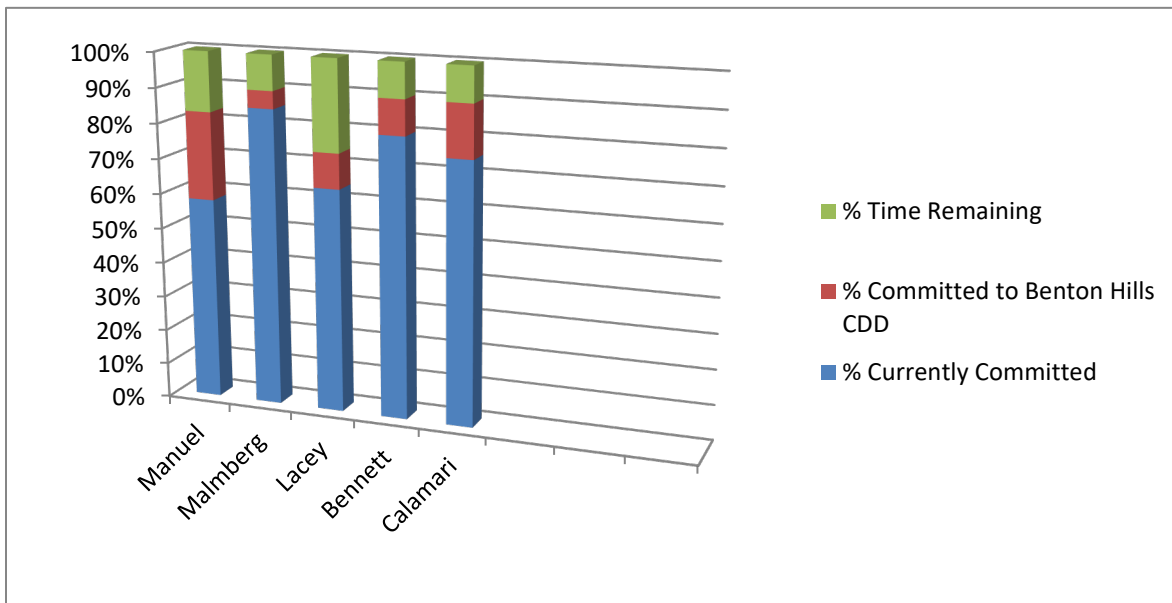
COASTAL offers an in-house workforce of thirty-five (35) key staff and professionals. Our team has the capacity to provide quality civil engineering, survey and mapping, planning and urban design, landscape architecture, and environmental consulting services for any size assignment, with any required project schedule being requested by Benton Hills Community Development District (District).

Based on the depth and breadth of our team’s available staff, the COASTAL team will have ample resources to provide the District the highest level of service we bring to each of our valued clients.

COASTAL will prioritize upcoming District projects throughout our contract. This will include developing an initial District approved project schedule and scope meeting with District staff for each assigned project.

Workload of Key COASTAL Staff:

Team Members	% Currently Committed	% Committed to Benton Hills CDD	% Time Remaining
Cliff Manuel, Jr., PE	58	25	17
Brian Malmberg, PE	85	5	10
Donald Lacey, AICP	64	10	26
Burt Bennett, CCI	80	10	10
Joseph Calamari, PWS	75	15	10

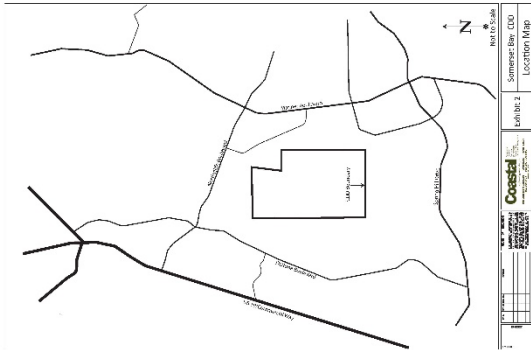


Subsection B

Past Experience

Client name, address, telephone number & email:

Somerset Land, LLC
 Ron Bastyr
 18125 Wayne Road
 Odessa, FL 33556
 352-799-9898
 ronbastyr@yahoo.com



Description of services provided: Somerset Bay Community Development District/Hernando County – CDD Planning/Engineering Assistance and Interim District Engineer.

COASTAL to coordinate creation of CDD with Client CDD consultant, providing the necessary planning and preliminary engineering analysis and preparing the required exhibits. COASTAL appointed as Interim District Engineer effective October 28, 2021.

Time period of the project or contract: 02/03/2021 through present

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$25,888.00

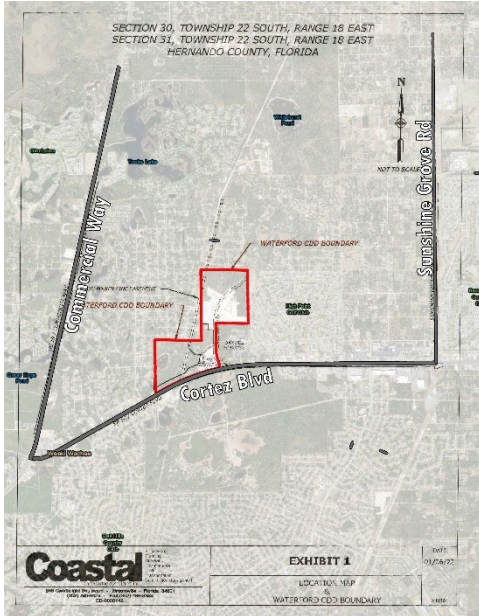
Was the project completed on time? Current

Was the project completed within budget? Current

Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE, Principal/Engineer of Record
Donald Lacey, Principal Planner

Client name, address, telephone number & email:



Oak Hill Land, LLC
 Ron Bastyr
 18125 Wayne Road
 Odessa, FL 33556
 352-799-9898
 ronbastyr@yahoo.com

Description of services provided: *Waterford Community Development District/Hernando County* – CDD Planning/Engineering Assistance – COASTAL to coordinate creation of CDD with Client CDD consultant providing the necessary planning and preliminary engineering analysis and preparing the required exhibits.

Time period of the project or contract: 09/21/2021 through present

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$25,888.00

Was the project completed on time? Current

Was the project completed within budget? Current

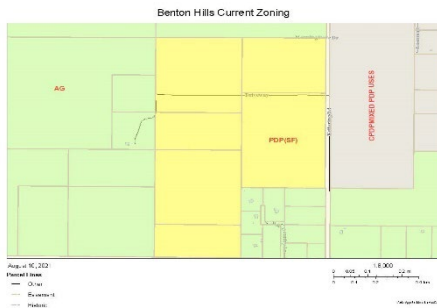
Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE, Principal/Engineer of Record

Donald Lacey, Principal Planner

Client name, address, telephone number & email:

Meritage Homes of Florida, Inc.
Tyler Vansant
10117 Princess Palm Avenue, Suite 550
Tampa, FL 33610
813-386-8752
Tyler.Vansant@meritagehomes.com



Description of services provided: *Benton Hills – CDD Assistance and Exhibit Preparation.*

Exhibit 1: A general location map. This is simply a map showing surrounding roads and landmarks with the site marked.

Exhibit 2: A metes and bounds description of the lands to be included within the District and a map matching the metes and bounds description of the lands to be included within the District. A metes and bounds legal description (as opposed to some other form by reference to plats, etc.) is required by statute. A separate legal description will also be required for any excluded parcels.

Exhibit 5: A map showing land uses within and adjacent to the proposed District according to the County's adopted and effective Future Land Use Map is also required.

Exhibit 6: A map of the current existing sanitary sewer and water distribution systems (major water trunk mains, sewer interceptions and outfalls) for the lands to be included within the District. In addition, a map demonstrating the planned water, wastewater and drainage plan for the lands may be required.

Exhibit 7: A description of the type of facilities the Petitioner presently expects the District to finance, construct, acquire and/or install, as well as the anticipated owner and entity responsible for maintenance. Further, we will need a description of the estimated costs of constructing the infrastructure serving land within the proposed District, and an estimated timetable for such construction; preliminary estimates do not bind the proposed CDD and represent a good faith estimate at this point in time.

Additional professional support services, when requested by Client, Coastal will assist in the creation of the CDD at our standard hourly rates.

Time period of the project or contract: 08/05/2021 through present

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$20,888.00

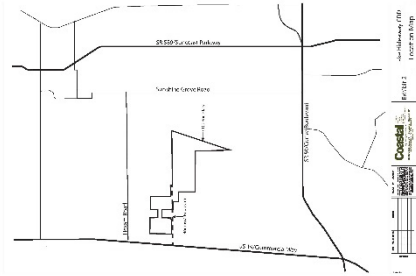
Was the project completed on time? Current

Was the project completed within budget? current

Which proposed team members were team members of this project:
Clifford Manuel, Jr., PE, Principal/Engineer of Record
Donald Lacey, Principal Planner

Client name, address, telephone number & email:

Hawk Land Investors New, LLC
 Mike Lawson
 2502 N. Rocky Point Drive, Suite 1050
 Tampa, FL 33607
 813-288-8078
 mike@metrodlg.com



Description of services provided: *Lake Hideaway – CDD Planning & Engineering Assistance.*

COASTAL to coordinate creation of CDD with Client CDD consultant, providing the necessary planning and preliminary engineering analysis and preparing the following required exhibits:

- 1) Legal Description and Sketch. Please provide a legal description and sketch of the overall boundaries of the proposed community development district. Also, please include the total acreage at the end of the legal description.
- 2) Location Map. This map should be in black and white. Please show the major roadways around the project and include the name of the project within the inside boundaries or with an arrow pointing to the project. Attached is an example of what the map should look like.
- 3) Aerial Map. This should reflect an aerial of the site with the boundaries reflected on the map for the proposed community development district.
- 4) Existing Utilities Map. Please provide a map showing the existing utilities with the boundaries reflected on the map for the proposed community development district.
- 5) Future Land Use Map. Please provide the future land use map from Hernando County reflecting the future land uses with the boundaries reflected on the map for the proposed community development district.
- 6) Folio Numbers. Please also provide the folio numbers for the parcels that will make up the proposed community development district.

Time period of the project or contract: 04/19/2021 through present

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$18,888.00

Was the project completed on time? Current

Was the project completed within budget? Current

Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE, Principal

Donald Lacey, Principal Planner

Brian Malmberg, PE, MBA, Director of Engineering/Engineer of Record

Client name, address, telephone number & email:

Southern Hills Plantation CDD 1

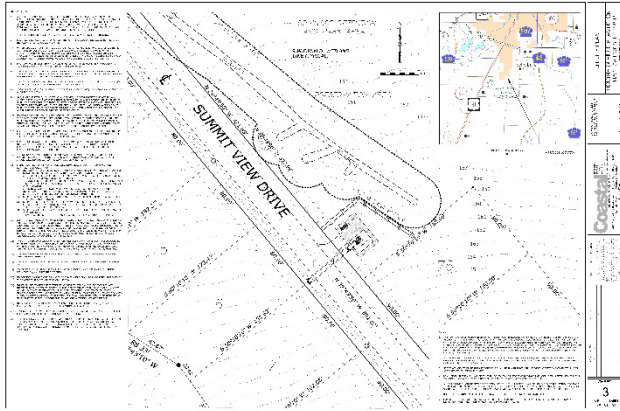
Rick Harcrow

19850 Southern Hills Boulevard

Brooksville, FL 34601

352-799-9898

gmiars@greenpointllc.com



Description of services provided: *Southern Hills Phase 3A – Water Pressure Booster System and Transmission Main Interconnect* – COASTAL as Engineer of Record updated water pressure model for Southern Hills including Phase 3A to determine existing water pressure as recently tested by the City for homeowners living at Real Tree, Evening Ray and also Creek Ridge.

Design of approximately 1,400 LF of twelve (12) inch water main and a pressure booster pump station from termination of the Phase 3A-1 twelve (12) inch potable water main to a City of Brooksville approved connection point at the existing City water system within the Duke powerline easement.

Time period of the project or contract: 02/02/2016 through present

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$508,500.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE, Principal

Scott D. McKee, PE, Engineer of Record

Burt Bennett, CCI, Design Manager

Client name, address, telephone number & email:

Hernando County Public Works
Scott Herring
1525 E. Jefferson Street
Brooksville, FL 34601
352-754-4060
sherring@hernandocounty.us



Description of services provided: **Sherman Hills Boulevard Re-alignment and SR 50 Frontage Road Extension, TO #35** – Engineering services for SR 50 at I-75 North: Re-alignment from Sherman Hills Boulevard to SR 50 (North) design services and SR 50 Frontage Road extension from Parkland Avenue East to Sunrise Boulevard (South).

Time period of the project or contract: 02/16/2016 through 01/29/2018

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$1,757,700.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Jerry L. Wolfe, Jr., PE, Civil Engineer/Engineer of Record

Brian Malmberg, PE, Project Manager

Burt Bennett, CCI, Project Manager

Client name, address, telephone number & email:

Floral City Water Association, Inc.
Gary Judd, Superintendent
PO Box 597/8189 South Florida Avenue
Floral City, FL 34436
352-726-3366
fcwater@tampabay.rr.com



Description of services provided: *Floral City Stage Coach Trail Potable Water Facility* – COASTAL provided professional engineering services including coordination/provision of required geotechnical services; environmental pedestrian survey; design and permit required facilities in accordance with Owner, Citrus County, FDOT, SWFWMD and FDEP; coordination and related paperwork required for USDA funding; field observation and survey.

Project consisted of water treatment plant #3 facility and approximately 29,000 feet of 12" water main for 14.7 acre property along Stage Coach Trail, in Citrus County, Florida.

- 1) TREATMENT FACILITY:
 - a) Two (2) 1,500 gpm Wells (estimated production zone depth is 280 feet below existing ground).
 - b) 500,000 gallon "low profile" ground storage tank, final height not to exceed seventeen (17) feet from proposed site grade(s).
 - c) Three (3) variable speed drive service pumps rated @ 750 gpm.
 - d) Sodium Hypochlorite chlorination disinfection system with required holding tank.
 - e) Backup generator capable of providing power for total facility operation during power outages.
 - f) Required facility yard piping and site civil improvements.
 - g) Thirty (30) foot "type B" buffer together with client approved site landscaping in accordance with the Citrus County Conditional Use Approval.
 - h) Single story building (approximately 4,000 square feet) that will provide required facility control room, maintenance equipment storage, office, bathroom, meeting room and house required high speed service pump equipment. It is anticipated that the building will be rural in nature and used to conceal the proposed storage tank.
- 2) TRANSMISSION LINE:
 - a) Approximately 29,000 feet of 12" water main.
 - b) Estimated 35 fire hydrant assembly(s).
 - c) Required gate valves, boxes, air release valves and other transmission line equipment necessary to place the system into operation.

Time period of the project or contract: 06/19/2012 through 02/26/2016

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$4,184,500.00

Was the project completed on time? Yes

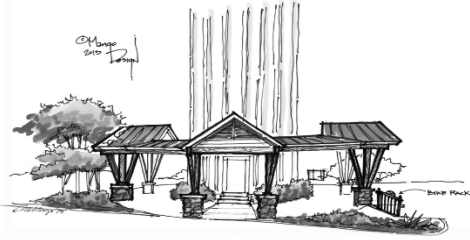
Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE, Principal/Engineer of Record
Burt Bennett, CCI, Design and Construction Manager

Client name, address, telephone number & email:

City of Brooksville
Bill Geiger, Dir. of Community Development
201 Howell Avenue
Brooksville, FL 34601
352-540-3810



DESCRIPTION OF SERVICES PROVIDED:

Community Redevelopment Agency, Plan Capital Improvement Program Implementation – The existing City water tower property would be enhanced by the design and construction of the facilities meant to make the site more aesthetically attractive, pedestrian friendly and provide amenities for bicyclists to center their exploration of downtown Brooksville. The following facilities and improvements:

- A stone and timber framed pavilion with metal roof around the northwest base of the water tower (see attached Exhibit A)
- Landscaped grounds accentuating the pavilion
- Seating areas both within the pavilion and on the grounds
- A kiosk to provide information and mapping related to downtown attractions and facilities
- Bicycle racks
- A refrigerated water fountain with multiple spigots for drinking and filling of water bottles
- An overlay and re-striping of the parking area
- Repainting of the existing storage structure on site.

PROJECT SCOPE: Coastal Engineering agreed to provide, either directly or through subconsultants, the following services:

1. Topographic survey for the site improvement area.
2. Geotechnical analysis and report consisting of 4 hand augers to a depth of five feet
3. Architectural and structural design drawings for the pavilion, including floor plan, roof plan, elevations, lighting layout and sections.
4. Civil engineering plans for site grading, a water line to the pavilion, bicycle rack type and location, parking lot overlay and striping.
5. A landscape plan sheet.
6. Request to the Southwest Florida Water Management District for an exemption from ERP permitting.
7. Site observation and field consultation

Time period of the project or contract: 06/20/2016 through 01/31/2019

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$184,525.00

Was the project completed on time? Yes

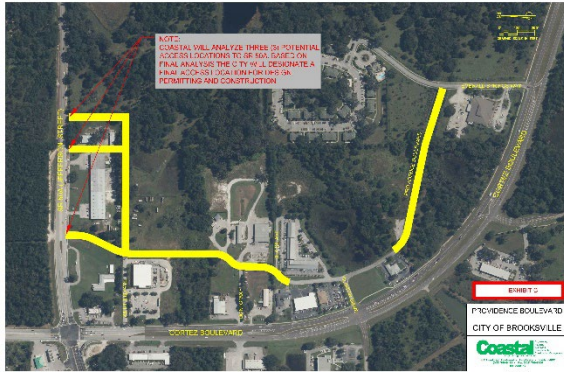
Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Donald R. Lacey, AICP, Project Manager
Cliff E. Manuel, Jr., PE, Principal/Project Engineer
David R. Mango, CPBD, Architect

Client name, address, telephone number & email:

City of Brooksville
 Bill Geiger, Dir. of Community Development
 Richard Radacky, Dir. of Public Works
 201 Howell Avenue
 Brooksville, FL 34601
 352-540-3810



DESCRIPTION OF SERVICES PROVIDED:

Providence Boulevard Extension –

Roadway improvements include the design of a 3,700 ± linear feet two (2) lane 24 feet wide urban-section frontage road together with water, sanitary sewer, storm-water sewer, sidewalk, and related utility relocation coordination. The section of Providence Boulevard previously constructed with access to State Road 50A will be evaluated for potential reconstruction and included as part of base services to avoid periodic flooding. Reference Exhibit C for general roadway alignment.

