

RIVERSONG

**COMMUNITY DEVELOPMENT
DISTRICT**

July 24, 2025

BOARD OF SUPERVISORS

**PUBLIC HEARINGS,
REGULAR MEETING AND
AUDIT COMMITTEE
MEETING AGENDA**

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

AGENDA
LETTER

Riversong 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

July 17, 2025

Board of Supervisors
Riversong Community Development District

Dear Board Members:

The Riversong Community Development District will hold Public Hearings, a Regular Meeting and Audit Committee Meeting on July 24, 2025 at 10:00 a.m., at the Del Webb Bayview, Driftwood Club, Conference Room, 8810 Barrier Coast Trail, Parrish, Florida 34219. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Administration of Oath of Office to Elected Supervisors, Ray Aponte [Seat 4], Alex Malecki [Seat 5] *(the following to be provided under separate cover)*
 - A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1
 - B. Membership, Obligations and Responsibilities
 - C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
 - D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local Public Officers
4. Ratification of Resolution 2025-03, Electing and Designating Certain Officers of the District, and Providing for an Effective Date
5. Public Hearing Confirming the Intent of the District to Use the Uniform Method of Levy, Collection and Enforcement of Non-Ad Valorem Assessments as Authorized and Permitted by Section 197.3632, Florida Statutes; Expressing the Need for the Levy of Non-Ad Valorem Assessments and Setting Forth the Legal Description of the Real Property Within the District's Jurisdictional Boundaries that May or Shall Be Subject to the Levy of District Non-Ad Valorem Assessments; Providing for Severability; Providing for Conflict and Providing for an Effective Date
 - A. Affidavit/Proof of Publication

ATTENDEES:

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

- B. Consideration of Resolution 2025-35, Expressing its Intent to Utilize the Uniform Method of Levying, Collecting, and Enforcing Non-Ad Valorem Assessments Which May Be Levied by the Riversong Community Development District in Accordance with Section 197.3632, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date
6. Consideration of Resolution 2025-36, Ratifying the Actions of the District Manager and Chairman in Resetting and Noticing the Public Hearing on the Levy and Imposition of Special Assessments; Amending Resolution 2025-33 To Set the Public Hearing Thereon; Providing a Severability Clause; and Providing an Effective Date
7. Public Hearing to Hear Public Comments and Objections to the Adoption of the Rules of Procedure, Pursuant to Sections 120.54 and 190.035, Florida Statutes
 - A. Affidavits of Publication
 - B. Consideration of Resolution 2025-37, Adopting Rules of Procedure; Providing a Severability Clause; and Providing an Effective Date
8. Recess Regular Meeting/Commencement of Audit Selection Committee Meeting
9. Review of Responses to Request for Proposals (RFP) for Annual Audit Services
 - A. Affidavit of Publication
 - B. RFP Package
 - C. Respondent(s)
 - I. Berger, Toombs, Elam, Gaines & Frank
 - II. DiBartolomeo, McBee, Hartley & Barnes, P.A.
 - III. Grau & Associates
 - D. Auditor Evaluation Matrix/Ranking
10. Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting
11. Consider Recommendation of Audit Selection Committee
 - Award of Contract
12. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
 - A. Affidavit of Publication
 - B. RFQ Package

- C. Respondent(s)
 - I. Alliant Engineering, Inc.
 - II. LevelUp Consulting
 - D. Competitive Selection Criteria/Ranking
 - E. Award of Contract
13. Consideration of Resolution 2025-23, Designating the Location of the Local District Records Office and Providing an Effective Date
 14. Consideration of Resolution 2025-26, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an Effective Date
 15. Consideration of Resolution 2025-38, Amending Resolutions 2025-28 and 2025-29 and to Reset the Date and Time of the Public Hearing to Consider the Fiscal Year 2024/2025 and Fiscal Year 2025/2026 Final Budgets; Ratifying the Staff Actions in Resetting the Public Hearing; Providing a Severability Clause; and Providing an Effective Date
 16. Acceptance of Unaudited Financial Statements as of June 30, 2025
 17. Approval of Meeting Minutes
 - A. June 12, 2025 Landowners’ Meeting
 - B. June 12, 2025 Organizational Meeting Minutes
 18. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer (Interim): *LevelUp Consulting, LLC*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- UPCOMING MEETINGS
 - August 25, 2025 at 10:00 AM [Debt Assessment Hearing]
 - September 3, 2025 at 10:00 AM [Adoption of FY2025 and FY2026 Budgets]

○ QUORUM CHECK

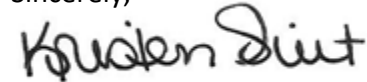
SEAT 1	MELISA SGRO	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	BRADY LEFERE	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	KAT LAWLER	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	RAY APONTE	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5	ALEX MALECKI	<input type="checkbox"/> IN-PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

19. Board Members' Comments/Requests
20. Public Comments
21. Adjournment

The fourteenth order of business deals with project-related Items.

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

Sincerely,



Kristen Suit
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

CALL-IN NUMBER: 1-888-354-0094

PARTICIPANT PASSCODE: 943 865 3730

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

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**RIVERSONG COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

I, _____, A CITIZEN OF THE STATE OF FLORIDA AND OF THE UNITED STATES OF AMERICA, AND BEING EMPLOYED BY OR AN OFFICER OF RIVERSONG COMMUNITY DEVELOPMENT DISTRICT AND A RECIPIENT OF PUBLIC FUNDS AS SUCH EMPLOYEE OR OFFICER, DO HEREBY SOLEMNLY SWEAR OR AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES AND OF THE STATE OF FLORIDA.

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me before me by means of physical presence or online notarization on this ___ day of _____, 202__, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of Riversong Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

MAILING ADDRESS: Home Office County of Residence _____

Street Phone Fax

City, State, Zip Email Address

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

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RESOLUTION 2025-03

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT ELECTING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Riversong 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 elect and designate certain Officers of the District.

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

SECTION 1. **Melisa Sgro** is Chair.

SECTION 2. **Brady Lefere** is Vice Chair.

SECTION 3. **Craig Wrathell** is Secretary.

 Kat Lawler is Assistant Secretary.

 Ray Aponte is Assistant Secretary.

 Alex Malecki is Assistant Secretary.

 Kristen Suit is Assistant Secretary.

 Jordan Lansford is Assistant Secretary.

SECTION 4. **Craig Wrathell** is Treasurer.

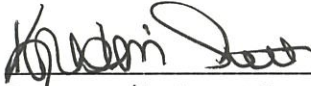
 Jeffrey Pinder is Assistant Treasurer.

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

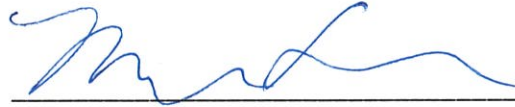
PASSED AND ADOPTED this 12th day of June, 2025.

ATTEST:

**RIVERSONG COMMUNITY DEVELOPMENT
DISTRICT**



Secretary/Assistant Secretary



Chair/Vice Chair, Board of Supervisors

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

5A

Serial Number
25-01040M

Business Observer

Published Weekly
Manatee, Manatee County, Florida

COUNTY OF MANATEE

STATE OF FLORIDA

Before the undersigned authority personally appeared Holly Botkin who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Manatee, Manatee County, Florida; that the attached copy of advertisement,

being a Notice of the District's Intent to Use the Uniform Method of Collection of Non-Ad Valorem Special Assessments

in the matter of Riversong CDD

in the Court, was published in said newspaper by print in the

issues of 6/27/2025, 7/4/2025, 7/11/2025, 7/18/2025

Affiant further says that the Business Observer complies with all legal requirements for publication in chapter 50, Florida Statutes.

*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.


Holly Botkin

Sworn to and subscribed, and personally appeared by physical presence before me,

18th day of July, 2025 A.D.

by Holly Botkin who is personally known to me.

Notary Public, State of Florida
(SEAL)

 Donna Condon
Comm.: HH 534210
Expires: Jun. 29, 2028
Notary Public - State of Florida

RIVERSONG COMMUNITY DEVELOPMENT DISTRICT NOTICE OF THE DISTRICT'S INTENT TO USE THE UNIFORM METHOD OF COLLECTION OF NON-AD VALOREM SPECIAL ASSESSMENTS

Notice is hereby given that the Riversong Community Development District (the "District") intends to use the uniform method of collecting non-ad valorem special assessments to be levied by the District pursuant to Section 197.3632, *Florida Statutes*. The Board of Supervisors of the District will conduct a public hearing on **July 24, 2025, at 10:00 a.m. at the Del Webb Bayview, Driftwood Club, Social Room 1, 8810 Barrier Coast Trail, Parrish, Florida 34219.**

The purpose of the public hearing is to consider the adoption of a resolution authorizing the District to use the uniform method of collecting non-ad valorem special assessments (the "Uniform Method") to be levied by the District on properties located on land included in the District.

The District may levy non-ad valorem special assessments for the purpose of financing, acquiring, maintaining and/or operating community development facilities, services, and improvements within and without the boundaries of the District, to consist of, among other things, roadway improvements, stormwater improvements, water, wastewater and reclaim utilities, offsite improvements, landscape, hardscape and irrigation, undergrounding of electrical, and/or any other lawful improvements or services of the District.

Owners of the properties to be assessed and other interested parties may appear at the public hearing and be heard regarding the use of the Uniform Method. This hearing is open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing may be continued to a date, time, and location to be specified on the record at the hearing. There may be occasions when Supervisors or District Staff may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the hearing and/or meeting is asked to contact the District Manager's office at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010, at least forty-eight (48) hours before the hearing and/or meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 who can aid you in contacting the District Manager's Office.

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

Kristen Suit
District Manager
June 27; July 4, 11, 18, 2025

25-01040M

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

5B

RESOLUTION 2025-35

RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT EXPRESSING ITS INTENT TO UTILIZE THE UNIFORM METHOD OF LEVYING, COLLECTING, AND ENFORCING NON-AD VALOREM ASSESSMENTS WHICH MAY BE LEVIED BY THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH SECTION 197.3632, FLORIDA STATUTES; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

Phase 1

WHEREAS, the Riversong Community Development District (“District”) was established pursuant to the provisions of Chapter 190, *Florida Statutes* (“Act”), which authorizes the District to levy certain special assessments pursuant to Chapter 170, 190, and 197 *Florida Statutes*, in order to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain District services, facilities, and infrastructure, paying principal and interest on any and all of its indebtedness or for any other purpose permitted by the Act; and

WHEREAS, the above referenced assessments are non-ad valorem in nature and, therefore, may be collected under the provisions of Section 197.3632, *Florida Statutes*, in which the State of Florida has provided a uniform method for the levying, collecting, and enforcing such non-ad valorem assessments; and

WHEREAS, pursuant to Section 197.3632, *Florida Statutes*, the District has caused notice of a public hearing to be advertised weekly in a newspaper of general circulation within Manatee County for four (4) consecutive weeks prior to such hearing.

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

SECTION 1. The District upon conducting its public hearing as required by Section 197.3632, *Florida Statutes*, hereby expresses its intent to use the uniform method of collecting special assessments imposed by the District as provided in Chapters 170, 190, and 197, *Florida Statutes*, each of which are non-ad valorem assessments which may be collected annually pursuant to the provisions of Chapter 190, *Florida Statutes*, in order to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain District services, facilities, and infrastructure, paying principal and interest on any and all of its indebtedness or for any other purpose permitted by the Act. The legal description of the boundaries of the real property subject to a levy of assessments is attached and made a part of this Resolution as **Exhibit A**. The non-ad valorem assessments and the District’s use of the uniform method of collecting its non-ad valorem assessment(s) may continue in any given year

when the Board of Supervisors determines that use of the uniform method for that year is in the best interests of the District.

SECTION 2. The District’s Secretary is authorized to provide the Property Appraiser and Tax Collector of Manatee County and the Department of Revenue of the State of Florida with a copy of this Resolution and enter into any agreements with the Property Appraiser and/or Tax Collector necessary to carry out the provisions of this Resolution.

SECTION 3. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 4. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED THIS 24TH DAY OF JULY, 2025.

ATTEST:

**RIVERSONG COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Legal Description

EXHIBIT A
Legal Description

Description Sketch

(Not A Survey)

DESCRIPTION:

A parcel of land lying in Sections 35 and 36, Township 33 South, Range 19 East, Manatee County, Florida, and being more particularly described as follows:

COMMENCE at the Northwest corner of said Section 36; run thence along the West boundary thereof, S.00°47'14"W., a distance of 61.76 feet; thence S.89°12'46"E., a distance of 78.00 feet to the **POINT OF BEGINNING**; thence S.79°01'08"E., a distance of 376.61 feet; thence S.35°04'39"E., a distance of 46.96 feet; thence Southerly, 115.48 feet along the arc of a tangent curve to the right having a radius of 230.00 feet and a central angle of 28°46'03" (chord bearing S.20°41'38"E., 114.27 feet); thence S.05°40'13"E., a distance of 315.12 feet; thence S.02°00'00"W., a distance of 229.35 feet; thence S.06°23'04"W., a distance of 450.49 feet; thence Southeasterly, 468.16 feet along the arc of a non-tangent curve to the left having a radius of 350.47 feet and a central angle of 76°32'14" (chord bearing S.31°56'40"E., 434.12 feet); thence S.73°36'53"E., a distance of 89.88 feet; thence S.88°12'13"E., a distance of 28.27 feet; thence S.67°18'01"E., a distance of 88.00 feet; thence S.81°22'20"E., a distance of 28.55 feet; thence S.74°08'25"E., a distance of 649.52 feet to a point on the Westerly boundary of FOXBROOK PHASE IIIB, according to the plat thereof, as recorded in Plat Book 44, Pages 7 through 11, of the Public Records of Manatee County, Florida; thence along said Westerly boundary the following two (2): 1) S.23°10'20"W., a distance of 575.89 feet; 2) S.28°57'32"W., a distance of 440.14 feet to the Northwest corner of FOXBROOK, PHASE II, according to the plat thereof, as recorded in Plat Book 38, Pages 36 through 42 of said Public Records; thence along the Westerly boundary of said FOXBROOK, PHASE II the following five (5) courses: 1) S.28°57'32"W., a distance of 879.38 feet; 2) S.27°04'28"W., a distance of 112.35 feet; 3) S.32°57'28"W., a distance of 53.56 feet; 4) S.28°57'48"W., a distance of 525.88 feet; 5) S.36°51'56"W., a distance of 921.86 feet to the Northeastly Right of Way of Rutland Road (aka County Road 675, formerly State Road 675), according to the State of Florida State Road Department Right of Way Map, Section 1351-201 (transferred to Manatee County in Road Plat Book 9, Page 219); thence along said Northeastly Right of Way the following four (4) courses: 1) Northwesterly, 389.45 feet along the arc of a non-tangent curve to the right having a radius of 2789.79 feet and a central angle of 07°59'54" (chord bearing N.49°58'51"W., 389.13 feet); 2) along a radial line, S.44°01'06"W., a distance of 25.00 feet; 3) Northwesterly, 8.49 feet along the arc of a non-tangent curve to the right having a radius of 2814.79 feet and a central angle of 00°10'22" (chord bearing N.45°53'43"W., 8.49 feet); 4) N.45°48'32"W., a distance of 1693.55 feet to the Southernmost corner of AVIARY AT RUTLAND RANCH PHASE IA & IB, according to the plat thereof, as recorded in Plat Book 65, Pages 84 through 108; thence along the Easterly boundary of said AVIARY AT RUTLAND RANCH PHASE IA & IB the following two (2) courses: 1) N.36°52'12"E., a distance of 564.88 feet; 2) N.25°24'53"E., a distance of 1072.05 feet; thence S.68°01'09"E., a distance of 143.87 feet; thence Northerly, 11.27 feet along the arc of a non-tangent curve to the right having a radius of 35.00 feet and a central angle of 18°27'15" (chord bearing N.12°15'16"E., 11.22 feet); thence Northeasterly, 88.70 feet along the arc of a compound curve to the right having a radius of 1325.00 feet and a central angle of 03°50'08" (chord bearing N.23°23'58"E., 88.68 feet); thence N.25°19'02"E., a distance of 1718.28 feet; thence Northerly, 428.13 feet along the arc of a tangent curve to the left having a radius of 1000.00 feet and a central angle of 24°31'48" (chord bearing N.13°03'08"E., 424.87 feet) to the **POINT OF BEGINNING**.

Containing 166.303 acres, more or less.

SURVEYOR'S NOTES:

- 1) Bearings shown hereon are based on the West boundary of Section 36, Township 33 South, Range 19 East, having a Grid bearing of S00°47'14"W. The Grid Bearings as shown hereon refer to the State Plane Coordinate System, North American Horizontal Datum of 1983 (NAD 83-2011 Adjustment) for the West Zone of Florida.
- 2) I do hereby certify that this sketch & description was made under my supervision and meets the standards of practice set forth by the Florida Board of Professional Surveyors & Mappers stated in rules 5J-17.051, 5J-17.052, and 5J-17-053, Florida administrative code, pursuant to Section 472.027, Florida statutes.

NOTE:

1. See sheet 2 for sketch.
2. See sheet 3 for curve and line tables.

PROJECT: Lazy C Ranch		
PHASE: CDD		
DRAWN: AKN	DATE: 09/17/24	CHECKED BY: NMV
REVISIONS		
DATE	DESCRIPTION	DRAWN BY
01/02/25	REVISION OF OWNERSHIP & PARCEL NUMBER	NMV

Prepared For: Pulte Group - West Florida Division



Digitally signed by David Williams
Date: 2025.01.02 11:20:05 -05'00'

213 Hobbs Street
Tampa, Florida 33619
Phone: (813) 248-8888
Licensed Business No.: LB 7768



GeoPoint
Surveying, Inc.

David A. Williams
FLORIDA PROFESSIONAL SURVEYOR & MAPPER NO. **LS6423**

FILE PATH: P:\LAZY C RANCH\DESCRIPTIONS\LAZY C-CDD-DS.DWG LAST SAVED BY: NAYARAV

01 of 03

Description Sketch

(Not A Survey)

POINT OF COMMENCEMENT

NORTHWEST CORNER OF SECTION 36-33S-19E

POINT OF BEGINNING

SECTION 25-T33S-R19E
SECTION 36-T33S-R19E



AVIARY AT RUTLAND RANCH PHASE IIA & IIB
(P.B. 72, Pg. 74-109)

AVIARY AT RUTLAND RANCH PHASE 1A & 1B
(P.B. 65, Pg. 84-108)

WEST BOUNDARY OF SECTION 36 (BASIS OF BEARINGS)

OWNER: LAZY C RANCH HOLDINGS LLLP
PARCEL NUMBER: 494901069

OWNER: DRP MULTISTATE 1 LLC
PARCEL NUMBER: 494902009

FOXBROOK, PHASE IIIB
(P.B. 44, Pg. 7)

FOXBROOK, PHASE II
(P.B. 38, Pgs. 36-42)



SOUTHERNMOST CORNER OF AVIARY AT RUTLAND RANCH PHASE IA & IB

NORTHEASTERLY RIGHT OF WAY OF RUTLAND ROAD

RUTLAND ROAD
COUNTY ROAD 678 PER STATE ROAD DEPARTMENT
RIGHT OF WAY MAP, SECTION NO. 1351-201
(CONVEYED TO MANATEE COUNTY IN ROAD PLAT BOOK 9, PAGE 219)

SECTION 35-T33S-R19E
SECTION 36-T33S-R19E

LEGEND

P.B. ----- Plat Book
Pg. ----- Page

213 Hobbs Street
Tampa, Florida 33619
Phone: (813) 248-8888
Licensed Business No.: LB 7768

GeoPoint
Surveying, Inc.

NOTE:

1. See sheet 1 for description and basis of bearing.
2. See sheet 3 for curve and line tables.

Description Sketch

(Not A Survey)

LINE DATA TABLE		
NO.	BEARING	LENGTH
L1	S 79°01'08" E	378.61'
L2	S 35°04'39" E	46.98'
L3	S 05°40'13" E	315.12'
L4	S 02°00'00" W	229.35'
L5	S 06°23'04" W	450.49'
L6	S 73°36'53" E	89.88'
L7	S 88°12'13" E	28.27'
L8	S 67°18'01" E	88.00'
L9	S 81°22'20" E	28.55'
L10	S 74°08'25" E	649.52'
L11	S 23°10'20" W	575.89'
L12	S 28°57'32" W	440.14'
L13	S 28°57'32" W	879.38'
L14	S 27°04'28" W	112.35'
L15	S 32°57'28" W	53.56'
L16	S 28°57'48" W	525.88'
L17	S 36°51'58" W	921.86'
L18	S 44°01'08" W	25.00'
L19	N 45°48'32" W	1693.55'
L20	N 36°52'12" E	564.88'
L21	N 25°24'53" E	1072.05'
L22	S 68°01'09" E	143.87'
L23	N 25°19'02" E	1718.28'
L24	S 00°47'14" W	61.78'
L25	S 89°12'48" E	78.00'

CURVE DATA TABLE					
NO.	RADIUS	DELTA	ARC	CHORD	BEARING
C1	230.00'	28°46'03"	115.48'	114.27'	S 20°41'38" E
C2	350.47'	76°32'14"	468.16'	434.12'	S 31°56'40" E
C3	2789.79'	7°59'54"	389.45'	389.13'	N 49°58'51" W
C4	2814.79'	0°10'22"	8.49'	8.49'	N 45°53'43" W
C5	35.00'	18°27'15"	11.27'	11.22'	N 12°15'16" E
C6	1325.00'	3°50'08"	88.70'	88.68'	N 23°23'58" E
C7	1000.00'	24°31'48"	428.13'	424.87'	N 13°03'08" E

NOTE:

1. See sheet 1 for description and basis of bearing.
2. See sheet 2 for sketch.

213 Hobbs Street
 Tampa, Florida 33619
 Phone: (813) 248-8888
 Licensed Business No.: LB 7768



GeoPoint
 Surveying, Inc.

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

6

RESOLUTION 2025-36

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT RATIFYING THE ACTIONS OF THE DISTRICT MANAGER AND CHAIRMAN IN RESETTING AND NOTICING THE PUBLIC HEARING ON THE LEVY AND IMPOSITION OF SPECIAL ASSESSMENTS; AMENDING RESOLUTION 2025-33 TO SET THE PUBLIC HEARING THEREON; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, on June 12, 2025, at a duly noticed public meeting, the Board of Supervisors of the District (“Board”) previously adopted Resolution 2025-33, setting the public hearing to consider the levy and imposition of special assessments (“170 Hearing”), and setting the 170 Hearing for 10:00 a.m. on July 24, 2025, at the Del Webb Bayview Driftwood Club, 8810 Barrier Coast Trail, Parrish, Florida 34219; and

WHEREAS, the District Manager, in consultation with the Chairman, reset the 170 Hearing to 10:00 a.m. on August 25, 2025, at the Del Webb Bayview Driftwood Club, 8810 Barrier Coast Trail, Parrish, Florida 34219, and has caused, or will cause, published notice to be provided in accordance with Chapters 170, 190 and 197, *Florida Statutes*; and

WHEREAS, the Board desires to ratify the District Manager and Chairman’s actions in resetting the public hearing and noticing the amended public hearing.

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

SECTION 1. RATIFICATION OF RESETTING OF PUBLIC HEARING. The actions of the District Manager and Chairman in resetting the 170 Hearing, the District Secretary in publishing and mailing the notice of 170 Hearing pursuant to Chapters 170, 190 and 197, *Florida Statutes*, are hereby ratified. Resolution 2025-33 is hereby amended to reflect that the 170 Hearing was reset to 10:00 a.m. on August 25, 2025, at the Del Webb Bayview Driftwood Club, 8810 Barrier Coast Trail, Parrish, Florida 34219.

SECTION 2. RESOLUTION 2025-33 OTHERWISE REMAINS IN FULL FORCE AND EFFECT. Except as otherwise provided herein, all of the provisions of Resolution 2025-33 continue in full force and effect.

SECTION 3. SEVERABILITY. The invalidity or unenforceability of any one or more provisions of this Resolution shall not affect the validity or enforceability of the remaining portions of this Resolution, or any part thereof.

SECTION 4. EFFECTIVE DATE. This Resolution shall take effect upon its passage and adoption by the Board.

PASSED AND ADOPTED this 24th day of July, 2025.

ATTEST:

**RIVERSONG COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

7A

Publication Date
2025-06-18

Subcategory
Miscellaneous Notices

NOTICE OF RULE DEVELOPMENT BY THE
RIVERSONG COMMUNITY DEVELOPMENT DISTRICT

In accord with Chapters 120 and 190, Florida Statutes, the Riversong Community Development District ("District") hereby gives notice of its intention to develop Rules of Procedure to govern the operations of the District.

The Rules of Procedure will address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings, competitive purchase including procedure under the Consultants' Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services and protests with respect to proceedings, as well as any other area of the general operation of the District.

The purpose and effect of the Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with Florida law. The legal authority for the adoption of the proposed Rules of Procedure includes sections 190.011(5), 190.011(15) and 190.035, Florida Statutes. The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.3146, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a), 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113, 286.0114, 287.017, 287.055 and 287.084, Florida Statutes.

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager, c/o Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Phone (561) 571-0010.

Kristen Suit, District Manager
Riversong Community Development District
IPL0241880
Jun 18 2025

Serial Number
25-00963M

Business Observer

Published Weekly
Manatee, Manatee County, Florida

COUNTY OF MANATEE

STATE OF FLORIDA

Before the undersigned authority personally appeared Holly Botkin who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Manatee, Manatee County, Florida; that the attached copy of advertisement,

being a Notice of Rulemaking

in the matter of Meeting on July 24, 2025 at 10:00am; Riversong CDD

in the Court, was published in said newspaper by print in the

issues of 6/20/2025

Affiant further says that the Business Observer complies with all legal requirements for publication in chapter 50, Florida Statutes.

*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

Holly Botkin

Sworn to and subscribed, and personally appeared by physical presence before me,

20th day of June, 2025 A.D.

by Holly Botkin who is personally known to me.

Notary Public, State of Florida
(SEAL)



Donna Condon
Comm.: HH 534210
Expires: Jun. 29, 2028
Notary Public - State of Florida

NOTICE OF RULEMAKING REGARDING THE RULES OF PROCEDURE OF THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT

A public hearing will be conducted by the Board of Supervisors ("Board") of the Riversong Community Development District ("District") on July 24, 2025, at 10:00 a.m. at the Del Webb Bayview, Driftwood Club, Social Room 1, 8810 Barrister Coast Trail, Parrish, Florida 34219.

In accord with Chapters 120 and 190, Florida Statutes, the District hereby gives the public notice of its intent to adopt its proposed Rules of Procedure. The purpose and effect of the proposed Rules of Procedure is to provide for efficient and effective District operations and to ensure compliance with recent changes to Florida law. Prior notice of rule development was published in the Bradenton Herald on June 18, 2025.

The Rules of Procedure may address such areas as the Board of Supervisors, officers and voting, district offices, public information and inspection of records, policies, public meetings, hearings and workshops, rulemaking proceedings, competitive purchase including procedures under the Consultants' Competitive Negotiation Act, procedure regarding auditor selection, purchase of insurance, pre-qualification, construction contracts, goods, supplies and materials, maintenance services, contractual services, and protests with respect to proceedings, as well as any other area of the general operation of the District.

Specific legal authority for the adoption of the proposed Rules of Procedure includes Sections 190.011(5), 190.011(15) and 190.035, Florida Statutes. The specific laws implemented in the Rules of Procedure include, but are not limited to, Sections 112.08, 112.3143, 112.3146, 112.3145, 119.07, 119.0701, 189.053, 189.069(2)(a), 190.006, 190.007, 190.008, 190.011(3), 190.011(5), 190.011(15), 190.033, 190.035, 218.33, 218.391, 255.05, 255.0518, 255.0525, 255.20, 286.0105, 286.011, 286.0113,

286.0114, 287.017, 287.053 and 287.084, Florida Statutes.

A copy of the proposed Rules of Procedure may be obtained by contacting the District Manager's Office at Wrathall, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, Phone (561) 571-0010 ("District Manager's Office").

Any person who wishes to provide the District with a proposal for a lower cost regulatory alternative as provided by Section 120.54(1), Florida Statutes, must do so in writing within twenty-one (21) days after publication of this notice to the District Manager's Office.

This public hearing may be continued to a date, time, and place to be specified on the record at the hearing without additional notice. If anyone chooses to appeal any decision of the Board with respect to any matter considered at a public hearing, such person will need a record of the proceedings and should accordingly ensure that a verbatim record of the proceedings is made which includes the testimony and evidence upon which such appeal is to be based. At the hearing, staff or Supervisors may participate in the public hearing by speaker telephone.

Pursuant to the provisions of the Americans with Disabilities Act, any person requiring special accommodations at this hearing because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1-800-955-8771 or 1 800-955-8770 for aid in contacting the District Manager's Office.

Kristen Suit, District Manager
Riversong Community Development District
June 20, 2025

25-00963M

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

7B

RESOLUTION 2023-37

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT ADOPTING RULES OF PROCEDURE; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, Chapter 190, *Florida Statutes*, authorizes the District to adopt rules to govern the administration of the District and to adopt resolutions as may be necessary for the conduct of District business; and

WHEREAS, to provide for efficient and effective District operations and to maintain compliance with Florida law, the Board of Supervisors finds that it is in the best interests of the District to adopt by resolution the Rules of Procedure attached hereto as **Exhibit A** for immediate use and application; and

WHEREAS, the Board of Supervisors has complied with applicable Florida law concerning rule development and adoption.