Time period of the project or contract: 06/20/2016 through 01/31/2019

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$2,538,000.00

Was the project completed on time? Current

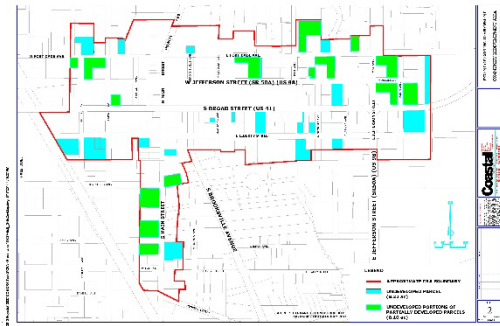
Was the project completed within budget? Current

Which proposed team members were team members of this project:

- Cliff E. Manuel, Jr., PE, Principal
- Brian Malmberg, PE, Project Manager
- Scott D. McKee, Project Engineer
- Burt Bennett, CCI, Director of Construction Services/Surveying
- Joseph Calamari, PWS, Director of Environmental Services

Client name, address, telephone number & email:

City of Brooksville
 Bill Geiger, Dir. of Community Development
 201 Howell Avenue
 Brooksville, FL 34601
 352-540-3810



DESCRIPTION OF SERVICES PROVIDED:

CRA - Task Order No. 2 –

The CRA desires to extend the scope of its Downtown Beautiful Program by visually and/or functionally improving “spaces” and “features” within the downtown area. The objective is to create places that will be attractive to pedestrians and bicyclists visiting the City. These projects are identified as A-O on the Downtown Beautiful Program Project Locations Map in the Community Redevelopment Plan and described under the CIP Near Term Projects.

- 1.1. Meet with CRA staff to review projects listed as A-O in the CRA Community Redevelopment Plan and develop a priority list for further analysis;
- 1.2. Prepare a summary project description for up to ten projects prioritized in the meeting with CRA staff. One of the projects receiving a summary project description will be a tree planting plan;
- 1.3. Meet with property owners that are integral to each of the priority projects to determine their respective interest and participation in teaming with the CRA to accomplish the identified projects;
- 1.4. Prepare a conceptual layout and preliminary cost estimate for up to six projects prioritized by the CRA staff and determined as feasible after discussions with property owners;
- 1.5. Coordinate with CRA staff and attorney in preparation of a joint participation agreement with private property owners for three priority projects;
- 1.6. Prepare detailed specifications for up to three (3) priority design/build projects;
- 1.7. Secure required permits for each of the three projects; and,
- 1.8. Construction surveillance and related as-built survey services will be scoped as a separate task order once the three projects have been selected.

2. Recreation Master Plan

The provision of recreational opportunities for residents and visitors is an important element of the Community Redevelopment Plan. With several major resources, including Hernando Park and the Good Neighbor Trailhead, downtown Brooksville has the potential to create a unique recreational palette. It is important to maximize the potential of those resources, tie in other open space and facilities, coordinate with other public and private entities and use the synergy provided in other CRA efforts, such as the Downtown Beautiful, Wayfinding Signage and Stormwater Master Planning. The objective is to create a plan that is dynamic and value-oriented, providing pertinent information and guidance.

- 2.1. Prepare an assessment of existing recreational facilities within downtown Brooksville;
- 2.2. Prepare a draft recreation master plan for review by the CRA which incorporates pedestrian and bicycle friendly connection from the CRA to the Good Neighbor Trail;
- 2.3. Prepare a final recreation master plan and cost estimate for implementing said plan for CRA acceptance; and,
- 2.4. Hold a public meeting with the CRA for review and approval of the recreation master plan.

3. Stormwater Master Plan

The available open space in the downtown area provides an opportunity to address both water quality and stormwater retention. A master stormwater system for the CRA could handle stormwater for all remaining developable parcels, alleviating the need for individual sites to utilize valuable space to provide needed treatment and retention. The master stormwater plan details how stormwater will be transported downstream to open areas within the City and County, providing treatment and storage consistent with applicable regulations and establishing best management practices to assure the environmental integrity of the historic downtown area. The City of Brooksville and Hernando County desire to seek cooperative funding from SWFWMD to improve water quality within the Community Redevelopment Area and certain adjacent regions (to be determined). Consultant, using downstream Best Management Practices (BMPs), conceptualized in the South Brooksville Improvements Project shall provide water quality treatment calculations and related design criteria to allow future infill and redevelopment projects within the city CRA and certain designated adjacent areas. Permitting will conceptualize build out conditions and propose methods to improve stormwater discharge water quality such that master planned stormwater storage facilities can provide a level of efficiency to the treatment function and alleviate a portion of the development permitting requirements that landowners within the affected areas currently face.

4. Downtown Gateway Improvements & Wayfinding Signage

Downtown visitation can be greatly improved through defining a sense of arrival and by providing clear directional signage for visitors to major attractions, civic areas and parking facilities. Brooksville is located at the center of major crossroads, with major gateways such as at Cortez Boulevard and Jefferson Street, Broad Street, Ponce de Leon Boulevard and Cobb Road. Visitors using these gateways would benefit greatly from better signage using monument or pole mounted signage to better identify the location and components of Downtown Brooksville. These signs would reduce guesswork and improve the visitor's overall experience navigating to their desired destination(s). In order to be most effective, the signage plan should be prepared addressing location, design, contents, cost and synergy with other CRA and City endeavors.

The purpose of this project is to develop a way-finding and identity system to guide and connect residents and visitors to key points of interest located within Downtown Brooksville. The system will be designed to project a consistent image, ease vehicular congestion, and promote walking, bicycling and mass transit.

Time period of the project or contract: 03/13/2013 to 11/15/2016

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$1,865,100.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Donald R. Lacey, AICP, Director of Planning/Project Manager

Burt Bennett, CCI, Director of Construction Services/Surveying

David R. Mango, CPBD, Architect

Client name, address, telephone number & email:

Brooksville-Tampa Bay Regional Airport
Kevin Daugherty
15800 Flightpath Dr.
Brooksville, FL 34604
352-754-4061
kdaugherty@hernandocounty.us



Description of services provided: Brooksville-Tampa Bay Regional Airport & Technology Center Signage and Wayfinding Plan

Purpose: Improve the visibility and functionality of the Brooksville-Tampa Bay Regional Airport & Technology Center through a master-planned approach to signage and streetscaping utilizing the new branded look. Scope of Work: Coastal Engineering Associates, working jointly with Crossland Media LLC and Margaret Moore Landscape Planning and Design, was attained to provide the following services:

Design and permit the component of the Master Plan chosen for the initial phase: Main Entrance Monument Sign

I. DESIGN AND PERMITTING SERVICES

- Misc. site verification survey of as-built conditions required for design.
- Irrigation plan and survey of existing conditions for sign, well and existing utilities.
- Finalize functional aspects of monument sign: size, materials, contrasts, nomenclature, typography, symbols, hardware, architectural elements, placement, construction details, mounting methods and installation.
- Prepare design plans and specifications for the monument sign.
- Prepare electrical drawings.
- Prepare landscape and irrigation plan for landscaping around the monument sign.
- Prepare and submit sign permit application to Hernando County, respond to comments and coordinate with officials during the permitting process.

II. CONSTRUCTION/INSTALLATION SERVICES

- Bid phase services
- Stake location of monument sign
- Perform limited construction observation for site improvements to certify substantial compliance with the approved plans and specifications to applicable regulatory agencies.

Time period of the project or contract: 05/27/2014 through 11/23/2014

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$263,100.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

- Cliff E. Manuel, Jr., PE, Principal
- Burt Bennett, CCI, Project Manager
- Joseph Calamari, PWS, Director of Environmental Services
- Donald R. Lacey, AICP, Senior Planner

Client name, address, telephone number & email:



Brooksville Tampa Bay Regional Airport
Kevin Daugherty
15800 Flightpath Dr.
Brooksville, FL 34604
352-754-4061
kdaugherty@hernandocounty.us

Description of services provided: 3D Graphic Design for Marketing

Miscellaneous graphics requested by BTBRA to be provided by Coastal based on the work described in each individual request.

3D Virtual Modeling

1. 3D virtual models will be created and submitted at 15%, 50%, and 100%
2. 3D virtual models will include additional roads, proposed hangars, asphalt or pavement areas, planes and basic landscaping features.
3. 3D virtual model modifications/animation.

Note: All items may not be available depending on details and copyrights; the creation of 3D objects is not included and should be provided if possible

Other Miscellaneous Graphics Services – will be provided on an hourly basis based on description

Time period of the project or contract: Non-Contract; Blanket PO

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$3,500.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Burt Bennett, CCI, Project Manager

Client name, address, telephone number & email:

Brooksville Tampa Bay Regional Airport

Kevin Daugherty

15800 Flightpath Dr.

Brooksville, FL 34604

352-754-4061

kdaugherty@hernandocounty.us



Description of services provided: American Aviation Pavement Rehab Design

Coastal Engineering Associates (CONSULTANT) was attained to provide the following basic services (engineering design, preparation of plans and specifications, assistance during the bidding process, and construction administration services) to assist Brooksville-Tampa Bay Regional Airport (Authority) with the rehabilitation design of depicted pavement areas, new paved driveway to fuel farm and demolition of warehouse building on American Aviation Aircraft Parking Apron on their leasehold at the Airport. In addition, the consultant was to evaluate an area of failing asphalt apron pavement at the Corporate Jet Solution lease in front of the hangar and provide recommendations and a plan for repair.

A. DESIGN PHASE

1. Review existing documents such as record drawings, specifications, studies and reports to become familiar with project data.
2. Visit the site to observe field conditions and validate the existing database.
3. Contact the AUTHORITY and FDOT to review scope of work and clarify project design requirements, construction sequencing and operational concerns.
4. Prepare preliminary plans identifying areas requiring topographic field survey if needed, geotechnical investigations and other field reconnaissance that may be required. The required field program will be developed into a schedule that minimizes interference with airport operations. The schedule will be coordinated with the SPONSOR. CONSULTANT will supervise the field investigations as required.
5. Perform field survey of topographic and utility data. Field information will be mapped and provided to the CONSULTANT design team.
6. Prepare a pavement assessment report based on the geotechnical findings to determine the most cost-effective method of repair to the distressed pavement with estimated construction costs.
7. Finalize the grading and drainage design.
8. Prepare final construction plans and supplemental documents such as construction phasing plans, soil boring logs and cross sections.
9. Prepare final quantity takeoffs for the bid schedule. This will include items shown on the drawings and/or described in the technical specifications.
10. Prepare a final probable construction cost utilizing the quantity takeoff and bid items previously developed -
11. Prepare final technical specifications.
12. Submit advance final documents to the AUTHORITY and Florida: Department of Transportation for final review and comment. The design team and the AUTHORITY will conduct a final review meeting to discuss and resolve final comments.

13. Reproduce copies of the bid documents which include plans, specifications, construction phasing plans, soil boring logs and cross sections. These documents will be supplied to the AUTHORITY.

B. BIDPHASE

1. Attend Pre-Bid conference.
2. CONSULTANT shall answer technical questions from potential bidders and provide to Hernando County Purchasing for preparation of addendum (if required).

C. CONSTRUCTION ADMINISTRATION PHASE

1. Provide consultation and advice to the SPONSOR during construction, including the attendance at a pre-construction conference, attendance at coordination meetings and other meetings required during the course of construction. Prepare, review, and distribute minutes of all meetings, if applicable.
2. Review, approve or take appropriate action on all contractor submittals, such as construction schedules and phasing schedules, shop drawings, product data, catalog cuts, and samples, for conformance with the construction contract requirements.
3. Review and take appropriate action on alternative construction methods proposed by the contractor.
4. Review supplemental drawings and change orders necessary to properly execute the work within the intended scope and to accommodate changed field conditions.
5. Assist the AUTHORITY in resolving contractor claims and disputes.
6. Interpret the requirements of the contract documents and advise the contractor of these requirements on behalf of the AUTHORITY.
7. Assist the AUTHORITY in compiling project closeout documents required by the FAA and the FDOT.
8. Meetings: Periodic design coordination, pre-bid, pre-construction and construction coordination.

D. STORMWATER DESIGN / PERMITTING PHASE

1. SWFWMD permit is not anticipated for this existing pavement rehabilitation or new asphalt fuel farm driveway.
2. Hernando County review/approval. After receiving the Notice-To-Proceed (NTP) from the AUTHORITY, the Consultant will immediately be available to work on the project, in accordance with the proposed design schedule, as assigned by the AUTHORITY.

Time period of the project or contract: 06/30/2014 to 12/27/2014

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$982,025.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

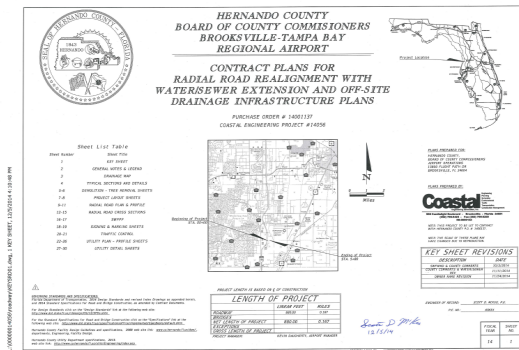
Which proposed team members were team members of this project:

Clifford Manuel, Jr., PE

Burt Bennett, Director of Construction and Surveying

Client name, address, telephone number & email:

Brooksville Tampa Bay Regional Airport
Kevin Daugherty
15800 Flightpath Dr.
Brooksville, FL 34604
352-754-4061
kdaugherty@hernandocounty.us



Description of services provided: Radial Road Realignment Water/Sewer

Coastal Engineering Associates, Inc. (Coastal) provided required professional services to facilitate the realignment of Radial Road and the development of MICRO-MATICS planned new facility as shown on the attached site plan, Exhibit A. 8" water and 8" gravity sewer will be extended from Circuit Way to MICRO-MATIC parcel, with water being looped to Radial Road. Project Scope of Work shall include professional services required to complete off-site roadway, water, sewer and drainage improvements necessary to provide required infrastructure for the new MICRO-MATIC building consistent with the attached site plan; Exhibit A. Off-site drainage improvements will include Phases 1 and future MICRO-MATIC development. Design criteria will consider the MICRO-MATIC site to be 70% impervious consistent with the SWFWMD approved drainage master plan. Coastal was to direct off-site storm water where feasible to Basin Z and Basin BB. Off-site drainage systems will be coordinated with site civil improvements associated with MICRO-MATIC.

I. GENERAL

Task .01 Planning: Provide coordination with Client and the Hernando County Planning Department to assure applicable addressing and parcel identification for the MICRO-MATIC project without the requirement of conditional/final plats. The project scope does not include conditional and/or final plats consistent with Client direction and prior practice at the Airport.

Task .02 Environmental Services: Environmental and gopher tortoise survey and related mitigation plan shall include Radial Road, utility easements, and off-site drainage improvements.

1. Perform an environmental survey of the subject property to determine general plant and/or animal distributions and to identify protected plant and/or animal species under applicable jurisdictions and mitigation options available to the Client.
2. Perform a gopher tortoise burrow survey for Radial Road right of way, utility easement and off-site drainage areas, 90 days prior to breaking ground, per FFWCC regulations.
3. Prepare and submit a permit application for FFWCC agency approval for gopher tortoise relocation.
4. Coordinate the capture and relocation of tortoises to an approved off-site gopher tortoise preserve. See Exhibit B for lump sum relocation fee.
5. Submit a completion report to FFWCC within 30 days to relocation.

II. RADIAL ROAD REALIGNMENT AND EXTENSION

Task .05A- Engineering:

1. Review roadway alignment criteria with Client, County Engineer, and MICRO-MATIC design team to confirm roadway configuration. Roadway to be designed to major local/commercial 2-lane road- open drainage.
2. Prepare final plan and specification for the realignment of Radial Road to accommodate main entrance requirement of the proposed MICRO-MATIC building and related site plan improvements.
3. Coordinate required location and existing relocation of off-site utilities to accommodate road realignment. Meetings will be scheduled with affected utility owners at 30%, 60% and 90% design phase. Coordination will include Clients request for street lighting of Radial Road.

B. Utilities

1. Coordinate review of water, sewer, cable and electric for required roadway realignment. Coordination shall include necessary communication with the MICRO-MATIC design team to provide required interconnection and related service to the new MICRO-MATIC building.
2. Review and update specifications for the master planned water and sewer systems in the area to assure project capacity, domestic and fire, for the proposed improvements. Analyses to be performed using Water CAD and Sewer CAD to compute models respectively (HCUD to provide base County water model.)
3. Extend 8" gravity sewer from Circuit Way to provide service to Phase I and future phases of MICRO-MATIC. Analyze existing pump station on Circuit Way for potential or necessary upgrades due to increased flow from MICRO-MATIC. Loop 8" water from Circuit Way to Radial Road. Analyze fire flows for proposed loop and provide estimated flow and pressure at connection points to MICRO-MATIC.
4. Utility design and related modifications include necessary relocations associated with proposed roadway modifications.
5. MICRO-MATIC shall be required to design and permit all on-site water and sewer to off-site connection points designed by Coastal. Any additional fire flow requirements in excess of what the proposed system can provide is to be designed and permitted by MICRO-MATIC.

C. Drainage

1. Review Airport master drainage plan and updated SWFWMD flood model(s) for applicable design parameters contributing areas and required floodplain compensation, if any.
2. Coordinate with County, Client and MICRO-MATIC design team on design parameters for new 25-acre development site in Corporate Airpark Ph III. MICRO-MATIC shall be required to design and permit all on-site drainage, roads, parking and buildings to off-site connection points designed by Coastal.
3. Review completed survey and prepare conceptual project documentation for Client review and approval.
4. Coordinate a Pre-application Meeting with the Southwest Florida Water Management District to confirm nature, extent and location of off-site drainage improvements.
5. Compile ERP documentation including construction plans, storm water management report, application, and pertinent supporting documentation for required permits.

D. Regulatory Permits Applications

1. Hernando County roadway and utility approvals, Public Works, HCUD and the Airport as

required for project development.

2. FDEP/Hernando County off-site utility (water and sewer) permits.
3. Off-site SWFWMD drainage permits.
4. Regulatory wildlife mitigation compliance coordination with applicable local, state and federal agencies.
5. General review and compliance with applicable FAA criteria.

III. CONSTRUCTION PHASE

Task .08 Construction Observation:

A. Bid Phase - Assist in contract bidding and/or negotiations as required by Hernando County Purchasing and Client.

1. Prepare project bid schedule for coordinated bid advertisement with Hernando Co. Purchasing Department.
2. Attend pre-bid meeting.
3. Provide written technical instructions to RAJ during bid phase for addenda prepared by Hernando County and related support requested by purchasing and/or Client.

B. Construction Phase - Provide construction observation of the described construction work y required of the Engineer of Record in accordance with applicable regulatory law and agency requirements for construction observation and certification including:

1. Attend preconstruction conference.
2. Provide periodic on-site observation as required for certification of construction with applicable regulatory agencies (includes periodic progress meetings, pre-final and final inspections).
3. Provide consultation and advice during construction directly applicable to completed plans and specifications.
4. Respond to project request for information (RAI's) during construction.
5. Review applicable pay requests; shop drawings, tests; and change orders.
6. Prepare "record drawings" from Client/Contractor supplied as-builts and construction completion certifications for permits obtained under this contract. Prepare and submit performance and maintenance bond cost estimates as required.

NOTE: COASTAL shall visit the site at intervals appropriate to the stage of construction, or as otherwise agreed to in writing by the Client and COASTAL, in order to observe the progress and quality of the Work completed by the Contractor. Such visits and observation are not intended to be an exhaustive check or a detailed inspection of the Contractor's work but rather are to allow COASTAL to become generally familiar with the Work in progress and to determine, in general, if the Work is proceeding in accordance with the Contract Documents. Based on this general observation, COASTAL shall keep the Client informed about the progress of the Work and shall advise the Client about observed deficiencies in the Work. If the Client desires more extensive project observation or full-time project representation, the Client shall request that such services be provided by COASTAL as Additional Services in accordance with the terms of this Agreement.

IV. SURVEY

Task .09A Survey required for engineering services:

1. Provide utility easement and drainage easement sketch of description.
2. Provide topographic and tree location survey for roadway improvements, utility easements and off-site drainage.

3. Prepare a project design survey including right-of-way, topographic and utility systems locations required for off-site infrastructure design, permitting and construction.

Note: MICRO-MATIC boundary and topographic survey to be provided to Coastal in electronic format by MICRO-MATIC design team.

V. GEOTECHNICAL

Task .11 Geotechnical

The objective of our study will be to obtain information concerning subsurface conditions of Radial Road right of way, utility easements and off-site drainage areas in order to base engineering estimates and recommendations in each of the following areas:

1. General location and description of potentially deleterious materials discovered in the boring which may interfere with the project progress including existing fills or organic soils.
2. Identification of groundwater levels and estimation of the Seasonal High Groundwater Table (SHGWT).
3. Estimation of Shallow soil hydraulic conductivity rates.
4. Determine pavement and base thickness in the existing roadway where roadway tie-ins are proposed.

Time period of the project or contract: 07/21/2014 to 07/21/2015

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$571,008.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Donald R. Lacey, AICP, Senior Planning

Scott D. McKee, Project Engineer

Burt Bennett, CCI, Director of Construction Services/Surveying

Joseph Calamari, PWS, Director of Environmental Services

Client name, address, telephone number & email:

Hernando County Transportation Services
Brian Malmberg, PE
1525 E. Jefferson St
Brooksville, FL 34601
352-754-4060



DESCRIPTION OF SERVICES PROVIDED: Aerial Way 4-Lane Collector Road Design Services

Coastal Engineering Associates, Inc. (Coastal) was to provide required professional services to facilitate the design, permitting and construction of a four (4) lane collector road consistent with County and State criteria. Project Scope of Work was to include professional services required to design and permit the proposed Aerial Way design 4 lane rural collector road that is approximately 4,650 LF in total length in accordance with the attached conceptual sketch and related cost estimates.

Task .05 Engineering:

I. Roadway Infrastructure

A. Aerial Way four (4) lane rural collector road. From existing four lane road on north end south to Telcom Drive.

1. Consistent with attached conceptual plan design of a four (4) lane collector consistent with Hernando County and FDOT criteria. Design speed 50 MPH, posted 45 MPH.
2. Coordinate required location and existing relocation of off-site utilities to accommodate road realignment.
3. Prepare detailed signage and striping plan for collector road.
4. Prepare required maintenance traffic plan (MOT).

II. Utilities Coordination

1. This list of utilities and their contact information shall be placed on the cover sheet of the construction documents. The information shall also be used as a basis for contacting the utility providers during the 30%, 60%, 90% and 100% utility coordination design process.
2. The utility owner is to provide mark-up plans, either in digital or hard copy format showing their existing facilities and proposed facilities. The utility mark-ups shall be color coded, RED for utilities in conflict with the proposed design, GREEN for utilities to remain in place and BROWN for the relocated location of the utilities. The utility mark-up plans are required for submittal at the utility coordination meeting. (This process will be repeated at 60%, 90% and 100% design review).

III. Drainage

1. Review Airport master drainage plan and updated SWFWMD flood model(s) for applicable design parameters contributing areas and required floodplain compensation for additional four (4) lane collector road.
2. Review completed survey and prepare conceptual project documentation for Client review

and approval.

Task .09 Survey required for engineering services: Aerial Way Four (4) Lane Rural Collector Road.

1. Prepare a project design Survey including right-of-way, topographic and utility systems locations required for off-site infrastructure design, permitting and construction of the proposed four (4) lane collector.

Task .11 Geotechnical

The objective of our study will be to obtain geotechnical information concerning subsurface conditions along the proposed roadway four (4) lane design corridor:

1. General location and description of potentially deleterious materials discovered in the boring which may interfere with the project progress including existing fills or organic soils.
2. Identification of groundwater levels and estimation of the Seasonal High Groundwater Table (SHGW1).
3. Estimation of Shallow soil hydraulic conductivity rates.

Time period of the project or contract: 10/16/2013 through 02/08/2014

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$4,059,560.00

Was the project completed on time? Yes, design.

Was the project completed within budget? Yes, design.

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Donald R. Lacey, AICP, Senior Planning

Scott D. McKee, Project Engineer

Burt Bennett, CCI, Director of Construction Services/Surveying

Joseph Calamari, PWS, Director of Environmental Services

Client name, address, telephone number & email:

Hernando County Transportation Services

Mark Guttman, PE

1525 E. Jefferson St.

Brooksville, FL 34601

352-754-4060



DESCRIPTION OF SERVICES PROVIDED: South Brooksville Drainage (BMP7)-Stormwater

Coastal Engineering Associates, Inc. {Coastal} was attained to provide professional services for the implementation of BMP 7 consistent with design and related regulatory direction provided by Hernando County. Required improvements were to be consistent with approved South Brooksville Drainage Report completed under Coastal Job No. 13033 dated October 2013. Improvements required were located on land owned by the City of Brooksville thru an interlocal agreement for construction; maintenance and operation.

Task .02 Environmental

1. Threatened - endangered species survey.
2. Regulatory wildlife mitigation compliance coordination with applicable local, state and federal agencies. Note: Should threatened or endangered species be identified within the project limits a separate mitigation plan shall be prepared for client approval. Mitigation required will be scoped separately based on type of wildlife encountered and the related regulatory requirements.
3. Set wetland jurisdictional lines within limits of construction areas and make application.
4. Evaluate wetland impacts using Uniform Mitigation Assessment Method (UMAM) and determine mitigation options.
5. Coordinate with Withlacoochee Wetland Mitigation Bank to offset defined impacts.

Task .05 Engineering:

A. Design Services

1. The City of Brooksville has an approved recreational master plan for the property which will be incorporated into final design.
2. Analyze extent of area that can be served.
3. Field survey of areas designated and accepted for proposed drainage systems required for final design.
4. Prepare construction plans for stormwater management system.
5. Identify areas that would benefit from stormwater improvements.
6. Prepare drainage calculations and supporting permit documentation.
7. Prepare a tree mitigation plan consistent with County/City requirements.

B. Prepare permit applications for the following regulatory agencies:

1. Hernando County
2. City of Brooksville
3. SWFWMD

Task .09 Survey:

1. Prepare boundary survey for project easements required for construction, operation and maintenance.
2. Provide required design survey (tree survey, wetland delineation survey and topographic survey with 1' contours).

Time period of the project or contract: 01/27/2014 through 01/27/2015

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$758,574.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Scott D. McKee, Project Engineer

Burt Bennett, CCI, Director of Construction Services/Surveying

Joseph Calamari, PWS, Director of Environmental Services

Client name, address, telephone number & email:

Hernando County Transportation Services

Mark Guttman, PE

1525 E. Jefferson St.

Brooksville, FL 34601

352-754-4060



DESCRIPTION OF SERVICES PROVIDED: *BMP 6 and School St. Ditch*

This project included the design and analysis for the modifications required to implement drainage improvements associated with BMP 6 as outlined in available County reports and related SWFWMD guidelines. The design scope included the evaluation of and proposed removal of the drainage culverts and restoration of the drainage ditch at the City of Brooksville compound at School Street (old WWTP site). Culvert removal was to be coordinated with downstream ditch maintenance on property owned by the Hernando County School System. The scope will be to maximize storage for water quality and flood abatement benefits.

Task .02 Environmental

1. Threatened -endangered species survey.
2. Regulatory wildlife mitigation compliance coordination with applicable local, state and federal agencies. Note: Should threatened or endangered species be identified within the project limits a separate mitigation plan shall be prepared for client approval. Mitigation required will be scoped separately based on type of wildlife encountered and the related regulatory requirements.
3. Set wetland jurisdictional lines within limits of construction areas and make application.
4. Evaluate wetland Impacts using Uniform Mitigation Assessment Method (UMAM) and determine mitigation options.
5. Coordinate with Withlacoochee Wetland Mitigation Bank to offset defined Impacts.

Task .05 Engineering:

A. Design Services

1. No Property acquisition is anticipated. If required, property acquisition will be handled thru the County land Acquisition Dept.; Temporary or permanent easements if necessary, will be coordinated by Hernando County, with Coastal providing the required survey documentation.
2. Pedestrian field survey of areas designated and accepted for proposed drainage systems required for final design.
3. Prepare construction plans for BMP 6 storm water management system In accordance with established BPM criteria and SWFWMD regulations. The intent is to minimize excavation and create additional storm water storage by removing and or enhancing existing berms and designing an outfall control structure adjacent to the Josephine St. ditch crossing. Documents will also

Include the removal of culverts and ditch restoration at the school Street ditch located In the City of Brooksville compound (old WWTP site).

4. Identify with SWFWMD Permit limits of the properties owned by the Hernando county School System for maintenance cleaning.
5. Identify areas that would benefit from storm water improvements including upstream CRA areas within the City of Brooksville.
6. Prepare drainage calculations and supporting permit documentation.
7. Prepare a tree mitigation plan consistent with County/City requirements for all disturbed areas of construction.

B. Prepare permit applications for the following regulatory agencies:

1. Hernando County
2. City of Brooksville
3. SWFWMD

Task .09 Survey:

1. Prepare boundary survey for project easements required for construction, operation and maintenance.
2. Provide required design survey {tree survey, wetland, delineation survey, and topographic survey with contours.

Task 0.11 Geotechnical:

1. Execute a program of subsurface exploration.

Time period of the project or contract: 10/20/2014 through 07/15/2015

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$190,950.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

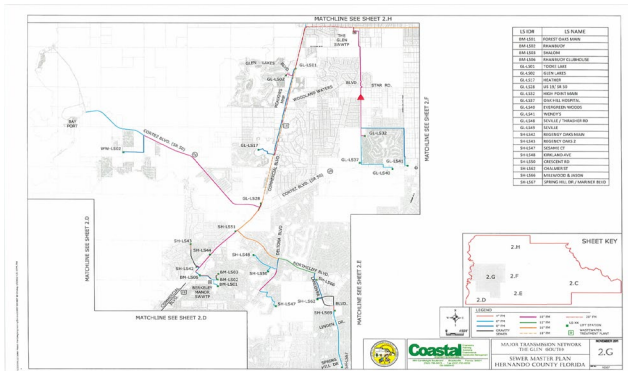
Scott D. McKee, Project Engineer

Burt Bennett, CCI, Director of Construction Services/Surveying

Joseph Calamari, PWS, Director of Environmental Services

Client name, address, telephone number & email:

Hernando County Utilities
Joseph L. Stapf, HCUD Director
21030 Cortez Rd.
Brooksville, FL 34601
352-540-4368



DESCRIPTION OF SERVICES PROVIDED: Sewer Hydraulic Modeling

Coastal was attained to update the County sewer hydraulic model under normal flow conditions, analyze current long-range plans, make design recommendations to ensure the maximum benefits of the system and revise the HCSWP accordingly to address a revised twenty-year horizon reaching to 2030.

Time period of the project or contract: 11/30/2010 to 04/27/2012

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$163,935.00 Design only.

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Tom Mountain, Project Manager

Burt Bennett, CCI, Director of Construction Services/Surveying

Client name, address, telephone number & email:

Hernando County Utilities
Mark Morgan, PE
20130 Cortez Blvd.
Brooksville, FL 34601
352-754-4037



DESCRIPTION OF SERVICES PROVIDED: Ridge Manor WWTP

COASTAL was attained to assist with the renewal of the Florida Department of Environmental Protection (FDEP) permit FLA012036 for the Hernando County Ridge Manor WWTP. COASTAL was to complete the following in the Scope of Work:

I. Permitting

A. Permitting and Processing - Prepare and submit standard documents and applications together with applicable responses to appropriate agency requests for additional information for the permit renewals:

1. Coordination with FDEP to provide application, related certification and documentations in accordance with Chapter 62-604 to demonstrate compliance with Florida Department of Environmental Protection FDEP permit renewal application for FDEP Permit FLA 012036.

Time period of the project or contract: 04/06/2017 through 01/30/2018

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$11,876.00 Permitting only.

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal
Scott D. McKee, Project Engineer

Client name, address, telephone number & email:

Hernando County Solid Waste & Recycling
Scott Harper, Director
11450 Landfill Rd.
Brooksville, FL 34614
352-754-4112



DESCRIPTION OF SERVICES PROVIDED: NW Landfill and Croom Landfill Survey

Coastal was attained to complete miscellaneous survey services for NW Solid Waste Management Facility and Croom Road Landfill located in Hernando County, Florida to include:

.09 Surveying Services

A. Provide a survey services for the following tasks:

1. C&D Topographic Survey
2. Survey north fence line
3. Survey layout of new building
4. Survey layout of new scale house
5. Topographic survey of Croom Landfill

Time period of the project or contract: 06/20/2016 through 01/31/2019

Was the proposing firm the prime consultant delivering the described services? Yes

What was the project budget? \$11,500.00

Was the project completed on time? Yes

Was the project completed within budget? Yes

Which proposed team members were team members of this project:

Cliff E. Manuel, Jr., PE, Principal

Brian Malmberg, PE, Project Manager

Scott D. McKee, Project Engineer

Burt Bennett, CCI, Director of Construction Services/Surveying

Joseph Calamari, PWS, Director of Environmental Services

Subsection C

Location

LOCATION

COASTAL is a multi-disciplined firm with a wide range of professional, technical and support skills. Since our inception in 1958, **COASTAL** has completed a diversity of projects in its many fields of specialization.

COASTAL employs a full complement of multi-disciplined personnel and has a comprehensive range of professional capabilities from feasibility consulting through alternative analysis to implementation that can effectively meet individual client specifications.

COASTAL has a reputation for technological competence supported by a sixty-four (64) year record of completing diversified engineering, planning and environmental projects. **COASTAL** combines its talents and strengths to create innovative solutions to engineering, land use and environmental challenges. **COASTAL** is a client responsive organization, from concept to conclusion, providing the experienced guidance, competent administration and technical expertise vital to delivering economically justifiable, functionally and aesthetically sound projects.

COASTAL has offices in Hernando County and Citrus County, giving our firm centralized locations that enable us to provide our professional services to the communities located throughout West Central Florida. The primary office serving the needs of the District will be our Hernando County office located in Brooksville.



Hernando County Office
966 Candlelight Boulevard
Brooksville, FL 34601



Citrus County Office
3703 E Forest Drive
Inverness, FL 34453

Subsection D

Quality/Cost Controls

- Hourly Rates

QUALITY/COST CONTROLS

COASTAL will manage Benton Hills Community Development District's (District) project assignments using our Quality Management Plan to ensure that each project is managed and performed in accordance with your requirements. The Quality Management Plan addresses the following:

- Organization Management
- Responsibilities of Senior Management
- Budget Evaluation and Cost Control
- Quality Control
- Communication and Reporting
- Scheduling Design Phase Tasks
- Project Close Out

Organization Management

COASTAL is a multi-disciplined consulting firm with in-house professionals in the fields of planning, civil engineering, environmental, construction management and surveying. Management of such an organization requires effective policy making, communication, recurrent training of personnel, and a well-defined quality assurance program to provide the highest level of quality to our clients through an undying commitment to excellence. Key project managers, technicians and support staff receive initial training via an eight-hour quality orientation seminar, and each project team is required to undergo quality improvement training every twelve months.

COASTAL has an expertise network of qualified subconsultants for Structural, Electrical, Mechanical and Geotechnical Engineering. With regard to the control of sub-consultants, COASTAL has a policy of requiring a contract agreement with any outside vendor who performs services for the firm. Sub-contractors are required to adhere to the contractual requirements that are agreed to in the master agreement as well as with the requirements, responsibilities and expectations that are detailed in the sub-contractor agreement. COASTAL's core team for District engineering services has worked together on other projects and each are aware of each other's capabilities and quality products.

Responsibilities of Senior Management

Senior management will be in charge of the quality assurance and quality control functions for the project team assigned to serve as the District's Engineering Consultant. Specific tasks include the responsibility for reviewing and approving all contract and sub-contract agreements, scopes of work, cost estimates, and conceptual/final designs, plans and project close-out documentation to ensure accuracy and completeness.

Budget Evaluation and Cost Control

Timely completion of projects is facilitated by a quality design and professional field representation. In the event of a poor work product and/or unforeseen conditions, COASTAL will immediately coordinate a solution and issue direction on a fast schedule designed to keep the contractor working on critical path items while the problem is being resolved. COASTAL would provide the required manpower to immediately resolve this issue. COASTAL is qualified in-house with all aspects of required professional assistance.

COASTAL has been under the principal direction of Cliff Manuel, Jr. since 1989. During this time, COASTAL has retained all of its qualified in-house personnel in planning, environmental, survey and engineering. COASTAL understands the importance of keeping our projects on budget; accordingly, COASTAL commits the necessary time to correct errors and remedy construction initiated request for clarification as part of our base services. All responses are very timely and provided to make sure the project stays on schedule and budget.

Quality Control

COASTAL has established and documented procedures for design quality control. Through the use of various checklists, criteria as set forth in applicable regulatory agencies' requirements and also District's requirements are reviewed and applied to the job as applicable. Inspection and field survey information is verified after it is compiled with a field edit by the Project Team. When inspection or field survey information is plotted for the first time, the program manager, lead engineer and inspector complete a field edit of the data to verify its accuracy.

Scheduling Design Phase Tasks

In the design phase, the lead engineer discusses the design requirements for the project with his staff. The lead engineer keeps track of the project design using established checklists and coordinates with the program manager. Any estimates for design/build projects are performed by the engineer and are based on the competitive market. All comments received on the project are directly answered and reflected on the drawing set if they are within the established design criteria and/or if they are considered to contribute to the value engineering of the project. For design output, the team adheres to all design standards and criteria that are set forth by applicable regulatory agencies and the District.

Value Engineering is an important part of the Construction Process; particularly when undesirable, unacceptable and/or unforeseen work conditions create a problem in the field. COASTAL and its combined experience (over 100 years) include a team of professionals that are disciplined in all aspects of CEI work and related design. Accordingly, we would immediately identify the problem, meet with District officials, and propose a professional solution for the contractor to use to remedy the problem. COASTAL's coordinated solution would be completed timely in order to avoid unnecessary delays in project scheduling. COASTAL would present a solution to the District and coordinate value engineering of the solution with the contractor to minimize the direct cost of the proposed solution. COASTAL would also review all aspects of the job to identify any other potential contract savings that would offset increased project cost.

Project Close Out

At the completion of the design phase, the pre-final (95% complete) plans and specifications are reviewed by the program manager, lead engineer and quality assurance manager to validate project constructability and to ensure that all required design codes and standards have been met. At the completion of each construction project, a project closeout meeting is conducted with the design team and resident inspector to identify any design related construction problems which may have occurred on the project.