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

SECTION 1. The attached Rules of Procedure are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. These Rules of Procedure shall stay in full force and effect until such time as the Board of Supervisors may amend these rules in accordance with Chapter 190, *Florida Statutes*.

SECTION 2. If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect.

SECTION 3. This Resolution shall become effective upon its passage and shall remain in effect unless rescinded or repealed.

PASSED AND ADOPTED this 24th day of July, 2025.

ATTEST:

**RIVERSONG COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

Exhibit A: Rules of Procedure

Exhibit A
Rules of Procedure

**RULES OF PROCEDURE
RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT**

EFFECTIVE AS OF JULY 24, 2025

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Rule 1.0 General.

- (1) The Riversong Community Development District (the “**District**”) was created pursuant to the provisions of Chapter 190 of the Florida Statutes, and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “**Rules**”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law. In the event that a Rule conflicts with Florida law and its application has not been suspended by the District, such Rule should be interpreted in the manner that best effectuates the intent of the Rule while also complying with Florida law. If the intent of the Rule absolutely cannot be effectuated while complying with Florida law, the Rule shall be automatically suspended.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “**Board**”) shall consist of five (5) members. Members of the Board (“**Supervisors**”) appointed by ordinance or rule or elected by landowners must be citizens of the United States of America and residents of the State of Florida. Supervisors elected or appointed by the Board to elector seats must be citizens of the United States of America, residents of the State of Florida and of the District and registered to vote with the Supervisor of Elections of the county in which the District is located and for those elected, shall also be qualified to run by the Supervisor of Elections. The Board shall exercise the powers granted to the District under Florida law.
 - (a) Supervisors shall hold office for the term specified by Section 190.006 of the Florida Statutes. If, during the term of office, any Board member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
 - (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business, exercising powers and all other purposes. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.
 - (c) Action taken by the Board shall be upon a majority vote of the members present, unless otherwise provided in the Rules or required by law. Subject to Rule 1.3(10), a Board member participating in the Board meeting by teleconference or videoconference shall be entitled to vote and take all other action as though physically present.
 - (d) Unless otherwise provided for by an act of the Board, any one Board member may attend a mediation session on behalf of the Board. Any agreement resulting from such mediation session must be approved pursuant to subsection (1)(c) of this Rule.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a Chairperson, Vice-Chairperson, Secretary, Assistant Secretary, and Treasurer.
 - (a) The Chairperson must be a member of the Board. If the Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a Chairperson. The Chairperson serves at the pleasure of the Board. The Chairperson shall be authorized to execute resolutions and contracts on the District’s behalf. The Chairperson shall convene and conduct all meetings of the Board. In the event the Chairperson is unable to attend a

meeting, the Vice-Chairperson shall convene and conduct the meeting. The Chairperson or Vice-Chairperson may delegate the responsibility of conducting the meeting to the District's manager ("**District Manager**") or District Counsel, in whole or in part.

- (b) The Vice-Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-Chairperson. The Vice-Chairperson serves at the pleasure of the Board.
- (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the Board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. An employee of the District Manager may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (d) The Treasurer need not be a member of the Board but must be a resident of the State of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3) of the Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall either be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000), or have in place a fidelity bond, employee theft insurance policy, or a comparable product in at least the amount of one million dollars (\$1,000,000) that names the District as an additional insured.
- (e) In the event that both the Chairperson and Vice-Chairperson are absent from a Board meeting and a quorum is present, the Board may designate one of its members or a member of District staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions, and other documents approved by the Board at such meeting. In the event that the Chairperson and Vice-Chairperson are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
- (f) The Board may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.

- (g) The Chairperson, Vice-Chairperson, and any other person authorized by District Resolution may sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such functions may include, but are not limited to, review of bids, proposals, and qualifications, contract negotiations, personnel matters, and budget preparation.
- (4) Record Book. The Board shall keep a permanent record book entitled “**Record of Proceedings**,” in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates, and corporate acts. The Records of Proceedings shall be located at a District office and shall be available for inspection by the public.
- (5) Meetings. For each fiscal year, the Board shall establish a schedule of regular meetings, which shall be published in a newspaper of general circulation within the county or counties in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located. All meetings of the Board and committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286 of the Florida Statutes.
- (6) Votes Required. No Board member who is present at any meeting of the District Board at which an official decision, ruling, or other official act is to be taken or adopted may abstain from voting in regard to any such decision, ruling, or act; and a vote shall be recorded or counted for each such Board member present, except when, with respect to any such member, there is, or appears to be, a possible conflict of interest under the provisions of s. 112.311, s. 112.313, or s. 112.3143 of the Florida Statutes.
- (7) Voting Conflict of Interest. The Board shall comply with Section 112.3143 of the Florida Statutes, so as to ensure the proper disclosure of conflicts of interest on matters coming before the Board for a vote. For the purposes of this section, “**voting conflict of interest**” shall be governed by the Florida Constitution and Chapters 112 and 190 of the Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the Board member’s special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate, or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board’s

Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes.

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may vote or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the District, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

The Board's Secretary shall prepare a Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the Memorandum of Voting Conflict. The Board member's vote is unaffected by this filing.
- (c) It is not a conflict of interest for a Board member, the District Manager, or an employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.
- (d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing Memorandum of Voting Conflict shall be required to be filed for each term the Board member is in office.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 112.3143, 190.006, 190.007, 286.012, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies; Service Contract Requirements; Financial Disclosure Coordination.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting;
 - (b) Official minutes of meetings, including adopted resolutions of the Board;
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law;
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports;
 - (f) Adopted disclosure of public financing;
 - (g) Limited Offering Memorandum for each financing undertaken by the District;
 - (h) Proceedings, certificates, bonds given by all employees, and any and all corporate acts;
 - (i) District policies and rules;
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each District records office contains the documents required by Florida law.

- (2) Public Records. District public records include all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received in connection with the transaction of official business of the District. All District public records not otherwise restricted by law may be copied or inspected at the District Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the

District's records custodian. Regardless of the form of the request, any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records, or prepare opinions regarding District policies, in response to a public records request.

- (3) Service Contracts. Any contract for services, regardless of cost, shall include provisions required by law that require the contractor to comply with public records laws. The District Manager shall be responsible for initially enforcing all contract provisions related to a contractor's duty to comply with public records laws.

- (4) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$0.15 per page for one-sided copies and \$0.20 per page for two-sided copies if not more than 8 ½ by 14 inches. For copies of public records in excess of the sizes listed in this section and for outside duplication services, the charge shall be equal to the actual cost of reproduction. Certified copies of public records shall be made available at a charge of one dollar (\$1.00) per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service charge that is based on the cost the District incurs to produce the records requested. This charge may include, but is not limited to, the cost of information technology resource, employee labor, and fees charged to the District by consultants employed in fulfilling the request. In cases where the special service charge is based in whole or in part on the costs incurred by the District due to employee labor, consultant fees, or other forms of labor, those portions of the charge shall be calculated based on the lowest labor cost of the individual(s) who is/are qualified to perform the labor, taking into account the nature or volume of the public records to be inspected or copied. The charge may include the labor costs of supervisory and/or clerical staff whose assistance is required to complete the records request, in accordance with Florida law. For purposes of this Rule, the word "**extensive**" shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the special service charge provided for in this section shall apply. If the total fees, including but not limited to special service charges, are anticipated to exceed twenty-five dollars (\$25.00), then, prior to commencing work on the request, the District will inform the person making the public records request of the estimated cost, with the understanding that the final cost may vary from that estimate. If the person making the public records request decides to proceed with the request, payment of the estimated cost is required in advance. Should the person fail to pay the estimate, the District is under no duty to produce the requested records. After the request has been fulfilled, additional payments or credits may be

due. The District is under no duty to produce records in response to future records requests if the person making the request owes the District for past unpaid duplication charges, special service charges, or other required payments or credits.

- (5) Records Retention. The Secretary of the District shall be responsible for retaining the District's records in accordance with applicable Florida law.
- (6) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.
- (7) Financial Disclosure Coordination. Unless specifically designated by Board resolution otherwise, the Secretary shall serve as the Financial Disclosure Coordinator ("**Coordinator**") for the District as required by the Florida Commission on Ethics ("**Commission**"). The Coordinator shall create, maintain and update a list of the names, e-mail addresses, physical addresses, and names of the agency of, and the office or position held by, all Supervisors and other persons required by Florida law to file a statement of financial interest due to his or her affiliation with the District ("**Reporting Individual**"). The Coordinator shall provide this list to the Commission by February 1 of each year, which list shall be current as of December 31 of the prior year. Each Supervisor and Reporting Individual shall promptly notify the Coordinator in writing if there are any changes to such person's name, e-mail address, or physical address. Each Supervisor and Reporting Individual shall promptly notify the Commission in the manner prescribed by the Commission if there are any changes to such person's e-mail address.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 112.31446(3), 112.3145(8)(a)1., 119.07, 119.0701, 190.006, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise authorized or required by statute or these Rules, at least seven (7) days', but not more than thirty (30) days' public notice shall be given of any public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation within the county or counties in which the District is located. A newspaper is deemed to be a newspaper of "**general circulation**" in the county in which the District is located if such newspaper has been in existence for two (2) years at the time of publication of the applicable notice (unless no newspaper within the county has been published for such length) and satisfies the criteria of section 50.011(1) of the Florida Statutes, or if such newspaper is a direct successor of a newspaper which has been so published, as such provisions may be amended from time to time by law. The annual meeting notice required to be published by Section 189.015 of the Florida Statutes, shall be published as provide in Chapter 50 of the Florida Statutes, and such notice published consistent therewith shall satisfy the requirement to give at least seven (7) days' public notice as required herein. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects, and purposes of the meeting, hearing, or workshop;
 - (c) The District office address for the submission of requests for copies of the agenda, as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following or substantially similar language: "Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at [PHONE NUMBER]. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770 or 1 (800) 955-8771, who can aid you in contacting the District Office."
 - (e) The following or substantially similar language: "A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based."

- (f) The following or substantially similar language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date, and location stated on the record.”

The date, time, and place of each meeting, hearing, or workshop of the Board shall additionally be posted on the District’s website at least seven (7) days prior to such meeting, hearing, or workshop.

- (2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.
- (3) Agenda. The District Manager, under the guidance of District Counsel and the Chairperson or Vice-Chairperson, shall prepare an agenda of the meeting/hearing/workshop. The agenda and any meeting materials available in an electronic format, excluding any i) confidential and ii) confidential and exempt information, shall be available to the public at least seven (7) days before the meeting/hearing/workshop, except in an emergency. Meeting materials shall be defined as, and limited to, the agenda, meeting minutes, resolutions, and agreements of the District that District staff deems necessary for Board approval. Inclusion of additional materials for Board consideration other than those defined herein as “meeting materials” shall not convert such materials into “meeting materials.” For good cause, the agenda may be changed after it is first made available for distribution, and additional materials may be added or provided under separate cover at the meeting. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

- Call to order
- Roll call
- Public comments
- Organizational matters
- Review of minutes
- Specific items of old business
- Specific items of new business
- Staff reports
 - (a) District Counsel
 - (b) District Engineer
 - (c) District Manager
 - 1. Financial Report
 - 2. Approval of Expenditures
- Supervisor’s requests and comments

Adjournment

- (4) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board's consideration.
- (5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.
- (6) Emergency Meetings. The Chairperson, or Vice-Chairperson if the Chairperson is unavailable, upon consultation with the District Manager and District Counsel, if available, may convene an emergency meeting of the Board without first having complied with sections (1) and (3) of this Rule, to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one newspaper of general circulation within the county in which the District is located. After an emergency meeting, the Board shall publish in a newspaper of general circulation within the county in which the District is located, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken. Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (7) Public Comment. The Board shall set aside a reasonable amount of time at each meeting for public comment and members of the public shall be permitted to provide comment on any proposition before the Board. The portion of the meeting generally reserved for public comment shall be identified in the agenda. Policies governing public comment may be adopted by the Board in accordance with Florida law.
- (8) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with Section 190.008 of the Florida Statutes. Once adopted in accord with Section 190.008 of the Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board or as otherwise provided in the resolution approving the annual budget(s). Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.

- (9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and these Rules and are mailed and published as required by Florida law. Public hearings may be held during Board meetings when the agenda includes such public hearing.
- (10) Participation by Teleconference/Videoconference. District staff may participate in Board meetings by teleconference or videoconference. Board members may also participate in Board meetings by teleconference or videoconference if in the good judgment of the Board extraordinary circumstances exist; provided however, at least three Board members must be physically present at the meeting location to establish a quorum. Such extraordinary circumstances shall be presumed when a Board member participates by teleconference or videoconference, unless a majority of the Board members physically present determines that extraordinary circumstances do not exist.
- (11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Unless such procedure is waived by the Board, approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members present. Any Board member, including the Chairperson, can make or second a motion.
- (12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:
- (a) The Board identifies on the record at the original meeting a reasonable need for a continuance;
 - (b) The continuance is to a specified date, time, and location publicly announced at the original meeting; and
 - (c) The public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time, and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.
- (13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorney must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and

the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice-Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened, and the Chairperson or Vice-Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

- (14) Security and Firesafety Board Discussions. Portions of a meeting which relate to or would reveal a security or firesafety system plan or portion thereof made confidential and exempt by section 119.071(3)(a), Florida Statutes, are exempt from the public meeting requirements and other requirements of section 286.011, Florida Statutes, and section 24(b), Article 1 of the State Constitution. Should the Board wish to discuss such matters, members of the public shall be required to leave the meeting room during such discussion. Any records of the Board's discussion of such matters, including recordings or minutes, shall be maintained as confidential and exempt records in accordance with Florida law.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.069(2)(a)16, 190.006, 190.007, 190.008, 286.0105, 286.011, 286.0113, 286.0114, Fla. Stat.

Rule 1.4 Internal Controls to Prevent Fraud, Waste and Abuse

- (1) Internal Controls. The District shall establish and maintain internal controls designed to:
 - (a) Prevent and detect “**fraud**,” “**waste**” and “**abuse**” as those terms are defined in section 11.45(1),
 - (b) Florida Statutes; and
 - (c) Promote and encourage compliance with applicable laws, rules contracts, grant agreements, and best practices; and
 - (d) Support economical and efficient operations; and
 - (e) Ensure reliability of financial records and reports; and
 - (f) Safeguard assets.
- (2) Adoption. The internal controls to prevent fraud, waste and abuse shall be adopted and amended by the District in the same manner as District policies.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 218.33(3), Fla. Stat.

Rule 2.0 Rulemaking Proceedings.

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of a Notice of Rule Development by the District as required by Section 2 of this Rule. A “**rule**” is a District statement of general applicability that implements, interprets, or prescribes law or policy, or describes the procedure or practice requirements of the District. Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.
- (2) Requirements of a Rule. All District rules as drafted shall:
 - (a) Contain only one subject;
 - (b) Include readable language, meaning it avoids i) the use of obscure words and unnecessarily long or complicated constructions, and ii) the use of unnecessary technical or specialized language that is understood only by members of particular trades or professions;
 - (c) Be indefinite such that the rule does not include a provision whereby the rule, or a portion thereof, automatically expires or is repealed on a specific date or at the end of a specified period, unless otherwise expressly authorized by law; and
 - (d) Only incorporate material by reference in compliance with Section 120.54(1)(i) of the Florida Statutes.
- (3) Statement of Estimated Regulatory Costs. Before adopting, amending, or repealing any rule, other than an emergency rule, the District may prepare a statement of estimated regulatory costs (“**SERC**”) based on the factors set forth in Section 120.541(2) of the Florida Statutes. The District shall prepare a SERC for a proposed rule if in accordance with the requirements of Section 120.541(2) of the Florida Statutes if: i) the proposed rule will have an adverse economic impact on small business; or ii) the proposed rule is likely to directly or indirectly increase regulatory costs in excess of \$200,000 in the aggregate in the state within one (1) year after implementation of the rule.
- (4) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a rule, the District shall provide notice of the development of a proposed rule (“**Notice of Rule Development**”) setting forth the following:

- (i) the subject area to be addressed by rule development;
 - (ii) A short, plain explanation of the purpose and effect of the proposed rule;
 - (iii) The grant of rulemaking authority for the proposed rule;
 - (iv) The law being implemented;
 - (v) The proposed rule number; and
 - (vi) If available, either the preliminary text of the proposed rule and any incorporated documents, or a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft of such rule or documents.
- (b) The Notice of Rule Development shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the Notice of Rulemaking required by Section 5 of this Rule, and at least thirty-five (35) days prior to the intended action.

(5) Notice of Rulemaking.

- (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall provide notice of its intended action (the “**Notice of Rulemaking**”) setting forth the following:
 - (i) The proposed rule number;
 - (ii) The full text of the proposed rule or amendment and a summary thereof unless not required pursuant to Section 120.81(2)(b) of the Florida Statutes or other Florida law;
 - (iii) The grant of rulemaking authority for the proposed rule;
 - (iv) The law being implemented or interpreted;
 - (v) The name, e-mail address, and telephone number of the agency employee who may be contacted regarding the intended action;
 - (vi) A concise summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in Section 120.541(2) of the Florida Statutes, that describes the regulatory impact of the rule in readable language;

- (vii) The District's website where the statement of estimated regulatory costs can be viewed, in its entirety, if one has been prepared;
 - (viii) A statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1) of the Florida Statutes, must do so in writing within twenty-one (21) days after publication of the notice;
 - (ix) A statement as to whether, based on the SERC or other information expressly relied upon and described by the District if no statement of regulatory costs is required, the proposed rule is expected to require legislative ratification pursuant to Section 120.541(3) of the Florida Statutes;
 - (x) The date, time, and location of the public hearing on the proposed rule;
 - (xi) The name, address, and telephone number of the District contact person who can provide information about the public hearing; and
 - (xii) A reference to both the date on which and the place where the Notice of Rule Development required by Section 4 of this Rule appeared, except when the intended action is the repeal of a rule.
- (b) The Notice of Rulemaking shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days after the Notice of Rule Development required by Section 4 of this Rule, and at least twenty-eight (28) days prior to the intended action. If the Notice of Rulemaking is not published within one-hundred eighty (180) days of the publication of the Notice of Rule Development, then the District's Board shall approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.
- (c) The Notice of Rulemaking shall be mailed or delivered electronically to all persons named in the proposed rule and to all persons who, at least fourteen (14) days before publication of the notice, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice of the District's rulemaking proceedings. Such persons must furnish a mailing address or e-mail address, and may be required to pay the cost of copying and mailing as applicable.

- (d) As of the date of publication of the Notice of Rulemaking, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the proposed rule, including all material proposed to be incorporated by reference.
- (6) Modification of Rules.
- (a) Technical Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of correction (“**Notice of Correction**”) if any of the information that is required to be included in the Notice of Rulemaking, including technical changes that correct citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, is omitted or is incorrect. A Notice of Correction cannot be used to make substantive changes to the rule text. The Notice of Correction shall be published in a newspaper of general circulation within the county or counties in which the District is located at least seven (7) days prior to the intended action.
 - (ii) After rule adoption, a technical change to a rule may be approved at any time by the District. Promptly thereafter, a Notice of Correction shall be published by the District in the manner set forth in Section 6(a)(i) of this Rule.
 - (b) Substantive Changes.
 - (i) Prior to rule adoption, the District shall publish a notice of change (“**Notice of Change**”) if there is any substantive change, other than a technical change that corrects citations or grammatical, typographical or similar errors that do not otherwise affect the substance of the rule, to a proposed rule, including any material incorporated by reference, or to a SERC. The Notice of Change must address a summary of the change and shall be published in a newspaper of general circulation within the county or counties in which the District is located at least twenty-one (21) days prior to the intended action. The Notice of Change shall also be sent to those persons set forth in Section 5(C) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings. Any substantive change must be either be:
 - 1. Supported by the record of the public hearing held on the proposed rule;
 - 2. In response to written materials submitted to the District; or

3. In response to an objection with the proposed rule by the District Board.

(ii) After rule adoption, a substantive change to a rule shall be effectuated by initiating rulemaking as set forth in this Rule.

(7) Withdrawal of Proposed Rules.

(a) Prior to the adoption of a rule, the District may elect to withdraw the proposed rule in whole or in part. After a rule has become effective, the District may only amend or repeal the rule through initiating the rulemaking procedures set forth in this Rule.

(b) Prior to the adoption of a rule, the District shall withdraw the proposed rule if the District has either failed to adopt such rule within one-hundred eighty (180) days of the publication of the Notice of Rule Development required by Section 4 of this Rule or to approve a concise statement at least seven (7) days prior to the conclusion of the one-hundred eighty (180) day timeframe identifying the reason for the delay, which may be supplemented quarterly until the District has adopted the proposed rule.

(c) In the event of a withdrawal of a proposed rule, the District shall publish a notice (“**Notice of Rule Withdrawal**”) in a newspaper of general circulation within the county or counties in which the District is located, and shall provide notice to those persons set forth in Section 5(c) of this Rule that have made requests of the District for advance notice of its rulemaking proceedings.

(d) Within fifteen (15) days after the end of each calendar quarter, the District shall compile and post on its website a list of each failure to publish a Notice of Rulemaking within the timeframe prescribed by Section 5(b) of this Rule, which list shall include the information set forth in Section 120.54(3)(d)(7) of the Florida Statutes. The District is only required to provide such posting in any calendar quarter(s) in which there is an actual failure to timely publish a Notice of Rulemaking, if any.

(8) Rule Development Workshops.

(a) Whenever requested in writing by any affected person, the District must conduct a rule development workshop prior to proposing rules for adoption for the purposes of rule development or information gathering for the preparation of the SERC, unless the Chairperson explains in writing why a workshop is unnecessary. The District may initiate a rule development workshop, but is not required to do so.

- (b) If a workshop is held, the District must ensure that the person(s) responsible for preparing the rule and the SERC, if applicable, are available to explain the District's proposed rule and to respond to questions or comments regarding the rule being developed.
 - (c) The notice of any workshop shall be published in a newspaper of general circulation within the county or counties in which the District is located at least fourteen (14) days prior to the workshop setting forth the following:
 - (i) The place, date, and time of the workshop;
 - (ii) The subject area that will be addressed; and
 - (iii) The District Manager's contact information.
- (9) Petitions to Initiate Rulemaking.
- (a) All Petitions to Initiate Rulemaking Proceedings must contain the name, address, and telephone number of the petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, the text of the proposed rule, and the facts showing that the petitioner is regulated by the District or has a substantial interest in the rulemaking. District staff shall forward a copy of the petition to the District's Board within seven (7) days of its receipt.
 - (b) If the petition is directed to an adopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.
 - (c) If the petition is directed to an unadopted rule, within thirty (30) days following the date of filing a petition, the District shall either i) initiate rulemaking, or ii) set a public hearing to consider whether the public interest is served adequately by the application of the proposed rule on a case-by-case basis, as contrasted with its formal adoption as a rule.
 - (i) If the District elects to hold a public hearing, notice of the public hearing ("**Notice of Rulemaking Petition Public Hearing**") shall be published in a newspaper of general circulation within the county or counties in which the District is located. The public hearing shall be held by the District within thirty (30) days after publication of the Notice of Rulemaking Petition Public Hearing.
 - (ii) Not later than thirty (30) days following the date of the public hearing held pursuant to Section 9(c)(i) of this Rule, the District shall either i) initiate rulemaking proceedings, ii) otherwise comply

with the requested action, or iii) deny the petition with a written statement of its reasons for the denial.

1. If the District decides to initiate rulemaking it shall proceed with the rulemaking process as set forth in this Rule.
2. If the District decides to not initiate rulemaking or otherwise comply with the requested action, the District shall publish a statement of its reasons for not initiating rulemaking or otherwise complying with the requested action and of any changes it will make in the scope or application of the unadopted rule (the “**Notice of Denial of Rulemaking Petition**”). The Notice of Denial of Rulemaking Petition shall be published in a newspaper of general circulation within the county or counties in which the District is located.

(d) Nothing in this Rule shall be construed as requiring the District to adopt, amend, or repeal a rule as initiated by petition.

(10) Public Hearing.

(a) The District may, or, upon the written request of any affected person received within twenty-one (21) days after the date of publication of the Notice of Rulemaking, shall, provide a public hearing for the presentation of evidence, argument, and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay, or disruption of the proceedings. When a public hearing is held, the District shall ensure that staff is available to explain the proposed rule and to respond to questions or comments regarding the proposed rule. Written statements may be submitted by any person prior to or at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.

(b) The District shall publish notice of the public hearing (“**Notice of Public Hearing**”) in a newspaper of general circulation within the county or counties in which the District is located, either in the text of the Notice of Rulemaking or in a separate publication at least seven (7) days before the scheduled public hearing. The Notice of Public Hearing shall include the following information:

- (i) The date, time, and location of the public hearing; and
- (ii) The name, address, and telephone number of the District contact person who can provide information about the public hearing.

(11) Emergency Rule Adoption.

- (a) The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action or if the Legislature authorizes the District to adopt emergency rules. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District.
- (b) At the time or prior to the adoption of an emergency rule, the District shall post on its website a notice regarding its adoption of the emergency rule (the “**Notice of Emergency Rule**”) which includes the specific facts and reasons for finding an immediate danger to the public health, safety, or welfare and its reasons for concluding that procedure used is fair under the circumstances. The Notice of Emergency Rule shall thereafter be promptly published in a newspaper of general circulation within the county or counties in which the District is located, and shall include the following information:
 - (i) The full text of the rule(s); and
 - (ii) The District’s findings of immediate danger, necessity, and procedural fairness or a citation to the grant of emergency rulemaking authority.
- (c) An emergency rule shall be effective immediately upon adoption by the District, or on a date less than twenty (20) days thereafter if specified in the emergency rule if the District finds that a later effective date is necessary because of immediate danger to the public health, safety, or welfare. An emergency rule may not be effective for a period of more than ninety (90) days after adoption and may not be renewable, unless the District has initiated rulemaking to adopt rules addressing the subject of the emergency rule and either i) a challenge to the proposed rules has been filed and remains pending or ii) the proposed rules are awaiting ratification by the Legislature, if applicable. Nothing in this paragraph prohibits the District from adopting a rule identical to the emergency rule through the non-emergency rulemaking procedures set forth in this Rule.
 - (i) If an emergency rule is being renewed in accordance with Section 11(d) of this Rule, notice of the renewal of the emergency rule (the “**Notice of Renewal of Emergency Rule**”) shall be published before the expiration of the existing emergency rule. The Notice of Renewal of Emergency Rule shall be published in a newspaper of general circulation within the county or counties in which the District is located and shall include the specific facts and reasons for such renewal.

- (ii) For emergency rules with an effective period of longer than ninety (90) days which are intended to replace an existing rule, the Rulemaking Record for the existing rule, as required by Section 13 of this Rule, shall specifically identify the emergency rule that is intended to supersede the existing rule as well as the date that the emergency rule was adopted by the District.
- (d) The District may supersede an emergency rule in effect through the adoption of another emergency rule before the superseded rule expires. The District shall post on its website and publish a Notice of Emergency Rule, in accordance with Section 11(b) of this Rule, identifying the reason for adopting the superseding rule. The superseding rule shall not be in effect longer than the duration of the effective period of the superseded rule.
- (e) The District may make technical changes to an emergency rule within the first seven (7) days after the rule is adopted, and such changes shall be published in a Notice of Correction as set forth in Section 6(a) of this Rule.
- (f) The District may repeal an emergency rule before it expires by publishing a notice (“**Notice of Repeal of Emergency Rule**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Repeal of Emergency Rule shall include the following information:
 - (i) The full text of the emergency rule and a summary thereof;
 - (ii) The rule number; and
 - (iii) A short and plain explanation as to why the conditions specified in the Notice of Emergency Rule no longer require the emergency rule.
- (12) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d) of the Florida Statutes, except that any notices required under Section 120.54(2)(d) of the Florida Statutes, may be published in a newspaper of general circulation within the county or counties in which the District is located.
- (13) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record (“**Rulemaking Record**”) which shall be on file with the District at least twenty-one (21) days prior to the proposed adoption date of the rule. The Rulemaking Record shall include, as applicable:
 - (a) A copy of the rule;
 - (b) Any material incorporated by reference in the rule;

- (c) A detailed written statement of the facts and circumstances justifying the proposed rule;
- (d) Any SERC for the rule, if required by Section 120.54(3)(b)1. of the Florida Statutes or otherwise prepared, and any information created or used by the District in determining whether a SERC is required;
- (e) A statement of the extent to which the proposed rule relates to federal standards on rules on the same subject;
- (f) The Notice of Rule Development, Notice of Rulemaking, and notice(s) of any workshops held pursuant to Section 8 of this Rule; and
- (g) If an emergency rule is intended to supersede an existing rule, the emergency rule number and the date that the emergency rule was adopted by the District.

(14) Petitions to Challenge Rules.

- (a) Any person substantially affected by a proposed or existing rule may seek an administrative determination of the invalidity of the rule on the ground that the rule is an invalid exercise of the District's authority.
 - (i) A petition alleging the invalidity of a proposed rule shall be filed within twenty-one (21) days after the date of publication of Notice of Rulemaking, within ten (10) days after the final public hearing is held on the proposed rule; within twenty (20) days after the SERC or revised SERC has been prepared and made available as provided in Section 120.541(1)(d) of the Florida Statutes, if applicable; or within twenty (20) days after the date of publication of the Notice of Rule Withdrawal required by Section 7(c) of this Rule.
 - (ii) A petition alleging the invalidity of an existing rule may be filed at any time during which the rule is in effect.
- (b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a proposed or existing rule is substantially affected by it. A person who is not substantially affected by the proposed rule as initially noticed, but who is substantially affected by the rule as a result of a change, may challenge any provision of the resulting proposed rule.