Standard Hourly Rates
Effective January 2022

Principal/Expert Testimony..... \$280.00

PLANNING

Principal Planner (*Land Use/Transportation*) \$180.00

Senior Planner \$150.00

Staff Planner..... \$120.00

ENVIRONMENTAL

Principal Environmental Scientist \$185.00

Senior Environmental Scientist \$155.00

ENGINEERING

Principal Engineer* (*Environmental/Transportation/Drainage*) \$215.00

Project Manager \$215.00

Senior Project Engineer \$135.00

Project Engineer \$130.00

Senior Designer \$117.00

Designer \$95.00

*(Professional Engineer Registered in the State of Florida)

CONSTRUCTION OBSERVATION

Principal..... \$215.00

Project Manager \$190.00

Senior Construction Manager/Inspector \$90.00

Construction Representative \$75.00

SURVEY

Senior Land Surveyor \$165.00

Land Surveyor \$110.00

Survey Crew \$165.00

Senior Survey Technician \$90.00

Survey Technician \$75.00

SUPPORT PERSONNEL

Administrative Support..... \$75.00

Subsection E

Qualification Summary

QUALIFICATION SUMMARY

Coastal Engineering Associates, Inc. (COASTAL) is a multi-disciplined firm with a wide range of professional, technical and support skills. Since our inception in 1958, **COASTAL** has completed a diversity of projects in its many fields of specialization. **COASTAL** has locations in both Brooksville and Inverness, Florida, which provide us a good hub for access to communities in west central Florida with minimum travel time.

COASTAL employs a full complement of multi-disciplined personnel and has a comprehensive range of professional capabilities from feasibility consulting through alternative analysis to implementation that can effectively meet individual client specifications. **COASTAL** has a reputation for technological competence supported by a sixty-four (65) year record, with thirty-seven (38) of those years working Hernando County completing diversified engineering, planning, environmental and surveying projects. **COASTAL** currently serves as a Consultant for the Continuing Engineering Services – Water, Wastewater and Reclaimed Water Projects and Continuing Engineering Services serving as an extension of the Hernando County Department of Public Works (HCDPW) staff and resources by providing engineering services that support the development and improvement of the County's infrastructure. **COASTAL** combines its talents and strengths to create innovative solutions to engineering, land use and environmental challenges. **COASTAL** is a client responsive organization, from concept to conclusion, providing the experienced guidance, competent administration, and technical expertise vital to delivering economically justifiable, functionally, and aesthetically sound projects.

COASTAL is well qualified and experienced in handling required engineering services including project administration, planning, modeling, design, permitting, environmental, surveying, construction observation and geotechnical required to complete a successful project. **COASTAL'S** excellent working relationship with the **County**, Florida Department of Environmental Protection (FDEP), Florida Department of Transportation (FDOT), Southwest Florida Water Management District (SWFWMD), Army Corps of Engineers and the Florida Wildlife and Freshwater Fish Commission will enhance our ability to identify necessary impacts, avoid unnecessary impacts and complete comprehensive mitigation strategies to permit projects on established project schedules and budgets.

Engineering

Coastal can provide local governments and private developers with civil engineering expertise and project management experience, resulting in cost effective infrastructure design solutions.

Planned Residential, Commercial and Industrial Site Developments

- Complete Site Analysis and Design
- Preliminary Engineering
- Master Drainage and Utility Plans
- Pavement Design
- Earthwork Analysis/Lot Grading Plans
- Stormwater Management
- Construction Plans and Specifications
- Cost Estimate and Value Engineering
- Complete Permitting Services

Transportation

- Alternative Typical Section Analysis
- Street and Highway Design
- Intersection Design
- Hydraulic and Stormwater System Design
- Pavement Design
- Signing and Pavement Marking Design
- Traffic Control Plans
- Maintenance of Traffic
- Construction Phasing Plans
- Complete Permitting Services
- Right-of-Way Reservation Maps
- Roadway Lighting Design
- Airport Runway and Taxi Design
- FA and FDOT Funding Coordination
- Airport Apron Layout

Water & Wastewater Systems

- Municipal / Industrial Facilities
- Collection / Pumping / Transmission
- Reclaimed Water Systems
- Regulatory Issues / Permitting
- Capacity and Operational Reports
- Infiltration / Inflow Analysis
- Financial Analysis / Rate Studies

- Treatment / Transmission Systems
- Ground and Elevated Storage Tanks
- Pumping Facilities
- Wellfield / Alternative Water Sources
- Regulatory Issues / Permitting
- System Testing and Analysis

Planning/CRA

Coastal can provide innovative and cost-effective solutions for a complete range of land use planning issues necessary to successfully meet your project objectives.

- Site Investigation Studies
- Master Development Planning
- Urban Design
- Park and Recreation Master Planning
- Linear Parks and Greenbelt Planning
- Detailed Land and Site Planning
- Concurrency Analysis
- Comprehensive Plans Amendments
- Zoning Amendments
- Development of Regional Impact
- Rezoning and Site Development Impact Studies
- Traffic Studies
- Airport Planning

Environmental

Coastal can provide experience in managing and balancing growth with the preservation of our fragile environment through innovative problem and cost-effective solutions that comply with regulations.

- Environmental Site Assessments
- Baseline Natural Resource Inventories
- Range Analysis/Carrying Capacity Studies
- Wetland Jurisdictional Line Determinations
- Wildlife Evaluations
- Protected Species Permitting
- Protected Tree Surveys and Permitting
- Mine Reclamation Plans
- NPDES Permitting

- Environmental Planning
- Water Resources Evaluations
- Pond Maintenance
- Impact Analysis

Surveying

Coastal can provide surveying services that are managed and operated by a Florida registered Professional Surveyor and personnel including highly proficient Cad technicians, and efficient field crews equipped with state-of-the-art survey equipment:

- Boundary Surveys
- Topographic Surveys
- Preliminary Surveys
- Subdivision Surveys
- Construction Layout Surveys
- Plat Development
- FEMA Surveys

Construction Management

Coastal provides a complete range of construction management services and the highest quality construction management services to assist local governments and private developers achieve the project goals for cost, schedule, and quality.

- Construction Administration & Inspections
- Pay Request and Change Order Review
- Shop Drawing and Product Data Review
- Construction Materials Testing Review
- Claims Analysis
- Cost Estimating and Scheduling
- Value Engineering
- Final Inspection
- System Start-up
- Training Coordination
- Project Certification
- Record Drawing Preparation

Subsection F

Licenses/Certifications



Ron DeSantis, Governor

Melanie S. Griffin Secretary



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

MANUEL JR, CLIFFORD EUGENE

966 CANDLELIGHT BLVD
BROOKSVILLE FL 346013116

LICENSE NUMBER: PE36834

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com



Do not alter this document in any form.

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Ron DeSantis, Governor

Melanie S. Griffin Secretary



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

MALMBERG, BRIAN MATTHEW

7473 S. TOMMY POINT
LECANTO FL 34461

LICENSE NUMBER: PE59405

EXPIRATION DATE: FEBRUARY 28, 2025

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Ron DeSantis, Governor

Melanie S. Griffin Secretary



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

WOLFE, JERRY L

85 S KENSINGTON AVE
LECANTO FL 34461

LICENSE NUMBER: PE81249

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at MyFloridaLicense.com



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

License No.: **LB7200**
Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

COASTAL ENGINEERING ASSOCIATES INC
966 CANDLELIGHT BLVD
BROOKSVILLE, FL 34601-3116

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

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



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

License No.: **LS6191**
Expiration Date February 28, 2025

Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

CHRIS TODD GORDON
PO BOX 6890
SPRING HILL, FL 34611-6890

NICOLE "NIKKI" FRIED
COMMISSIONER OF AGRICULTURE

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



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

License No.: **LS6028**
Expiration Date February 28, 2025



Professional Surveyor and Mapper License

Under the provisions of Chapter 472, Florida Statutes

SCOTT MACRAE OSBORNE
2389 KNOLL DRIVE
SPRING HILL, FL 34606

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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


Local Agency Program & Federal Highway Administration Certification and Recertification CBT


Certificate of Completion

This form certifies that I have completed the Computer-Based Training, or CBT, course specified for the Local Agency Plan and Florida Highway Administration Certification and Recertification. This includes all sections contained within the CBT and the review of any suggested, recommended, and/or required reading materials.



I certify that I understand the information provided within the above-mentioned CBT course and its related materials. I know where and how to locate the CBT and its related materials when needed for reference in my everyday work activities. I also understand it is now incumbent upon me to apply the information contained within the above-mentioned CBT course and its related materials in my work activities.

CLIFF MANUEL JR
Your Name

HERNANDO COUNTY
Agency Represented

Date Course Completed
December 13, 2011

Please Note: To receive credit for the completion of the Computer-Based Training, you are responsible for the delivery of this document, after filling out, to your District LAP Administrator. The District LAP Administrator is responsible for submitting a copy to the State LAP Administrator.


Local Agency Program & Federal Highway Administration Certification and Recertification CBT


Certificate of Completion

This form certifies that I have completed the Computer-Based Training, or CBT, course specified for the Local Agency Plan and Florida Highway Administration Certification and Recertification. This includes all sections contained within the CBT and the review of any suggested, recommended, and/or required reading materials.

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Burt A. Bennett
Your Name

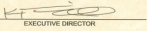
Hernando County
Agency Represented

Date Course Completed
December 13, 2011

Please Note: To receive credit for the completion of the Computer-Based Training, you are responsible for the delivery of this document, after filling out, to your District LAP Administrator. The District LAP Administrator is responsible for submitting a copy to the State LAP Administrator.

Association of Construction Inspectors


herely certifies that
Burt Bennett
has been qualified for membership in the
ASSOCIATION OF CONSTRUCTION INSPECTORS
and has been admitted by its Board of Directors and declared to be a
CCI - Certified Construction Inspector
and is hereby granted this certificate under the conditions presented in its by laws


EXECUTIVE DIRECTOR

QUALIFIED STORMWATER MANAGEMENT INSPECTOR

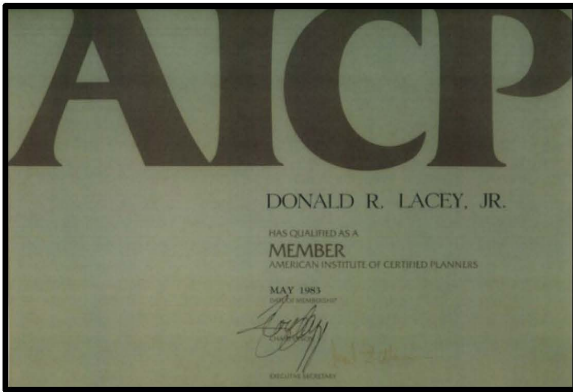

DEPARTMENT OF ENVIRONMENTAL PROTECTION
FLORIDA

The undersigned hereby acknowledge that
Burt Bennett
 has successfully met all requirements necessary to be fully certified through the Florida Department of Environmental Protection Stormwater, Erosion, and Sedimentation Control Inspector Training Program


Marleina Overton

December 17, 2003
Inspector # 5968


Karl Korke



Authorized Gopher Tortoise Agent
 Florida Department of Natural Resources
 1000 Highway 17 North, Palmdale, FL 34759
 Telephone: 813-922-1600
 FAX: 813-922-1318

Print Name: Scott M. ... Date of Birth: ...
 License No.: ... Expiration Date: ...

IS AUTHORIZED TO:

1. Conduct gopher tortoise surveys.
2. Conduct gopher tortoise nest and den surveys.
3. Conduct gopher tortoise nest and den surveys of gopher tortoise burrows.
4. Mark and report all gopher tortoise burrows to the Florida Department of Natural Resources.
5. Conduct gopher tortoise nest and den surveys of gopher tortoise burrows.

Permit Conditions and Restrictions:

1. This permit is issued to the holder in accordance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
2. This permit is issued to the holder in accordance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
3. This permit is issued to the holder in accordance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
4. This permit is issued to the holder in accordance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
5. This permit is issued to the holder in accordance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.

Signature: *Scott M. ...* Date: 6-2-2008

Authorizing Signatory: *Eric DeGroot* Title: Director, Florida Department of Natural Resources

Authorizing Signatory: *Wade Siskinger* Title: Deputy Director, Florida Department of Natural Resources

2) Authorized To (Check one)
 The permit is to effect an amendment and supersede all previous permits. All amended conditions and provisions of the previous permit (amended or new items) are indicated in bold text.

PERMIT CONDITIONS AND RESTRICTIONS:

1. The holder of this permit shall, at all times, be in compliance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
2. The holder of this permit shall, at all times, be in compliance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
3. The holder of this permit shall, at all times, be in compliance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
4. The holder of this permit shall, at all times, be in compliance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
5. The holder of this permit shall, at all times, be in compliance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.

FDNR 62C-1.01-10 (2008) Page 1/5

(By phone 888-932-1835 or by email to 677points@fwc.com) within 30 days of expiration. In the event of a change of address, the holder shall notify the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.

1. The holder of this permit shall, at all times, be in compliance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
2. The holder of this permit shall, at all times, be in compliance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
3. The holder of this permit shall, at all times, be in compliance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
4. The holder of this permit shall, at all times, be in compliance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.
5. The holder of this permit shall, at all times, be in compliance with the provisions of the Florida Department of Natural Resources, Chapter 62C-1.01, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.02, F.S., and the Florida Department of Natural Resources, Chapter 62C-1.03, F.S.

FDNR 62C-1.01-10 (2008) Page 1/5

2023 FLORIDA PROFIT CORPORATION ANNUAL REPORT

DOCUMENT# 210435

Entity Name: COASTAL ENGINEERING ASSOCIATES, INC.

Current Principal Place of Business:

966 CANDLELIGHT BLVD
BROOKSVILLE, FL 34601

Current Mailing Address:

966 CANDLELIGHT BLVD
BROOKSVILLE, FL 34601

FEI Number: 59-0827183

Certificate of Status Desired: Yes

Name and Address of Current Registered Agent:

MANUEL, CLIFFORD E JR.
966 CANDLELIGHT BLVD.
BROOKSVILLE, FL 34601 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE: CLIFFORD E. MANUEL, JR.

02/07/2023

Electronic Signature of Registered Agent

Date

Officer/Director Detail :

Title PRESIDENT, CEO
Name MANUEL, JR., CLIFFORD E.
Address 966 CANDLELIGHT BLVD
City-State-Zip: BROOKSVILLE FL 34601

Title SECRETARY
Name MANUEL, LAURIE M
Address 966 CANDLELIGHT BLVD
City-State-Zip: BROOKSVILLE FL 34601

Title TREASURER
Name SUTTON, ELENA
Address 966 CANDLELIGHT BLVD
City-State-Zip: BROOKSVILLE FL 34601

Title OFFICE MANAGER
Name MANUEL, CLIFFORD E III
Address 966 CANDLELIGHT BLVD
City-State-Zip: BROOKSVILLE FL 34601

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath; that I am an officer or director of the corporation or the receiver or trustee empowered to execute this report as required by Chapter 607, Florida Statutes; and that my name appears above, or on an attachment with all other like empowered.

SIGNATURE: CLIFFORD E MANUEL JR

CEO

02/07/2023

Electronic Signature of Signing Officer/Director Detail

Date

Request for Taxpayer Identification Number and Certification

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Coastal Engineering Associates, Inc.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <u>N/A</u> Exemption from FATCA reporting code (if any) <u>N/A</u> <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. 966 Candlelight Boulevard	Requester's name and address (optional)
6 City, state, and ZIP code Brooksville, FL 34601	
7 List account number(s) here (optional)	

Print or type. See Specific Instructions on page 3.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
5	9	-	0	8	2	7	1	8	3

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶ <u>1/17/23</u>
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/16/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).


PRODUCER USI Insurance Services, LLC 2502 N Rocky Point Drive Suite 400 Tampa, FL 33607	CONTACT NAME: PHONE (A/C, No, Ext): 813 321-7500		FAX (A/C, No):
	E-MAIL ADDRESS:		
INSURED Coastal Engineering Associates, Inc. 966 Candlelight Blvd Brooksville, FL 34601	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : Travelers Property Cas. Co. of America		25674
	INSURER B : Liberty Insurance Underwriters, Inc.		19917
	INSURER C : Phoenix Insurance Company		25623
	INSURER D :		
	INSURER E :		
INSURER F :			

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	6806H610465	01/21/2023	01/21/2024	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
C	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	BA3R809807	01/21/2023	01/21/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000	X	X	CUP4133X611	01/21/2023	01/21/2024	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				
B	<input checked="" type="checkbox"/> Professional Liability			AEXNYAA7YQE007	10/16/2022	10/16/2023	\$ 1,000,000 per claim \$ 2,000,000 annl aggr.

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Professional Liability coverage is written on a claims-made basis.

CERTIFICATE HOLDER <p style="text-align: center;">For proposal purposes</p>	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/11/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 0E67768 Insurance Office of America 4915 West Cypress Street Tampa, FL 33607	CONTACT NAME: Stephen Girdler PHONE (A/C, No, Ext): (813) 262-2451 22504 FAX (A/C, No): (813) 637-8484 E-MAIL ADDRESS: Stephen.Girdler@ioausa.com	
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A : Hartford Casualty Insurance Company		29424
INSURER B :		
INSURER C :		
INSURER D :		
INSURER E :		
INSURER F :		

COVERAGES	CERTIFICATE NUMBER:	REVISION NUMBER:
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THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N N	N / A	21WECAU20WU	11/18/2022	11/18/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

9D

**Benton Hills Community Development District
Request for Qualifications – District Engineering Services**

Competitive Selection Criteria

	Ability and Adequacy of Professional Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
<i>weight factor</i>	25	25	20	15	5	5	5	100
NAME OF RESPONDENT								
1 Coastal Engineering Associates, Inc.								

Board Member's Signature

Date

BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT

10A

Tampa Bay Times
Published Daily

STATE OF FLORIDA
COUNTY OF Hernando, Citrus

} ss

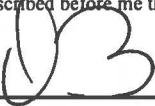
Before the undersigned authority personally appeared **Jean Mitotes** who on oath says that he/she is **Legal Advertising Representative of the Tampa Bay Times** a daily newspaper printed in St. Petersburg, in Pinellas County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter **RE: RFP for Annual Audit Services** was published in said newspaper by print in the issues of: **3/12/23** or by publication on the newspaper's website, if authorized, on

Affiant further says the said **Tampa Bay Times** is a newspaper published in **Hernando, Citrus** County, Florida and that the said newspaper has heretofore been continuously published in said **Hernando, Citrus** County, Florida each day and has been entered as a second class mail matter at the post office in said **Hernando, Citrus** County, Florida for a period of one year next preceding the first publication of the attached copy of advertisement, and affiant further says that he/she neither paid not promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.



Signature Affiant

Sworn to and subscribed before me this **03/12/2023**



Signature of Notary Public

Personally known X or produced identification

Type of identification produced _____

BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Benton Hills Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2022, with an option for additional annual renewals, subject to mutual agreement by both parties. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Hernando County, Florida. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 30, 2023.

The auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes, and be qualified to conduct audits in accordance with "Government Auditing Standards," as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

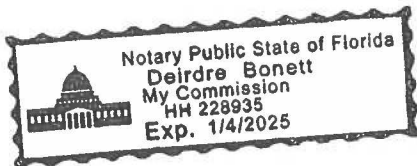
Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below.

Proposers must provide one (1) electronic copy and one (1) unbound copy of their proposal to the offices of the District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, ph: (877) 276-0889 ("District Manager"), in an envelope marked on the outside "Auditing Services, Benton Hills Community Development District." Proposals must be received by 12:00 p.m., on March 21, 2023 at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

District Manager

3/12/2023

0000276583



BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT

10B

**BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Benton Hills Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2022, with an option for additional annual renewals, subject to mutual agreement by both parties. The District is a local unit of special-purpose government created under Chapter 190, *Florida Statutes*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Hernando County, Florida. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 30, 2023.

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District Manager

BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2022

Hernando County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than March 21, 2023, at 12:00 p.m., at the offices of District Manager, located at Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit (1) of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Benton Hills Community Development District" on the face of it. **Please include pricing for each additional bond issuance.**

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (“**Proposal Documents**”).

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the District’s limited waiver of liability contained in Section 768.28, *Florida Statutes*, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of four (4) annual renewals.

SECTION 13. PROTESTS. In accordance with the District’s Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be

filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

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

5. Price. (20 Points)***

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

Total (100 Points)

***Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT

10CI

**BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT
PROPOSAL FOR AUDIT SERVICES**

PROPOSED BY:

Berger, Toombs, Elam, Gaines & Frank
CERTIFIED PUBLIC ACCOUNTANTS, PL

600 Citrus Avenue, Suite 200
Fort Pierce, Florida 34950

(772) 461-6120

CONTACT PERSON:

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

March 21, 2023

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D. Resumes	18-35
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Berger, Toombs, Elam, Gaines & Frank

Certified Public Accountants PL

600 Citrus Avenue
Suite 200
Fort Pierce, Florida 34950

772/461-6120 // 461-1155
FAX: 772/468-9278

March 21, 2023

Benton Hills Community Development District
Wrathell Hunt & Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, FL 33431

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Benton Hills Community Development District.

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has assembled a team of governmental and nonprofit specialists second to none to serve our clients. Our firm has the necessary qualifications and experience to serve as the independent auditors for Benton Hills Community Development District. We will provide you with top quality, responsive service.

Experience

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a recognized leader in providing services to governmental and nonprofit agencies throughout Florida. We have been the independent auditors for a number of local governmental agencies and through our experience in performing their audits, we have been able to increase our audit efficiency and; therefore, reduce costs. We have continually passed this cost savings on to our clients and will continue to do so in the future. As a result of our experience and expertise, we have developed an effective and efficient audit approach designed to meet or exceed the performance specifications in accordance with auditing standards generally accepted in the United States of America, the standards applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller General of the United States, and the standards for financial and compliance audits. We will conduct the audit in accordance with auditing standards generally accepted in the United States of America; "Government Auditing Standards" issued by the Comptroller General of the United States; the provisions of the Single Audit Act, Subpart F of Title 2 US Code of Federal Regulations (CFR) Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, with minimal disruption to your operations. Our firm has frequent technical updates to keep our personnel informed and up-to-date on all changes that are occurring within the industry.

Fort Pierce / Stuart

Member AICPA

- 1 -
Member AICPA Division for CPA Firms
Private Companies practice Section

Member FICPA

Benton Hills Community Development District
March 21, 2023

Our firm is a member of the Government Audit Quality Center, an organization dedicated to improving government audit quality. We also utilize the audit program software of a nationally recognized CPA firm to assure us that we are up to date with all auditing standards and to assist us maintain maximum audit efficiencies.

To facilitate your evaluation of our qualifications and experience, we have arranged this proposal to include a resume of our firm, including our available staff, our extensive prior governmental and nonprofit auditing experience and clients to be contacted.

You need a firm that will provide an efficient, cost-effective, high-quality audit within critical time constraints. You need a firm with the prerequisite governmental and nonprofit experience to perform your audit according to stringent legal and regulatory requirements, a firm that understands the complex nature of community development districts and their unique compliance requirements. You need a firm with recognized governmental and nonprofit specialists within the finance and governmental communities. And, certainly, you need a firm that will provide you with valuable feedback to enhance your current and future operations. Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is that firm. J. W. Gaines is the person authorized to make representations for the firm.

Thank you again for the opportunity to submit this proposal to Benton Hills Community Development District.

Very truly yours,

*Berger Toombs Elam
Gaines + Frank*

Berger, Toombs, Elam, Gaines & Frank
Certified Public Accountants PL
Fort Pierce, Florida

PROFILE OF THE PROPOSER

Description and History of Audit Firm

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL is a Treasure Coast public accounting firm, which qualifies as a small business firm, as established by the Small Business Administration (13 CFR 121.38), with offices in Fort Pierce and Stuart. We are a member of the Florida Institute of Certified Public Accountants and the American Institute of Certified Public Accountants. The firm was formed from the merger of Edwards, Berger, Harris & Company (originated in 1972) and McAlpin, Curtis & Associates (originated in 1949). J. W. Gaines and Associates (originated in 1979) merged with the firm in 2004. Our tremendous growth rate experienced over the last 69 years is directly attributable to the firm's unrelenting dedication to providing the highest quality, responsive professional services attainable to its clients.

We are a member of the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA) to assure we meet the highest standards. Membership in this practice section requires that our firm meet more stringent standards than standard AICPA membership. These rigorous requirements include the requirement of a triennial peer review of our firm's auditing and accounting practice and annual Continuing Professional Education (CPE) for all accounting staff (whether CPA or non-CPA). For standard AICPA membership, only a quality review is required and only CPAs must meet CPE requirements.

We are also a member of the Government Audit Quality Center ("the Center") of the American Institute of Certified Public Accountants to assure the quality of our government audits. Membership in the Center, which is voluntary, requires our firm to comply with additional standards to promote the quality of government audits.

We have been extensively involved in serving local government entities with professional accounting, auditing and consulting services throughout the entire 69 year history of our firm. Our substantial experience over the years makes us uniquely qualified to provide accounting, auditing, and consulting services to these clients. We are a recognized leader in providing services to governmental and nonprofit agencies on the Treasure Coast and in Central and South Florida, with extensive experience in auditing community development districts and water control districts. We were the independent auditors of the City of Fort Pierce for over 37 years and currently, we are the independent auditors for St. Lucie County since 2002, and for 34 of the 38 years that the county has been audited by CPA firms. Additionally, we have performed audits of the City of Stuart, the City of Vero Beach, Indian River County and Martin County. We also presently audit over 75 Community Development Districts throughout Florida.

Our firm was founded on the belief that we are better able to respond to our clients needs through education, experience, independence, quality control, and personal service. Our firm's commitment to quality is reflected in our endeavor of professional excellence via continuing education, the use of the latest computer technology, professional membership in PCPS and peer review.

We believe our approach to audit engagements, intelligence and innovation teamed with sound professional judgment enables us to explore new concepts while remaining sensitive to the fundamental need for practical solutions. We take pride in giving you the assurance that the personal assistance you receive comes from years of advanced training, technical experience and financial acumen.

Professional Staff Resources

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has a total of 27 professional and administrative staff (including 12 professional staff with extensive experience servicing government entities). The work will be performed out of our Fort Pierce office with a proposed staff of one senior accountant and one or two staff accountants supervised by an audit manager and audit partner. With the exception of the directors of the firm's offices, the professional staff is not specifically assigned to any of our individual offices. The professional and administrative staff resources available to you through Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL are as follows:

	<u>Total</u>
Partners/Directors (CPA's)	5
Principals (CPA)	1
Managers (CPA)	1
Senior/Supervisor Accountants (2 CPA's)	3
Staff Accountants (1 CPA)	7
Computer Specialist	1
Paraprofessional	6
Administrative	<u>4</u>
Total – all personnel	28

Following is a brief description of each employee classification:

Staff Accountant – Staff accountants work directly under the constant supervision of the auditor-in-charge and, are responsible for the various testing of documents, account analysis and any other duties as his/her supervisor believes appropriate. Minimum qualification for a staff accountant is graduation from an accredited university or college with a degree in accounting or equivalent.

Senior Accountant – A senior accountant must possess all the qualifications of the staff accountant, in addition to being able to draft the necessary reports and financial statements, and supervise other staff accountants when necessary.

Managers – A manager must possess the qualifications of the senior accountant, plus be able to work without extensive supervision from the auditor-in-charge. The manager should be able to draft audit reports from start to finish and to supervise the audit team, if necessary.

Principal – A principal is a partner/director in training. He has been a manager for several years and possesses the technical skills to act as the auditor-in-charge. A principal has no financial interest in the firm.

Partner/Director – The director has extensive governmental auditing experience and acts as the auditor-in-charge. Directors have a financial interest in the firm.

Professional Staff Resources (Continued)

Independence – Independence of the public accounting firm, with respect to the audit client, is the foundation from which the public gains its trust in the opinion issued by the public accounting firm at the end of the audit process. This independence must be in appearance as well as in fact. The public must perceive that the accounting firm is independent of the audit entity to ensure that nothing would compromise the opinion issued by the public accounting firm. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is independent of Benton Hills Community Development District, including its elected officials and related parties, at the date of this proposal, as defined by the following rules, regulations, and standards:

AuSection 220 – Statements on Auditing Standards issued by the American Institute of Certified Public Accountants;

ET Sections 101 and 102 – Code of Professional Conduct of the American Institute of Certified Public Accountants;

Chapter 21A-1, Florida Administrative Code;

Section 473.315, Florida Statutes; and,

Government Auditing Standards, issued by the Comptroller General of the United States.

On an annual basis, all members of the firm are required to confirm, in writing, that they have no personal or financial relationships or holding that would impair their independence with regard to the firm's clients.

Independence is a hallmark of our profession. We encourage our staff to use professional judgment in situations where our independence could be impaired or the perception of a conflict of interest might exist. In the governmental sector, public perception is as important as professional standards. Therefore, the utmost care must be exercised by independent auditors in the performance of their duties.

Ability to Furnish the Required Services

As previously noted in the Profile of the Proposer section of this document, our firm has been in existence for over 69 years. We have provided audit services to some clients for over 30 years continually. Our firm is insured against physical loss through commercial insurance and we also carry liability insurance. The majority of our audit documentation is stored electronically, both on our office network and on each employee laptop or computer assigned to each specific job. Our office computer network is backed up on tape, so in the event of a total equipment loss, we can restore all data as soon as replacement equipment is acquired. In addition, our field laptop computers carry the same data and can be used in the event of emergency with virtually no delay in completing the required services.

ADDITIONAL SERVICES PROVIDED

Arbitrage Rebate Services

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL also provides arbitrage rebate compliance and related services to governmental issuers. The Tax Reform Act of 1986 requires issuers of most tax-exempt obligations to pay (i.e., “rebate”) to the United States government any arbitrage profits. Arbitrage profits are earnings on the investment of bond proceeds and certain other monies in excess of what would have been earned had such monies been invested at a yield equal to the yield on the bonds.

Federal tax law requires that interim rebate calculations and payments are due at the end of every fifth bond year. Final payment is required upon redemption of the bonds. More frequent calculations may be deemed advisable by an issuer’s auditor, trustee or bond counsel or to assure that accurate and current records are available. These more frequent requirements are usually contained in the Arbitrage or Rebate Certificate with respect to the bonds.

Our firm performs a comprehensive rebate analysis and includes the following:

- Verifying that the issue is subject to rebate;
- Calculating the bond yield;
- Identifying, and separately accounting for, all “Gross Proceeds” (as that term is defined in the Code) of the bond issue, including those requiring analysis due to “transferred proceeds” and/or “commingled funds” circumstances;
- Determining what general and/or elective options are available to Gross proceeds of the issue;
- Calculating the issue’s excess investment earning (rebate liability), if any;
- Delivering appropriate documentation to support all calculations;
- Providing an executive summary identifying the methodology employed, major assumptions, conclusions, and any other recommendations for changes in recordkeeping and investment policies;
- Assisting as necessary in the event of an Internal Revenue Service inquiry; and,
- Consulting with issue staff, as necessary, regarding arbitrage related matters.

GOVERNMENTAL AUDITING EXPERIENCE

Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL has been practicing public accounting in Florida for 69 years. Our success over the years has been the result of a strong commitment to providing personalized quality service to our clients.

The current members of our firm have performed audits of over 900 community development districts, and over 1,800 audits of municipalities, counties and other governmental entities such as the City of Fort Pierce and St. Lucie County.

Our firm provides a variety of accounting, auditing, tax litigation support, and consulting services. Some of the professional accounting, auditing and management consulting services that are provided by our firm are listed below:

- Performance of annual financial and compliance audits, including Single Audits of state and federal financial assistance programs, under the provisions of the Single Audit Act, Subpart F of Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance), with minimal disruptions to your operations;
- Performance of special compliance audits to ascertain compliance with the applicable local, state and federal laws and regulations;
- Issuance of comfort letters and consent letters in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews;
- Calculation of estimated and actual federal arbitrage rebates;
- Assistance in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement for Excellence in Financial Reporting;
- Preparation of indirect cost allocation systems in accordance with Federal and State regulatory requirements;
- Providing human resource and employee benefit consulting;
- Performance of automation feasibility studies and disaster recovery plans;
- Performance feasibility studies concerning major fixed asset acquisitions and utility plant expansion plans (including electric, water, pollution control, and sanitation utilities); and
- Assistance in litigation, including testimony in civil and criminal court.
- Assist clients who utilize QuickBooks software with their software needs. Our Certified QuickBooks Advisor has undergone extensive training through QuickBooks and has passed several exams to attain this Certification.

Continuing Professional Education

All members of the governmental audit staff of our firm, and audit team members assigned to this engagement, are in compliance with the Continuing Professional Education (CPE) requirements set forth in Government Auditing Standards issued by the Comptroller General of the United States. In addition, our firm is in compliance with the applicable provisions of the Florida Statutes that require CPA's to have met certain CPE requirements prior to proposing on governmental audit engagements.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

The audit team has extensive experience in performing governmental audits and is exposed to intensive and continuing concentration on these types of audits. Due to the total number of governmental audits our team performs, each member of our governmental staff must understand and be able to perform several types of governmental audits. It is our objective to provide each professional employee fifty hours or more of comprehensive continuing professional education each year. This is accomplished through attending seminars throughout Florida and is reinforced through in-house training.

Our firm has made a steadfast commitment to professional education. Our active attendance and participation in continuing professional education is a major part of our objective to obtain the most recent knowledge on issues which are of importance to our clients. We are growing on the reputation for work that our firm is providing today.

Quality Control Program

Quality control requires continuing commitment to professional excellence. **Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants, PL** is formally dedicated to that commitment.

To ensure maintaining the standards of working excellence required by our firm, we joined the Private Companies Practice Section (PCPS) of the American Institute of Certified Public Accountants (AICPA). To be a participating member firm of this practice section, a firm must obtain an independent Peer Review of its quality control policies and procedures to ascertain the firm's compliance with existing auditing standards on the applicable engagements.

The scope of the Peer Review is comprehensive in that it specifically reviews the following quality control policies and procedures of the participating firm:

- Professional, economic, and administrative independence;
- Assignment of professional personnel to engagements;
- Consultation on technical matters;
- Supervision of engagement personnel;
- Hiring and employment of personnel;
- Professional development;
- Advancement;
- Acceptance and continuation of clients; and,
- Inspection and review system.

We believe that our commitment to the program is rewarding not only to our firm, but primarily to our clients.

The external independent Peer Review of the elements of our quality control policies and procedures performed by an independent certified public accountant, approved by the PCPS of the AICPA, provides you with the assurance that we continue to conform to standards of the profession in the conduct of our accounting and auditing practice.

GOVERNMENTAL AUDITING EXPERIENCE (CONTINUED)

Our firm is also a member of Governmental Audit Quality Center (GAQC), a voluntary membership center for CPA firms that perform governmental audits. This center promotes the quality of governmental audits.

Our firm has completed successive Peer Reviews. These reviews included a representative sample of our firm's local governmental auditing engagements. As a result of these reviews, our firm obtained an unqualified opinion on our quality control program and work procedures. On page 31 is a copy of our most recent Peer Review report. It should be noted that we received a pass rating.

Our firm has never had any disciplinary actions by state regulatory bodies or professional organizations.

As our firm performs approximately one hundred audits each year that are reviewed by federal, state or local entities, we are constantly dealing with questions from these entities about our audits. We are pleased to say that any questions that have been raised were minor issues and were easily resolved without re-issuing any reports.

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

We are proud and honored to have been involved with the City of Fort Pierce and the Fort Pierce Utilities Authority when they received their first Certificates of Achievement for Excellence in Financial Reporting for the fiscal years ended September 30, 1988 and 1994, respectively. We were also instrumental in the City of Stuart receiving the award, in our first year of performing their audit, for the year ended September 30, 1999.

We also assisted St. Lucie County, Florida for the year ended September 30, 2003, in preparing their first Comprehensive Annual Financial Report, and St. Lucie County has received their Certificate of Achievement for Excellence in Financial Reporting every year since.

As continued commitment to insuring that we are providing the highest level of experience, we have had at least one employee of our firm serve on the GFOA – Special Review Committee since the mid-1980s. This committee is made up of selective Certified Public Accountants throughout the United States who have demonstrated their high level of knowledge and expertise in governmental accounting. Each committee member attends a special review meeting at the Annual GFOA Conference. At this meeting, the committee reports on the Certificate of Achievement Program's most recent results, future goals, and common reporting deficiencies.

We feel that our previous experience in assisting the City of Fort Pierce, the Fort Pierce Utilities Authority and St. Lucie County obtain their first CAFRs, and the City of Stuart in continuing to receive a CAFR and our firm's continued involvement with the GFOA, and the CAFR review committee make us a valued asset for any client in the field of governmental financial reporting.