- (c) The petition shall be filed with the District. Within ten (10) days after receiving the petition, or seven (7) days if the challenge relates to an emergency rule, the Chairperson shall, if the petition complies with the requirements of subsection (b) of this section, designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer who shall conduct a hearing within thirty (30) days thereafter, or fourteen (14) days if the challenge relates to an emergency rule, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.
- (d) At the hearing, the petitioner and the District shall be adverse parties. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (e) Hearings held under this section shall be de novo in nature. For proposed rules, the petitioner has the burden to prove by a preponderance of the evidence that it would be substantially affected by the proposed rule, and the District has the burden to prove by a preponderance of the evidence that the proposed rule is not an invalid exercise of delegated legislative authority as to the objections raised. For existing rules, the petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. During the hearing, the hearing officer may:
 - (i) Administer oaths and affirmations;
 - (ii) Rule upon offers of proof and receive relevant evidence;
 - (iii) Regulate the course of the hearing, including any pre-hearing matters;
 - (iv) Enter orders; and
 - (v) Make or receive offers of settlement, stipulation, and adjustment.
- (f) Within thirty (30) days after the hearing, or fourteen (14) days of the challenge relate to an emergency rule, the hearing officer shall render a decision and state the reasons therefor in writing. The hearing officer's order shall be considered final agency action. The hearing officer may declare all or part of a proposed or existing rule invalid. For a proposed rule, the proposed rule or provision thereof declared invalid shall not be adopted unless the decision of the hearing officer is reversed on appeal. In

the event part of a proposed rule is declared invalid, the District may, in its sole discretion, withdraw the proposed rule in its entirety. For an existing rule, the rule or part thereof declared invalid shall become void when the time for filing an appeal expires. In the event that a proposed or existing rule has been declared invalid in whole or part, the District shall promptly publish notice of such occurrence published in a newspaper of general circulation within the county or counties in which the District is located.

- (15) Variations and Waivers. A “**variance**” means a decision by the District to grant a modification to all or part of the literal requirements of a rule to a person who is subject to the rule. A “**waiver**” means a decision by the District not to apply all or part of a rule to a person who is subject to the rule. Variations and waivers from District rules may be granted subject to the following:
- (a) Variations and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person, and when application of the rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, “**substantial hardship**” means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, “**principles of fairness**” are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.
 - (b) A person who is subject to regulation by a District rule may file a petition with the District, requesting a variance or waiver from the District’s rule. Each petition shall specify:
 - (i) The rule from which a variance or waiver is requested;
 - (ii) The type of action requested;
 - (iii) The specific facts that would justify a waiver or variance for the petitioner; and
 - (iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.
 - (c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by rule of the District, the District shall proceed, at the petitioner’s written request, to process the petition.

- (d) The Board shall grant or deny a petition for variance or waiver and shall announce such disposition at a publicly held meeting of the Board, within ninety (90) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner’s written request to finish processing the petition. The District’s statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District’s action. The District shall maintain a record of the type and disposition of each petition filed.

(16) Review of Adopted Rules.

- (a) By January 1, 2026, District staff shall prepare a report that summarizes the District’s existing rules anticipated to be reviewed during the current fiscal year, if any, and the recommended action on each rule (the “**Existing Rule Review Report**”). The Existing Rule Review Report shall be presented to the District’s Board at a noticed Board meeting as soon as practicable after preparation by District staff. District staff shall continue to annually prepare an updated Existing Rule Review Report by January 1 of each year until all District rules have been reviewed. The District is not bound to review its existing rules in accordance with the schedule set forth in an Existing Rule Review Report, but is required to complete the review of at least twenty (20%) percent of its existing rules per year until all existing rules have been reviewed in accordance with this Section. In any event, all existing rules of the District shall be reviewed by July 1, 2030.
- (b) Any new rule adopted after July 1, 2025, must be reviewed in the fifth year following adoption. Such review must be completed before the day that marks the sixth year since the adoption of the rule.
- (c) In conducting its rule review process, the District shall determine whether each rule:
 - (i) Is a valid exercise of delegated legislative authority;
 - (ii) Has current statutory authority;
 - (iii) Reiterates or paraphrases statutory material;
 - (iv) Is in proper form;
 - (v) Is consistent with expressed legislative intent pertaining to the specific provisions of law which the rule implements;
 - (vi) Requires a technical or substantive update to reflect current use; and

- (vii) Requires updated references to statutory citations and incorporated materials.
- (d) By April 1 of each year in which a rule review is being undertaken, the District shall adopt a resolution evidencing the completion of rule review and authorizing one of the following actions relative to its rule review (the “**Rule Review Resolution**”):
 - (i) If the District determines that no change is necessary, the District Rule Review Resolution shall include the following information:
 - 1. A copy of the reviewed rule;
 - 2. A written statement of its intended action; and
 - 3. Its assessment of factors specified in Section 16(c) of this Rule.
 - (ii) If the District determines that one or more technical changes are necessary, the District Rule Review Resolution shall include the following information:
 - 1. A copy of the reviewed rule and the recommended technical change or changes coded by underlining new text and striking through deleted text;
 - 2. A written statement of its intended action;
 - 3. Its assessment of the factors specified in Section 16(c) of this Rule; and
 - 4. The facts and circumstances justifying the technical change or changes to the reviewed rule.
 - (iii) If the District determines that the rule requires a substantive change, the District shall promptly initiate rulemaking in accordance with this Rule to make all changes, including any technical changes, and the District Rule Review Resolution shall include the following information:
 - 1. A copy of the reviewed rule;
 - 2. The recommended change or changes coded by underlining new text and striking through deleted text;
 - 3. A written statement of its intended action; and

4. Its assessment of factors specified in Section 16(c) of this Rule.
- (iv) If the District determines that the rule should be repealed, the District shall promptly initiate the repeal the rule in accordance with this Rule, and the District Rule Review Resolution shall include the following information:
 1. A written statement of its intended action; and
 2. Its assessment of factors specified in subsection 16(c) of this Rule.
 - (e) The rule review is completed upon the District’s adoption of the Rule Review Resolution and, if there is a substantive change or repeal of a rule approved the Board, the timely commencement of the rulemaking or rule repeal process set forth in this Rule. Promptly after completion of the rule review, the District shall publish a notice of the completed rule review (“**Notice of Completed Rule Review**”) in a newspaper of general circulation within the county or counties in which the District is located. The Notice of Completed Rule Review shall identify the action taken by the District with respect to the reviewed rule.
- (17) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 120.54, 120.542, 120.5435, 120.56, 120.81(2)(b), 190.011(5), 190.035(2), Fla. Stat.

Rule 3.0 Competitive Purchase.

- (1) Purpose and Scope. In order to comply with Sections 190.033(1) through (3), 287.055 and 287.017 of the Florida Statutes, the following provisions shall apply to the purchase of Professional Services, insurance, construction contracts, design-build services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.
- (3) Definitions.
 - (a) **“Competitive Solicitation”** means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
 - (b) **“Continuing Contract”** means a contract for Professional Services entered into in accordance with Section 287.055 of the Florida Statutes, between the District and a firm, whereby the firm provides Professional Services to the District for projects in which the costs do not exceed two million dollars (\$2,000,000), for a study activity when the fee for such Professional Services to the District does not exceed two hundred thousand dollars (\$200,000), or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
 - (c) **“Contractual Service”** means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include auditing services, Maintenance Services, or Professional Services as defined in Section 287.055(2)(a) of the Florida Statutes, and these Rules. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to Chapter 255 of the Florida Statutes, and Rules 3.5 or 3.6.
 - (d) **“Design-Build Contract”** means a single contract with a Design-Build Firm for the design and construction of a public construction project.

- (e) **“Design-Build Firm”** means a partnership, corporation or other legal entity that:
 - (i) Is certified under Section 489.119 of the Florida Statutes, to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or
 - (ii) Is certified under Section 471.023 of the Florida Statutes, to practice or to offer to practice engineering; certified under Section 481.219 of the Florida Statutes, to practice or to offer to practice architecture; or certified under Section 481.319 of the Florida Statutes, to practice or to offer to practice landscape architecture.
- (f) **“Design Criteria Package”** means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s Request for Proposals, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) **“Design Criteria Professional”** means a firm who holds a current certificate of registration under Chapter 481 of the Florida Statutes, to practice architecture or landscape architecture, or a firm who holds a current certificate as a registered engineer under Chapter 471 of the Florida Statutes, to practice engineering, and who is employed by or under contract to the District to provide professional architect services, landscape architect services, or engineering services in connection with the preparation of the Design Criteria Package.
- (h) **“Emergency Purchase”** means a purchase necessitated by a sudden unexpected turn of events (for example, acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive purchase would be detrimental to the interests of the District. This includes, but is not limited to, instances where

the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety, or welfare.

- (i) **“Invitation to Bid”** is a written solicitation for sealed bids with the title, date, and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) **“Invitation to Negotiate”** means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) **“Negotiate”** means to conduct legitimate, arm’s length discussions and conferences to reach an agreement on a term or price.
- (l) **“Professional Services”** means those services within the scope of the practice of architecture, professional engineering, landscape architecture, or registered surveying and mapping, as defined by the laws of Florida, or those services performed by any architect, professional engineer, landscape architect, or registered surveyor and mapper, in connection with the firm’s or individual’s professional employment or practice.
- (m) **“Proposal (or Reply or Response) Most Advantageous to the District”** means, as determined in the sole discretion of the Board, the proposal, reply, or response that is:
 - (i) Submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements, who has the integrity and reliability to assure good faith performance;
 - (ii) The most responsive to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation as determined by the Board; and
 - (iii) For a cost to the District deemed by the Board to be reasonable.
- (n) **“Purchase”** means acquisition by sale, rent, lease, lease/purchase, or installment sale. It does not include transfer, sale, or exchange of goods, supplies, or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the State of Florida.
- (o) **“Request for Proposals”** or **“RFP”** is a written solicitation for sealed proposals with the title, date, and hour of the public opening designated and

requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria as necessary.

- (p) **“Responsive and Responsible Bidder”** means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. **“Responsive and Responsible Vendor”** means an entity or individual that has submitted a proposal, reply, or response that conforms in all material respects to the Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the following:
- (i) The ability and adequacy of the professional personnel employed by the entity/individual;
 - (ii) The past performance of the entity/individual for the District and in other professional employment;
 - (iii) The willingness of the entity/individual to meet time and budget requirements;
 - (iv) The geographic location of the entity’s/individual’s headquarters or office in relation to the project;
 - (v) The recent, current, and projected workloads of the entity/individual;
 - (vi) The volume of work previously awarded to the entity/individual;
 - (vii) Whether the cost components of the bid or proposal are appropriately balanced; and
 - (viii) Whether the entity/individual is a certified minority business enterprise.
- (q) **“Responsive Bid,” “Responsive Proposal,” “Responsive Reply,” and “Responsive Response”** all mean a bid, proposal, reply, or response which conforms in all material respects to the specifications and conditions in the

Invitation to Bid, Request for Proposals, Invitations to Negotiate, or Competitive Solicitation document and these Rules, and the cost components of which, if any, are appropriately balanced. A bid, proposal, reply or response is not responsive if the person or firm submitting it fails to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.20, 287.055, Fla. Stat.

Rule 3.1 Procedure Under the Consultants' Competitive Negotiations Act.

- (1) Scope. The following procedures are adopted for the selection of firms or individuals to provide Professional Services exceeding the thresholds herein described, for the negotiation of such contracts, and to provide for protest of actions of the Board under this Rule. As used in this Rule, “**Project**” means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time.

- (2) Qualifying Procedures. In order to be eligible to provide Professional Services to the District, a consultant must, at the time of receipt of the firm’s qualification submittal:
 - (a) Hold all required applicable state professional licenses in good standing;
 - (b) Hold all required applicable federal licenses in good standing, if any;
 - (c) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the consultant is a corporation; and
 - (d) Meet any qualification requirements set forth in the District’s Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when Professional Services are required for a Project or a Continuing Contract by publishing a notice providing a general description of the Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of consultants interested in receiving such notices. These consultants are encouraged to submit annually statements of qualifications and performance data. The District shall make reasonable efforts to provide copies of any notices to such consultants, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process. The Board has

the right to reject any and all qualifications, and such reservation shall be included in the published notice. Consultants not receiving a contract award shall not be entitled to recover from the District any costs of qualification package preparation or submittal.

(4) Competitive Selection.

- (a) The Board shall review and evaluate the data submitted in response to the notice described in section (3) of this Rule regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by consultants regarding their qualifications, approach to the Project, and ability to furnish the required services. The Board shall then select and list the consultants, in order of preference, deemed to be the most highly capable and qualified to perform the required Professional Services, after considering these and other appropriate criteria:
 - (i) The ability and adequacy of the professional personnel employed by each consultant;
 - (ii) Whether a consultant is a certified minority business enterprise;
 - (iii) Each consultant's past performance;
 - (iv) The willingness of each consultant to meet time and budget requirements;
 - (v) The geographic location of each consultant's headquarters, office and personnel in relation to the project;
 - (vi) The recent, current, and projected workloads of each consultant; and
 - (vii) The volume of work previously awarded to each consultant by the District.
- (b) Nothing in these Rules shall prevent the District from evaluating and eventually selecting a consultant if less than three (3) Responsive qualification packages, including packages indicating a desire not to provide Professional Services on a given Project, are received.
- (c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required Professional Services at a rate or amount of compensation which the Board determines is fair, competitive, and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that “wage rates and other factual unit costs supporting the compensation are accurate, complete and current at the time of contracting.” In addition, any professional service contract under which such a certificate is required, shall contain a provision that “the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs.”
- (c) Should the District be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with one of the top three (3) ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- (6) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (7) Continuing Contract. Nothing in this Rule shall prohibit a Continuing Contract between a consultant and the District.
- (8) Emergency Purchase. The District may make an Emergency Purchase without complying with these Rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, 287.055, Fla. Stat.

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of Section 218.391 of the Florida Statutes, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and for the negotiation of such contracts. “**Auditing Services**” means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy. For audits required under Chapter 190 of the Florida Statutes but not meeting the thresholds of Chapter 218 of the Florida Statutes, the District need not follow these procedures but may proceed with the selection of a firm or individual to provide Auditing Services and for the negotiation of such contracts in the manner the Board determines is in the best interests of the District.

- (1) Establishment of Auditor Selection Committee. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Board shall establish an auditor selection committee (“**Committee**”), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by Section 218.39 of the Florida Statutes. The Committee shall include at least three individuals, at least one of which must also be a member of the Board. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board. The Chairperson of the Committee must be a member of the Board. An employee, a chief executive officer, or a chief financial officer of the District may not serve as a member of the Committee; provided however such individual may serve the Committee in an advisory capacity.
- (2) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under section (3) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of Auditing Services to be provided by a certified public accounting firm licensed under Chapter 473 of the Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.
 - (a) Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation; and
- (iv) Meet any pre-qualification requirements established by the Committee and set forth in the RFP or other specifications.

If requested in the RFP or other specifications, evidence of compliance with the minimum qualifications as established by the Committee must be submitted with the proposal.

- (b) Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:
 - (i) Ability of personnel;
 - (ii) Experience;
 - (iii) Ability to furnish the required services; and
 - (iv) Such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

- (3) Public Announcement. After identifying the factors to be used in evaluating the proposals for Auditing Services as set forth in section (2) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement shall include a brief description of the audit and how interested firms can apply for consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation within the county or counties in which the District is located. The public announcement shall allow for at least seven (7) days for the submission of proposals.
- (4) Request for Proposals. The Committee shall provide interested firms with a Request for Proposals (“RFP”). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals, which may be submitted either electronically or via hard copy as determined by the District and provided for in the RFP. For the avoidance of doubt, the Proposals shall not be required to be publicly opened at the date, time, and place provided for in the RFP relative to the submission of Proposals.

- (5) Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to subsection (2)(b) of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.
- (6) Board Selection of Auditor.
- (a) Where compensation was not selected as a factor used in evaluating the proposals, the Board shall negotiate with the firm ranked first and inquire of that firm as to the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm at a price deemed by the Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the Board shall immediately begin negotiations with the second ranked firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third ranked firm shall be undertaken. The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms in order of the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.
- (b) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm or document in its public records the reason for not selecting the highest-ranked qualified firm.
- (c) In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel, or other designee to conduct negotiations on its behalf.
- (d) Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is

reasonable to satisfy the requirements of Section 218.39 of the Florida Statutes, and the needs of the District.

- (7) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- (a) A provision specifying the services to be provided and fees or other compensation for such services;
 - (b) A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - (c) A provision setting forth deadlines for the auditor to submit a preliminary draft audit report to the District for review and to submit a final audit report no later than June 30 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - (d) A provision specifying the contract period, including renewals, and conditions under which the contract may be terminated or renewed. The maximum contract period including renewals shall be five (5) years. A renewal may be done without the use of the auditor selection procedures provided in this Rule but must be in writing.
 - (e) Provisions required by law that require the auditor to comply with public records laws.
- (8) Notice of Award. Once a negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where compensation was a factor in the evaluation of proposals, notice of the intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the RFP. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests regarding the award of contracts under this Rule shall be as provided for in Rule 3.11. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 119.0701, 218.33, 218.391, Fla. Stat.

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
 - (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of the Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. The District shall make reasonable efforts to provide copies of any notices to such persons, but the failure to do so shall not give such consultants any bid protest or other rights or otherwise disqualify any otherwise valid procurement process.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee

premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall needs of the District, its officers, employees, and/or dependents.

- (h) Notice of the intent to award, including rejection of some or all bids, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, Contractual Services, and maintenance services.
- (2) Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
 - (a) The Board shall cause to be prepared a Request for Qualifications.
 - (b) For construction services exceeding the thresholds described in Section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days' notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
 - (c) The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the county or counties in which the project is located. The notice shall allow at least seven (7) days for submittal of qualifications for goods, supplies and materials, Contractual Services, maintenance services, and construction services under two hundred fifty thousand dollars (\$250,000). The notice shall allow at least twenty-one (21) days for submittal of qualifications for construction services estimated to cost over two hundred fifty thousand dollars (\$250,000) and thirty (30) days for construction services estimated to cost over five hundred thousand dollars (\$500,000).
 - (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
 - (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.
- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (k) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Request for Qualifications. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.11; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with section (2)(b) of this Rule and Section 255.20(1)(b) of the Florida Statutes.

(2) Suspension, Revocation, or Denial of Qualification

- (a) The District, for good cause, may deny, suspend, or revoke a prequalified vendor’s pre-qualified status. A suspension, revocation, or denial for good cause shall prohibit the vendor from bidding on any District construction contract for which qualification is required, shall constitute a determination of non-responsibility to bid on any other District construction or maintenance contract, and shall prohibit the vendor from acting as a material supplier or subcontractor on any District contract or project during the period of suspension, revocation, or denial. Good cause shall include the following:
 - (i) One of the circumstances specified under Section 337.16(2), Fla. Stat., has occurred.
 - (ii) Affiliated contractors submitted more than one proposal for the same work. In this event the pre-qualified status of all of the affiliated bidders will be revoked, suspended, or denied. All bids of affiliated bidders will be rejected.
 - (iii) The vendor made or submitted false, deceptive, or fraudulent statements, certifications, or materials in any claim for payment or any information required by any District contract.
 - (iv) The vendor or its affiliate defaulted on any contract or a contract surety assumed control of financial responsibility for any contract of the vendor.
 - (v) The vendor’s qualification to bid is suspended, revoked, or denied by any other public or semi-public entity, or the vendor has been the

subject of a civil enforcement proceeding or settlement involving a public or semi-public entity.

- (vi) The vendor failed to comply with contract or warranty requirements or failed to follow District direction in the performance of a contract.
- (vii) The vendor failed to timely furnish all contract documents required by the contract specifications, special provisions, or by any state or federal statutes or regulations. If the vendor fails to furnish any of the subject contract documents by the expiration of the period of suspension, revocation, or denial set forth above, the vendor's pre-qualified status shall remain suspended, revoked, or denied until the documents are furnished.
- (viii) The vendor failed to notify the District within 10 days of the vendor, or any of its affiliates, being declared in default or otherwise not completing work on a contract or being suspended from qualification to bid or denied qualification to bid by any other public or semi-public agency.
- (ix) The vendor did not pay its subcontractors or suppliers in a timely manner or in compliance with contract documents.
- (x) The vendor has demonstrated instances of poor or unsatisfactory performance, deficient management resulting in project delay, poor quality workmanship, a history of payment of liquidated damages, untimely completion of projects, uncooperative attitude, contract litigation, inflated claims or defaults.
- (xi) An affiliate of the vendor has previously been determined by the District to be non-responsible, and the specified period of suspension, revocation, denial, or non-responsibility remains in effect.
- (xii) The vendor or affiliate(s) has been convicted of a contract crime.
 - 1. The term "**contract crime**" means any violation of state or federal antitrust laws with respect to a public contract or any violation of any state or federal law involving fraud, bribery, collusion, conspiracy, or material misrepresentation with respect to a public contract.
 - 2. The term "**convicted**" or "**conviction**" means a finding of guilt or a conviction of a contract crime, with or without an adjudication of guilt, in any federal or state trial court of

record as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.

- (b) A denial, suspension, or revocation shall prohibit the vendor from being a subcontractor on District work during the period of denial, suspension, or revocation, except when a prime contractor's bid has used prices of a subcontractor who becomes disqualified after the bid, but before the request for authorization to sublet is presented.
- (c) The District shall inform the vendor in writing of its intent to deny, suspend, or revoke its pre-qualified status and inform the vendor of its right to a hearing, the procedure which must be followed, and the applicable time limits. If a hearing is requested within 10 days after the receipt of the notice of intent, the hearing shall be held within 30 days after receipt by the District of the request for the hearing. The decision shall be issued within 15 days after the hearing.
- (d) Such suspension or revocation shall not affect the vendor's obligations under any preexisting contract.
- (e) In the case of contract crimes, the vendor's pre-qualified status under this Rule shall be revoked indefinitely. For all violations of Rule 3.4(3)(a) other than for the vendor's conviction for contract crimes, the revocation, denial, or suspension of a vendor's pre-qualified status under this Rule shall be for a specific period of time based on the seriousness of the deficiency.

Examples of factors affecting the seriousness of a deficiency are:

- (i) Impacts on project schedule, cost, or quality of work;
- (ii) Unsafe conditions allowed to exist;
- (iii) Complaints from the public;
- (iv) Delay or interference with the bidding process;
- (v) The potential for repetition;
- (vi) Integrity of the public contracting process;
- (vii) Effect on the health, safety, and welfare of the public.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts, Not Design-Build.

- (1) Scope. All contracts for the construction or improvement of any building, structure, or other public construction works authorized by Chapter 190 of the Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20 of the Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20 of the Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies, or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies, or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies, and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be sent to the pre-qualified contractors by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, or to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

- (d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations.
- (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;
 - (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the bidder is a corporation; and
 - (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to, reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or

Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.

- (g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No contractor shall be entitled to recover any costs of bid, proposal, response, or reply preparation or submittal from the District.
- (i) The Board may require potential contractors to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase construction services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of construction services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the construction services without further competitive selection processes.
- (k) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board

with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

- (1) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (3) Sole Source; Government. Construction services that are only available from a single source are exempt from this Rule. Construction services provided by governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies, or materials, that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules. A contract for construction services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
- (4) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
- (5) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.
- (6) Exceptions. This Rule is inapplicable when:
 - (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contract; or

- (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Construction Contracts, Design-Build.

- (1) Scope. The District may utilize Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a Design-Build Contract, the District shall use the following procedure:
- (2) Procedure.
 - (a) The District shall utilize a Design Criteria Professional meeting the requirements of Section 287.055(2)(k) of the Florida Statutes, when developing a Design Criteria Package, evaluating the proposals and qualifications submitted by Design-Build Firms, and determining compliance of the project construction with the Design Criteria Package. The Design Criteria Professional may be an employee of the District, may be the District Engineer selected by the District pursuant to Section 287.055 of the Florida Statutes, or may be retained pursuant to Rule 3.1. The Design Criteria Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.
 - (b) A Design Criteria Package for the construction project shall be prepared and sealed by the Design Criteria Professional. If the project utilizes existing plans, the Design Criteria Professional shall create a Design Criteria Package by supplementing the plans with project specific requirements, if any.
 - (c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in Section 287.055(9) of the Florida Statutes, or pursuant to the qualifications-based selection process pursuant to Rule 3.1.
 - (i) Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.
 - (ii) Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project. After a Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited pursuant to the design criteria by the following procedure:

1. A Request for Proposals shall be advertised at least once in a newspaper of general circulation within the county in which the project is located. The notice shall allow at least twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than five hundred thousand dollars (\$500,000) must be noticed at least thirty (30) days prior to the date for submittal of proposals.
2. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
3. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:
 - a. Hold the required applicable state professional licenses in good standing, as defined by Section 287.055(2)(h) of the Florida Statutes;
 - b. Hold all required applicable federal licenses in good standing, if any;
 - c. Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the proposer is a corporation;
 - d. Meet any special pre-qualification requirements set forth in the Request for Proposals and Design Criteria Package.

Any contractor that has been found guilty by a court of any violation of federal labor or employment tax laws regarding subjects including but not limited to reemployment assistance, safety, tax withholding, worker's compensation, unemployment tax, social security and Medicare tax, wage or hour, or prevailing rate laws within the past 5 years may

be considered ineligible by the District to submit a bid, response, or proposal for a District project.

Evidence of compliance with these Rules must be submitted with the proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

4. The proposals, or the portions of which that include the price, shall be publicly opened at a meeting noticed in accordance with Rule 1.3, and at which at least one district representative is present. The name of each bidder and the price submitted in the bid shall be announced at such meeting and shall be made available upon request. Minutes should be taken at the meeting and maintained by the District. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability, and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.
5. The Board shall have the right to reject all proposals if the proposals are too high, or rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.
6. If less than three (3) Responsive Proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no Responsive Proposals are received, the District may proceed with the procurement of design-build services in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the design-build services without further competitive selection processes.
7. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of

the Board meeting where the proposals were evaluated if so provided for in the Design Criteria Package. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.11.

8. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards and shall establish a price which the Board determines is fair, competitive and reasonable. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the second most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the third most qualified firm. Should the Board be unable to negotiate a satisfactory contract with the firm considered to be the third most qualified at a price considered by the Board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. Should the Board be unable to negotiate a satisfactory contract with any of the selected firms, the Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached or the list of firms is exhausted.
 9. After the Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.
 10. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the Design Criteria Package and shall provide the Board with a report of the same.
- (3) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.

- (4) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified Design-Build Firm available at the time. The fact that an Emergency Purchase has occurred shall be noted in the minutes of the next Board meeting.
- (5) Exceptions. This Rule is inapplicable when:
- (a) The project is undertaken as repair or maintenance of an existing public facility;
 - (b) The funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent;
 - (c) The District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor; or
 - (d) The District, after public notice, conducts a public meeting under Section 286.011 of the Florida Statutes, and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees, and equipment.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 189.053, 190.033, 255.0518, 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.7 Payment and Performance Bonds.

- (1) Scope. This Rule shall apply to contracts for the construction of a public building, for the prosecution and completion of a public work, or for repairs upon a public building or public work and shall be construed in addition to terms prescribed by any other Rule that may also apply to such contracts.

- (2) Required Bond. Upon entering into a contract for any of the services described in section (1) of this Rule in excess of \$200,000, the Board shall require that the contractor, before commencing the work, execute and record a payment and performance bond, or other acceptable surety, in an amount equal to the contract price. Notwithstanding the terms of the contract or any other law, the District may not make payment to the contractor until the contractor has provided to the District a certified copy of the recorded bond.

- (3) Discretionary Bond. At the discretion of the Board, upon entering into a contract for any of the services described in section (1) of this Rule for an amount not exceeding \$200,000, the contractor may be exempted from executing a payment and performance bond.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 255.05, Fla. Stat.

Rule 3.8 Goods, Supplies, and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR, shall be purchased under the terms of this Rule. Contracts for purchases of “**goods, supplies, and materials**” do not include printing, insurance, advertising, or legal notices. A contract involving goods, supplies, or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies, and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

Any firm or individual whose principal place of business is outside the State of Florida must also submit a written opinion of an attorney at law licensed to practice law in that foreign state, as to the preferences, if any or none, granted by the law of that foreign state to business entities whose principal places of business are in that foreign state, in the letting of any or all public contracts. Failure to submit such a written opinion or submission of a false or misleading written opinion may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies, or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid, after taking into account the preferences provided for in this subsection, submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be accepted. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which does not grant a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of

Florida shall be awarded a preference of five (5) percent. If the lowest Responsive Bid is submitted by a Responsive and Responsible Bidder whose principal place of business is located in a foreign state which grants a preference in competitive purchase to businesses whose principal place of business are in that foreign state, the lowest Responsible and Responsive Bidder whose principal place of business is in the State of Florida shall be awarded a preference equal to the preference granted by such foreign state.

To assure full understanding of the responsiveness to the solicitation requirements contained in an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, and responses.

- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No vendor shall be entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.
- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
- (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies, and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
- (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase goods, supplies, or materials, or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of goods, supplies, and materials, in the manner the Board determines is in the best interests of the District, which

may include but is not limited to a direct purchase of the goods, supplies, and materials without further competitive selection processes.