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

References

Terracina Community Development
District
Jeff Walker, Special District Services
(561) 630-4922

Gateway Community Development
District
Stephen Bloom, Severn Trent Management
(954) 753-5841

The Reserve Community Development District

Darrin Mossing, Governmental Management
Services LLC
(407) 841-5524

Port of the Islands Community Development
District
Cal Teague, Premier District Management

(239) 690-7100 ext 101

In addition to the above, we have the following additional governmental audit experience:

Community Development Districts

Aberdeen Community Development
District

Beacon Lakes Community
Development District

Alta Lakes Community Development
District

Beaumont Community Development
District

Amelia Concourse Community
Development District

Bella Collina Community Development
District

Amelia Walk Community
Development District

Bonnet Creek Community
Development District

Aqua One Community Development
District

Buckeye Park Community
Development District

Arborwood Community Development
District

Candler Hills East Community
Development District

Arlington Ridge Community
Development District

Cedar Hammock Community
Development District

Bartram Springs Community
Development District

Central Lake Community
Development District

Baytree Community Development
District

Channing Park Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Cheval West Community Development District	Evergreen Community Development District
Coconut Cay Community Development District	Forest Brooke Community Development District
Colonial Country Club Community Development District	Gateway Services Community Development District
Connerton West Community Development District	Gramercy Farms Community Development District
Copperstone Community Development District	Greenway Improvement District
Creekside @ Twin Creeks Community Development District	Greyhawk Landing Community Development District
Deer Run Community Development District	Griffin Lakes Community Development District
Dowden West Community Development District	Habitat Community Development District
DP1 Community Development District	Harbor Bay Community Development District
Eagle Point Community Development District	Harbourage at Braden River Community Development District
East Nassau Stewardship District	Harmony Community Development District
Eastlake Oaks Community Development District	Harmony West Community Development District
Easton Park Community Development District	Harrison Ranch Community Development District
Estancia @ Wiregrass Community Development District	Hawkstone Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Heritage Harbor Community Development District	Madeira Community Development District
Heritage Isles Community Development District	Marhsall Creek Community Development District
Heritage Lake Park Community Development District	Meadow Pointe IV Community Development District
Heritage Landing Community Development District	Meadow View at Twin Creek Community Development District
Heritage Palms Community Development District	Mediterra North Community Development District
Heron Isles Community Development District	Midtown Miami Community Development District
Heron Isles Community Development District	Mira Lago West Community Development District
Highland Meadows II Community Development District	Montecito Community Development District
Julington Creek Community Development District	Narcoossee Community Development District
Laguna Lakes Community Development District	Naturewalk Community Development District
Lake Bernadette Community Development District	New Port Tampa Bay Community Development District
Lakeside Plantation Community Development District	Overoaks Community Development District
Landings at Miami Community Development District	Panther Trace II Community Development District
Legends Bay Community Development District	Paseo Community Development District
Lexington Oaks Community Development District	Pine Ridge Plantation Community Development District
Live Oak No. 2 Community Development District	Piney Z Community Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Poinciana Community Development District	Sampson Creek Community Development District
Poinciana West Community Development District	San Simeon Community Development District
Port of the Islands Community Development District	Six Mile Creek Community Development District
Portofino Isles Community Development District	South Village Community Development District
Quarry Community Development District	Southern Hills Plantation I Community Development District
Renaissance Commons Community Development District	Southern Hills Plantation III Community Development District
Reserve Community Development District	South Fork Community Development District
Reserve #2 Community Development District	St. John's Forest Community Development District
River Glen Community Development District	Stoneybrook South Community Development District
River Hall Community Development District	Stoneybrook South at ChampionsGate Community Development District
River Place on the St. Lucie Community Development District	Stoneybrook West Community Development District
Rivers Edge Community Development District	Tern Bay Community Development District
Riverwood Community Development District	Terracina Community Development District
Riverwood Estates Community Development District	Tison's Landing Community Development District
Rolling Hills Community Development District	TPOST Community Development District
Rolling Oaks Community Development District	

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Triple Creek Community
Development District

Vizcaya in Kendall
Development District

TSR Community Development
District

Waterset North Community
Development District

Turnbull Creek Community
Development District

Westside Community Development
District

Twin Creeks North Community
Development District

WildBlue Community Development
District

Urban Orlando Community
Development District

Willow Creek Community
Development District

Verano #2 Community
Development District

Willow Hammock Community
Development District

Viera East Community
Development District

Winston Trails Community
Development District

VillaMar Community
Development District

Zephyr Ridge Community
Development District

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Other Governmental Organizations

City of Westlake	Office of the Medical Examiner, District 19
Florida Inland Navigation District	Rupert J. Smith Law Library of St. Lucie County
Fort Pierce Farms Water Control District	St. Lucie Education Foundation
Indian River Regional Crime Laboratory, District 19, Florida	Seminole Improvement District
Viera Stewardship District	Troup Indiantown Water Control District

Current or Recent Single Audits.

St. Lucie County, Florida
Early Learning Coalition, Inc.
Treasure Coast Food Bank, Inc.

Members of our audit team have acquired extensive experience from performing or participating in over 1,800 audits of governments, independent special taxing districts, school boards, and other agencies that receive public money and utilize fund accounting.

Much of our firm's auditing experience is with compliance auditing, which is required for publicly financed agencies. In this type of audit, we do a financial examination and also confirm compliance with various statutory and regulatory guidelines.

Following is a summary of our other experience, including Auditor General experience, as it pertains to other governmental and fund accounting audits.

Counties

(Includes elected constitutional officers, utilities and dependent taxing districts)

Indian River
Martin
Okeechobee
Palm Beach

Municipalities

City of Port St. Lucie
City of Vero Beach
Town of Orchid

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Special Districts

Bannon Lakes Community Development District
Boggy Creek Community Development District
Capron Trail Community Development District
Celebration Pointe Community Development District
Coquina Water Control District
Diamond Hill Community Development District
Dovera Community Development District
Durbin Crossing Community Development District
Golden Lakes Community Development District
Lakewood Ranch Community Development District
Martin Soil and Water Conservation District
Meadow Pointe III Community Development District
Myrtle Creek Community Development District
St. Lucie County – Fort Pierce Fire District
The Crossings at Fleming Island
St. Lucie West Services District
Indian River County Mosquito Control District
St. John's Water Control District
Westchase and Westchase East Community Development Districts
Pier Park Community Development District
Verandahs Community Development District
Magnolia Park Community Development District

Schools and Colleges

Federal Student Aid Programs – Indian River Community College
Indian River Community College
Okeechobee County District School Board
St. Lucie County District School Board

State and County Agencies

Central Florida Foreign-Trade Zone, Inc. (a nonprofit organization affiliated with the St. Lucie County Board of County Commissioners)
Florida School for Boys at Okeechobee
Indian River Community College Crime Laboratory
Indian River Correctional Institution

FEE SCHEDULE

We propose the fee for our audit services described below to be \$3,750 for the year ended September 30, 2022 with annual renewals if agreed upon by both parties. Our fee for the year ended September 30, 2022 with bond issuances will be \$4,500. The fee is contingent upon the financial records and accounting systems of Benton Hills Community Development District being "audit ready" and the financial activity for the District is not materially increased. If we discover that additional preparation work or subsidiary schedules are needed, we will consult with your authorized representative. We can assist with this additional work at our standard rates should you desire.

SCOPE OF WORK TO BE PERFORMED

If selected as the District's auditors, we will perform a financial and compliance audit in accordance with Section 11.45, Florida Statutes, in order to express an opinion on an annual basis on the financial statements of Benton Hills Community Development District as of September 30, 2022. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

Our audit will be performed in accordance with standards for financial and compliance audits contained in *Government Auditing Standards*, as well as in compliance with rules and regulations of audits of special districts as set forth by the State Auditor General in Chapter 10.550, Local Governmental Entity Audits, and other relevant federal, state and county orders, statutes, ordinances, charter, resolutions, bond covenants, Administrative Code and procedures, or rules and regulations which may pertain to the work required in the engagement.

The primary purpose of our audit will be to express an opinion on the financial statements discussed above. It should be noted that such audits are subject to the inherent risk that errors or irregularities may not be detected. However, if conditions are discovered which lead to the belief that material errors, defalcations or other irregularities may exist or if other circumstances are encountered that require extended services, we will promptly notify the appropriate individual.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP

Director – 41 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Affiliate member Government Finance Officers Association
- ◆ Past President, Vice President-Campaign Chairman, Vice President and Board Member of United Way of St. Lucie County, 1989 - 1994
- ◆ Past President, President Elect, Secretary and Treasurer of the Treasure Coast Chapter of the Florida Institute of Certified Public Accountants, 1988 - 1991
- ◆ Past President of Ft. Pierce Kiwanis Club, 1994 - 95, Member/Board Member since 1982
- ◆ Past President, Vice President and Treasurer of St. Lucie County Chapter of the American Cancer Society, 1980 -1986
- ◆ Member of the St. Lucie County Chamber of Commerce, Member Board of Directors, Treasurer, September 2002 - 2006, Chairman Elect 2007, Chairman 2008, Past Chairman 2009
- ◆ Member Lawnwood Regional Medical Center Board of Trustees, 2000 – Present, Chairman 2013 - Present
- ◆ Member of St. Lucie County Citizens Budget Committee, 2001 – 2002
- ◆ Member of Ft. Pierce Citizens Budget Advisory Committee, 2010 – 2011
- ◆ Member of Ft. Pierce Civil Service Appeals Board, 2013 - Present

Professional Experience

- ◆ Miles Grant Development/Country Club – Stuart, Florida, July 1975 – October 1976
- ◆ State Auditor General's Office – Public Accounts Auditor – November 1976 through September 1979
- ◆ Director - Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for numerous government and nonprofit audits.
- ◆ Over 40 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Gaines has been involved in all phases of the audits listed on the preceding pages.

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP (Continued)

Director

Continuing Professional Education

- ◆ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors over the last two years to keep abreast of the latest developments in accounting and auditing such as:
 - Governmental Accounting Report and Audit Update
 - Analytical Procedures, FICPA
 - Annual Update for Accountants and Auditors
 - Single Audit Sampling and Other Considerations

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

Accounting and Audit Principal – 18 years

Accounting and Audit Manager – 4 years

Staff Accountant – 11 years

Education

- ◆ University of Central Florida, B.A. – Accounting
- ◆ Barry University – Master of Professional Accountancy

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy
- ◆ Certified Information Technology Professional (CITP) – American Institute of Certified Public Accountants
- ◆ Certified Not-For-Profit Core Concepts 2018

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Associate Member, Florida Government Finance Office Associates
- ◆ Assistant Coach – St. Lucie County Youth Football Organization (1994 – 2005)
- ◆ Assistant Coach – Greater Port St. Lucie Football League, Inc. (2006 – 2010)
- ◆ Board Member – Greater Port St. Lucie Football League, Inc. (2011 – 2017)
- ◆ Treasurer, AIDS Research and Treatment Center of the Treasure Coast, Inc. (2000 – 2003)
- ◆ Board Member/Treasurer, North Treasure Coast Chapter, American Red Cross (2004 – 2010)
- ◆ Member/Board Member of Port St. Lucie Kiwanis (1994 – 2001)
- ◆ President (2014/15) of Sunrise Kiwanis of Fort Pierce (2004 – 2017)
- ◆ St. Lucie District School Board Superintendent Search Committee (2013 – present)
- ◆ Board Member – Phrozen Pharoes (2019-2021)

Professional Experience

- ◆ Twenty-eight years public accounting experience with an emphasis on nonprofit and governmental organizations.
- ◆ Audit Manager in-charge on a variety of audit and review engagements within several industries, including the following government and nonprofit organizations:
 - St. Lucie County, Florida
 - 19th Circuit Office of Medical Examiner
 - Troup Indiantown Water Control District
 - Exchange Club Center for the Prevention of Child Abuse, Inc.
 - Healthy Kids of St. Lucie County
 - Mustard Seed Ministries of Ft. Pierce, Inc.
 - Reaching Our Community Kids, Inc.
 - Reaching Our Community Kids - South
 - St. Lucie County Education Foundation, Inc.
 - Treasure Coast Food Bank, Inc.
 - North Springs Improvement District
- ◆ Four years of service in the United States Air Force in computer operations, with a top secret (SCI/SBI) security clearance.

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP (Continued)

Accounting and Audit Principal

Continuing Professional Education

- ◆ Mr. McGuire has attended numerous continuing professional education courses and seminars taught by nationally recognized sponsors in the accounting auditing and single audit compliance areas. He has attended courses over the last two years in those areas as follows:

Not-for-Profit Auditing Financial Results and Compliance Requirements

Update: Government Accounting Reporting and Auditing

Annual Update for Accountants and Auditors

Commitment to Quality Service

Personnel Qualifications and Experience

David F. Haughton, CPA

Accounting and Audit Manager – 30 years

Education

- ◆ Stetson University, B.B.A. – Accounting

Registrations

- ◆ Certified Public Accountant – State of Florida, State Board of Accountancy

Professional Affiliations/Community Service

- ◆ Member of the American and Florida Institutes of Certified Public Accountants
- ◆ Former Member of Florida Institute of Certified Public Accountants Committee on State and Local Government
- ◆ Affiliate Member Government Finance Officers Association (GFOA) for over 10 years
- ◆ Affiliate Member Florida Government Finance Officers Association (FGFOA) for over 10 years
- ◆ Technical Review – 1997 FICPA Course on State and Local Governments in Florida
- ◆ Board of Directors – Kiwanis of Ft. Pierce, Treasurer – 1994-1999; Vice President – 1999-2001

Professional Experience

- ◆ Twenty-seven years public accounting experience with an emphasis on governmental and nonprofit organizations.
- ◆ State Auditor General's Office – West Palm Beach, Staff Auditor, June 1985 to September 1985
- ◆ Accounting and Audit Manager of Berger, Toombs, Elam, Gaines & Frank, Certified Public Accountants PL, responsible for audit and accounting services including governmental and not-for-profit audits.
- ◆ Over 20 years of public accounting and governmental experience, specializing in governmental and nonprofit organizations with concentration in special districts, including Community Development Districts which provide services including water and sewer utilities. Governmental and non-profit entities served include the following:

Counties:

St. Lucie County

Municipalities:

City of Fort Pierce

City of Stuart

Commitment to Quality Service

Personnel Qualifications and Experience
--

David F. Haughton, CPA (Continued)
Accounting and Audit Manager

Professional Experience (Continued)

Special Districts:

- Bluewaters Community Development District
- Country Club of Mount Dora Community Development District
- Fiddler’s Creek Community Development District #1 and #2
- Indigo Community Development District
- North Springs Improvement District
- Renaissance Commons Community Development District
- St. Lucie West Services District
- Stoneybrook Community Development District
- Summerville Community Development District
- Terracina Community Development District
- Thousand Oaks Community Development District
- Tree Island Estates Community Development District
- Valencia Acres Community Development District

Non-Profits:

- The Dunbar Center, Inc.
- Hibiscus Children’s Foundation, Inc.
- Hope Rural School, Inc.
- Maritime and Yachting Museum of Florida, Inc.
- Tykes and Teens, Inc.
- United Way of Martin County, Inc.
- Workforce Development Board of the Treasure Coast, Inc.

- ◆ While with the Auditor General’s Office he was on the staff for the state audits of the Martin County School District and Okeechobee County School District.
- ◆ During 1997 he performed a technical review of the Florida Institute of Certified Public Accountants state CPE course on Audits of State and Local Governments in Florida. His comments were well received by the author and were utilized in future updates to the course.

Continuing Professional Education

- ◆ During the past several years, he has participated in numerous professional development training programs sponsored by the AICPA and FICPA, including state conferences on special districts and governmental auditing in Florida. He averages in excess of 100 hours bi-annually of advanced training which exceeds the 80 hours required in accordance with the continuing professional education requirements of the Florida State Board of accountancy and the AICPA Private Companies Practice Section. He has over 75 hours of governmental CPE credit within the past two years.

Commitment to Quality Service

Personnel Qualifications and Experience

Matthew Gonano, CPA

Senior Staff Accountant – 10 years

Education

- ◆ University of North Florida, B.B.A. – Accounting
- ◆ University of Alicante, Spain – International Business
- ◆ Florida Atlantic University – Masters of Accounting

Professional Affiliations/Community Service

- ◆ American Institute of Certified Public Accountants
- ◆ Florida Institute of Certified Public Accountants

Professional Experience

- ◆ Senior Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.
- ◆ Performed audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with OMB Circular A-133, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mr. Gonano has participated in numerous continuing professional education courses.

Commitment to Quality Service

Personnel Qualifications and Experience

Paul Daly

Staff Accountant – 9 years

Education

- ◆ Florida Atlantic University, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Working to attain the requirements to take the Certified Public Accounting (CPA) exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Melissa Marlin, CPA

Senior Staff Accountant – 9 years

Education

- ◆ Indian River State College, A.A. – Accounting
- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Bryan Snyder

Staff Accountant – 8 years

Education

- ◆ Florida Atlantic University, B.B.A. – Accounting

Professional Experience

- ◆ Accountant beginning his professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.
- ◆ Mr. Snyder is gaining experience auditing governmental & nonprofit entities.

Continuing Professional Education

- ◆ Mr. Snyder participates in numerous continuing education courses and plans on working to acquire his CPA certificate.
- ◆ Mr. Snyder is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Maritza Stonebraker, CPA
Senior Accountant – 7 years

Education

- ◆ Indian River State College, B.S. – Accounting

Professional Experience

- ◆ Staff Accountant beginning her professional auditing career with Berger, Toombs, Elam, Gaines, & Frank.

Continuing Professional Education

- ◆ Mrs. Stonebraker participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Jonathan Herman, CPA

Senior Staff Accountant – 9 years

Education

- ◆ University of Central Florida, B.S. – Accounting
- ◆ Florida Atlantic University, MACC

Professional Experience

- ◆ Accounting graduate with nine years experience with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Herman participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience

Sean Stanton, CPA

Staff Accountant – 5 years

Education

- ◆ University of South Florida, B.S. – Accounting
- ◆ Florida Atlantic University, M.B.A. – Accounting

Professional Experience

- ◆ Staff accountant with Berger, Toombs, Elam, Gaines, & Frank auditing governmental and non-profit entities.

Continuing Professional Education

- ◆ Mr. Stanton participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Tifanee Terrell

Staff Accountant – 2 years

Education

- ◆ Florida Atlantic University, M.A.C.C. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Terrell participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Terrell is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Dylan Dixon

Staff Accountant – 1 year

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Dixon is currently pursuing a bachelor's degree in Accounting.
- ◆ Mr. Dixon participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Dixon is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Maurice Wally
Staff Accountant

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Wally is currently enrolled at Indian River State College and will complete his degree in December 2022.
- ◆ Mr. Wally participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Wally is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Brennen Moore

Staff Accountant

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Mr. Moore is currently enrolled at Indian River State College and will complete his bachelor's degree in spring of 2023.
- ◆ Mr. Moore participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Mr. Moore is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience

Jordan Wood
Staff Accountant

Education

- ◆ Indian River State College, A.A. – Accounting

Professional Experience

- ◆ Staff Accountant with Berger, Toombs, Elam, Gaines, & Frank providing professional services to nonprofit and governmental entities.

Continuing Professional Education

- ◆ Ms. Wood is currently enrolled at Indian River State College to complete her bachelor's degree.
- ◆ Ms. Wood participates in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments.
- ◆ Ms. Wood is currently working towards completing an additional 30 hours of education to qualify to sit for CPA exam.



6815 Dairy Road
Zephyrhills, FL 33542

813.788.2155
BodinePerry.com

Report on the Firm's System of Quality Control

To the Partners of November 30, 2022
Berger, Toombs, Elam, Gaines & Frank, CPAs, PL
and the Peer Review Committee of the Florida Institute of Certified Public Accountants

We have reviewed the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL (the firm), in effect for the year ended May 31, 2022. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants (Standards).

A summary of the nature, objectives, scope, limitations of, and the procedures performed in a System Review as described in the Standards may be found at aicpa.org/prsummary. The summary also includes an explanation of how engagements identified as not performed or reported in conformity with applicable professional standards, if any, are evaluated by a peer reviewer to determine a peer review rating.

Firm's Responsibility

The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. The firm is also responsible for evaluating actions to promptly remediate engagements deemed as not performed or reported in conformity with professional standards, when appropriate, and for remediating weaknesses in its system of quality control, if any.

Peer Reviewer's Responsibility

Our responsibility is to express an opinion on the design of the system of quality control, and the firm's compliance therewith based on our review.