- (3) Goods, Supplies, and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5 or 3.6. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies, or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies, and materials. Such purchase of goods, supplies, and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.
- (4) Exemption. Goods, supplies, and materials that are only available from a single source are exempt from this Rule. Goods, supplies, and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies, or materials is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state, or local government contract that has been competitively procured by such federal, state, or local government in a manner consistent with the material procurement requirements of these Rules.
- (5) Renewal. Contracts for the purchase of goods, supplies, and/or materials subject to this Rule may be renewed for a maximum period of five (5) years.
- (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 189.053, 190.033, 287.017, 287.084, Fla. Stat.

Rule 3.9 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017 of the Florida Statutes, for CATEGORY FOUR. A contract involving goods, supplies, and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the county or counties in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies, or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate, and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by e-mail, United States Mail, hand delivery, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies, and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply, or response, a firm or individual must, at the time of receipt of the bids, proposals, replies, or responses:
 - (i) Hold all required applicable state professional licenses in good standing;
 - (ii) Hold all required applicable federal licenses in good standing, if any;

- (iii) Hold a current and active Florida corporate charter or be authorized to do business in the State of Florida in accordance with Chapter 607 of the Florida Statutes, if the vendor is a corporation; and
- (iv) Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply, or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply, or response.

- (f) Bids, proposals, replies, and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies, and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications, or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply, or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation, and revision of bids, proposals, replies, or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies, or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interest of the District. No Vendor shall be

entitled to recover any costs of bid, proposal, reply, or response preparation or submittal from the District.

- (i) The Board may require bidders and proposers to furnish bid bonds, performance bonds, and/or other bonds with a responsible surety to be approved by the Board.
 - (j) Notice of intent to award, including rejection of some or all bids, proposals, replies, or responses shall be provided in writing to all proposers by e-mail (with a delivery and read receipt), United States Mail, hand delivery, or overnight delivery service. The District may alternatively post the notice of intent to award on its website at the conclusion of the Board meeting where the proposals were evaluated if so provided for in the Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation. The notice shall include the following statement: “Failure to file a protest within the time prescribed in Rule 3.11 of the Rules of the District shall constitute a waiver of proceedings under those Rules,” or wording to that effect. Protests of the District’s procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.11.
 - (k) If less than three (3) Responsive Bids, Proposals, Replies, or Responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies, or responses for a lack of competitiveness. If no Responsive Bid, Proposal, Reply, or Response is received, the District may proceed with the procurement of maintenance services, in the manner the Board determines is in the best interests of the District, which may include but is not limited to a direct purchase of the maintenance services without further competitive selection processes.
- (3) Exemptions. Maintenance services that are only available from a single source are exempt from this Rule. Maintenance services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this Rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.
 - (4) Renewal. Contracts for the purchase of maintenance services subject to this Rule may be renewed for a maximum period of five (5) years.
 - (5) Contracts; Public Records. In accordance with Florida law, each contract entered into pursuant to this Rule shall include provisions required by law that require the contractor to comply with public records laws.
 - (6) Emergency Purchases. The District may make an Emergency Purchase without complying with these rules. The fact that an Emergency Purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 119.0701, 190.033, 287.017, Fla. Stat.

Rule 3.10 Contractual Services.

- (1) Exemption from Competitive Purchase. Pursuant to Section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms, or vendors proposing to provide Contractual Services to the District.

- (2) Contracts; Public Records. In accordance with Florida law, each contract for Contractual Services shall include provisions required by law that require the contractor to comply with public records laws.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 119.0701, 190.011(3), 190.033, Fla. Stat.

Rule 3.11 Protests with Respect to Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, and 3.9 shall be in accordance with this Rule.

(1) Filing.

- (a) With respect to a protest regarding qualifications, specifications, documentation, or other requirements contained in a Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A 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 Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (b) Except for those situations covered by subsection (1)(a) of this Rule, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after receipt of the notice of the District's ranking or intended award or after posting on the District's website if so provided for in the Request for Qualifications, Request for Proposals, Invitation to Bid, or Competitive Solicitation. A 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 Saturdays, Sundays, and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.
- (c) If the requirement for the posting of a protest bond and the amount of the protest bond, which may be expressed by a percentage of the contract to be

awarded or a set amount, is disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, 3.8, or 3.9, any person who files a notice of protest must post the protest bond. The amount and form of the protest bond shall be determined by District staff after consultation with the Board and within the limits, if any, imposed by Florida law. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

- (d) The District does not accept documents filed by e-mail or facsimile transmission. Filings are only accepted during normal business hours.
- (2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing that delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be executed.
- (3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may, but is not obligated to, schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via e-mail (with a delivery and read receipt), United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal, and policy grounds for its decision.
- (4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided for in section (3) of this Rule, the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:
 - (a) Administer oaths and affirmations;
 - (b) Rule upon offers of proof and receive relevant evidence;
 - (c) Regulate the course of the hearing, including any pre-hearing matters;

- (d) Enter orders; and
- (e) Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

- (5) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect, or an irregularity in the competitive solicitation process, the Bids, Proposals, Replies, and Responses are too high, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies, and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.
- (6) Judicial Review. A party who is adversely affected by final District action is entitled to judicial review. Judicial review shall be sought in the county where the District is located. All proceedings shall be instituted by filing a notice of appeal or petition for review in accordance with the Florida Rules of Appellate Procedure within thirty (30) calendar days after the rendition of the decision being appealed. The filing of an appeal does not itself stay enforcement of the final District decision. Judicial review of any District action shall be confined to the record transmitted. The record for judicial review shall be compiled in accordance with the Florida Rules of Appellate Procedure. Failure to file a notice of appeal or petition for review within the time prescribed herein shall constitute a waiver of judicial review proceedings.
- (7) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.
- (8) Settlement. Nothing herein shall preclude the settlement of any protest under this Rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 120.69(2)(a), 190.033, Fla. Stat.

Rule 4.0 Effective Date.

These Rules shall be effective July 24, 2025, except that no election of officers required by these Rules shall be required until after the next regular election for the Board.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), 190.011(15), Fla. Stat.

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

9A

Serial Number
25-01038M

Business Observer

Published Weekly
Manatee, Manatee County, Florida

COUNTY OF MANATEE

STATE OF FLORIDA

Before the undersigned authority personally appeared Holly Botkin who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Manatee, Manatee County, Florida; that the attached copy of advertisement,

being a Request for Proposals

in the matter of Annual Audit Services; Riversong CDD

in the Court, was published in said newspaper by print in the

issues of 6/27/2025

Affiant further says that the Business Observer complies with all legal requirements for publication in chapter 50, Florida Statutes.

*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

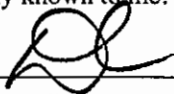


Holly Botkin

Sworn to and subscribed, and personally appeared by physical presence before me,

27th day of June, 2025 A.D.

by Holly Botkin who is personally known to me.



Notary Public, State of Florida
(SEAL)



Donna Condon
Comm.: HH 534210
Expires: Jun. 29, 2028
Notary Public - State of Florida

RIVERSONG COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Riversong Community Development District hereby requests proposals for an annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2025, 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 Manatee County, Florida. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2025, be completed no later than June 30, 2026.

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 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, Riversong Community Development District." Proposals must be received by 12:00 p.m., on July 7, 2025, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

District Manager
June 27, 2025

25-01038M

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

9B

**RIVERSONG COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

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District Manager

RIVERSONG COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2025

Manatee County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than July 7, 2025 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 one (1) electronic and one (1) unbound copy 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 - Riversong Community Development District" on the face of it. **Pricing for each additional bond issuance is required.**

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 two (2) annual renewals. Costs must include the anticipated issuance of special assessment bonds.

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.

**RIVERSONG 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.

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

9ci

**RIVERSONG
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:

Maritza Stonebraker, CPA, Director

DATE OF PROPOSAL:

July 7, 2025

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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

July 7, 2025

Riversong 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 Riversong 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 Riversong 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.

Riversong Community Development District
July 7, 2025

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. Maritza Stonebraker is the person authorized to make representations for the firm.

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

Very truly yours,



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 32 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)	7
Managers (1 CPA)	1
Senior/Supervisor Accountants (1 CPA)	4
Staff Accountants	8
Paraprofessional	6
Administrative	<u>6</u>
Total – all personnel	32

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 Riversong 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 74 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 1,100 community development districts, and over 2,100 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 AUDIT 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

Florida Green Finance Authority
Jeff Walker, Special District Services
(561) 630-4922

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

South Village Community Development District
Darrin Mossing, Governmental Management
Services LLC
(407) 841-5524

Habitat 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.
Gateway Services Community Development District
Healthy Start Coalition

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
Indian River School District – Internal Accounts

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 \$3,350 for the years ended September 30, 2025 and 2026, and \$3,500 for the year ended September 30, 2027. In addition, if a bond issuance occurs during the fiscal year, there will be an additional fee of \$1,400 per issuance. The fee is contingent upon the financial records and accounting systems of Riversong 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 Riversong Community Development District as of September 30, 2025, 2026 and 2027. 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

David S. McGuire, CPA, CITP

Director – 31 years experience

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)

Director

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

Matthew Gonano, CPA

Director – 14 years total experience

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

Melissa Marlin, CPA

Director – 11 years

Education

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

Registrations

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

Professional Affiliations/Community Service

- ◆ Member of the American Institute of Certified Public Accountants
- ◆ Member of the Florida Institute of Certified Public Accountants
- ◆ Affiliate member of the Government Finance Officers Association

Professional Experience

- ◆ Accountant with over 10 years of experience providing professional services to nonprofit and governmental entities.
- ◆ Performed over 300 audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with 2 CFR Part 200 Subpart F, Uniform Guidance, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mrs. Marlin participates in numerous continuing professional education courses provided by nationally recognized sponsors 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

Maritza Stonebraker, CPA

Director – 9 years

Education

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

Registrations

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

Professional Affiliations/Community Service

- ◆ Member of the American Institute of Certified Public Accountants
- ◆ Member of the Florida Institute of Certified Public Accountants
- ◆ Affiliate of the Government Finance Officers Association

Professional Experience

- ◆ Maritza launched her professional auditing career at Berger, Toombs, Elam, Gaines, & Frank, accumulating over 9 years of expertise in the field
- ◆ Performed over 300 audits of nonprofit and governmental organizations in accordance with Governmental Accounting Auditing Standards (GAAS)
- ◆ Performed Single Audits of nonprofit organizations in accordance with 2 CFR Part 200 Subpart F, Uniform Guidance, Audits of State, Local Governments, and Non-Profit Organizations.

Continuing Professional Education

- ◆ Mrs. Stonebraker participates in numerous continuing professional education courses provided by nationally recognized sponsors 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

Jonathan Herman, CPA

Director – 11 years

Education

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

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
- ◆ Affiliate member Government Finance Officers Association

Professional Experience

- ◆ Over 10 years experience in all phases of public accounting and auditing experience, with a concentration in financial and compliance audits. Mr. Herman has been involved in all phases of the audits listed on the preceding pages.

Continuing Professional Education

- ◆ Has participated in numerous continuing professional education courses provided by nationally recognized sponsors to keep abreast of the latest developments. He has attended courses in those areas over the last two years such as:
 - Governmental Accounting Report and Audit Update
 - Annual 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 – 34 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

Paul Daly

Senior Accountant – 12 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

Bryan Snyder

Senior Accountant – 10 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
--

Tifanee Terrell, CPA

Senior Accountant – 4 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.

Commitment to Quality Service

Personnel Qualifications and Experience

Dylan Dixon

Senior Accountant – 3 years

Education

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

Professional Experience

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

Continuing Professional Education

- ◆ Mr. Dixon 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

Brennen Moore

Staff Accountant – 2 years

Education

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

Professional Experience

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

Continuing Professional Education

- ◆ Mr. Moore 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

Katie Gifford

Staff Accountant – 2 years

Education

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

Professional Experience

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

Continuing Professional Education

- ◆ Ms. Gifford 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

Rayna Zicari

Staff Accountant – 2 years

Education

- ◆ Stetson 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

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

Deandre McFadden

Staff Accountant

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

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



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)



**RIVERSONG COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**DISTRICT AUDITING SERVICES FOR FISCAL YEAR 2025
Manatee County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than July 7, 2025, at 5:00 p.m., at the offices of District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010. 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 one (1) unbound and one (1) electronic copy 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 – Riversong 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 (the "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 for the District's first audit for which there are no special assessment bonds, plus the lump sum cost of two (2) annual renewals, which renewals shall include services related to the District's anticipated issuance of special assessment bonds.

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.

**RIVERSONG 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 workload; 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.

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

9C11

Riversong Community Development District

Proposer

**DiBartolomeo, McBee, Hartley & Barnes, P.A.
Certified Public Accountants**

**2222 Colonial Road, Suite 200
Fort Pierce, Florida 34950
(772) 461-8833**

**591 SE Port St. Lucie Boulevard
Port Saint Lucie, Florida 34984
(772) 878-1952**

Contact:

**Jim Hartley, CPA
Principal**

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Riversong
Community Development District
Audit Selection Committee

Dear Committee Members:

We are pleased to have this opportunity to present the qualifications of DiBartolomeo, McBee, Hartley & Barnes, P.A. (DMHB) to serve as Riversong Community Development District's independent auditors. The audit is a significant engagement demanding various professional resources, governmental knowledge and expertise, and, most importantly, experience serving Florida local governments. DMHB understands the services required and is committed to performing these services within the required time frame. We have the staff available to complete this engagement in a timely fashion. We audit several entities across the State making it feasible to schedule and provide services at the required locations.

Proven Track Record—Our clients know our people and the quality of our work. We have always been responsive, met deadlines, and been willing to go the extra mile with the objective of providing significant value to mitigate the cost of the audit. This proven track record of successfully working together to serve governmental clients will enhance the quality of services we provide.

Experience—DMHB has a history of providing quality professional services to an impressive list of public sector clients in Florida. We currently serve a large number of public sector entities in Florida, including cities, villages, special districts, as well as a large number of community development districts. Our firm has performed in excess of 100 community development district audits. In addition, our senior management team members have between 25 and 35 years experience in serving Florida governments. DMHB is a recognized leader in providing services to governmental and non-profit agencies within the State of Florida. Through our experience in performing audits, we have been able to increase our audit efficiency and therefore reduce cost. We have continually passed this cost saving 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 audit 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 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.

Timeliness – In order to meet the Districts needs, we will perform interim internal control testing by January 31st from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1st. We will also review all minutes and subsequent needs related to the review of the minutes by January 31st. Follow up review will be completed as necessary.

Communication and Knowledge Sharing— Another driving force behind our service approach is frequent, candid and open communication with management with no surprises. During the course of the audit, we will communicate with management on a regular basis to provide you with a status report on the audit and to discuss any issues that arise, potential management letter comments, or potential audit differences.

In the accompanying proposal, you will find additional information upon which you can evaluate DMHB's qualifications. Our full team is in place and waiting to serve you. Please contact us at 2222 Colonial Road, Suite 200 Fort Pierce, FL 34950. Our phone number is (772) 461-8833. We look forward to further discussion on how our team can work together with you.

Very truly yours,

A handwritten signature in black ink that reads "DiBartolomeo, McBee, Hartley & Barnes". The signature is written in a cursive, flowing style.

DiBartolomeo, McBee, Hartley & Barnes, P.A.

PROFESSIONAL QUALIFICATIONS

DiBartolomeo, McBee, Hartley & Barnes, P.A. is a local public accounting firm with offices in the cities of Fort Pierce and Port St. Lucie. The firm was formed in 1982.

➤ *Professional Staff Resources*

Our services will be delivered through personnel in both our Port St. Lucie and Ft. Pierce offices, located at 591 S.E. Port St. Lucie Blvd., Port St. Lucie, FL 34984 and 2222 Colonial Road, Suite 200, Fort Pierce, Florida 34950, respectively. DMHB has a total of 19 professional staff including 9 with extensive experience serving governmental entities.

Professional Staff Classification	Number of Professionals
Partner	4
Managers	2
Senior	2
Staff	11
	19

DiBartolomeo, McBee, Hartley & Barnes provides a variety of accounting, auditing, tax litigation support, estate planning, and consulting services. Some of the governmental, non-profit accounting, auditing and advisory services currently provided to clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under the OMB A-133 audit criteria
- Issuance of Comfort Letters, consent letters, and parity certificates in conjunction with the issuance of tax-exempt debt obligations, including compiling financial data and interim period financial statement reviews
- Assisting in compiling historical financial data for first-time and subsequent submissions for the GFOA Certificate of Achievement for Excellence in Financial Reporting

PROFESSIONAL QUALIFICATIONS (CONTINUED)

➤ *Professional Staff Resources (Continued)*

- Audits of franchise fees received from outside franchisees
- Preparation of annual reports to the State Department of Banking and Finance
- Audits of Internal Controls – Governmental Special Project
- Assistance with Implementation of current GASB pronouncements

➤ *Current and Near Future Workload*

In order to better serve and provide timely and informative financial data, we have comprised an experienced audit team. Our present and future workloads will permit the proposed audit team to perform these audits within the time schedule required and meet all deadlines.

➤ *Identification of Audit Team*

The team is composed of people who are experienced, professional, and creative. They fully understand your business and will provide you with reliable opinions. In addition, they will make a point to maintain ongoing dialogue with each other and management about the status of our services.

The auditing firm you select is only as good as the people who serve you. We are extremely proud of the outstanding team we have assembled for your engagement. Our team brings many years of relevant experience coupled with the technical skill, knowledge, authority, dedication, and most of all, the commitment you need to meet your government reporting obligations and the challenges that will result from the changing accounting standards.

A flow chart of the audit team and brief resumes detailing individual team members' experience in each of the relevant areas follow.

Jim Hartley, CPA – Engagement Partner (resume attached)
Will assist in the field as main contact

Jay McBee, CPA – Technical Reviewer (resume attached)

Christine Kenny, CPA – Senior (resume attached)

Jim Hartley

Partner – DiBartolomeo, McBee, Hartley & Barnes

Experience and Training

Jim has over 35 years of public accounting experience and would serve as the engagement partner. His experience and training include:

- 35 years of non-profit and governmental experience.
- Specializing in serving entities ranging from Government to Associations and Special District audits.
- Has performed audits and advisory services for a variety of public sector entities.
- Has extensive experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 120 hours of CPE credits over the past 3 years.

Recent Engagements

Has provided audit services on governmental entities including towns, villages, cities, counties, special districts and community development districts. Jim has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Jim currently provides internal audit and consulting services to governmental entities and non-profit agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Jim provides auditing services to the Fort Pierce Utilities Authority, St. Lucie County Fire District, City of Port St. Lucie, Tradition CDD #1 – 10, Southern Groves CDD #1-6, Multiple CDD audits, Town of St. Lucie Village, Town of Sewall’s Point, Town of Jupiter Island along with several other entities, including Condo and Homeowner Associations.

Education and Registrations

- Bachelor of Science in Accounting – Sterling College.
- Certified Public Accountant

Professional Affiliations

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

Volunteer Service

- Treasurer & Executive Board - St. Lucie County Chamber of Commerce
- Budget Advisory Board - St. Lucie County School District
- Past Treasurer - Exchange Club for Prevention of Child Abuse & Exchange Foundation Board
- Board of Directors – State Division of Juvenile Justice

Jay L. McBee

Partner – DiBartolomeo, McBee, Hartley & Barnes

Experience and Training

Jay has over 45 years of public accounting experience and would serve as the technical reviewer on the audit. His experience and training include:

- 45 years of government experience.
- Specializing in serving local government entities.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, special districts, and school districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- Has extensive experience in performing pension audits.
- Experienced in developing and maintaining the GFOA Certificate of Achievement.
- 120 Hours of relevant government CPE credits over the past 3 years.
- Experience in municipal bond and other governmental-financing options and offerings.

Recent Engagements

Has provided auditing services on local governmental entities including towns, villages, cities, counties, special district and community development districts. Jay has assisted with financial preparation, system implementation, and a variety of government services to a wide range of governmental entities. Jay currently provides auditing services to the City of Port St. Lucie, City of Okeechobee Pension Trust Funds, St. Lucie County Fire District Pension funds, along with several other non-profit and governmental entities.

Education and Registrations

- Bachelor of Science in Accounting and Quantitative Business Management – West Virginia University.
- Certified Public Accountant

Professional Affiliations

- Member of the American Institute of Certified Public Accountants
- Member of the Florida Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

Volunteer Service

- Member of the St. Lucie County Citizens Budget Committee
- Finance committee for the First United Methodist Church
- Treasurer of Boys & Girls Club of St. Lucie County

Christine M. Kenny, CPA

Senior Staff – DiBartolomeo, McBee, Hartley & Barnes

Experience and training

Christine has over 18 years of public accounting experience and would serve as a senior staff for the Constitutional Officers. Her experience and training include:

- 18 years of manager and audit experience.
- Has performed audits and advisory services for a variety of public sector entities including counties, cities, towns and special districts.
- Has experience performing audits of federal grant recipients in accordance with the Single Audit Act and the related Office of Management and Budget (OMB) guidelines, including Circular A-133 and the Rules of the Auditor General.
- 100 hours of relevant government CPE credits over the past 3 years.

Recent Engagements

Has provided audit services on governmental entities including towns, villages, cities and special districts. Christine has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Christine currently provides services to multiple agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Engagements include St. Lucie County Fire District, City of Fort Pierce, Town of Sewall’s Point, and Town of St. Lucie Village.

Education and Registrations

- Bachelor of Science in Accounting – Florida State University
- Professional Affiliations
- Active Member of the Florida Institute of Certified Public Accountants
- Active Member of the American Institute of Certified Public Accountants
- Member of the Florida Government Finance Officers Association

PROFESSIONAL QUALIFICATIONS (CONTINUED)

➤ *Governmental Audit Experience*

DiBartolomeo, McBee, Hartley & Barnes, P.A., through its principals and members, has provided continuous in-depth professional accounting, auditing, and consulting services to local government units, nonprofit organizations, and commercial clients. Our professionals have developed considerable expertise in performing governmental audits and single audits and in preparing governmental financial statements in conformance with continually evolving GASB pronouncements, statements, and interpretations. All of the public sector entities we serve annually are required to be in accordance with GASB pronouncements and government auditing standards. We currently perform several Federal and State single audits in compliance with OMB Circular A-133 and under the Florida Single Audit Act. Our professionals are also experienced in assisting their clients with preparing Comprehensive Annual Financial Reports (GFOA).

All work performed by our firm is closely supervised by experienced certified public accountants. Only our most seasoned CPA's perform consulting services. Some of the professional accounting, auditing, and management consulting services currently provided to our local governmental clients include:

- Annual financial and compliance audits including Single Audits of State and Federal financial assistance programs under OMB A-133 audit criteria and the Florida Single Audit Act
- Assisting in compiling historical financial data for first-time and supplemental submissions for GFOA Certificate of Achievement of Excellence in Financial Reporting
- Audits of franchise fees received from outside franchisees
- Assistance with Implementation of GASB-34
- Internal audit functions
- Fixed assets review and updating cost/depreciation allocations and methods

ADDITIONAL DATA

➤ *Procedures for Ensuring Quality Control & Confidentiality*

Quality control in any CPA firm can never be taken for granted. It requires a continuing commitment to professional excellence. DiBartolomeo, McBee, Hartley & Barnes is formally dedicated to that commitment.

In an effort to continue to maintain the standards of working excellence required by our firm, DiBartolomeo, McBee, Hartley & Barnes, P.A. joined the Quality Review Program of the American Institute of Certified Public Accountants. To be a participating member firm, a firm must obtain an independent compliance 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 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 continuance of clients
- Inspection and review system

➤ *Independence*

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, independent auditors must exercise utmost care in the performance of their duties.

Our firm has provided continuous certified public accounting services in the government sector for 31 years, and we are independent of the Community Development Districts as defined by the following rules, regulations, and standards:

ADDITIONAL DATA (CONTINUED)

➤ *Independence (Continued)*

- Au Section 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-21, Florida Administrative Code
- Section 473.315, Florida Statutes
- Government Auditing Standards, issued by the Comptroller General of the United States

➤ *Computer Auditing Capabilities*

DiBartolomeo, McBee, Hartley & Barnes' strong computer capabilities as demonstrated by our progressive approach to computer auditing and extensive use of microcomputers. Jay McBee is the MIS partner for DMHB. Jay has extensive experience in auditing and evaluating various computer systems and would provide these services in this engagement.

We view the computer operation as an integral part of its accounting systems. We would evaluate the computer control environment to:

- Understand the computer control environment's effect on internal controls
- Conclude on whether aspects of the environment require special audit attention
- Make preliminary determination of comments for inclusion in our management letter

This evaluation includes:

- System hardware and software
- Organization and administration
- Access

Contracts of Similar Nature within References

Client	Years	Annual Audit In Accordance With GAAS	Engagement Partner	Incl. Utility Audit/ Consulting	GFOA Cert.	GASB 34 Implementation & Assistance	Total Hours
St. Lucie County Fire District Karen Russell, Clerk-Treasurer (772)462-2300	1984 - Current	√	Jim Hartley			√	250-300
City of Fort Pierce Johnna Morris, Finance Director (772)-460-2200	2005-current	√	Mark Barnes		√	√	800
Fort Pierce Utilities Authority Nina Hurtubise, Finance Director (772)-466-1600	2005-current	√	Jim Hartley	√	√	√	600
Town of St. Lucie Village Diane Robertson, Town Clerk (772) 595-0663	1999 – current	√	Jim Hartley			√	100
City of Okeechobee Pension Trust Funds Marita Rice, Supervisor of Finance (863)763-9460	1998 – current	√	Jay McBee				60
St. Lucie County Fire District 175 Pension Trust Fund Chris Bushman , Captain (772) 462-2300	1990 – current	√	Jay McBee				60
Tradition Community Development District 1-10 Alan Mishlove, District Finance Manager (407)382-3256	2002 - current	√	Jim Hartley			√	350
Legends Bay Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50
Union Park Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50
Deer Island Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50
Park Creek Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50
Waterleaf Community Development District Patricia Comings-Thibault (321)263-0132	2013-current	√	Jim Hartley				50

TECHNICAL APPROACH

a. *An Express Agreement to Meet or Exceed the Performance Specifications.*

1. The audit will be conducted in compliance with the following requirements:
 - a. Rules of the Auditor General for form and content of governmental audits
 - b. Regulations of the State Department of Banking and Finance
 - c. Audits of State and Local Governmental Units-American Institute of Certified Public Accountants.
2. The audit report shall contain the opinion of the auditor in reference to all financial statements, and an opinion reflecting compliance with applicable legal provisions.
3. We will also provide the required copies of the audit report, the management letter, any related reports on internal control weaknesses and one copy of the adjusting journal entries and financial work papers.
4. The auditor shall, at no additional charge, make all related work papers available to any Federal or State agency upon request in accordance with Federal and State Laws and Regulations.
5. We will work in cooperation with the District, its underwriters and bond council in regard to any bond issues that may occur during the term of the contract.
6. The financial statements shall be prepared in conformity with Governmental Accounting Standards Board Statement Number 34, 63 and 65.

We will commit to issuing the audit for each Fiscal year by June 1st of the following year. In order to ensure this we will perform interim internal control testing as required by January 31st from unaudited preliminary general ledgers provided. The remaining testing will be completed no later than May 1st. We will also review all minutes and subsequent needs related to the review of the minutes by January 30th. Follow up review will be completed as necessary.

b. SPECIFIC AUDIT APPROACH

Our partners are not strangers who show up for an entrance conference and an exit conference. We have developed an audit plan that allows the partners to directly supervise our staff in the field. By assigning two partners to the audit, we will have a partner on-site for a significant portion of the fieldwork. This also gives the District an additional contact individual for questions or problems that may arise during the audit.

The scope of our services will include a financial, as well as, a compliance audit of the District's financial statements. Our audit will be conducted in accordance with auditing standards generally accepted in the United States and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Additionally, our audit will be conducted in accordance with the provisions of Chapter 10.550, Rules of the Auditor General, which govern the conduct of local government entity audits performed in the State of Florida.

Our audit approach places emphasis on the accounting information system and how the data is recorded, rather than solely on the verification of numbers on a financial statement. This approach enables us to:

- Maximize our understanding of the District's operating environment
- Minimize time required conducting the audit since we start with broad considerations and narrow to specific audit objectives in critical areas

Our audit approach consists of four phases encompassing our audit process:

- Planning Phase
- Detailed Audit Phase
- Closing Phase
- Reporting

Planning Phase

Meetings and Expectations:

Our first step in this phase will be to set up a planning meeting with the financial and operating management of Riversong Community Development District. Our goal here is to eliminate "surprises." By meeting with responsible officials early on we can discuss significant accounting policies, closing procedures and timetables, planned timing of our audit procedures and expectations of our work. This will also be the starting point for our discussions with management related to *SAS No. 99-Consideration of Fraud in a Financial Statement Audit*. Inquiries will be made regarding managements knowledge of fraud and on management's views regarding the risk of fraud.

Review Operations and Develop Engagement Plan

It is critical that we understand the District's operating environment. To do this we will obtain and review such items as, organizational charts, recent financial statements, budget information, major contracts and lease agreements. We will also gather other information necessary to increase our understanding of the District's operations, organization, and internal control.

Study and Evaluate Internal Control

As part of general planning, we will obtain an understanding and assessment of the District's control environment. This assessment involves a review of management's operating style, written internal control procedures, and the District's accounting system. The assessment is necessary to determine if we can rely on control procedures and thus reduce the extent of substantive testing.

We then test compliance with established control procedures by ascertaining that the significant strengths within the system are functioning as described to us. Generally, transactions are selected and reviewed in sufficient detail to permit us to formulate conclusions regarding compliance with control procedures and the extent of operation compliance with pertinent laws and regulations. This involves gaining an understanding of the District's procedures, laws and regulations, and testing systems for compliance by examining contracts, invoices, bid procedures, and other documents. After testing controls, we then evaluate the results of those tests and decide whether we can rely on controls and thus reduce other audit procedures.