Required Selections and Considerations

Engagements selected for review included engagements performed under *Government Auditing Standards*, including a compliance audit under the Single Audit Act.

As a part of our peer review, we considered reviews by regulatory entities as communicated by the firm, if applicable, in determining the nature and extent of our procedures.

Opinion

In our opinion, the system of quality control for the accounting and auditing practice of Berger, Toombs, Elam, Gaines & Frank, CPAs, PL, in effect for the year ended May 31, 2022, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)*, or *fail*. Berger, Toombs, Elam, Gaines & Frank, CPAs, PLC, has received a peer review rating of *pass*.

Bodine Perry

Bodine Perry

(BERGER_REPORT22)



**BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2022
Hernando County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than March 21, 2023, at 12:00 p.m., at the offices of District Manager, located at Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. Proposals will be publicly opened at that time.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

SECTION 3. QUALIFICATIONS OF PROPOSER. The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL. Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

SECTION 5. SUBMISSION OF PROPOSAL. Submit (1) of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Benton Hills Community Development District" on the face of it. Please include pricing for each additional bond issuance.

SECTION 6. MODIFICATION AND WITHDRAWAL. Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

SECTION 7. PROPOSAL DOCUMENTS. The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions ("Proposal Documents").

SECTION 8. PROPOSAL. In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

SECTION 9. BASIS OF AWARD/RIGHT TO REJECT. The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

SECTION 10. CONTRACT AWARD. Within fourteen (14) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

SECTION 11. LIMITATION OF LIABILITY. Nothing herein shall be construed as or constitute a waiver of the District's limited waiver of liability contained in Section 768.28, Florida Statutes, or any other statute or law.

SECTION 12. MISCELLANEOUS. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List the position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of four (4) annual renewals.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) after the receipt of the Proposal Documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturday, Sunday, and state holidays) after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object or protest with respect to the aforesaid Proposal Documents.

SECTION 14. EVALUATION OF PROPOSALS. The criteria to be used in the evaluation of proposals are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (20 Points)

(E.g., geographic location of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.)

2. Proposer's Experience. (20 Points)

(E.g. past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other or current Community Development District(s) in other contracts; character, integrity, reputation of Proposer, etc.)

3. Understanding of Scope of Work. (20 Points)

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

4. Ability to Furnish the Required Services. (20 Points)

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

5. Price. (20 Points)***

Points will be awarded based upon the lowest total proposal for rendering the services and the reasonableness of the proposal.

Total (100 Points)

***Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

10C11



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: March 21, 2023
12:00PM

Submitted to:

Benton Hills
Community Development District
c/o District Manager
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
951 Yamato Road, Suite 280
Boca Raton, Florida 33431

Tel (561) 994-9299
(800) 229-4728

Fax (561) 994-5823

tgrau@graucpa.com

www.graucpa.com



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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

March 21, 2023

Benton Hills Community Development District
c/o District Manager
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2022, with an option for additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Benton Hills Community Development District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

Why Grau & Associates:

Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA (tgrau@graucpa.com) or Racquel McIntosh, CPA (rmcintosh@graucpa.com) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,
Grau & Associates



Antonio J. Grau

Firm Qualifications



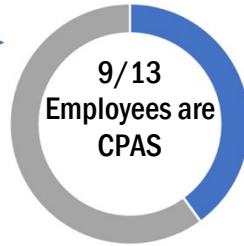
Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



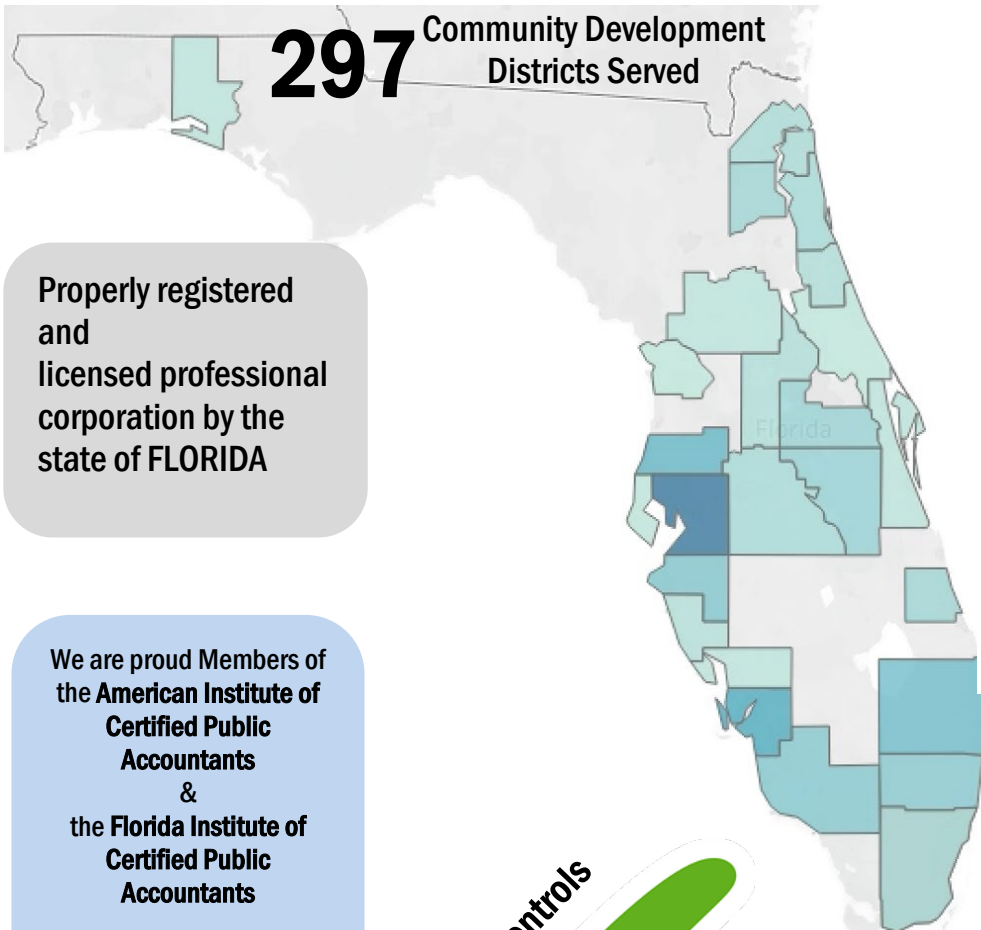
3 Partners
10 Professional Staff
2 Administrative Professionals



2005

Year founded

Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the **American Institute of Certified Public Accountants** & the **Florida Institute of Certified Public Accountants**

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



FICPA Peer Review Program
Administered in Florida
by The Florida Institute of CPAs



Peer Review
Program

AICPA Peer Review Program
Administered in Florida
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau
Grau & Associates
951 Yamato Rd Ste 280
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,
FICPA Peer Review Committee

Peer Review Team
FICPA Peer Review Committee
paul@ficpa.org
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

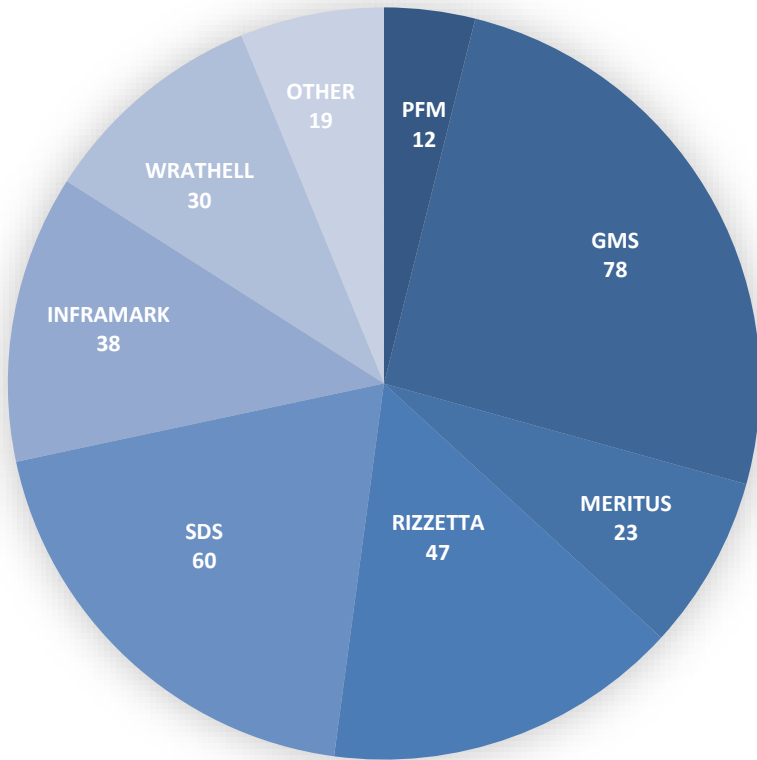
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.8190 | www.ficpa.org

Firm & Staff Experience



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



Profile Briefs:

Antonio J GRAU, CPA (Partner)

*Years Performing Audits: 35+
CPE (last 2 years): Government Accounting, Auditing: 40 hours; Accounting, Auditing and Other: 53 hours
Professional Memberships: AICPA, FICPA, FGFOA, GFOA*

Racquel McIntosh, CPA (Partner)

*Years Performing Audits: 18+
CPE (last 2 years): Government Accounting, Auditing: 61 hours; Accounting, Auditing and Other: 30 hours
Professional Memberships: AICPA, FICPA, FGFOA, FASD*

“Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process.”

Tony Grau

“Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization.”

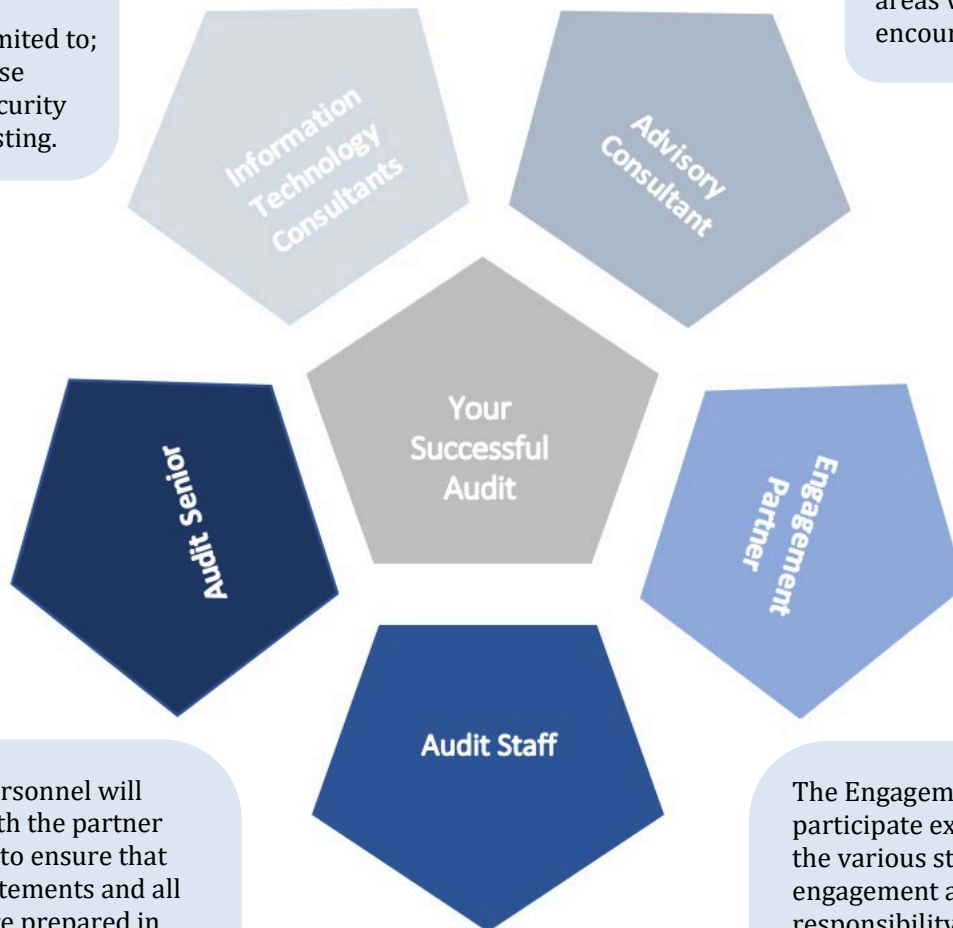
Racquel McIntosh

YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



Antonio 'Tony' J. Grau, CPA Partner

Contact: tgrau@graucpa.com | (561) 939-6672

Experience

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

Education

University of South Florida (1983)
Bachelor of Arts
Business Administration

Clients Served (partial list)

(>300) Various Special Districts, including:

- | | |
|--|--|
| Bayside Improvement Community Development District | St. Lucie West Services District |
| Dunes Community Development District | Ave Maria Stewardship Community District |
| Fishhawk Community Development District (I, II, IV) | Rivers Edge II Community Development District |
| Grand Bay at Doral Community Development District | Bartram Park Community Development District |
| Heritage Harbor North Community Development District | Bay Laurel Center Community Development District |
| | |
| Boca Raton Airport Authority | |
| Greater Naples Fire Rescue District | |
| Key Largo Wastewater Treatment District | |
| Lake Worth Drainage District | |
| South Indian River Water Control | |

Professional Associations/Memberships

American Institute of Certified Public Accountants Florida Government Finance Officers Association
Florida Institute of Certified Public Accountants Government Finance Officers Association Member
City of Boca Raton Financial Advisory Board Member

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	40
Accounting, Auditing and Other	53
Total Hours	93 (includes of 4 hours of Ethics CPE)



Racquel C. McIntosh, CPA

Partner

Contact : rmcintosh@graucpa.com | (561) 939-666

Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm’s quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

Education

- Florida Atlantic University (2004)
Master of Accounting
- Florida Atlantic University (2003)
Bachelor of Arts:
Finance, Accounting

Clients Served (partial list)

(>300) Various Special Districts, including:
 Carlton Lakes Community Development District
 Golden Lakes Community Development District
 Rivercrest Community Development District
 South Fork III Community Development District
 TPOST Community Development District

Westchase Community Development District
 Monterra Community Development District
 Palm Coast Park Community Development District
 Long Leaf Community Development District
 Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities
 Indian Trail Improvement District
 Pinellas Park Water Management District
 Ranger Drainage District
 South Trail Fire Protection and Rescue Service District

Professional Associations/ Memberships

- American Institute of Certified Public Accountants
- Florida Institute of Certified Public Accountants
- FICPA State & Local Government Committee
- FGFOA Palm Beach Chapter

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	61
Accounting, Auditing and Other	30
Total Hours	<u>91</u> (includes of 4 hours of Ethics CPE)

References



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

Dunes Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 1998
Client Contact	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

Two Creeks Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2007
Client Contact	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

Journey's End Community Development District

Scope of Work	Financial audit
Engagement Partner	Antonio J. Grau
Dates	Annually since 2004
Client Contact	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

Specific Audit Approach



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

AUDIT APPROACH

Grau's Understanding of Work Product / Scope of Services:

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

Proposed segmentation of the engagement

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



Phase I - Preliminary Planning

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

During this phase we will perform the following activities:

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

Communications

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2022-2026 are as follows:

Year Ended September 30,	Fee
2022	\$2,800
2023	\$2,900
2024	\$3,000
2025	\$3,100
2026	<u>\$3,200</u>
TOTAL (2022-2026)	<u>\$15,000</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned. If Bonds are issued the fee would increase by \$1,500. The fee for subsequent annual renewals would be agreed upon separately.

Supplemental Information



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

PARTIAL LIST OF CLIENTS

SPECIAL DISTRICTS	Governmental Audit	Single Audit	Utility Audit	Current Client	Year End
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
TOTAL	332	5	3	327	

ADDITIONAL SERVICES

CONSULTING / MANAGEMENT ADVISORY SERVICES

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

ARBITRAGE

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

73 Current
Arbitrage
Calculations

We look forward to providing **Benton Hills Community Development District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates
please visit us on www.graucpa.com.**

BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT

10D

BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT

AUDITOR EVALUATION MATRIX

RFP FOR ANNUAL AUDIT SERVICES	ABILITY OF PERSONNEL	PROPOSER'S EXPERIENCE	UNDERSTANDING OF SCOPE OF WORK	ABILITY TO FURNISH REQUIRED SERVICES	PRICE	TOTAL POINTS
PROPOSER	20 POINTS	20 POINTS	20 POINTS	20 POINTS	20 POINTS	100 POINTS
Berger, Toombs, Elam, Gaines & Frank						
Grau & Associates						

NOTES:

Completed by: _____
Board Member's Signature

Date: _____

Printed Name of Board Member

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

11

RESOLUTION 2023-03

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE PRIMARY ADMINISTRATIVE OFFICE AND PRINCIPAL HEADQUARTERS OF THE DISTRICT AND PROVIDING AN EFFECTIVE DATE

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

WHEREAS, the District desires to designate its primary administrative office as the location where the District’s public records are routinely created, sent, received, maintained, and requested, for the purposes of prominently posting the contact information of the District’s Record’s Custodian in order to provide citizens with the ability to access the District’s records and ensure that the public is informed of the activities of the District in accordance with Chapter 119, *Florida Statutes*; and

WHEREAS, the District additionally desires to specify the location of the District’s principal headquarters for the purpose of establishing proper venue under the common law home venue privilege applicable to the District.

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

1. PRIMARY ADMINISTRATIVE OFFICE. The District’s primary administrative office for purposes of Chapter 119, *Florida Statutes*, shall be located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431.

2. PRINCIPAL HEADQUARTERS. The District’s principal headquarters for purposes of establishing proper venue shall be located at the offices of _____ and within Hernando County, Florida.

3. EFFECTIVE DATE. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this 20th day of April, 2023.

ATTEST:

BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

12

**INTERLOCAL UNIFORM COLLECTION AGREEMENT BETWEEN THE
BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT AND THE
HERNANDO COUNTY PROPERTY APPRAISER**

THIS INTERLOCAL AGREEMENT, made and entered into in duplicate this ____ day of _____, AD 2023, by the Benton Hills Community Development District, (the “District”), by and through its Board of Supervisors whose address is c/o Benton Hills Community Development District 2300 Glades Rd, Suite 410W, Boca Raton, FL 33431, and the Honorable John C. Emerson, CFA, Hernando County Property Appraiser, whose address is 201 Howell Ave, Suite 300, Brooksville, Florida 34601(the “Property Appraiser”)

WITNESSETH

WHEREAS, the District is authorized to impose non-ad valorem assessments and by, resolution, has expressed its intent to use the uniform method of notice, levy, collection, and enforcement of such assessments, as authorized pursuant to chapter 197.3632, Florida Statutes, and;

WHEREAS, chapter 197, Florida Statutes, requires that the District enter into a written agreement with the Property Appraiser for reimbursement of necessary administrative costs incurred in implementing the uniform method and,

WHEREAS, chapter 197, Florida Statutes, provides that the District shall compensate the Property Appraiser for necessary administrative costs and,

WHEREAS, a separate agreement between the District and the Hernando County Tax Collector must be entered into that expresses the responsibility of the Hernando County Tax Collector and the District regarding the uniform method of notice, levy, collection, and enforcement of such assessments, as authorized pursuant to chapter 197, Florida Statutes before this agreement becomes serviceable;

NOW, THEREFORE, in consideration of the mutual covenants and convictions herein set forth, the parties hereby agree as follows:

1. The District will impose non-ad valorem assessments using the uniform method for the levy, collection, and enforcement under the provisions of chapter 197, Florida Statutes.