Conduct Preliminary Analytical Review

Also during the planning stage, we undertake analytical procedures that aid us in focusing our energies in the right direction. We call these analytical reviews.

A properly designed analytical review can be a very effective audit procedure in audits of governmental units. Analytical reviews consist of more than just a comparison of current-year actual results to prior-year actual results. Very effective analytical review techniques include trend analysis covering a number of years and comparisons of information not maintained totally within the financial accounting system, such as per capita information, prevailing market interest rates, housing statistics, etc.

Some examples of effective analytical reviews performed together and/or individually include:

- Comparison of current-year actual results with current-year budget for the current and past years with investigation of significant differences and/or trends
- Trend analysis of the percentage of current-year revenues to current-year rates for the current and previous years with investigation of significant changes in the collection percentage
- Trend analysis of the percentage of expenditures by function for the current and previous years with investigation of significant changes in percentages by department
- Monthly analysis of receipts compared to prior years to detect trends that may have audit implications

Conclusions reached enable us to determine the nature, timing and extent of other substantive procedures.

Detailed Audit Phase

Conduct Final Risk Assessment and Prepare Audit Programs

Risk assessment requires evaluating the likelihood of errors occurring that could have a material affect on the financial statements being audited. The conclusions we reach are based on many evaluations of internal control, systems, accounts, and transactions that occur throughout the audit. After evaluating the results of our tests of control and our final risk assessment we can develop detailed audit programs.

Perform Substantive Tests of Account Balances

These tests are designed to provide reasonable assurance as to the validity of the information produced by the accounting system. Substantive tests involve such things as examining invoices supporting payments, confirmation of balances with independent parties, analytical review procedures, and physical inspection of assets. All significant accounts will be subjected to substantive procedures. Substantive tests provide direct evidence of the completeness, accuracy, and validity of data.

Perform Single Audit Procedures (if applicable)

During the planning phase of the audit we will request and review schedules of expenditures of federal awards and state financial assistance. These schedules will be the basis for our determination of the specific programs we will test.

In documenting our understanding of the internal control system for the financial statement audit, we will identify control activities that impact major federal and state programs as well. This will allow us to test certain controls for the financial audit and the single audit concurrently. We will then perform additional tests of controls for each federal and state program selected for testing. We will then evaluate the results of the test of controls to determine the nature, timing and extent of substantive testing necessary to determine compliance with major program requirements.

Perform Statutory Compliance Testing

We have developed audit programs for Riversong Community Development District designed to test Florida Statutes as required by the Auditor General. These programs include test procedures such as general inquiries, confirmation from third parties, and examination of specific documents.

Closing Phase

During the closing phase we perform detail work paper reviews, request legal letters, review subsequent events and proposed audit adjustments. Communication with the client is critical in this phase to ensure that the information necessary to prepare financial statements in conformity with accounting principles generally accepted in the United States has been obtained.

Reporting Phase

Financial Statement Preparation

As a local firm, we spend a considerable amount of time on financial statement preparation and support. With this in mind, we can assist in certain portions of the preparation of financial statements or simply review a draft of financials prepared by your staff. We let you determine our level of involvement.

Management Letters

We want to help you solve problems before they become major.

Our management letters go beyond citing possible deficiencies in the District's internal control structures. They identify opportunities for increasing revenues, decreasing costs, improving management information, protecting assets and improving operational efficiency.

The diversity of experience of our personnel and their independent and objective viewpoints make the comments, observations, and conclusions presented in our management letters a valuable source of information. We have provided positive solution-oriented objective recommendations to our governmental clients regarding investments, accounting accuracy, data processing, revenue bonds, payroll, utility billing, purchasing, budgeting, risk management, and internal auditing.

This review ensures the integrity of the factual data in the management letter but does not influence or impair our independence.

Exit Conferences and Delivery of Reports

We anticipate meeting with appropriate District personnel in February and issuing the final required reports by the May meeting of each year.

PROPOSED AUDIT FEE

DiBartolomeo, McBee, Hartley & Barnes P.A. will perform the annual audit of Riversong Community Development District as follows:

September 2025	\$ 2,850
September 2026	\$ 2,950
September 2027	\$ 3,100
September 2028	\$ 3,250
September 2029	\$ 3,400

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 \$1,250. The fee for subsequent annual renewals would be agreed upon separately.

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

9CIII



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

RIVERSONG

COMMUNITY DEVELOPMENT DISTRICT

Proposal Due: July 7, 2025
12:00PM

Submitted to:

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

Submitted by:

Antonio J. Grau, Partner
Grau & Associates
1001 W. Yamato Road, Suite 301
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

July 7, 2025

Riversong 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, 2025, with an option for two (2) additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to Riversong 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.

Government audits are at the core of our practice: **95% of our work is performing audits for local governments and of that 98% are for special districts.** With our significant experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to your 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 David Caplivski, CPA (dcaplivski@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



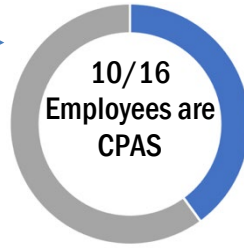
Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team



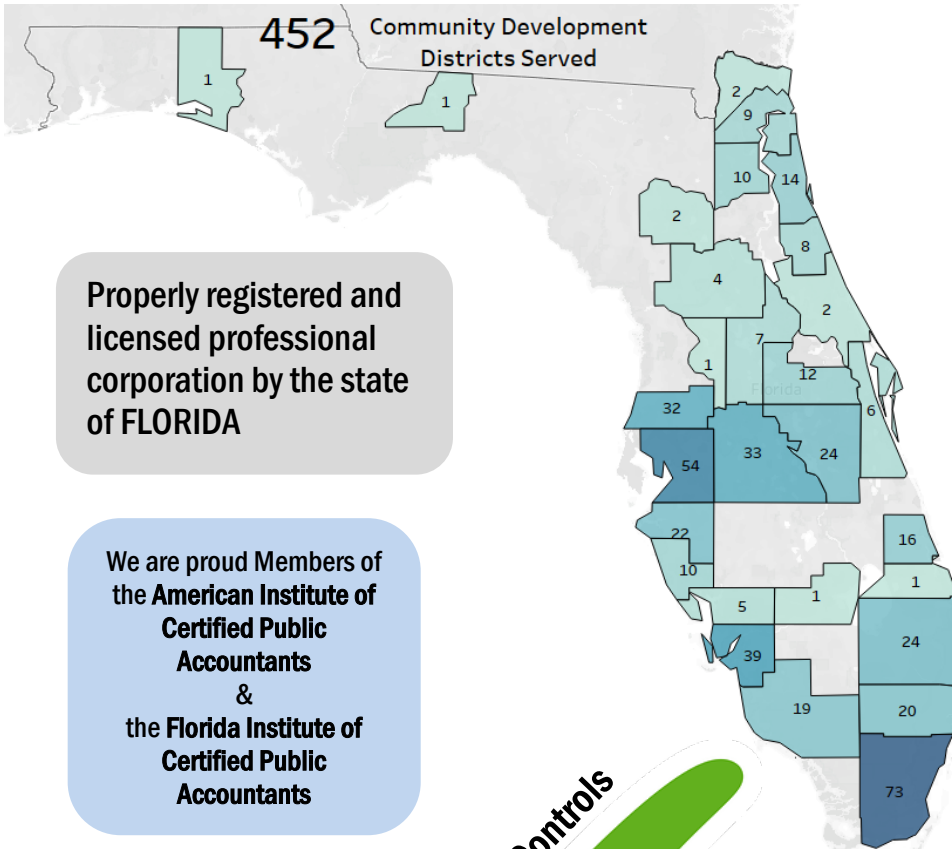
3 Partners
11 Professional Staff
2 Administrative Professionals



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



Florida Institute of Certified Public Accountants

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

March 17, 2023

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 March 16, 2023, 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, 2025. 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

850.224.2727, x5957

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 594791

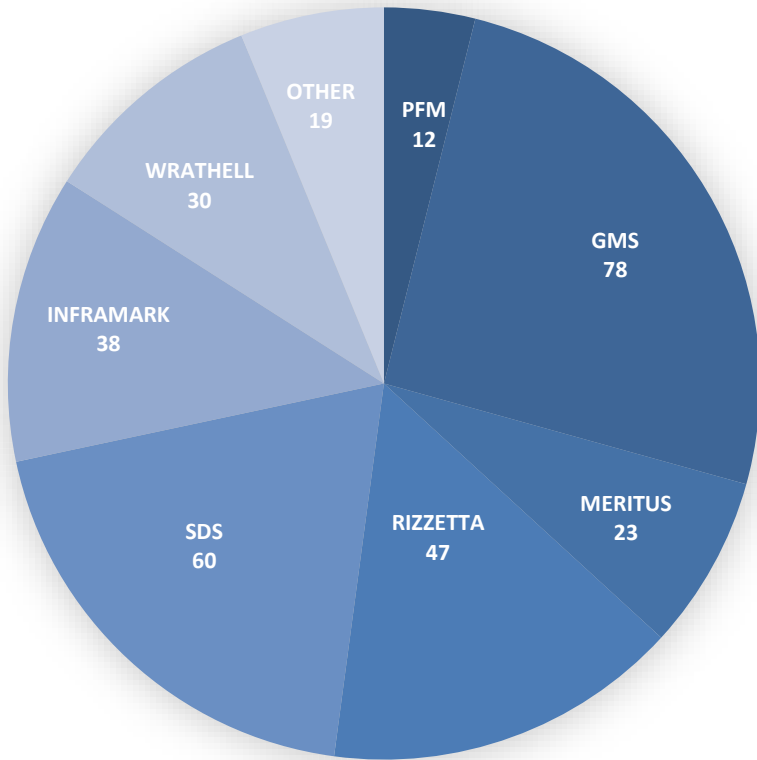
119 S Monroe Street, Suite 121 | Tallahassee, FL 32301 | 850.224.2727, in Florida | www.ficpa.org

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*

David Caplivski, CPA (Partner)

*Years Performing Audits: 13+
CPE (last 2 years): Government Accounting, Auditing: 24 hours; Accounting, Auditing and Other: 64 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.”

-David Caplivski

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. The Certified Information Technology Professional (CITP) Partner will bring a unique blend of IT expertise and understanding of accounting principles to the financial statement audit of the District.



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)



David Caplivski, CPA/CITP, Partner
 Contact : dcaplivski@graucpa.com / 561-939-6676

Experience

Grau & Associates	Partner	2021-Present
Grau & Associates	Manager	2014-2020
Grau & Associates	Senior Auditor	2013-2014
Grau & Associates	Staff Auditor	2010-2013

Education

Florida Atlantic University (2009)
 Master of Accounting
 Nova Southeastern University (2002)
 Bachelor of Science
 Environmental Studies

Certifications and Certificates

Certified Public Accountant (2011)
 AICPA Certified Information Technology Professional (2018)
 AICPA Accreditation COSO Internal Control Certificate (2022)

Clients Served (partial list)

(>300) Various Special Districts	Hispanic Human Resource Council
Aid to Victims of Domestic Abuse	Loxahatchee Groves Water Control District
Boca Raton Airport Authority	Old Plantation Water Control District
Broward Education Foundation	Pinetree Water Control District
CareerSource Brevard	San Carlos Park Fire & Rescue Retirement Plan
CareerSource Central Florida 403 (b) Plan	South Indian River Water Control District
City of Lauderhill GERS	South Trail Fire Protection & Rescue District
City of Parkland Police Pension Fund	Town of Haverhill
City of Magnolia Island GERS	Town of Hypoluxo
Coquina Water Control District	Town of Hillsboro Beach
Central County Water Control District	Town of Lantana
City of Miami (program specific audits)	Town of Lauderdale By-The-Sea Volunteer Fire Pension
City of West Park	Town of Pembroke Park
Coquina Water Control District	Village of Wellington
East Central Regional Wastewater Treatment Fac.	Village of Golf
East Naples Fire Control & Rescue District	

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	24
Accounting, Auditing and Other	64
Total Hours	<u>88</u> (includes 4 hours of Ethics CPE)

Professional Associations

Member, American Institute of Certified Public Accountants
Member, Florida Institute of Certified Public Accountants
Member, Florida Government Finance Officers Association
Member, Florida Association of Special Districts

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.

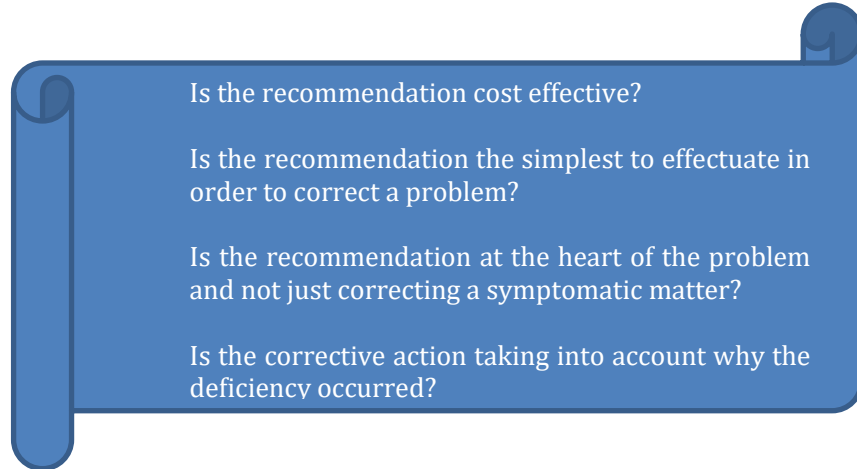
Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

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:



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, 2025-2027 are as follows:

Year Ended September 30,	Fee
2025	\$2,800
2026	\$2,900
2027	<u>\$3,000</u>
TOTAL (2025-2027)	<u>\$8,700</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 Farms Water Control District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Asbury Municipal Service Benefit District	✓			✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Lealman Special Fire Control District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Water 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
Port of The Islands Community Improvement District	✓		✓	✓	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 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
Sunrise Lakes Phase IV Recreation District	✓			✓	9/30
Sunshine Water Control District	✓			✓	9/30
Sunny Hills Units 12-15 Dependent District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (452)	✓			✓	9/30
TOTAL	491	5	4	484	

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 **Riversong 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.**

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

9D

RIVERSONG 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						
DiBartolomeo, McBee, Hartley & Barnes, P.A.						
Grau & Associates						

NOTES:

Completed by: _____

Board Member's Signature

Date: _____

Printed Name of Board Member

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

12A

Serial Number
25-01039M

Business Observer

Published Weekly
Manatee, Manatee County, Florida

COUNTY OF MANATEE

STATE OF FLORIDA

Before the undersigned authority personally appeared Holly Botkin who on oath says that he/she is Publisher's Representative of the Business Observer a weekly newspaper published at Manatee, Manatee County, Florida; that the attached copy of advertisement,

being a Request for Qualifications

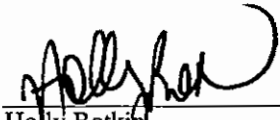
in the matter of RFQ for Engineering Services; Riversong CDD

in the Court, was published in said newspaper by print in the

issues of 6/27/2025

Affiant further says that the Business Observer complies with all legal requirements for publication in chapter 50, Florida Statutes.

*This Notice was placed on the newspaper's website and floridapublicnotices.com on the same day the notice appeared in the newspaper.

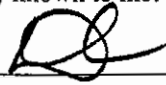


Holly Botkin

Sworn to and subscribed, and personally appeared by physical presence before me,

27th day of June, 2025 A.D.

by Holly Botkin who is personally known to me.



Notary Public, State of Florida
(SEAL)



Donna Condon
Comm.: HH 534210
Expires: Jun. 29, 2028
Notary Public - State of Florida

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT

RFQ for Engineering Services

The Riversong Community Development District ("District"), located in Manatee County, Florida, announces that professional engineering services will be required on a continuing basis for the District's capital improvement plan, including storm-water management system, landscaping improvements, utilities, roadway improvements, 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 with Manatee 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 one (1) unbound and (1) electronic copy of Standard Form No. 330 and Qualification Statement by 12:00 p.m. on July 11, 2025 to the attention of Kristen Suit, Wrathell Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("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 for a continuing contract. 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) calendar hours (excluding Saturdays, Sundays, and state holidays) 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 (including Saturdays, Sundays, 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 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 Ten Thousand Dollars (\$10,000.00). Additional information and requirements regarding protests are set forth in the District's proposed Rules of Procedure, which are available from the District Manager.

June 27, 2025

25-01039M

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

12B

REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES FOR THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT

RFQ for Engineering Services

The Riversong Community Development District (“**District**”), located in Manatee County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s capital improvement plan, including stormwater management system, landscaping improvements, utilities, roadway improvements, 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 with Manatee 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.

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RIVERSONG 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.

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

12CI



ALLIANT

THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR QUALIFICATIONS
FOR ENGINEERING SERVICES

July 11, 2025



SUBMITTED TO:

The Riversong Community Development District

District Manager's Office
Wrathell, Hunt & Associates, LLC
2300 Glade Road, Suite 410W
Boca Raton, Florida 33431

SUBMITTED BY:

Alliant Engineering, inc.

3901 Coconut Palm Drive, Suite 102
Tampa, Florida 33619



Building better communities with excellent and passion.



3901 Coconut Palm Drive, Suite 102
Tampa, Florida 33619
813.940.3465 MAIN
alliant inc.com

July 11, 2025

Ms. Kristen Suit, District Manager
Wrathell, Hunt & Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33421
561.571.0010

Dear Ms. Suit and Members of the Evaluation Committee:

Alliant Engineering, Inc. (Alliant) is a local, highly experienced firm uniquely positioned to provide professional engineering services to The Riversong Community Development District. Jeff Sprouse, PE, our Senior Civil Engineer based in the Tampa office, will serve as the Client Manager and act as the primary point of contact for the district.

Alliant's proposed team brings a comprehensive understanding and strategic approach to meet—and exceed—the district's objectives and goals. Our corporate mission, "*building better communities with excellence and passion*," is deeply embedded in our culture and sets us apart in the industry.

Headquartered in Minneapolis, Minnesota, Alliant was established in 1995 and has grown to include over 200 professionals and support staff. To better serve clients like The Riversong Community Development District, we expanded our operations to Jacksonville, Florida in 2015, and to Tampa, Florida in 2023.

Alliant is an S-Corporation offering a full spectrum of services, including—but not limited to—civil engineering, construction services, transportation systems, traffic engineering, land surveying, landscape architecture, roadway design, and water resources. Our team offers the district the following benefits:

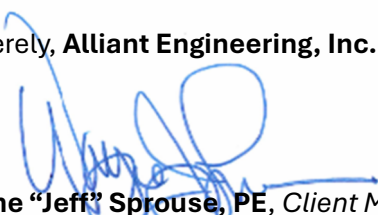
CLIENT AND PROJECT LEADERSHIP. The Riversong Community Development District deserves more than just engineering expertise—it requires a trusted partner who can lead projects from inception through completion with precision and accountability. As Client Manager, Jeff Sprouse, PE, will serve as your primary point of contact, ensuring our team stays focused, responsive, and aligned with the district's evolving needs. Jeff brings a leadership approach centered on proactive problem-solving and consistent communication. We emphasize timely, transparent updates and maintain a commitment to quality at every stage—from project kickoff through design, bidding, construction, and final closeout.

SUCCESSFUL TRACK RECORD. Since establishing our Jacksonville office, Alliant has proudly served municipal clients across Florida, building lasting relationships grounded in trust, quality, and exceptional service. We encourage you to reach out to the references provided in our project experience section to hear directly about our performance and commitment. Jeff Sprouse, PE, brings extensive experience in construction supervision and project management, including roadway, water, sanitary sewer, drainage, and structural projects. He has served as both Client Manager and Design Engineer on numerous similar assignments—offering a blend of technical expertise and hands-on leadership that ensures project success from start to finish.

DEDICATED CORE TEAMS. Alliant provides The Riversong Community Development District with a skilled, committed team of engineers who bring specialized knowledge, hands-on experience, and innovative thinking to every project. By aligning the right expertise with each task, we consistently deliver high-quality engineering solutions that meet budget and schedule expectations—while prioritizing exceptional client service. Our team is ready and available to serve the district with the responsiveness and dedication you deserve.

We are excited about the opportunity to serve The Riversong Community Development District with ongoing professional engineering services. Please don't hesitate to contact me with any questions or if additional information is needed.

Sincerely, **Alliant Engineering, Inc.**



Wayne "Jeff" Sprouse, PE, Client Manager

☎ 813.954.4337 ✉ jsprouse@alliant-inc.com



Andrew Mansen, PE, Project Manager

☎ 904.329.4001 ✉ amansen@alliant-inc.com

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At Alliant, strong relationships are the cornerstone of our business. We've seen firsthand how trust and collaboration lead to better project outcomes—enhancing our clients' reputations and creating future opportunities. That's why we've spent over 30 years cultivating meaningful connections across the public and private sectors nationwide. Our clients continue to choose Alliant because of the relationships we build and the results we deliver.

Alliant is made up of talented professionals from diverse disciplines, backgrounds, and experience levels. As a team of employee-owners, we're committed to delivering complex engineering and design solutions that meet demanding schedules and budgets—without compromising on performance or quality. Our core values of excellence, collaboration, and integrity drive everything we do, bringing lasting value to our clients, communities, and team members.

For more than three decades, we've remained focused on the values that define us. By keeping these principles at the forefront, we create opportunities for our people and serve our clients with the same entrepreneurial spirit and integrity that have shaped our success since day one.

Alliant's Team Guiding Principles:

- ▶ We innovate before, during, and after design to deliver the best solutions for our clients.
- ▶ We communicate openly with clients, employees, sub-consultants, and stakeholders to keep projects on task, on schedule, and within budget.
- ▶ We are dedicated to both our business and the communities we serve.
- ▶ We deliver successful, high-quality projects – every time.
- ▶ We stay grounded and focused, always listening and always working hard.



COMMUNITY

Our community is where we live, work, and play—it's at the heart of who we are at Alliant. It includes our industry, our neighbors, and the world around us.

Supporting and strengthening our communities isn't just part of our work—it defines our purpose.



EXCELLENCE

We are committed to always doing our best—and being the best at what we do. Excellence guides our work, drives our standards, and defines the results we deliver.



CREATE VALUE

We solve challenges with purpose and precision, delivering the best solutions for our clients. The value we create extends far beyond project completion—leaving a lasting impact on communities and stakeholders.



COLLABORATION

We take on big challenges by working together—partnering closely with our clients, teaming with industry partners, and supporting one another. Through collaboration, we achieve more and deliver better outcomes.



FUTURE FOCUSED

We're always looking ahead—to the next idea, the next solution, and the next opportunity to build better, more resilient communities. Innovation and long-term thinking guide everything we do.



INTEGRITY

Our success is built on trust. Clients and partners count on us to do business the right way—with honesty, accountability, and a commitment to doing what's right every time.

ENGINEER POINT OF CONTACT AND PROPOSED TEAM
Response to RFQ for Engineering Services for The Riversong Community Development District, Manatee County, FL

Public Notice Date: June 27, 2025

Solicitation No. 25-01039M

Engineer Point of Contact:

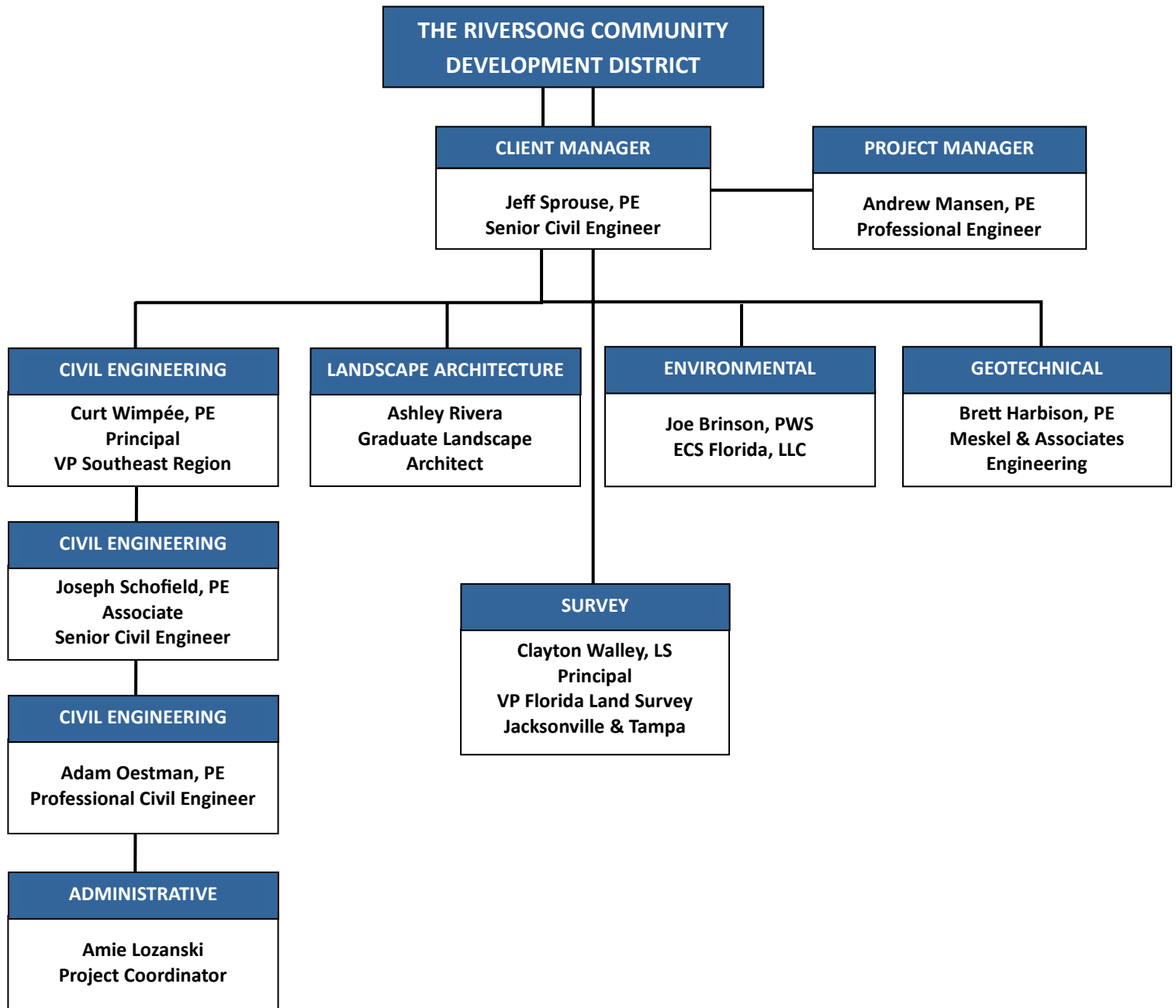
Jeff Sprouse, PE / Client Manager

(813) 954-4337

Alliant Engineering, Inc.

jsprouse@alliant-inc.com
PROPOSED TEAM

Check		FIRM NAME	ADDRESS	ROLE IN THIS CONTRACT
Prime	Subcontractor			
X		Alliant Engineering	3901 Coconut Palm Drive, Suite 102 Tampa, Florida 33619	Project Management, Civil Engineering, and Landscape Services
	X	ESC Florida, LLC	4524 N. 56th Street Tampa, Florida 33610	Environmental Services
	X	Meskel & Associates Engineering	2202 N. West Shore Boulevard Suite 200 Tampa, Florida 33607	Geotechnical Services
	X	Alliant Florida, Inc. (A wholly owned subsidiary of Alliant Engineering, Inc.)	3901 Coconut Palm Drive, Suite 102 Tampa, Florida 33619	Land Survey Services

Exhibit 1. Organizational Chart of Proposed Team


RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS


Jeff Sprouse, PE
 Client Manager

Mr. Jeff Sprouse, PE brings over 28 years of diverse experience in both design and construction across a broad range of civil infrastructure projects. His areas of expertise include land development, water resources, municipal water systems, sanitary sewer design and rehabilitation, stormwater management, and roadway design and construction. Mr. Sprouse has also contributed to vertical construction, structural fabrication and erection, and the design and integration of SCADA systems for sanitary sewer and stormwater treatment facilities—such as Alum Injection Systems. In addition to his technical expertise, Mr. Sprouse has extensive experience in construction supervision and project management for roadway, water, sanitary sewer, site, drainage, and structural projects. He has served as both Project Manager and Design Engineer on numerous similar assignments, consistently combining deep technical knowledge with practical, hands-on leadership.

YEARS EXPERIENCE

28 years overall, and 1 year with Alliant.

EDUCATION

- ◆ BS, Nuclear Engineering, Mississippi State University
- ◆ FDEP Stormwater Management Inspector #40208
- ◆ Advanced MOT Certified
- ◆ 40-Hour OSHA Hazmat Certified
- ◆ US Navy Engineering Lab Technician
- ◆ Nuclear Power Plant Operations

PROFESSIONAL REGISTRATIONS

Professional Engineer in Florida (60821)

SHANNON ESTATES SUBDIVISION ♦ PLANT CITY, FLORIDA

This subdivision development is located on a 6.26-acre parcel along N. Shannon Avenue and includes eight residential lots, an access road, stormwater facilities, potable and reclaimed water systems, a lift station, sanitary sewer, and a comprehensive stormwater management system. The site presented notable environmental and regulatory challenges, including 2.65 acres of wetlands and partial location within the 100-year floodplain. Permitting required coordination with multiple agencies at the state, city, and county levels. A detailed floodplain analysis was conducted using SWMM5 to support cut-and-fill calculations, ensuring no adverse impacts to the floodplain. SWMM5 was also used to support the design of the site's stormwater system, ensuring compliance with all applicable regulations.

WEG PARK ROAD COMMERCIAL COMPLEX ♦ PLANT CITY, FLORIDA

This 15.73-acre commercial development includes a feed store, feed storage buildings, self-storage units, RV storage, sidewalks, vehicular use areas, and various other impervious surfaces. The project required coordination and permitting with multiple regulatory agencies at the state, city, and county levels. Due to the site's location within a regulated floodplain, a detailed floodplain analysis was conducted using SWMM5. This analysis supported cut-and-fill calculations to ensure there were no adverse impacts to the floodplain and also informed the design of an effective, compliant stormwater management system.

NORTH PARK ROAD COMMERCIAL SUBDIVISION ♦ PLANT CITY, FLORIDA

This 12.68-acre commercial development is located along North Park Road and includes five commercial lots, stormwater management facilities, potable water, sanitary sewer systems, and the design of both right and left turn lanes on North Park Road. The site contains 4.44 acres of wetlands, with 0.2 acres impacted during development, and is partially located within the 100-year floodplain. Permitting was required with multiple agencies at the state, city, and county levels. A detailed floodplain analysis was performed using SWMM5 to support cut-and-fill calculations and ensure no adverse floodplain impacts. SWMM5 was also utilized in the design of the site's stormwater management system to meet all regulatory requirements.

SWAN LAKE VILLAGE – MULTI-FAMILY DEVELOPMENT ♦ LAKELAND, FLORIDA

This 19.08-acre multi-family development is located on the south side of Griffin Road and includes two 3-story apartment buildings (15,927 SF each), a 2,802 SF clubhouse with pool, sidewalks, access roads, stormwater facilities, and three stormwater ponds. Potable water and sanitary sewer systems were also designed as part of the infrastructure improvements. A key design feature of the project was a 24'-0" x 5'-9" arch pipe crossing through a wetland area to maintain connectivity and flow. The site includes 5.83 acres of wetlands, with 0.18 acres of permitted wetland impacts, and lies partially within the 100-year floodplain. Permitting coordination was required with multiple agencies at the state, city, and county levels. Floodplain analysis was performed using both SWMM5 and ICPR4 to support cut-and-fill calculations, avoid adverse floodplain impacts, and inform the stormwater system design in full compliance with applicable regulations.

RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS

Andrew Mansen, PE
Project Manager
BARBER POINTE SUBDIVISION ♦ CITY OF MACCLENNY, FLORIDA

Mr. Mansen served as the Lead Project Engineer for the Barber Pointe Subdivision, a 367-unit residential development located on a challenging hillside site in Macclenny, Florida. He was responsible for the full scope of civil engineering design and played a central role in managing and coordinating key project components. To address the site's complex topography, Andrew designed a system of 13 cascading stormwater ponds. His infrastructure design included over 16,500 feet of right-of-way improvements, 17,500 feet of potable water mains, 14,500 feet of stormwater piping with 170 structures, and 15,500 feet of sanitary sewer piping with 69 structures. Andrew also led the design of off-site improvements, including turn lane modifications and a 5,300-foot municipal force main extension, providing a critical connection to the City of Macclenny's water treatment facility.

GROVELAND RETAIL DEVELOPMENT ♦ CITY OF GROVELAND, FLORIDA

Mr. Mansen led the civil engineering design for the Groveland Retail Development, a 13-acre commercial and light industrial site in the City of Groveland. His responsibilities included full infrastructure design and preparation of FDOT-compliant stormwater calculations, accounting for the 100-year storm event. Andrew's utility design included 2,000 feet of new water main and 1,200 feet of new force main, along with the coordination and relocation of 1,000 feet of existing force main. He also developed plans for off-site roadway improvements, including the addition of turn lanes along US Highway 27 to accommodate increased traffic volumes generated by the development.

THE HARBOUR ♦ CITY OF JACKSONVILLE, FLORIDA

Mr. Mansen played a key engineering role in the redevelopment of The Harbour, a 43.8-acre waterfront site along the Intracoastal Waterway in Jacksonville, Florida. The project aimed to transform an aging industrial marina into a vibrant, multi-use waterfront destination. Andrew's contributions included the design of a fully underground stormwater management system, featuring a 42,000-square-foot chamber system and 5,800 feet of chamber underdrain, along with 6,000 feet of stormwater piping. He also designed 3,500 feet of sanitary sewer infrastructure to support a wide range of uses. The site plan included a 136-slip marina, a public boat ramp, boat storage facilities, multiple restaurants, an eight-story apartment building with 560 residential units, a multi-story commercial and hotel structure, and designated recreational and wetland preservation areas.

Mr. Andrew Mansen is a Civil Engineer with 14 years of experience in civil design. He holds a Bachelor of Science in Civil Engineering from California State University, earned in 2011. Mr. Mansen has contributed to the design, review, and management of numerous public and private site development projects across California and Florida, bringing a solid foundation of technical knowledge and a collaborative approach to every project.

YEARS EXPERIENCE

14 years overall, and 3.5 year with Alliant.

EDUCATION

- ♦ BS, Civil Engineering, California State University, Sacramento, CA

PROFESSIONAL REGISTRATIONS

Professional Engineer in Florida (91277)

RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS**Joseph Schofield, PE**
Senior Civil Engineer**SHADOWCREST AT ROLLING HILLS CDD ♦ PHASES 3B & 3D ♦ CITY OF GREEN COVE SPRINGS, FLORIDA**

Mr. Schofield supported the Community Development District (CDD) during Phases 3B and 3D of the Shadow Crest at Rolling Hills development. His responsibilities included assisting with the acquisition of electrical and landscape maintenance easements and conducting thorough reviews of contractor, vendor, and supplier invoices and pay applications to ensure the proper and transparent use of bond funds. In addition, Mr. Schofield developed detailed cost estimates and authored the Engineer's Report for the Shadow Crest phase, supporting the district's full planned build-out with comprehensive technical and financial documentation.

BEACHVIEW COVE SUBDIVISION ♦ CITY OF ORMOND BEACH, FLORIDA

Mr. Schofield served as Project Manager for the design and permitting of Beachview Cove, a 28-lot single-family residential subdivision located along A1A and adjacent to the Atlantic Ocean. His responsibilities included securing all project entitlements and overseeing the transition into active construction. The project scope included the design of a private lift station, coordination for the planned relocation of Florida Power & Light (FPL) utility poles and permitting for work within the Coastal Construction Control Line (CCCL). Mr. Schofield also facilitated the integration of turtle-friendly street lighting, ensuring compliance with coastal environmental protection standards.

PONCE PRESERVE SUBDIVISION ♦ CITY OF PALM COAST, FLORIDA

David served as Pipelines Engineer for this infrastructure-critical project, which focused on improving redundancy and resilience in the sanitary sewer system. The project involved planning and feasibility analysis for the addition of parallel large-diameter ductile iron (DI) force mains to support an existing network transporting wastewater from ECUA's Main Street Water Treatment Plant, located along Pensacola Bay, to the Chemstrand Treatment Plant in Escambia County. David contributed directly to route planning and constructability evaluations for 3,500 linear feet (LF) of 30-inch, 10,050 LF of 42-inch, 53,500 LF of 48-inch, and 5,200 LF of 54-inch transmission mains. He actively participated in team meetings, assisted in route selection, developed detailed route sketches, and provided recommendations for bypass connections between force main segments to enhance system redundancy and operational flexibility.

RYAN'S LANDING SUBDIVISION ♦ CITY OF PALM COAST, FLORIDA

Mr. Schofield is serving as Project Manager for the design and permitting of Ryan's Landing, a 95-lot single-family residential subdivision. His responsibilities include managing all aspects of civil design, regulatory coordination, and entitlement acquisition. All project entitlements have been successfully secured. While the construction start date remains to be determined, the project is fully positioned for execution upon notice to proceed.

UNIVERSITY OF FLORIDA CLUBHOUSE, CITY OF JACKSONVILLE, FLORIDA

Mr. Schofield served as both Design Engineer and Project Manager for the development of a proposed recreational flex-space building and pool on a 2.4-acre site located adjacent to Osprey Village and Osprey Cove. His responsibilities included leading the design and coordination of site modifications to existing facilities, utility layout, and drainage systems. He also worked closely with the architectural team to ensure alignment between civil and architectural elements, resulting in a cohesive and constructible final design package.

Mr. Schofield is a Senior Engineer with over 21 years of experience in civil design and construction oversight. He has contributed design, review, and project management expertise to hundreds of public and private roadway and site development projects across the southeastern United States. Throughout his career, Mr. Schofield has collaborated with numerous state agencies and local municipalities to advance diverse infrastructure initiatives aimed at improving transportation systems nationwide. His extensive experience and commitment to delivering high-quality, community-focused solutions make him a valuable leader on any civil engineering project.

YEARS EXPERIENCE

21 years overall, and 3 years with Alliant.

EDUCATION

- ♦ MBA, St. Leo University
- ♦ BS, Civil Engineering, University of North Florida (UNF)

RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS

Adam Oestman, PE
Production Engineer
HYMON CIRCLE DRAINAGE IMPROVEMENTS ♦ CITY OF BUNNELL, FLORIDA

Design Engineer responsible for preparing construction documents for a two-phase drainage improvement project. The scope included approximately 2,000 linear feet of roadside drainage enhancements and 3,000 linear feet of existing drainage ditch improvements, aimed at increasing stormwater capacity and mitigating localized flooding within the City of Bunnell.

SHADOWCREST AT ROLLING HILLS SUBDIVISION ♦ CITY OF GREEN COVE SPRINGS, FLORIDA

Lead Design Engineer for a 247-lot single-family residential subdivision. Responsibilities included preparation of comprehensive construction documents and ongoing construction administration services to support project execution and ensure compliance with design specifications and regulatory requirements.

SAWMILL BRANCH SUBDIVISION ♦ MULTIPHASE SUBDIVISION ♦ CITY OF PALM COAST, FLORIDA

Lead Design Engineer for a multi-phase single-family residential subdivision totaling over 1,000 lots. Responsibilities included the preparation of detailed construction documents for each phase, ensuring consistency in design, regulatory compliance, and coordination across all development stages.

PANAMA CITY BEACH HEALTH CAMPUS ♦ CITY OF PANAMA CITY BEACH, FLORIDA

Lead Design Engineer for a phased medical campus development. Scope of work included the preparation of construction documents for multiple project phases, along with comprehensive construction administration services to support successful delivery and adherence to project specifications and regulatory standards.

REVERIE AT PALM COAST CDD ♦ MULTIPHASE SUBDIVISION ♦ CITY OF PALM COAST, FLORIDA

Design Engineer responsible for preparing construction documents, cost estimates, and providing construction administration for a multi-phase single-family residential subdivision totaling 421 lots. Scope of work included coordination across multiple development phases, ensuring design consistency, regulatory compliance, and efficient project delivery.

EPIC CHURCH ♦ CITY OF PALM COAST, FLORIDA

Lead Design Engineer responsible for preparing construction documents for a new church facility and associated recreational areas. Responsibilities included site planning, drainage design, utility coordination, and construction administration to ensure compliance with local regulations and successful project execution.

Mr. Oestman brings over six years of experience in the design and construction of private infrastructure projects. His portfolio includes a wide range of commercial, medical, municipal, and residential developments. He has been involved in all phases of project delivery, including land acquisition, contract review, site assessment, land planning, development cost analysis, scheduling, regulatory approvals, preparation of contract documents, and construction administration. His comprehensive expertise ensures efficient and effective project execution from concept to completion.

YEARS EXPERIENCE

6 years overall, and 3 years with Alliant.

EDUCATION

♦ BS, Civil Engineering, Murray State University

PROFESSIONAL REGISTRATIONS

Professional Engineer in Florida (98440)

CARMEL COURT TOWNHOMES ♦ CLAY COUNTY, FLORIDA

Lead Design Engineer for a 35-unit townhome development. Responsibilities included preparation of detailed construction documents and oversight of construction administration activities to ensure project compliance, quality control, and timely completion.

LADY LAKE APARTMENTS ♦ TOWN OF LADY LAKE, FLORIDA

Lead Design Engineer for a 330-unit multi-family residential development with associated recreational amenities. Responsibilities included preparation of comprehensive construction documents and coordination to support site planning, utility design, stormwater management, and construction administration throughout the project lifecycle.

RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS

Curt Wimpée, PE
Vice President Southeast Region

Mr. Wimpée brings 28 years of experience in municipal engineering, land development, and transportation. His expertise spans a wide range of projects, including localized and regional utility extensions, lift station design, roadway reconstructions for both municipalities and Departments of Transportation, new roadway development, maintenance of traffic (MOT) plans, signage and striping plans, concrete and asphalt pavement design, stormwater management systems, and regional drainage studies. He has also led engineering efforts for residential, mixed-use, and large-scale commercial developments. As Alliant's Principal-in-Charge, Mr. Wimpée is committed to leading project design teams through clear communication, well-defined goals, and ongoing accountability. He also serves as a key liaison between district staff, permitting agencies, and the design team to ensure coordination, efficiency, and successful project delivery.

YEARS EXPERIENCE

29 years overall, 10 years with Alliant.

EDUCATION

BS, Civil Engineering
 University of Minnesota

PROFESSIONAL REGISTRATIONS

- Professional Engineer in Florida (79764)
- Minnesota (40487)
- Georgia (031340)
- N. Carolina (053415)
- S. Carolina (41355)
- Tennessee (125610)

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
 FCARD • NEFBA • NAIOP • ULI

CITY ENGINEER (CONSULTANT) ♦ CITY OF BUNNELL, FLORIDA

Engineer of Record for a broad range of municipal infrastructure projects. Responsibilities included roadway paving, condition assessment, rehabilitation, and replacement; stormwater system design and modeling; potable and reclaimed water main extensions, rehabilitation, and replacement; and sanitary sewer design and rehabilitation. Provided detailed cost estimating and authored engineering reports covering all aspects of infrastructure improvements. Additional duties included presenting to City Council, representing the city in public forums, and managing community engagement and public communication efforts.

CITY ENGINEER (CONSULTANT) ♦ CITY OF FLAGLER BEACH, FLORIDA

Engineer of Record for a variety of municipal infrastructure projects, including roadway paving, assessment, rehabilitation, and replacement; stormwater system design and modeling; potable and reclaimed water main extensions, rehabilitation, and replacement; and sanitary sewer design and rehabilitation. Responsibilities included detailed cost estimating, preparation of comprehensive engineering reports, and presentation of project updates to the City Council. Also provided public messaging support and engaged with residents to ensure transparency and address community concerns.

CIVIL ENGINEER (CONSULTANT) ♦ TOWN OF ORANGE PARK, FL

Serving under an ongoing contract with the Town of Orange Park, with projects managed through a work order system. Responsibilities have included conducting a comprehensive pavement condition assessment to evaluate the Town's roadway infrastructure, identify deficiencies, and recommend targeted maintenance and rehabilitation strategies. Findings were documented in a detailed engineering report to support future capital improvement planning and budget prioritization.

CITY ENGINEER (CONSULTANT) ♦ CITY OF JACKSONVILLE BEACH, FL

Engineer of Record for a wide range of municipal infrastructure projects. Responsibilities to include roadway and paving assessments; stormwater system design and modeling; potable and reclaimed water main extensions, rehabilitation, and replacement; and sanitary sewer design and rehabilitation. Provided cost estimating and prepared detailed engineering reports to support project planning and execution. Also represented the City in Council presentations, public forums, and community engagement efforts to ensure transparency and stakeholder coordination.

CITY ENGINEER (CONSULTANT) ♦ CITY OF ATLANTIC BEACH, FL

Served as Engineer of Record for a variety of municipal infrastructure projects. Scope of work included roadway paving, stormwater modeling, water main and sanitary sewer design, cost estimating, and preparation of detailed engineering reports. Also responsible for presenting project updates to City Council and supporting public engagement to ensure community awareness and input throughout project development.

CITY ENGINEER (CONSULTANT) ♦ CITY OF FERNANDINA BEACH, FL

Serving as Engineer of Record for multiple municipal infrastructure projects. Responsibilities included roadway paving, stormwater system modeling, water main and sanitary sewer design, cost estimating, and the development of comprehensive engineering reports. Also provided regular project presentations to City Council and facilitated public engagement to ensure transparency and community involvement.

RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS

Ashley Rivera
Graduate Landscape Architect

Ashley is a skilled landscape designer with over three years of experience in land development, specializing in marketing graphics, renderings, planting design, and design standardization. With a natural artistic talent and a strong eye for detail, she creates efficient, sustainable outdoor spaces that foster meaningful connections to nature. Ashley is passionate about blending aesthetic vision with practical functionality to deliver thoughtful, innovative landscape solutions. Her work consistently reflects a commitment to sustainability, user experience, and the success of each project she supports.

YEARS EXPERIENCE

4 years overall, and 2 years with Alliant.

EDUCATION

- ◆ BS, Landscape Architecture, University of Ana G. Mendez
- ◆ Currently pursuing licensure as a Landscape Architect in Florida

STOWE AVENUE PLAZA ◆ TOWN OF ORANGE PARK, FLORIDA

Ashley played a key role in the conceptual design and visualization of the Stowe Avenue Plaza project, which transformed a former roadway into a vibrant public gathering space. She led efforts in designing pedestrian corridors, integrating a shade pavilion, and enhancing the landscape layout. Her contributions were instrumental in developing schematic plans and producing high-resolution renderings that effectively supported public engagement and secured stakeholder approvals.

BLUE HERON FLATS DISC GOLF PARK ◆ CITY OF PALM COAST, FLORIDA

Ashley supported the landscape design of key amenities for the Blue Heron Flats public disc golf course, including parking areas, restroom facilities, and pavilion surroundings. She worked closely with City staff to prioritize tree preservation, incorporate native plantings, and ensure the landscape design complemented the course layout both functionally and aesthetically. Additionally, she developed concept-level designs for course signage, pathway circulation, and irrigation strategies to enhance the overall user experience and environmental integration.

MARBELLA APARTMENTS ◆ CITY OF PALM COAST, FLORIDA

Ashley played a critical role in the design and development of the amenity landscape for Marbella Apartments, a multifamily community in Palm Coast. Her responsibilities included schematic development and design refinement for the pool area, shade pavilions, outdoor kitchen, firepit, sport courts, and the surrounding landscape. She worked closely with project stakeholders to develop design inspiration materials and contributed to construction documents for hardscape elements, planting plans, and irrigation systems. Ashley also oversaw the production of high-impact marketing graphics, including a rendered eye-level pool area illustration used to promote the project's resort-style amenities.

VILLAGE AT TOWN CENTER ◆ CITY OF JACKSONVILLE, FLORIDA

Part of design team for an exciting and transformative development located in the heart of Jacksonville, offering a unique "Live, Work, Dine, & Play" environment. Located near the popular St. Johns Town Center, this 36-acre community aims to enhance accessibility and create a vibrant, dynamic space that fosters a strong sense of identity. Three public parks will be central to the community, including the expansive Pablo Park, designed with ample green space, safe walkways, seating areas, cafes, and event spaces for food trucks and markets. Two additional pocket parks along the main boulevard will enhance the area's appeal, offering scenic walkways, lakeside views, and outdoor relaxation spaces.

THE HARBOUR ◆ CITY OF JACKSONVILLE, FLORIDA

As a key contributor to the enhanced landscape design for The Harbour, a mixed-use waterfront development, Ashley supported the development of a cohesive landscape vision that emphasized coastal character and public usability. She was involved from the early programming and thematic development phases through final construction documentation. Her work included concept development for amenity areas featuring boardwalks, seating nodes, shade structures, and public gathering spaces. She assisted with the design of identity monument signage and coordinated with the broader design team on planting plans, irrigation, and hardscape layout to ensure a consistent and high-quality landscape experience throughout the site.

DAYTONA BEACH CONDOMINIUMS ◆ CITY OF DAYTONA BEACH, FLORIDA

Ashley supported the urban landscape design for a luxury high-rise condominium project on the Daytona Beach oceanfront. She contributed to the conceptual layout of the amenity area, which included a resort-style pool deck, shade structures, outdoor kitchen, planters, and screen walls. Her involvement extended to the entry monument design, where she assisted with layout and detailing to integrate signage and fencing into the overall project aesthetic. Ashley also collaborated with subconsultants on irrigation and lighting coordination and helped refine design plans used for permitting and marketing purposes.

RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS**Clayton Walley, L.S., PSM**
VP Florida Land Survey

Mr. Walley brings over 25 years of experience in land surveying across multiple states. His expertise includes large-scale boundary and topographic surveys, construction staking, and as-built surveys. Clayton is highly skilled in project management, GPS mission planning and execution, low-altitude UAV data acquisition, and CAD drafting. With a comprehensive understanding of both field and office operations, he plays a critical role in ensuring the accuracy, efficiency, and success of complex surveying projects.

YEARS EXPERIENCE

25 years overall, and 6 years with Alliant.

EDUCATION

- ◆ A.A.S. Industrial Engineering Technology, Paul D. Camp Community College
- ◆ BS Business, Project Management, University of Phoenix

PROFESSIONAL REGISTRATIONS

Licensed Surveyor in Florida (LS7209)

STADIUM OF THE FUTURE – AREA C ♦ CITY OF JACKSONVILLE, FLORIDA

Alliant provided comprehensive surveying services in support of concrete structure construction for the Stadium of the Future project in Jacksonville, FL. Responsibilities included project management, startup data preparation, layout of all concrete structures, and detailed site calculations to ensure construction accuracy. Work commenced within two weeks of receiving approved plans and CAD files, with careful coordination alongside the client to maximize field crew efficiency and minimize downtime. The project was completed with a high-quality layout and precise as-built documentation, supporting timely agency approvals and construction progress.

RIVER CITY SCIENCE ACADEMY ♦ CITY OF JACKSONVILLE, FLORIDA

Alliant provided comprehensive construction layout and as-built surveying services for the River City Science Academy project. The scope of work included establishing horizontal and vertical control, staking of utilities and site features such as silt fences, stormwater structures, parking lots, and curb and gutter. As-built data collection and final CAD drafting were completed for submittal. Utilizing advanced field technology, pre-calculated data workflows, and a rigorous internal quality control process, Alliant ensured precise and efficient fieldwork, ultimately reducing project costs. Optional services included building pad layout and storm-tech system staking to support flexible project needs.

RIVER GLEN SUBDIVISION ♦ NASSAU COUNTY, FLORIDA

Provided oversight and coordination for the platting of four new phases within the existing River Glen subdivision. Responsibilities included managing the subdivision layout process, ensuring compliance with local regulations, coordinating with design and surveying teams, and facilitating approvals from applicable county agencies.

TOPOGRAPHIC SURVEY OF BLACK BRANCH CREEK & HYMON CIRCLE ♦ CITY OF BUNNELL, FLORIDA

Conducted a comprehensive topographic survey using both UAV (drone) technology and traditional surveying methods to support drainage design improvements. The survey data was used to generate accurate surface models and inform engineering decisions aimed at addressing localized flooding issues. This integrated approach ensured high-resolution mapping of the project area, enabling precise analysis and effective stormwater management solutions.

SR 100 MOODY BOULEVARD ROUTE SURVEY / TOPOGRAPHIC SURVEY ♦ CITY OF BUNNELL, FLORIDA

Provided oversight for approximately 5,000 linear feet of route and topographic survey along SR 100 (Moody Boulevard) to support utility design efforts. Responsibilities included coordination of field crews, quality control of collected data, and delivery of accurate survey documentation to inform engineering design and permitting.

PECAN PARK ROAD ♦ CITY OF JACKSONVILLE, FLORIDA

Served as Survey Manager for a major roadway improvement project involving roadway widening, new infrastructure installation, and elevation adjustments. Responsibilities included quality control of field operations such as construction stakeout, as-built data collection, bridge structure monitoring, and settlement monitoring coordination. Oversaw overall survey workflow to ensure project fluidity and accuracy. Conducted regular field meetings with the CEI team to review and discuss settlement plate monitoring results, supporting timely decision-making and construction progress.

RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS


Mr. Brinson brings over 26 years of experience in environmental consulting, with expertise in wetland permitting, protected species assessments, timber evaluations, greenbelt determinations, and arborist services. As a Senior Environmental Project Manager at ECS, he oversees all phases of environmental project execution, including proposal development, regulatory compliance (including SPEC/NPDES), budgeting, and reporting. His role involves direct client engagement, coordination of field activities, report preparation and review, as well as invoicing and business development. Mr. Brinson's broad technical knowledge and leadership ensure efficient, compliant, and client-focused project delivery.

YEARS EXPERIENCE

27 years overall, and 3 years with ECS, Florida, LLC.

EDUCATION

- ◆ BS, Forest Resource Management / Forest Biometrics, University of Georgia

PROFESSIONAL REGISTRATIONS

Professional Wetland Scientist

Joe Brinson, PWS
Environmental Senior Project Manager
TOWN CENTER BOULEVARD PROPERTY ◆ CITY OF PALM COAST, FLORIDA

Served as Project Manager for an ecological assessment conducted by ECS to evaluate the presence or potential presence of jurisdictional wetlands and protected wildlife species and their habitats. The study supported regulatory due diligence and informed land use planning and permitting considerations for future site development.

DIX ELLIS TRAIL ◆ CITY OF JACKSONVILLE, FLORIDA

As Project Manager, led ECS's preliminary wetlands delineation study to assess the presence of jurisdictional wetlands and identify any protected wildlife species or associated habitats. The findings provided critical environmental due diligence to support future development planning and regulatory compliance.

BEAUTYREST AVENUE PROPERTY ◆ CITY OF JACKSONVILLE, FLORIDA

Served as Project Manager for ECS's Ecological Due Diligence assessment, which included a Cultural Resource Assessment Survey (CRAS). The field investigation evaluated the site for the presence or potential presence of jurisdictional wetlands, protected wildlife species, and associated habitats. The study supported regulatory compliance and informed land planning and permitting decisions.

FIRST COAST EXPRESSWAY ◆ MIDDLEBURG, CLAY COUNTY, FLORIDA

Served as Project Manager for ECS's preliminary environmental assessment, which included wetlands delineation and a threatened and endangered species survey. The fieldwork was conducted to evaluate the presence or potential presence of jurisdictional wetlands, protected wildlife species, and their habitats. The results supported early-stage environmental due diligence and regulatory planning for the proposed expressway improvements.

BAINBRIDGE NOCATEE PARKWAY PROJECT ◆ CITY OF JACKSONVILLE, FLORIDA

As Project Manager, led ECS's preliminary environmental assessment, including wetlands delineation and a threatened and endangered species survey. The purpose of the field investigation was to evaluate the site and its surrounding area for the presence or potential presence of jurisdictional wetlands, protected wildlife species, and their habitats. The assessment provided essential data to support environmental compliance and inform project planning.

RESUMES OF KEY PERSONNEL AND RELEVANT PROJECTS


With over 18 years of experience in field operations, laboratory testing, and geotechnical analysis across Florida, Brett leads the complete geotechnical process—from drilling and sampling to laboratory testing and engineering analysis. He has managed geotechnical services for a wide range of Florida Department of Transportation (FDOT) projects, utilizing both Design-Bid-Build and Design-Build delivery methods. As a Certified SmartPile EDC system user, Brett has performed dynamic load testing on numerous pre-stressed, pre-cast concrete driven piles for bridge foundation projects throughout the state.

YEARS EXPERIENCE

16 years overall, and 5 years with Meskel & Associates Engineering, PLLC

EDUCATION

- ◆ BS, Civil Engineering, Florida State University, (FSU)
- ◆ Graduate Courses, University of Central Florida

PROFESSIONAL REGISTRATIONS

Professional Engineer in Florida (74679)

Professional Engineer in Georgia (PE37919)

Brett H. Harbison, PE
Director of Transportation & Geotechnical Services and Principal Engineer
MONCRIEF PEDESTRIAN BRIDGE REPLACEMENT ◆ CITY OF JACKSONVILLE, FLORIDA

Served as Senior Engineer responsible for geotechnical exploration, laboratory testing, and engineering analysis for the replacement of an existing pedestrian bridge. The new bridge, approximately 70–75 feet in length, will maintain the existing span and feature extended ramps. Foundation support will be provided by 54-inch non-redundant drilled shafts. The geotechnical investigation informed design parameters and construction recommendations to ensure long-term performance and structural integrity.

FDOT DISTRICT 2, I-95 NASSAU RIVER BRIDGE IMPROVEMENTS ◆ DUVAL / NASSAU COUNTY LINE, FLORIDA

Served as Foundation/Geotechnical Engineer of Record and Project Manager for geotechnical services supporting the design and construction of non-redundant drilled shafts for crutch bents on the existing I-95 northbound and southbound bridges. Responsibilities included field coordination, laboratory shear strength and rock core testing, and comprehensive geotechnical analysis. Directed field crews in the execution of 24 Standard Penetration Test (SPT) borings to depths of 125 feet below river mudline in a tidally influenced environment, utilizing amphibious and sound barge platforms. Engineering deliverables included drilled shaft axial capacity estimates, lateral design parameters, and construction recommendations to inform shaft tip elevations and installation procedures.