2. The District agrees to reimburse the Property Appraiser for necessary administrative costs pursuant to section 197.3632 (2), Florida Statutes, including, but not limited to, those costs associated with personnel, forms, supplies, data processing, computer equipment, postage, and programming. For the 2024 tax roll year, the parties hereto agree that the District will fund the Property Appraiser's Geographic Information System (GIS) budget in the amount of 2% of the value of each non-ad valorem assessment roll for which the Property Appraiser prepared, processed, or transmitted data concerning the non-ad valorem assessment. Such administrative costs include, but are not limited to, costs incurred for providing information to the District for the development of the non-ad valorem assessment roll pursuant to chapter 197, Florida Statutes; for providing the District with a copy of the non-ad valorem assessment roll upon request by the District so that it may be certified to the Property Appraiser in accordance with time frames pursuant to Florida Statutes or schedules promulgated by the Property Appraiser. The District will be responsible for providing a copy of the non-ad valorem assessment roll to the Property Appraiser on compatible electronic medium.

3. Either party may terminate this agreement without cause upon giving the non terminating party 30 days written notice prior to the effective date of termination. In the event that the District does not reimburse the Property Appraiser for the costs incurred as provided herein, the Property Appraiser may terminate this agreement upon ten (10) days written notice of his election to terminate pursuant to this section.

a. In the event this agreement is terminated by the District effective after January 1 of any given year, the Property Appraiser shall be reimbursed in full for the work or services performed based on the value of the current year's non-ad valorem assessment roll.

b. In the event funds to reimburse the Property Appraiser for costs incurred for completion of the above referenced services become unavailable, the District may terminate this agreement upon no less than 15 day notice, written and delivered to the Property Appraiser.

c. The District shall be the final authority as to the availability of funds. Notice of termination shall be sent by certified mail, return receipt requested, or shall be delivered in person with a signed proof of delivery.

Notice to the District shall be sent to:

Benton Hills Community Development District
2300 Glades Rd, Suite 410W
Boca Raton, FL 33431

Notice to the Property Appraiser shall be sent to:

John C. Emerson, CFA
Hernando County Property Appraiser
201 Howell Avenue, Suite 300
Brooksville, FL 34601-2042

And a copy of any notice sent hereunder shall be sent to:

Sally L. Daniels, CFC
Hernando County Tax Collector
20 North Main Street, Room 112
Brooksville, FL 34601

4. Waiver of breach of any provision of this agreement shall not be deemed to be a waiver of any other breach, and shall not be considered to be a modification of the terms of this agreement.

5. For the 2024 tax roll year, the District will pay all sums due to the Property Appraiser on or before January 15, 2025. For subsequent years the District will pay all sums due to the Property Appraiser on or before January 15th. All sums due from the District to the Property Appraiser will bear interest at the rate of 12 percent (12%) per annum, if delinquent, in accordance with section 218.74, Florida Statutes.

6. The term of this agreement shall be in effect for the 2024 tax roll year and may be renewed thereafter for subsequent periods not to exceed one (1) tax year each, in the event the District shall inform the Property Appraiser by January 10th of each calendar year if the District intends to continue to use the uniform method of collecting each such assessment pursuant to chapter 197, Florida Statutes.

7. The parties shall abide by all Statutes, rules and regulations pertaining to the levy and collection of non-ad valorem assessments, and any ordinances promulgated by the District not

inconsistent with, not contrary to, the provisions of chapter 197, Florida Statutes, or applicable statutes and any subsequent amendments to said Statutes.

8. The District shall be responsible for imposing non-ad valorem assessments pursuant to general and special law and all other applicable requirements relating to the establishment of non-ad valorem assessments, which are collected in the same manner as ad valorem taxes are collected.

9. The District further agrees that it will strictly follow and will be responsible for complying with the following procedures and conditions:

a. Using electronic data supplied by the Property Appraiser, the District shall determine and identify the names and addresses of the property owners, the descriptions, parcel numbers and the amount of the assessment of the parcels subject to the non-ad valorem assessments under this agreement.

b. It will be solely at the District's expense and pursuant to the District's responsibility to develop and provide to the Property Appraiser, on compatible electronic medium, a list of the parcels to be assessed.

c. The Property Appraiser on the Property Appraiser's database shall maintain the District's non-ad valorem assessment information.

d. The District shall meet the Property Appraiser's imposed deadlines and timetables as administered and determined by the Property Appraiser.

10. The District will be solely responsible of notifying effected property owners of any and all proposed non-ad valorem assessments.

11. In the event the Property Appraiser is named as a party or otherwise joined in litigation challenging non-ad valorem assessment(s) subject to this agreement, the Property Appraiser shall provide for his own legal representation, and shall be entitled to reimbursement from the District for reasonable attorney fees and costs associated with such representation. Furthermore, the District shall indemnify the Property Appraiser against any claim, cause of action or suit arising out of, or in connection with any claimed negligence action or inaction on the part of the District.

12. This agreement may not be assigned by either party without the prior written consent from the non-assigning party.

In Witness Whereof, the parties have caused this Interlocal Agreement to be executed for the uses and purposes therein expressed on the day and year first above written.

HERNANDO COUNTY PROPERTY APPRAISER
("Property Appraiser")

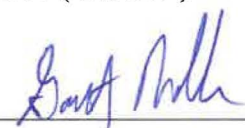
Date

By: _____
John C. Emerson, CFA

BENTON HILLS COMMUNITY DEVELOPMENT
DISTRICT ("District")

4/12/23

Date

By: 

Garth Noble
Chair of the Board

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED FINANCIAL STATEMENTS

**BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
FEBRUARY 28, 2023**

**BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
FEBRUARY 28, 2023**

	General Fund	Debt Service Fund	Total Governmental Funds
ASSETS			
Cash	\$ 6,000	\$ -	\$ 6,000
Undeposited funds	2,091	-	2,091
Total assets	\$ 8,091	\$ -	\$ 8,091
 LIABILITIES AND FUND BALANCES			
Liabilities:			
Accounts payable	\$ 2,091	\$ -	\$ 2,091
Due to Landowner	-	4,411	4,411
Landowner advance	6,000	-	6,000
Total liabilities	8,091	4,411	12,502
 Fund balances:			
Restricted for:			
Debt service	-	(4,411)	(4,411)
Total fund balances	-	(4,411)	(4,411)
Total liabilities and fund balances	\$ 8,091	\$ -	\$ 8,091

**BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
REVENUES				
Landowner contribution	\$ 2,091	\$ 15,857	\$ 95,490	17%
Total revenues	<u>2,091</u>	<u>15,857</u>	<u>95,490</u>	17%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording**	2,000	10,000	46,000	22%
Legal	33	33	25,000	0%
Engineering	-	-	2,000	0%
Audit	-	-	5,500	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	-	-	1,000	0%
Trustee*	-	-	5,500	0%
Telephone	16	84	200	42%
Postage	-	9	250	4%
Printing & binding	42	208	500	42%
Legal advertising	-	-	1,700	0%
Annual special district fee	-	175	175	100%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	-	348	750	46%
Website hosting & maintenance	-	-	705	0%
Website ADA compliance	-	-	210	0%
Total expenditures	<u>2,091</u>	<u>15,857</u>	<u>95,490</u>	17%
Excess/(deficiency) of revenues over/(under) expenditures	-	-	-	
Fund balances - beginning	-	-	-	
Fund balances - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	

*These items will be realized when bonds are issued

**WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

**BENTON HILLS
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year To Date
REVENUES	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 EXPENDITURES		
Debt service		
Cost of issuance	<u>-</u>	<u>1,903</u>
Total debt service	<u>-</u>	<u>1,903</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 - -	 (1,903) (1,903)
 Fund balances - beginning	 <u>(4,411)</u>	 <u>(2,508)</u>
Fund balances - ending	<u><u>\$ (4,411)</u></u>	<u><u>\$ (4,411)</u></u>

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Benton Hills Community Development District held a Continued Public Hearing, Multiple Public Hearings and a Regular Meeting on September 15, 2022 at 11:30 a.m., at the Greater Hernando County Chamber of Commerce, 15588 Aviation Loop Drive, Brooksville, Florida 34604.

Present at the meeting were:

Jerry Tomberlin	Vice Chair
Martha Schiffer	Assistant Secretary
Chris Torres	Assistant Secretary

Also present were:

Kristen Suit	District Manager
Meredith Hammock (via telephone)	District Counsel
Brian Malmberg (via telephone)	Interim District Engineer

THIS MEETING IS BEING HELD IN ABUNDANCE OF CAUTION AND FOR THE SPECIFIC PURPOSE OF PROVIDING ADDITIONAL NOTICE TO THOSE LANDOWNERS WHO MAY NOT HAVE RECEIVED THE INITIAL NOTICE OF ASSESSMENTS

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 11:32 a.m. Supervisors Tomberlin, Torres and Schiffer were present, in person. Supervisors-Elect Noble and Babcock were not present.

SECOND ORDER OF BUSINESS

Public Comments

There were no public comments.

THIRD ORDER OF BUSINESS

Administration of Oath of Office to Supervisors Garth Noble and Chris Babcock (the following will be provided in a separate package)

- A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- B. Membership, Obligations and Responsibilities**

41 C. Chapter 190, Florida Statutes

42 D. Financial Disclosure Forms

43 I. Form 1: Statement of Financial Interests

44 II. Form 1X: Amendment to Form 1, Statement of Financial Interests

45 III. Form 1F: Final Statement of Financial Interests

46 E. Form 8B: Memorandum of Voting Conflict

47 This item was deferred.

48

49 **FOURTH ORDER OF BUSINESS**

Continued Public Hearing to Consider the Adoption of an Assessment Roll and the Imposition of Special Assessments Relating to the Financing and Securing of Certain Public Improvements

50

51

52

53

54

55 Ms. Suit stated the last meeting was adjourned and not continued as indicated in the
56 agenda.

57 • *Hear testimony from the affected property owners as to the propriety and*
58 *advisability of making the improvements and funding them with special*
59 *assessments on the property.*

60 • *Thereafter, the governing authority shall meet as an equalizing board to hear any and*
61 *all complaints as to the special assessments on a basis of justice and right.*

62 These items would be addressed below.

63 A. Affidavit/Proof of Publication

64 B. Mailed Notice to Property Owner(s)

65 These items were included for informational purposes.

66 C. Engineer’s Report *(for informational purposes)*

67 D. Master Special Assessment Methodology Report *(for informational purposes)*

68 The Reports were the same as those presented at the last meeting.

69

70 **On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the**
71 **Public Hearing was opened.**

72

73

- 74 • *Hear testimony from the affected property owners as to the propriety and*
75 *advisability of making the improvements and funding them with special*
76 *assessments on the property.*

77 No members of the public spoke.

78

79 **On MOTION by Mr. Tomberlin and seconded by Ms. Schiffer, with all in favor,**
80 **the Public Hearing was closed.**

81

82

- 83 • *Thereafter, the governing authority shall meet as an equalizing board to hear any and*
84 *all complaints as to the special assessments on a basis of justice and right*

85 The Board, sitting as the Equalizing Board, made no changes to the assessment levels.

- 86 **E. Consideration of Resolution 2022-30, Making Certain Findings; Authorizing a Capital**
87 **Improvement Plan; Adopting an Engineer’s Report; Providing an Estimated Cost of**
88 **Improvements; Adopting an Assessment Report; Equalizing, Approving, Confirming**
89 **and Levying Debt Assessments; Addressing the Finalization of Special Assessments;**
90 **Addressing the Payment of Debt Assessments and the Method of Collection; Providing**
91 **for the Allocation of Debt Assessments and True-Up Payments; Addressing**
92 **Government Property, and Transfers of Property to Units of Local, State and Federal**
93 **Government; Authorizing an Assessment Notice; and Providing for Severability,**
94 **Conflicts and an Effective Date**

95 Ms. Suit presented Resolution 2022-30 and read the title.

96

97 **On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the**
98 **Board confirmed approval of Resolution 2022-30, Making Certain Findings;**
99 **Authorizing a Capital Improvement Plan; Adopting an Engineer’s Report;**
100 **Providing an Estimated Cost of Improvements; Adopting an Assessment**
101 **Report; Equalizing, Approving, Confirming and Levying Debt Assessments;**
102 **Addressing the Finalization of Special Assessments; Addressing the Payment of**
103 **Debt Assessments and the Method of Collection; Providing for the Allocation of**
104 **Debt Assessments and True-Up Payments; Addressing Government Property,**
105 **and Transfers of Property to Units of Local, State and Federal Government;**
106 **Authorizing an Assessment Notice; and Providing for Severability, Conflicts and**
107 **an Effective Date, previously adopted on August 22, 2022.**

108

109

110 **FIFTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year
2021/2022 Budget**

111
112

113 **A. Proof/Affidavit of Publication**

114 The affidavit of publication was included for informational purposes.

115 **B. Consideration of Resolution 2022-31, Relating to the Annual Appropriations and**
116 **Adopting the Budget for the Fiscal Year Beginning October 1, 2021, and Ending**
117 **September 30, 2022; Authorizing Budget Amendments; and Providing an Effective**
118 **Date**

119 Ms. Suit stated that the proposed Fiscal Year 2022 budget was unchanged since last
120 presented. This is a Landowner-funded budget with expenses being funded as incurred.

121

**On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the
Public Hearing was opened.**

124
125

No members of the public spoke.

127

**On MOTION by Mr. Torres and seconded by Mr. Tomberlin, with all in favor,
the Public Hearing was closed.**

130
131

Ms. Suit presented Resolution 2022-31 and read the title.

133

**On MOTION by Mr. Torres and seconded by Ms. Schiffer, with all in favor,
Resolution 2022-31, Relating to the Annual Appropriations and Adopting the
Budget for the Fiscal Year Beginning October 1, 2021, and Ending September
30, 2022; Authorizing Budget Amendments; and Providing an Effective Date,
was adopted.**

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140

141 **SIXTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year
2022/2023 Budget**

142
143

144 **A. Proof/Affidavit of Publication**

145 The affidavit of publication was included for informational purposes.

146 **B. Consideration of Resolution 2022-32, Relating to the Annual Appropriations and**
 147 **Adopting the Budget for the Fiscal Year Beginning October 1, 2022, and Ending**
 148 **September 30, 2023; Authorizing Budget Amendments; and Providing an Effective**
 149 **Date**

150 Ms. Suit reviewed the proposed Fiscal Year 2023 budget, noted increases and decreases
 151 compared to the Fiscal Year 2022 budget and explained the reasons for any adjustments. This is
 152 a Landowner-funded budget with expenses being funded as incurred.

154 **On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor,**
 155 **the Public Hearing was opened.**

156
 157
 158 No members of the public spoke.

160 **On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor,**
 161 **the Public Hearing was closed.**

162
 163
 164 Ms. Suit presented Resolution 2022-32 and read the title.

166 **On MOTION by Mr. Tomberlin and seconded by Ms. Schiffer, with all in favor,**
 167 **Resolution 2022-32, Relating to the Annual Appropriations and Adopting the**
 168 **Budget for the Fiscal Year Beginning October 1, 2022, and Ending September**
 169 **30, 2023; Authorizing Budget Amendments; and Providing an Effective Date,**
 170 **was adopted.**

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 172
 173 **SEVENTH ORDER OF BUSINESS**

**Public Hearing to Hear Public Comments
 and Objections to the Adoption of the
 Rules of Procedure, Pursuant to Sections
 120.54 and 190.35, Florida Statutes**

174
 175
 176
 177 **A. Affidavits of Publication**

178
 179 The affidavits of publication were included for informational purposes.

180 **B. Consideration of Resolution 2022-33, Adopting Rules of Procedure; Providing a**
 181 **Severability Clause; and Providing an Effective Date**

183
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On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, the Public Hearing was opened.

No members of the public spoke.

188

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190

On MOTION by Ms. Schiffer and seconded by Mr. Torres, with all in favor, the Public Hearing was closed.

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193

Ms. Suit presented Resolution 2022-33 and read the title.

194

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On MOTION by Mr. Torres and seconded by Ms. Schiffer, with all in favor, Resolution 2022-33, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date, was adopted.

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199

EIGHTH ORDER OF BUSINESS

Consideration of Resolution 2022-07, Designating the Primary Administrative Office and Principal Headquarters of the District and Providing an Effective Date

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This item was deferred

206

NINTH ORDER OF BUSINESS

Consideration of Resolution 2022-34, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date

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Ms. Suit presented Resolution 2022-34. The following will be inserted into the Fiscal

Year 2023 Meeting Schedule:

DATES: Third Thursday on each month

TIME: 11:30 AM

218

219
220
221
222

On MOTION by Mr. Tomberlin and seconded by Ms. Schiffer, with all in favor, Resolution 2022-34, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023, as amended, and Providing for an Effective Date, was adopted.

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TENTH ORDER OF BUSINESS

Approval of August 22, 2022 Public Hearings and Regular Meeting Minutes

Ms. Suit presented the August 22, 2022 Public Hearings and Regular Meeting Minutes.

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, the August 22, 2022 Public Hearings and Regular Meeting Minutes, as presented, were approved.

233
234

ELEVENTH ORDER OF BUSINESS

Staff Reports

A. District Counsel: *KE Law Group, PLLC*

There was no report.

B. District Engineer (Interim): *Coastal Engineering Associates, Inc.*

There was no report.

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

- **NEXT MEETING DATE: TBD**
- **QUORUM CHECK**

The next meeting will be on October 20, 2022, unless cancelled.

245

TWELFTH ORDER OF BUSINESS

Board Members' Comments/Requests

There were no Board Members' comments or requests.

249

THIRTEENTH ORDER OF BUSINESS

Public Comments

No members of the public spoke.

253

FOURTEENTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Schiffer and seconded by Mr. Tomberlin, with all in favor, the meeting adjourned at 11:49 p.m.

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Secretary/Assistant Secretary

Chair/Vice Chair

BENTON HILLS

COMMUNITY DEVELOPMENT DISTRICT

STAFF REPORTS

BENTON HILLS COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE

LOCATION

*Greater Hernando County Chamber of Commerce
15588 Aviation Loop Drive, Brooksville, Florida 34604*

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 20, 2022 CANCELED	Regular Meeting	11:30 AM
November 17, 2022 CANCELED	Regular Meeting	11:30 AM
December 15, 2022 CANCELED	Regular Meeting	11:30 AM
January 19, 2023 CANCELED	Regular Meeting	11:30 AM
February 16, 2023 CANCELED	Regular Meeting	11:30 AM
March 16, 2023 CANCELED	Regular Meeting	11:30 AM
April 20, 2023	Regular Meeting	11:30 AM
May 18, 2023	Regular Meeting	11:30 AM
June 15, 2023	Regular Meeting	11:30 AM
July 20, 2023	Regular Meeting	11:30 AM
August 17, 2023	Regular Meeting	11:30 AM
September 21, 2023	Regular Meeting	11:30 AM