CITY OF JACKSONVILLE (COJ) NORTHBANK BULKHEAD REPLACEMENT ◆ CITY OF JACKSONVILLE, FLORIDA

Geotechnical Engineer responsible for managing the geotechnical exploration to support replacement of the existing bulkhead along the northern bank of the St. Johns River in downtown Jacksonville, spanning from the Fuller Warren Bridge to Liberty Street. The project involved construction of a new bulkhead wall seaward of the existing structure and installation of tie-back anchors through the existing bulkhead. Scope included coordination of land- and waterside Standard Penetration Test (SPT) borings, rock coring, laboratory testing, and engineering analysis to support the design and construction of the bulkhead system and anchor components.

CITY OF JACKSONVILLE (COJ) SIDEWALKS AND PEDESTRIAN IMPROVEMENTS ◆ CITY OF JACKSONVILLE, FLORIDA

Geotechnical Project Manager responsible for overseeing geotechnical exploration and engineering analysis under a citywide contract for various infrastructure improvement tasks. These included new sidewalk installations, drainage upgrades, culvert extensions and replacements, and retaining wall designs. Field activities involved mobilizing a truck-mounted drill rig to perform subsurface investigations along city roads and highways. Subsequent laboratory testing and engineering analysis supported the development of detailed geotechnical recommendations for site preparation, including clearing and stripping, temporary groundwater control, excavation protection, structural backfill, and soil parameters for culvert design and compaction.

LONNIE MILLER SR. REGIONAL PARK STRUCTURES & PEDESTRIAN TRAIL ◆ CITY OF JACKSONVILLE, FLORIDA

Geotechnical Engineer for a comprehensive park improvement project that included new courts, multi-use fields, playgrounds, pavilions, expanded parking areas, elevated boardwalks, restroom and concession facilities, a two-story concrete scorer's building, and approximately 2,700 linear feet of asphalt-surfaced pedestrian trail. Geotechnical exploration services were conducted, and a detailed report was prepared providing design recommendations for shallow foundations, temporary groundwater control, and underdrain systems in field areas. Recommendations also included construction guidelines for asphalt pavement base and structural courses, along with site preparation and earthwork measures such as clearing and stripping, removal and replacement of deleterious soils, compaction of fill and backfill, and temporary dewatering measures.

REPRESENTATIVE PROJECTS-1**Shadow Crest at Rolling Hills Community Development District
Phases 3B and 3C, Green Cove Springs, Florida****Point of Contact**
Marilee Giles**Contact No.**
(904) 940-5850 x 412

Mr. Schofield served as the District Engineer and Engineer of Record for a CDD infrastructure project supporting a 247-lot single-family platted phase. The project was funded through a bond issuance and required seamless coordination with the primary CDD Engineer responsible for the adjacent Shadow Crest phase, which was under concurrent construction. Monthly board meetings were attended jointly to provide updates on each respective phase.

Shadow Crest included construction of a lift station designed to receive effluent from both developments. Mr. Schofield facilitated the acquisition of electrical and landscape maintenance easements and conducted detailed reviews of contractor, vendor, and supplier invoices and pay requests to ensure the proper use of bond proceeds. His responsibilities also included cost estimating and preparation of the Engineer's Report for the full planned build-out of the Shadow Crest phase.



REPRESENTATIVE PROJECTS-2**Reverie at Palm Cost Subdivision**
Palm Coast, Florida

Alliant serves as the Engineer of Record for the full design and permitting of a 421-home residential subdivision developed under a Community Development District (CDD). The scope includes comprehensive oversight and execution of all engineering design elements, from initial planning through final construction documentation. Alliant also prepared and submitted the Certified Engineer's Report, which included detailed cost estimating to support the CDD bond issuance process.

Project Owner

Sunbelt Land Management

Point of Contact

Ken Belshe

Contact No.

(386) 986-2411



REPRESENTATIVE PROJECTS-3
Westside Sewer Improvements, Phase 1
 City of Bunnell, Florida

Project Owner's Information
Project Owner

City of Bunnell

Point of Contact

Dustin Vost, Infrastructure Director

Contact No.

(386) 437-7515

Alliant prepared and submitted a St. Johns River Water Management District (SJRWMD) Rural Economic Development Initiative (REDI) Grant Application on behalf of the City of Bunnell. The application was ranked #1 by SJRWMD. The proposed project includes cured-in-place pipe (CIPP) lining of existing sanitary sewer infrastructure, lift station upgrades, and regional storm sewer and swale improvements aimed at mitigating chronic flooding in the Dean Road neighborhood.

REPRESENTATIVE PROJECTS-4
City of Bunnell Slip Lining Rehabilitation
 City of Bunnell, Florida

Alliant completed and submitted a St. Johns River Water Management District (SJRWMD) REDI Grant Application on behalf of the City of Bunnell. The project was funded through SJRWMD and City contributions. Alliant performed a 1.1-mile route survey along SR 100 (Moody Boulevard) from Grand Reserve Parkway to North Palmetto Street. Scope included deed research for all adjacent properties and FDOT right-of-way. In addition, Alliant provided full design services and prepared bid documents for the installation of a reclaimed water main.


Project Owner's Information

Project Owner
City of Bunnell

Point of Contact
Dustin Vost, Infrastructure Director

Contact No.
(386) 437-7515

Firms Involved with This Project

Firm Name
Alliant Engineering, Inc.
Alliant Florida, Inc.

Firm Location
Jacksonville, Florida
Jacksonville, Florida

Role
Project Engineer
Land Surveyor

REPRESENTATIVE PROJECTS-5
Sweetgrass Apartments, Phase 1, Enhanced Landscape
St. Mary's, Georgia


Sweetgrass is a 150-acre master planned development located in St. Mary's, Georgia, for Tierra Linda Development, LLC. The community will include 312 Class A multifamily units, 194 townhomes, 143 single-family homes, and 212,600 SF of commercial space. Designed as a walkable, mixed-use neighborhood, Sweetgrass will ultimately be home to approximately 650 families and feature integrated opportunities for housing, employment, shopping, recreation, and civic life.

Alliant's team provided comprehensive project management services in collaboration with the client, architect, and interior designer. Scope of work included enhanced landscape architecture and irrigation design, neighborhood entry monument and security gate, site civil design and permitting, and site electrical engineering (managed subconsultant). The amenity package included the clubhouse and pool deck, outdoor kitchen, shade structures, dog park, mail kiosk, and associated hardscape elements, contributing to a vibrant and functional community environment.

Firm Name	Firm Location	Role
Alliant Engineering, Inc.	Jacksonville, Florida	Project Engineer
Alliant Florida, Inc.	Jacksonville, Florida	Land Surveyor

REPRESENTATIVE PROJECTS-6
**Trout Creek Community Development District
 St. Johns County, Florida**


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


Firms Involved with This Project

Firm Name	Firm Location	Role
ECS Florida, LLC	Jacksonville, Florida	Environmental

REPRESENTATIVE PROJECTS-7
Tapestry Westland Village
 Jacksonville, Florida

Project Owner's Information

Project Owner	Point of Contact	Contact No.
Arlington Properties	Trey Barnes	(205) 397-6834

The subject property comprises a 28-acre luxury multifamily residential development located in Jacksonville, Florida, at the intersection of Collins Road and Plantation Bay Drive. Our scope of services encompassed a comprehensive geotechnical investigation, including subsurface exploration, laboratory testing, and engineering analysis. These efforts were undertaken to support the design and development of twelve three-story residential buildings, a single-story clubhouse, a lift station, a swimming pool, and a dog park. Based on the results of our analysis, we provided detailed geotechnical recommendations for the construction of shallow foundation systems and a wet well structure.

Borings: 16 SPT, 16 Hand Augers

Total Feet: 533 LF (9 SPT to 30 feet, 4 SPT to 20 feet, 1 SPT to 25 feet, 5' sampling intervals) (16, 6-foot hand augers, 1 foot sampling intervals).

Samples: 223

Firms Involved with This Project

Firm Name	Firm Location	Role
ECS Florida, LLC	Jacksonville, Florida	Environmental

KEY PERSONNEL PARTICIPATION ON PROJECT

Names of Key Personnel	Role in This Contract	Involvement in Example Projects						
		1	2	3	4	5	6	7
Jeff Sprouse, PE	Client Manager	X		X	X		X	
Andrew Mansen, PE	Project Manager	X		X	X		X	
Joseph Schofield, PE	Senior Civil Engineer	X		X	X			
Adam Oestman, PE	Production Manager		X					
Ashley Rivera	Graduate Landscape Architect					X		
Joe Brinson, PWS	Professional Wetland Scientist						X	
Brett Harbison, PE	Director of Transportation & Geotechnical Services							X

Example Project Key

Number	Title of Project	Number	Title of Project
1	Shadow Crest at Rolling Hills CDD (Ph. 3B & C)	6	Trout Creek Community Development District
2	Spring Lake Subdivision	7	Tapestry Westland Village
3	Bunnell Westside Sewer Improvements	8	
4	Bunnell Slip Lining Rehabilitation	9	
5	Sweetgrass Apartments, Ph. I Enhanced LS	10	

SERVICES OFFERED
CIVIL ENGINEERING:

At Alliant, our team provides expert guidance to help clients navigate the multifaceted challenges inherent in project development. Through the strong, collaborative relationships we've established with both private and sector clients and public agency representatives, we ensure that our clients' objectives are consistently achieved.

Alliant's Civil Engineering and Land Development Services Include:

- ◆ Comprehensive due diligence assessments
- ◆ Site analysis, feasibility studies, and planning
- ◆ Design development and budget forecasting
- ◆ Entitlement processing
- ◆ Preparation of construction documentation
- ◆ Stormwater management system design
- ◆ Grading, drainage, NPDES/SWPPP design and inspection
- ◆ Permitting and coordination with regulatory agencies
- ◆ Construction administration and oversight
- ◆ Project closeout and certification services

We engage closely with clients and stakeholders throughout every phase of the project lifecycle, delivering responsive, detail-oriented, and value-driven oversight from initial planning through final completion.

INTELLIGENT TRANSPORTATION SYSTEMS (ITS):

Alliant is devoted to providing solutions that will increase the safe and convenience of travel. Our experience with ITS systems dates back to our very first project, and we have continued to grow our services and expertise in this area. Building on a history of success, Alliant is committed to introducing new technological solutions that address the challenges facing modern transportation systems.

The scope of Alliant's intelligent transportation services capabilities includes:

- ◆ ITS planning
- ◆ Systems engineering
- ◆ Communications and design
- ◆ Systems implementation and integration
- ◆ System evaluation
- ◆ System architecture

Our history of ITS success dictates our strategy of always looking forward to new solutions.


LANDSCAPE ARCHITECTURE:


Growing New Landscape Solutions: Through extensive planning and design, we help clients enhance their communities through landscape architecture. Whether it's a garden or streetscape, our team has the creative and analytical skills to map out an area and design features that will enhance its value, function, and enjoyment by the community. Our team guides clients from start to finish through submitting proper documents with agencies and developing construction plans so the project can be completed without delays or added costs.

Alliant's landscape architecture services include:

- ◆ Master planning
- ◆ Site analysis and planning
- ◆ Visualization and public presentation
- ◆ Agency coordination and submittals
- ◆ Construction drawings
- ◆ Construction administration

We work with public and private clients nationwide to build functional, well-designed spaces that meet every project's objectives on time and budget.

ROADWAY DESIGN:

Creating safe and efficient roads for our community has been a major focus since the inception of Alliant. From planning and preliminary design to traffic control and work zone safety, our team will make sure clients' roadway projects are delivered with high-quality work, on schedule, and within budget.

Alliant's roadway design services span:

- ◆ Preliminary design
- ◆ Final design
- ◆ Highway engineering
- ◆ Maintenance of Traffic (MOT)
- ◆ Municipal engineering
- ◆ Local road design (city, county, and state aid)
- ◆ Utilities
- ◆ Construction and cost estimating
- ◆ Public involvement

As leading roadway design and transportation planning specialists, we have built, planned, designed, and administered an incredible variety of public streets, highways, and more.

SERVICES OFFERED
CONSTRUCTION ADMINISTRATION:

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

Alliant's construction administration services include:

- ◆ Coordination with consultants and overall project management
- ◆ Representation of client interests throughout the construction process
- ◆ Review and management of submittal packages
- ◆ Oversight of construction-phase permitting requirements
- ◆ Evaluation and approval of change orders

LAND SURVEY:

Alliant is dedicated to delivering accurate and timely surveying services to support the successful execution of our clients' projects. Whether providing next-day service, construction staking, or preparing a final plat for public approval, our team ensures precision and responsiveness at every state. We offer a comprehensive suite of surveying services to clients in both the public and private sectors. As one of the first disciplines engaged at the outset of a project – and often one of the last to ensure proper closeout – surveying plays a critical role in the overall project lifecycle.

Alliant's land survey services go beyond expectations:

- ◆ Boundary surveys
 - ALTA/NSPS land title surveys
 - Certificate of survey
- ◆ Topographic surveys
 - Design location/existing conditions survey
 - Hydrographic survey
 - Underground survey (utilities, areaways)
- ◆ Record surveys
 - Subdivision (plat, RLS, CIC, right-of-way plat)
 - Memorial plat
- ◆ Construction surveys
 - Establish horizontal and vertical site control
 - Staking horizontal and vertical site control
 - Volume measurements

We provide dependable, accurate land surveying services that adapt to your project's timeline and unique needs.

Whiteview Subdivision, Palm Coast, Florida

MAINTENANCE OF TRAFFIC (MOT):


The Alliant Maintenance of Traffic (MOT) team works hand-in-hand with contractors and owners to develop innovative construction staging plans for complex projects throughout the Midwest and Western United States. Our expertise in construction staging, traffic control, temporary pedestrian facilities, public outreach, stakeholder engagement, and plan implementation allows our clients to rest easy knowing their project has the safest and most cost-effective construction phasing possible.

Alliant's Maintenance of Traffic (MOT) specialty services include:

- ◆ Construction staging
- ◆ Traffic control
- ◆ Traffic Management Plans (TMP)
- ◆ Incident Management Plans (IMP)
- ◆ Temporary pedestrian and multimodal facilities
- ◆ Temporary roadways and geometrics
- ◆ Temporary traffic modeling
- ◆ Detour route signal timing
- ◆ Temporary lighting and signal systems
- ◆ Public engagement
- ◆ Work zone traffic control review and refinement

Briarcroft of Woodbury, Woodbury, MN


To the traveling public, MOT is the most visible aspect of a construction project. Alliant develops a thorough and efficient approach to construction phasing which increases a project's traffic capacity, minimizes driver confusion, maintains access to the surrounding community, and promotes safety for both the public and construction crews.

SERVICES OFFERED**TRAFFIC ENGINEERING:**

As populations grow, public agencies face increasing pressure to manage rising traffic volumes with solutions that prioritize both safety and efficiency. At Alliant, we understand the critical importance of developing, designing, and implementing infrastructure projects that not only address these challenges but also reflect the unique needs of the communities they serve.

Alliant's traffic engineering and traffic design services include:

- ◆ Traffic, parking, and specialty studies
- ◆ Bicycle and pedestrian facilities planning and design
- ◆ Traffic signal operations and signal timing
- ◆ Traffic modeling
- ◆ Intersection and roadway safety studies
- ◆ Intersection control evaluations
- ◆ Corridor studies
- ◆ Traffic final design
- ◆ Project management

Our traffic engineering services and designs are trusted nationwide to deliver safe, reliable, and community-focused infrastructure that supports sustainable growth.

WATER RESOURCES:

Stormwater Solutions that Exceed Expectations: Transportation and land development projects often require effective drainage system design. Our water resources team collaborates seamlessly with our environmental experts to deliver practical stormwater solutions that meet water quality requirements and support project success. Leveraging strong relationships with permitting agencies, we also ensure compliance with local and regulatory floodplain standards.

Alliant's water resources and stormwater services include:

- ◆ Hydrologic and hydraulic modeling
- ◆ Stormwater design
- ◆ Culvert design
- ◆ Bridge hydraulics
- ◆ Stream restoration
- ◆ Detention design
- ◆ Water quality management best practices
- ◆ Floodplain analysis and permitting

Our water resources team collaborates closely with Alliant's environmental experts to deliver exceptional stormwater planning and design—ensuring compliance with the highest regulatory standards.

Anabelle Island, Clay County, Florida



Located in Clay County, Florida, Anabelle Island is an exciting new community that will feature 369 single-family homes, a community pool and recreation center, and access to local trails upon completion. Alliant worked closely with the developer during the construction of Phases 1A and 1B, and designed Phase 2, which is currently under construction.

ADDITIONAL INFORMATION

In 2018 Alliant was selected to provide city-wide engineering services for the City of Flagler Beach, FL. Our team played a key role in securing \$1 million in grant funding for cured-in-place pipe (CIPP) lining of over seven miles of gravity sewer infrastructure. We continue to serve the City with the same dedication and commitment to excellence.

In 2020, Alliant was selected to provide professional engineering services to the City of Atlantic Beach, FL. We collaborated with the Public Works Director to assess the condition of the City’s existing maintenance building and presented the Commission with repair and replacement options, including cost estimates.

Tison’s Landing CDD – In 2023, Alliant began providing general engineering services to support infrastructure planning and development within this growing Community Development District.

In 2024, Alliant was selected for the Ridgewood Trails, Oakleaf Town Center, Bartram Park, and the Trails Community Development Districts.

In 2024 Alliant expanded its footprint by being selected to provide engineering services to these additional CDDs, Ridgewood Trails, Oakleaf Town Center, Bartram Park, and The Trails CDDs, reinforcing our role as a trusted partner in community development districts.

In 2025, Continuing our growth, Alliant was selected to support three more CDDs, CrossCreek, Glen St. Johns, and Eagle Landing. We are excited to help guide the expansion of these communities through sound engineering and collaborative planning.

Through each of these partnerships, alliant has demonstrated our commitment to exceeding client expectations with innovative, cost-effective, and sustainable engineering solutions.

VOLUME OF WORK PREVIOUSLY AWARDED BY THE DISTRICT: Alliant Engineering, Inc. has not previously performed work for this district.

At Alliant, relationships aren’t just part of the job—they’re the reason we’re chosen time and time again. For over 30 years, we’ve built lasting partnerships across the public and private sectors, knowing that strong connections lead to smoother projects, stronger outcomes, and greater opportunities for our clients. We protect what we build—because when our clients succeed, so do we.

Public Sector Solutions Built on Experience and Trust

In public projects, the right team makes all the difference. At Alliant, we deliver exactly that. Each project is led by a seasoned professional and backed by a team of dedicated experts who bring a pragmatic, results-driven approach. We prioritize respect, accountability, and quality—ensuring your project’s success while making your job easier from start to finish.


Private Sector Support that Goes Beyond the Blueprint

In the private sector, where every decision counts and time is money, having a team you can trust is everything. At Alliant, we’re with you from start to finish—handling the design, navigating entitlements, and clearing the path forward. We don’t just solve problems—we anticipate them, helping you move faster, smarter, and with confidence.

Balancing Vision, Value and Viability

At Alliant, we understand that maximizing value, meeting market-driven goals, and creating sustainable developments are top priorities. That’s why we take a thoughtful approach—vetting design options that align with your vision while addressing community needs and regulatory requirements. The result: smart, balanced solutions tailored to your project site and long-term success.

ADDITIONAL INFORMATION**FIRM LICENSURE AND PREQUALIFICATIONS**

Alliant is fully licensed to provide professional engineering services in the State of Florida and is registered with the Florida Department of State as an S-Corporation. Copies of the firm's licensure, as well as licenses for key personnel, are included in Appendix A.

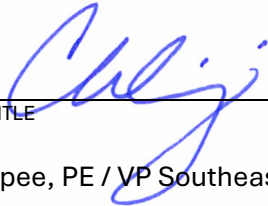
Alliant maintains a strong record of professional integrity. No judicial or administrative agency, nor any qualification board, has ever investigated Alliant or any of its employees. Furthermore, neither the firm nor its staff—including licensed engineers—has ever been subject to an adverse decision or settlement related to a violation of ethical standards.

OTHER TECHNICAL SKILLS REFERENCE

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

AUTHORIZED REPRESENTATIVE

SIGNATURE



DATE

July 11, 2025

NAME AND TITLE

Curt Wimpee, PE / VP Southeast Region

ADDITIONAL INFORMATION

To fully address the criteria outlined in the RFQ, we offer the following additional information. This supplemental content further demonstrates Alliant Engineering’s qualifications, expertise, and capacity to successfully perform all anticipated work under contract in the role of District Engineer.

COMPREHENSIVE EXPERTISE AND PROVEN COMMITMENT

Alliant Engineering, Inc. delivers professional design and project management services across a broad spectrum of disciplines, including municipal infrastructure, land development, transportation, traffic engineering, landscape architecture, and surveying. Our foundation is a diverse, multidisciplinary team of talented professionals dedicated to delivering high-quality design, management, and construction services.

Founded in 1995, Alliant brings over 30 years of experience serving both public and private clients. Our collaborative, integrated management approach enables us to efficiently execute projects while maintaining an exceptional level of quality. We consistently add value by pairing unmatched civil engineering expertise with innovated, forward-thinking solutions.

In addition to our technical qualifications, we possess a deep understanding of the infrastructure challenges faced by smaller communities. The key staff proposed for this project are recognized experts in their fields and are well equipped to provide the ongoing engineering services required of a District Engineer.

Key Program – Level Roles: To ensure the successful delivery of services, Alliant provides structured program leadership supported by the following critical roles:

- ▶ **Client Manager / Project Lead:** Responsible for assembling tailored project teams, providing overall project insight, and serving as the primary point of contact for the District. Jeff Sprouse, PE has been selected as Client Manger due to his 28 years of experience and deep understanding of Community Development District (CDD) project dynamics. Jeff will attend district meetings (when necessary) and oversee both construction and engineering services.
- ▶ **Quality Management Oversight:** Jeff will also ensure all team members are fully trained in Alliant’s Quality Management Process and that these protocols are rigorously applied across all individual projects.
- ▶ **Project Manager:** Tasked with assigning appropriate team members to individual work orders and ensuring consistency in formatting, deliverables, and technical standards across all projects. This role also serves as a key technical resource for the entire project team.

Our team is structured for agility and accountability, enabling us to execute work orders efficiently while ensuring high-quality, on-time delivery.


Client Manager
Jeff Sprouse, PE

Project Manager
Andrew Mansen, PE

ADDITIONAL INFORMATION**CERTIFIED MBE**

Alliant's teaming partner **Meskel & Associates Engineering (MAE)** is a certified Women owned DBE and JSEB firm based in Jacksonville, FL with additional office in Lake City and Tampa. MAE specializes in geotechnical engineering, drilling, and laboratory testing services and brings strong local knowledge and technical expertise to the team. MAE's certifications are included at the end of this RFQ.

WILLINGNESS AND ABILITY TO MEET TIME AND BUDGET REQUIREMENTS

Alliant is fully committed to delivering projects on time and within budget. We facilitate all formal reviews in an organized and timely manner to maintain project momentum. Regular progress meetings are conducted to provide clear updates and proactively address design issues that are critical to the project schedule—for both the District and the broader project team.

To support this commitment, we implement our Quality Management Plan (QMP), which is tailored for each individual project and followed rigorously throughout the design process to ensure consistency, accuracy, and efficiency. Efficient project execution goes beyond sound engineering and project management—it also requires a deep understanding of the permitting landscape. Alliant has successfully completed a wide range of projects and brings extensive experience working with regulatory agencies across Florida. Our long-standing relationships with permitting authorities enable us to navigate approvals smoothly and avoid unnecessary delays.

Additionally, our strong network of subconsultants and contractors allows us to anticipate construction needs and align design decisions with real-world implementation. By leveraging our knowledge of construction methods and building systems, we can optimize designs for constructability and cost efficiency. Communicating early and often with contractors during the design phase is a cornerstone of our approach to driving cost savings and project success.

COMMUNICATION WITH THE DISTRICT

Fast-tracked projects demand continuous, proactive communication and close collaboration with the District and its oversight team. At Alliant, we prioritize transparency and responsiveness to ensure all stakeholders remain aligned throughout the project lifecycle. To support this, we will propose a draft meeting schedule for review and refinement during the project kickoff meeting. We envision three key levels of communication touchpoints:

- ◆ **Design Review Meetings** – Structured sessions to review major design milestones, gather feedback, and ensure alignment with District goals.
- ◆ **Over-the-Shoulder Reviews** – Informal, real-time check-ins with District staff to discuss design elements as they are developed, allowing for early input and course correction.

- ◆ **Progress Meetings** – Regularly scheduled updates to review timelines, track deliverables, and address any emerging issues promptly.

This multi-tiered communication strategy helps foster accountability, accelerates decision-making, and supports timely delivery of high-quality work.

DESIGN REVIEW

Alliant implements a structured, collaborative design review process to ensure quality, consistency, and alignment with project goals. Out reviews are conducted at key milestones and are supported by a clear schedule developed during project kickoff.

OTSR

To promote transparency and real-time collaboration, OTSRs will be scheduled between major project milestones. These informal working sessions provide the District with visibility into the evolving design and create opportunities to offer input throughout the process. The primary purpose of OTSRs is to present “in-progress” design plans, address specific issues as they arise, and facilitate timely decisions that could affect the project schedule or scope. As appropriate, key stakeholders may also be included to ensure alignment and gather multidisciplinary feedback. Whenever possible OTSRs will be conducted face-to-face to support more productive discussions, faster resolutions, and stronger communication among team members.

PROGRESS MEETINGS

Alliant utilizes regular progress meetings to ensure the District remains fully informed and actively involved in all aspects of the project. These meetings serve as a vital platform to discuss current issues, address “hot topics”, track key decisions, and outline upcoming action items.

In many cases, progress meetings also function as informal “mini” OTSRs, allowing us to present specific portions of the design for real-time feedback. This dynamic approach encourages “collaboration on the fly”, enabling the District to weight in on design elements early and often – minimizing surprises and significantly reducing the risk of rework.

To support clear communication and accountability, most meetings will include:

- ◆ A pre-distributed agenda
- ◆ Meeting minutes
- ◆ An action item log

These materials will be shared with both Alliant's internal team and District staff, ensuring everyone – regardless of attendance – is informed of key decisions and next steps. Additionally, alliant will establish streamlined systems and protocols for electronic file sharing, supporting collaborative design review and real-time input across all stakeholders.

ADDITIONAL INFORMATION
RECENT, CURRENT, AND PROJECTED WORKLOADS

At Alliant, client satisfaction is directly tied to our ability to meet schedule commitments—without compromising on quality. To support this, we proactively manage our workload and maintain staffing levels that exceed immediate needs. This intentional buffer allows us to remain highly responsive while consistently delivering exceptional results.

Jeff Sprouse, PE, will serve as the primary point of contact and is fully empowered to allocate support staff and resources as needed to meet project demands. Upon receipt of a work assignment from the District, a detailed project schedule will be developed in collaboration with key stakeholders. Responsibilities and deadlines will then be assigned to appropriate Alliant team members to ensure timely delivery of all project deliverables.

To further support workload management:

- ◆ Alliant project managers meet weekly to review current and upcoming projects, assess staff capacity, and align resources accordingly.
- ◆ We maintain a high-level project design schedule that forecasts anticipated project commitments against available staffing on a monthly basis.
- ◆ This process allows us to identify potential constraints early and adjust staffing or schedules proactively – helping us remain agile and reliable even during peak periods.

By combining resource planning with transparent communication and early stakeholder engagement, Alliant is well-positioned to consistently meet or exceed the District’s expectations on every project.

Exhibit 2 – Below illustrates the estimated time allocation for each of the key team members that would be assigned to the project. While these percentages may fluctuate from week to week based on external factors, Alliant is committed to allocating the necessary resources when and where they are needed most.

Exhibit 2 – Projected Schedule

Staff	20%				40%				60%				80%				100%			
Client Manager	■				■				■				■				■			
Project Manager	■				■				■				■				■			
Water Resources	■				■				■				■				■			
Professional Land Surveyor	■				■				■				■				■			
Roadway Design	■				■				■				■				■			
Construction and Inspection	■				■				■				■				■			
Contract Administration	■				■				■				■				■			

Percent Committed
 CDD
 Excess Availability

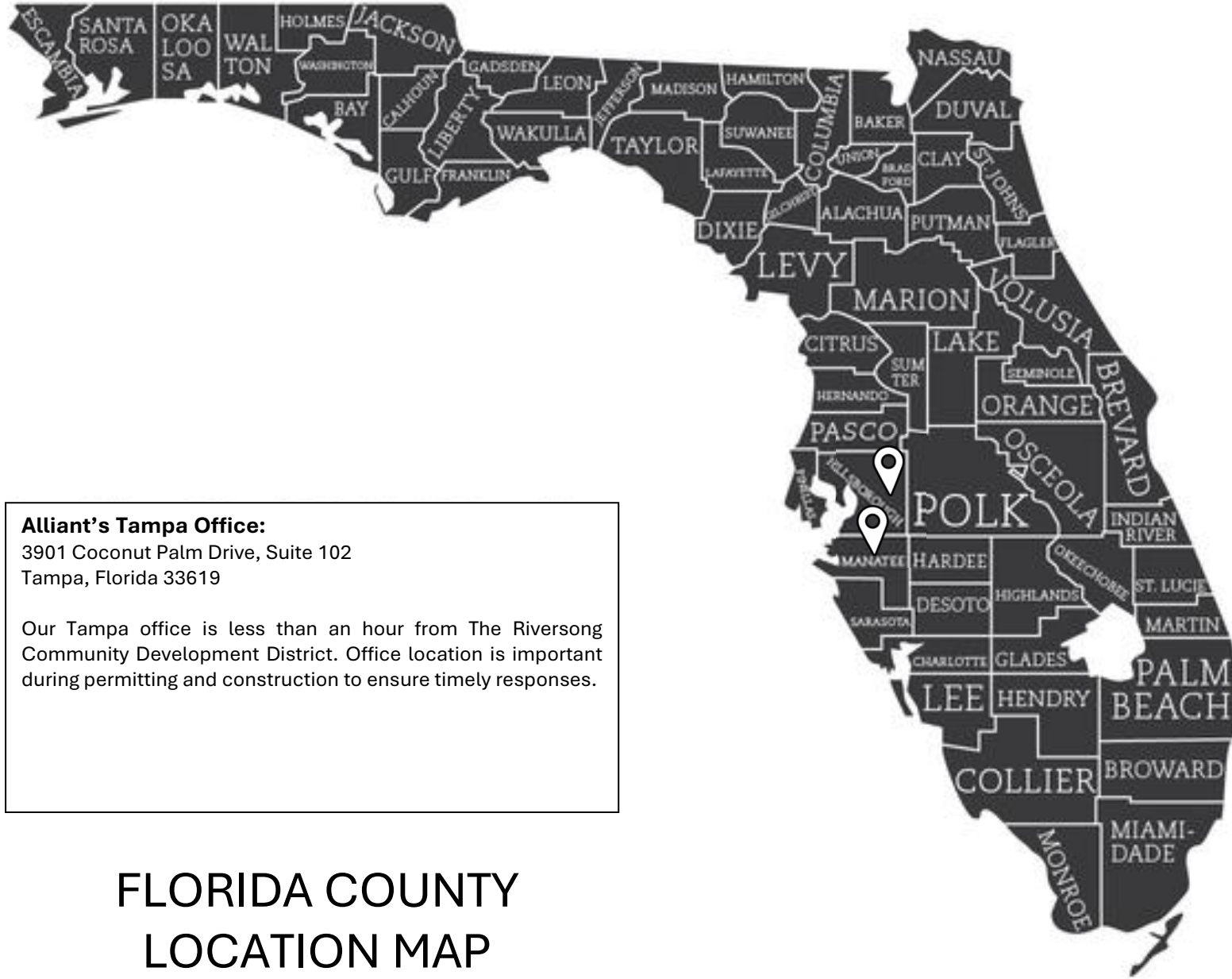
CONSULTANT’S PAST EXPERIENCE AND PERFORMANCE

The Alliant team brings extensive experience and a strong track record of delivering high-quality professional services to municipalities and special districts across Florida. We are honored by the opportunity to support your future initiatives, just as we have done with numerous public agencies throughout the state. Alliant has proudly served the Southeast region from our Jacksonville, Florida office since 2015. Throughout this time, we have developed long-standing partnerships with local governments, delivering reliable civil engineering services under ongoing contracts. Curt Wimpée, PE, Alliant’s Southeast Regional Manager, leads our efforts in the region with more than 26 years of experience in municipal engineering and infrastructure development.

In 2017, Alliant was selected to provide city-wide civil engineering services for the City of Bunnell, FL. From the beginning, our team worked closely with city leadership to secure over \$2.5 million in grant funding for infrastructure improvements. These projects included the development of reclaimed watermain systems, stormwater mitigation in flood-prone areas, and CIPP lining for aging gravity sewer infrastructure.

We’ve provided full design and construction administration services, consistently earning the City’s trust through our responsiveness, technical expertise, and collaborative approach. As a result, Alliant was officially appointed City Engineer and City Surveyor—a testament to the strength of our relationship and the quality of our work. We continue to support the City on a daily and weekly basis, helping them manage and advance their infrastructure needs.

Also in 2017, Alliant was selected to provide Professional Engineering Services for St. Johns County, FL. Our team remains actively engaged with County staff to identify and address key project priorities, offering targeted solutions based on their evolving infrastructure goals.

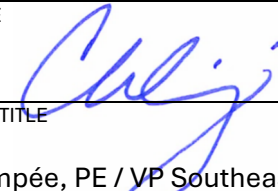


Alliant's Tampa Office:
 3901 Coconut Palm Drive, Suite 102
 Tampa, Florida 33619


Our Tampa office is less than an hour from The Riversong Community Development District. Office location is important during permitting and construction to ensure timely responses.

FLORIDA COUNTY LOCATION MAP

GENERAL QUALIFICATIONS

Alliant Florida, Inc.				YEAR ESTABLISHED 2019		YEAR ESTABLISHED 83-2802440	
3901 Coconut Palm Drive, Suite 102				OWNERSHIP			
Tampa, Florida 33619				TYPE			
Clayton Walley, Vice President Florida Land Survey				SMALL BUSINESS STATUS N/A			
(904) 900-3507		cwalley@alliant-inc.com		NAME OF FIRM			
EMPLOYEES BY DISCIPLINE				PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS			
Function Code	Discipline	Number of Employees		Profile Code	Experience	Revenue Index Number	
		Firm	Branch				
08	CAD Technician	5	S10	S10	Surveying	6	
38	Land Surveyor	21					
TOTAL:		26					
ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number as shown at right)				PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	1	1. Less than \$100,000		6. \$2 million to less than \$5 million			
b. Non-Federal Work	6	2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million			
c. Total Work	6	3. \$250,000 to less than \$500,000		8. \$10 million to less than \$25 million			
		4. \$500,000 to less than \$1 million		9. \$25 million to less than \$50 million			
		5. \$1 million to less than \$2 million		10. \$50 million or greater			
AUTHORIZED REPRESENTATIVE							
SIGNATURE 						DATE July 11, 2025	
NAME AND TITLE Curt Wimpée, PE / VP Southeast Region							

GENERAL QUALIFICATIONS

Meskel & Associates Engineering, PLLC				YEAR ESTABLISHED 2008		YEAR ESTABLISHED DVZYP4E9Q3L8	
2202 N. West Shore Blvd., Suite 200				OWNERSHIP			
Tampa, Florida 33607				TYPE S-Corporation			
Antoinette D. Meskel, PE, President, Principal Engineer				SMALL BUSINESS STATUS WOSB, SB, DBE: NAICS 541330, 541380, 541920			
(904) 519-6990		tina@meskelengineering.com		NAME OF FIRM			
EMPLOYEES BY DISCIPLINE				PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS			
Function Code	Discipline	Number of Employees		Profile Code	Experience	Revenue Index Number	
		Firm	Branch				
02	Administrative	6		E02	Education Facilities, Classrooms	0.5	
08	CAD Technician	1		E09	Environmental Impact Studies & Assessments	0.5	
15	Construction Inspector	5		E12	Environmental Remediation	0.5	
27/55	Foundation/Geotechnical Engineer	7		E13	Environmental Testing & Analysis	0.5	
30	Geologist	1		H07	Highways, Streets, Airfield Paving, & Parking Lots	3	
48	Project Engineers	5		O01	Office Buildings & Industrial Parks	0.5	
58	Technician/Analyst	6		P12	Power Generation, Transmission, & Distribution	0.5	
	Engineering Intern	2		R04	Recreation Facilities (Parks, Marinas, Etc.)	1.5	
	Drillers	8		S04	Sewage Collection, Treatment & Disposal	1	
				S05	Soils, Geotechnical Studies, & Foundations	4	
				S07	Solid Wastes, Incineration, Landfill	1	
				T02	Testing & Inspection Services	3	
				W02	Water Resources, Hydrology, Ground Water	1	
				W03	Water Supply, Treatment & Distribution	2	
TOTAL:				41			
ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number as shown at right)				PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	4	1. Less than \$100,000		6. \$2 million to less than \$5 million			
b. Non-Federal Work	7	2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million			
c. Total Work	7	3. \$250,000 to less than \$500,000		8. \$10 million to less than \$25 million			
		4. \$500,000 to less than \$1 million		9. \$25 million to less than \$50 million			
		5. \$1 million to less than \$2 million		10. \$50 million or greater			
AUTHORIZED REPRESENTATIVE							
SIGNATURE 						DATE July 11, 2025	
NAME AND TITLE Antoinette D. Meskel, PE, President, Principal Engineer							

GENERAL QUALIFICATIONS

ECS Florida, LLC				YEAR ESTABLISHED 2017		YEAR ESTABLISHED MNVJKQ85HFG3	
4524 N. 56th Street				OWNERSHIP			
Tampa, Florida 33610				TYPE Limited Liability Company			
Rey Ruiz, PE, SI – Branch Manager				SMALL BUSINESS STATUS N/A			
(904) 519-6990		tina@meskelengineering.com		NAME OF FIRM ECS Florida, LLC			
EMPLOYEES BY DISCIPLINE				PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS			
Function Code	Discipline	Number of Employees		Profile Code	Experience	Revenue Index Number	
		Firm	Branch				
02	Administrative	33	6	H11	Housing (Residential, Multi-Family, Apts., Condos)	8	
06	Architect	2		H07	Highways, Streets, Airfield Paving, Parking Lots	7	
08	CAD Technician	1		E09	Environmental Impact Studies, Assessments	7	
	Construction Materials Manager	10	3	T02	Testing & Inspection Services	6	
	Drillers	29	10	C10	Commercial Buildings (low rise), Shopping Centers	6	
24	Environmental Scientist	19	4	W01	Warehouses & Depots	5	
	Environmental Technician	2		S05	Soils & Geologic Studies, Foundations	4	
	Field Technicians	94	17	H10	Hotels, Motels	4	
30	Geologist	6	2	O01	Office Buildings, Industrial Parks	4	
	Hydrologist			101	Industrial Buildings, Manufacturing Plants	4	
36	Industrial Hygiene			E02	Schools & Universities	4	
	Lab Technician	14	4	A06	Airports, Terminals & Hangers, Freight Handling	4	
	Professional Engineer	25	6	H09	Hospitals & Medical Facilities	4	
48	Project Manager	59	25	P02	Petroleum & Fuel (Storage & Distribution)	3	
	Soils Engineer			R02	Recreation Facilities (Parks, Marinas, Etc.)	3	
				D07	Dining Halls, Clubs, Restaurants	3	
				E12	Environmental Remediation	3	
				S13	Stormwater Handling & Facilities	3	
				H06	Highrise, Air-Rights-Type Buildings	3	
				W03	Water Supply, Treatment & Distribution	3	
TOTAL:		294	77				
ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number as shown at right)				PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	3	1. Less than \$100,000		6. \$2 million to less than \$5 million			
b. Non-Federal Work	9	2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million			
c. Total Work	9	3. \$250,000 to less than \$500,000		8. \$10 million to less than \$25 million			
		4. \$500,000 to less than \$1 million		9. \$25 million to less than \$50 million			
		5. \$1 million to less than \$2 million		10. \$50 million or greater			
AUTHORIZED REPRESENTATIVE							
SIGNATURE 					DATE July 11, 2025		
NAME AND TITLE Joey Broussard, PE – Subsidiary Regional Vice President							

APPENDIX A

CERTIFICATIONS AND LICENSES

ALLIANT ENGINEERING, INC.

July 11, 2025



ALLIANT

CERTIFICATIONS AND LICENSES

State of Florida

Woman Business Certification

Meskel Associates and Engineering

Is certified under the provisions of
287 and 295.187, Florida Statutes, for a period from:
04/29/2025 to 04/29/2027



Pedro Allende
Florida Department of Management Services

CERTIFICATIONS AND LICENSES

Ron DeSantis, Governor Melanie S. Griffin, Secretary

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

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

SPROUSE, WAYNE J
 4810 SUMMERALL ROAD
 PLANT CITY FL 33567

LICENSE NUMBER: PE60821
 EXPIRATION DATE: FEBRUARY 28, 2027
 Always verify licenses online at MyFloridaLicense.com

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Ron DeSantis, Governor Melanie S. Griffin, Secretary

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

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

MANSEN, ANDREW MORGAN
 4575 GOLF BROOK ROAD
 ORANGE PARK FL 32065

LICENSE NUMBER: PE91277
 EXPIRATION DATE: FEBRUARY 28, 2027
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Ron DeSantis, Governor Melanie S. Griffin, Secretary

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

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

WIMPEE, CURTIS MARCEL
 11410 WILDECROFT TERRACE
 JACKSONVILLE FL 32223

LICENSE NUMBER: PE79764
 EXPIRATION DATE: FEBRUARY 28, 2027
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Ron DeSantis, Governor Melanie S. Griffin, Secretary

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

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

OESTMAN, ADAM VIKTOR
 12844 BEAUBIEN RD
 JACKSONVILLE FL 32258

LICENSE NUMBER: PE98440
 EXPIRATION DATE: FEBRUARY 28, 2027
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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

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

SCHOFIELD, JOSEPH RYAN
 10475 FORTUNE PKWY
 SUITE 101
 JACKSONVILLE FL 32256

LICENSE NUMBER: PE69219
 EXPIRATION DATE: FEBRUARY 28, 2027
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STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION
BOARD OF PROFESSIONAL ENGINEERS

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

LANDING, DAVID REED
 3072 GOLDEN POND BLVD
 ORANGE PARK FL 32073

LICENSE NUMBER: PE80483
 EXPIRATION DATE: FEBRUARY 28, 2027
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RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

12CII

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

RFQ for Engineering Services

The Riversong Community Development District (the "District"), located in Manatee County, Florida, announces that professional engineering services will be required on a continuing basis for the District's stormwater management, roadways, water and wastewater 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 with Manatee County; 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 one (1) copy of Standard Form No. 330 and the Qualification Statement by 12:00 p.m. on May 16, 2025, to the attention of Michelle Krizen, Special District Services, Inc., 2501A Burns Road, Palm Beach Gardens, Florida 33410 ("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 Ten Thousand Dollars (\$10,000.00).

RIVERSONG COMMUNITY DEVELOPMENT DISTRICT

DISTRICT ENGINEER PROPOSALS

COMPETITIVE SELECTION CRITERIA

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

Eight Professional Engineers, ten EIs, two Landscape Architects, one Certified Planner

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

Valencia Ridge CDD – Pasco County
Eagle Pointe CDD – Manatee County
Whispering Pines CDD – Pasco County
Del Webb Bayview CDD – Manatee County

3) Geographic Location (Weight: 20 Points)

Tampa: 505 E Jackson St Suite 200, Tampa FL 33602
Orlando: 3101 Mguire Blvd Suite 225, Orlando, FL 32803

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

LevelUp has the capacity to meet time and budget requirements to serve as the District's engineer.

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

N/A

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

LevelUp has considerable current and projected workloads; however, we will reserve capacity to serve as the District's engineer.

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

N/A

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

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

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Trent Stephenson, P.E. / President

5. NAME OF FIRM

6. TELEPHONE NUMBER

813-375-0616

7. FAX NUMBER

8. E-MAIL ADDRESS

trent@levelupflorida.com

C. PROPOSED TEAM

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

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCON- TRACTOR			
a.	<input checked="" type="checkbox"/>			LevelUp Consulting, LLC <input type="checkbox"/> CHECK IF BRANCH OFFICE	505 E Jackson St, Suite 200 Tampa, FL, 33602	Civil Engineering
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Brandon Wilson, P.E.	13. ROLE IN THIS CONTRACT CDD Project Manager	14. YEARS EXPERIENCE	
		a. TOTAL 14	b. WITH CURRENT FIRM 2

15. FIRM NAME AND LOCATION *(City and State)*
LevelUp Consulting, LLC - 505 E Jackson St, Suite 200, Tampa, FL, 33602

16. EDUCATION <i>(Degree and Specialization)</i> Bachelor of Science in Civil Engineering University of Central Florida (May 2008)	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Professional Engineer in the State of Florida License No. 79423
--	---

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

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i> Eagle Pointe - Palmetto, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 1	CONSTRUCTION <i>(If applicable)</i> Yes

a. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm
Serve as Engineer of Record for the master planned community of 1,346 units.

(1) TITLE AND LOCATION <i>(City and State)</i> Valencia Del Sol - Wimauma, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 3	CONSTRUCTION <i>(If applicable)</i> Yes

b. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm
Serve as Engineer of Record for the master planned community of 565 units.

(1) TITLE AND LOCATION <i>(City and State)</i> Esplanade of Tampa - Tampa, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 5	CONSTRUCTION <i>(If applicable)</i> 2018

c. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm
Serve as Engineer of Record for the master planned community of 345 units.

(1) TITLE AND LOCATION <i>(City and State)</i> Meadowgrove - Tampa, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

d. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm
Serve as Engineer of Record for the master planned community of 150 units.

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>

e. (3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE Check if project performed with current firm

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1
21. TITLE AND LOCATION <i>(City and State)</i> Esplanade of Tampa	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Engi	CONSTRUCTION <i>(If applicable)</i> 2018

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Taylor Morrison	b. POINT OF CONTACT NAME Drew Miller	c. POINT OF CONTACT TELEPHONE NUMBER 813-620-4259
-------------------------------------	---	--

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

A master-planned community consisting of 345-units. It is a gated community with amenities serving the community. We provided the engineering design services for this project and provided inspections for the community to turn over to the HOA.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a. (1) FIRM NAME LevelUp Consulting, LLC	(2) FIRM LOCATION <i>(City and State)</i> 505 E Jackson St, Suite 200, Tampa, FL, 33602	(3) ROLE Engineer of Record
b. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f. (1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

H. ADDITIONAL INFORMATION

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

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

7/7/25

33. NAME AND TITLE

R Trent Stephenson, President

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

12D

Riversong 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
WEIGHT FACTOR	25	25	20	15	5	5	5	100
NAME OF RESPONDENT								
1 Alliant Engineering, Inc.								
2 LevelUp Consulting								

 Board Member's Signature

 Date

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

13

RESOLUTION 2025-23

A RESOLUTION BY THE BOARD OF SUPERVISORS OF THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT DESIGNATING THE LOCATION OF THE LOCAL DISTRICT RECORDS OFFICE AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, the District is statutorily required to designate a local district records office location for the purposes of affording citizens the ability to access the District’s records, promoting the disclosure of matters undertaken by the District, and ensuring that the public is informed of the activities of the District in accordance with Chapter 119 and Section 190.006(7), *Florida Statutes*.

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

SECTION 1. The District’s local records office shall be located at:

LOCATION: _____

SECTION 2. This Resolution shall take effect immediately upon adoption.

PASSED AND ADOPTED this _____ day of _____, 2025.

ATTEST:

RIVERSONG COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

14

RESOLUTION 2025-26

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT FOR FISCAL YEAR 2025/2026 AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Riversong 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 is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District’s regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located.

WHEREAS, the Board desires to adopt the Fiscal Year 2025/2026 meeting schedule attached as **Exhibit A**.

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

1. ADOPTING FISCAL YEAR 2025/2026 ANNUAL MEETING SCHEDULE. The Fiscal Year 2025/2026 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

2. EFFECTIVE DATE. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 24th day of July, 2025.

ATTEST:

RIVERSONG COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

EXHIBIT "A"

RIVERSONG COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2025/2026 MEETING SCHEDULE		
LOCATION <i>TBD</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October __, 2025	Regular Meeting	__:__ AM/PM
November __, 2025	Regular Meeting	__:__ AM/PM
December __, 2025	Regular Meeting	__:__ AM/PM
January __, 2026	Regular Meeting	__:__ AM/PM
February __, 2026	Regular Meeting	__:__ AM/PM
March __, 2026	Regular Meeting	__:__ AM/PM
April __, 2026	Regular Meeting	__:__ AM/PM
May __, 2026	Regular Meeting	__:__ AM/PM
June __, 2026	Regular Meeting	__:__ AM/PM
July __, 2026	Regular Meeting	__:__ AM/PM
August __, 2026	Regular Meeting	__:__ AM/PM
September __, 2026	Regular Meeting	__:__ AM/PM

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

15

RESOLUTION 2025-38

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE RIVERSONG COMMUNITY DEVELOPMENT DISTRICT AMENDING RESOLUTIONS 2025-28 AND 2025-29 AND TO RESET THE DATE AND TIME OF THE PUBLIC HEARING TO CONSIDER THE FISCAL YEAR 2024/2025 AND FISCAL YEAR 2025/2026 FINAL BUDGETS; RATIFYING THE STAFF ACTIONS IN RESETTING THE PUBLIC HEARING; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Riversong Community Development District (“District”) is a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, for the purpose of planning, financing, constructing, operating and/or maintaining certain public infrastructure improvements; and

WHEREAS, on June 12, 2025, at a duly noticed public meeting, the Board of Supervisors of the District (“Board”) previously adopted Resolution 2025-28 and Resolution 2025-29, approving the proposed budgets for Fiscal Year 2024/2025 (“FY 2025”) and Fiscal Year 2025/2026 (“FY 2026” and collectively with FY 2025 the “Proposed Budgets”), respectively, and setting a public hearing on the Proposed Budgets (“Budget Hearings”) for 10:00 a.m. on August 13, 2025, at the Del Webb Bayview Driftwood Club, 8810 Barrier Coast Trail, Parrish, Florida 34219; and

WHEREAS, the District Manager, in consultation with Chair, rescheduled the Budget Hearings to 10:00 a.m. on September 3, 2025, at the Del Webb Bayview Driftwood Club, 8810 Barrier Coast Trail, Parrish, Florida 34219, and cause or will cause the notice of the revised public hearing, with the date and time along with the location, to be published in a newspaper of general circulation in Manatee County, Florida.

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

SECTION 1. RECITALS. The Recitals stated above are true and correct and are incorporated herein as a material part of this Resolution.

SECTION 2. RATIFICATION OF PUBLIC HEARING RESET. The actions of the District Manager, Chair and other District staff in resetting the public hearing and providing the notice of the public hearings is hereby ratified. Resolution 2025-28 is hereby amended to reflect that the FY 2025 Budget Hearing as declared therein is reset to 10:00 a.m. on September 3, 2025, at the Del Webb Bayview Driftwood Club, 8810 Barrier Coast Trail, Parrish, Florida 34219. Resolution 2025-29 is hereby amended to reflect that the FY 2026 Budget Hearing as declared therein is reset to 10:00 a.m. on September 3, 2025, at the Del Webb Bayview Driftwood Club, 8810 Barrier Coast Trail, Parrish, Florida 34219.

SECTION 3. RESOLUTIONS 2025-28 AND 2025-29 OTHERWISE REMAIN IN FULL FORCE AND EFFECT. Except as otherwise provided herein, all of the provisions of Resolution 2025-28 and Resolution 2025-29 continue in full force and effect.

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

SECTION 5. EFFECTIVE DATE. This Resolution shall take effect upon its passage and adoption by the Board.

PASSED AND ADOPTED this 24th day of July, 2025.

ATTEST:

**RIVERSONG COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chair/Vice Chair, Board of Supervisors

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

UNAUDITED
FINANCIAL
STATEMENTS

**RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JUNE 30, 2025**

**RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JUNE 30, 2025**

	<u>General Fund</u>	<u>Total Governmental Funds</u>
ASSETS		
Due from Landowner	\$ 15,558	\$ 15,558
Total assets	<u>15,558</u>	<u>15,558</u>
 LIABILITIES AND FUND BALANCES		
Liabilities:		
Accounts payable	\$ 2,058	\$ 2,058
Landowner advance	13,500	13,500
Total liabilities	<u>15,558</u>	<u>15,558</u>
 DEFERRED INFLOWS OF RESOURCES		
Deferred receipts	2,058	2,058
Total deferred inflows of resources	<u>2,058</u>	<u>2,058</u>
 Fund balances:		
Unassigned	<u>(2,058)</u>	<u>(2,058)</u>
Total fund balances	<u>(2,058)</u>	<u>(2,058)</u>
 Total liabilities, deferred inflows of resources and fund balances		
	<u>\$ 15,558</u>	<u>\$ 15,558</u>

**RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JUNE 30, 2025**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ -	\$ -	\$ 51,799	0%
Total revenues	<u>-</u>	<u>-</u>	<u>51,799</u>	0%
EXPENDITURES				
Professional & administrative				
Management/accounting/recording**	2,000	2,000	8,000	25%
Legal	-	-	25,000	0%
Engineering	-	-	2,000	0%
Telephone	16	16	67	24%
Postage	-	-	500	0%
Printing & binding	42	42	167	25%
Legal advertising	-	-	7,500	0%
Annual special district fee	-	-	175	0%
Insurance	-	-	5,500	0%
Contingencies/bank charges	-	-	1,000	0%
Website hosting & maintenance	-	-	1,680	0%
Website ADA compliance	-	-	210	0%
Total expenditures	<u>2,058</u>	<u>2,058</u>	<u>51,799</u>	4%
Excess/(deficiency) of revenues over/(under) expenditures	(2,058)	(2,058)	-	
Fund balances - beginning	-	-	-	
Fund balances - ending	<u>\$ (2,058)</u>	<u>\$ (2,058)</u>	<u>\$ -</u>	

*These items will be realized when bonds are issued

**These items will be realized the year after the issuance of bonds.

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

MINUTES A

DRAFT

**MINUTES OF MEETING
RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT**

A Landowners' Meeting of the Riversong Community Development District was held on June 12, 2025 at 10:00 a.m., at Del Webb Bayview, Driftwood Club, Conference Room, 8810 Barrier Coast Trail, Parrish, Florida 34219.

Present:

Kristen Suit	District Manager/Proxy Holder
Jordan Lansford	Wrathell, Hunt and Associates, LLC
Ryan Dugan (via telephone)	District Counsel
Brady Lefere	
Melisa Sgro	
Alex Malecki	

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 10:03 a.m.

SECOND ORDER OF BUSINESS

Affidavit/Proof of Publication

The affidavit of publication was included for informational purposes.

THIRD ORDER OF BUSINESS

Election of Chair to Conduct Landowners' Meeting

Ms. Suit served as Chair to conduct the Landowners' meeting.

Ms. Suit is the designated Proxy Holder for the Landowner, DRP MULTISTATE 1, LLC, which owns 166.549 acres, equating to 167 voting units. Ms. Suit is eligible to cast up to 167 votes per seat.

FOURTH ORDER OF BUSINESS

Election of Supervisors [All Seats]

A. Nominations

Ms. Suit nominated the following:

Seat 1 Melisa Sgro

- 40 Seat 2 Brady Lefere
- 41 Seat 3 Kat Lawler
- 42 Seat 4 Ray Aponte
- 43 Seat 5 Alex Malecki
- 44 No other nominations were made.

45 **B. Casting of Ballots**

46 • **Determine Number of Voting Units Represented**

47 A total of 167 voting units were represented.

48 • **Determine Number of Voting Units Assigned by Proxy**

49 All 167 voting units were assigned by proxy to Ms. Suit.

50 Ms. Suit cast the following votes:

51	Seat 1	Melisa Sgro	167 votes
52	Seat 2	Brady Lefere	167 votes
53	Seat 3	Kat Lawler	166 votes
54	Seat 4	Ray Aponte	166 votes
55	Seat 5	Alex Malecki	166 votes

56 **C. Ballot Tabulation and Results**

57 Ms. Suit reported the following ballot tabulation, results and term lengths:

58	Seat 1	Melisa Sgro	167 votes	4-Year Term
59	Seat 2	Brady Lefere	167 votes	4-Year Term
60	Seat 3	Kat Lawler	166 votes	2-Year Term
61	Seat 4	Ray Aponte	166 votes	2-Year Term
62	Seat 5	Alex Malecki	166 votes	2-Year Term

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64 **FIFTH ORDER OF BUSINESS**

Landowners' Questions/Comments

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66 There were no Landowners' questions or comments.

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68 **SIXTH ORDER OF BUSINESS**

Adjournment

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70 The meeting adjourned at 10:05 a.m.

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Secretary/Assistant Secretary

Chair/Vice Chair

RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

MINUTES B

DRAFT
MINUTES OF MEETING
RIVERSONG
COMMUNITY DEVELOPMENT DISTRICT

An Organizational Meeting of the Riversong Community Development District was held on June 12, 2025, immediately following the adjournment of the Landowners' Meeting, scheduled to commence at 10:00 a.m., at the Del Webb Bayview, Driftwood Club, Conference Room, 8810 Barrier Coast Trail, Parrish, Florida 34219.

Present:

Melisa Sgro	Chair
Brady Lefere	Vice Chair
Kat Lawler	Assistant Secretary

Also present:

Kristen Suit	District Manager
Jordan Lansford	Wrathell, Hunt and Associates, LLC
Ryan Dugan (via telephone)	District Counsel
Steve Sanford (via telephone)	Bond Counsel

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Ms. Suit called the meeting to order at 10:07 a.m. and stated that the Landowners' Election was held just prior to this meeting. The Landowners' Election results were as follows:

Seat 1	Melisa Sgro	167 votes	4-Year Term
Seat 2	Brady Lefere	167 votes	4-Year Term
Seat 3	Kat Lawler	166 votes	2-Year Term
Seat 4	Ray Aponte	166 votes	2-Year Term
Seat 5	Alex Malecki	166 votes	2-Year Term

Supervisors-Elect Sgro, Lefere and Lawler were present. Supervisors-Elect Aponte and Malecki were not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

PART 1: GENERAL DISTRICT ITEMS

GENERAL DISTRICT ITEMS

40 **THIRD ORDER OF BUSINESS**

Administration of Oath of Office to Elected Board of Supervisors (the following will be provided in a separate package)

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Ms. Suit, a Notary of the State of Florida and duly authorized, administered the Oath of Office to Ms. Sgro, Mr. Lefere and Ms. Lawler. All are already familiar with the following items:

- 46 **A. Updates and Reminders: Ethics Training for Special District Supervisors and Form 1**
- 47 **B. Membership, Obligations and Responsibilities**
- 48 **C. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees**
- 49 **D. Form 8B: Memorandum of Voting Conflict for County, Municipal and other Local**
- 50 **Public Officers**

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52 **FOURTH ORDER OF BUSINESS**

Consideration of Resolution 2025-01, Ratifying the Actions of the District Manager and District Staff in Noticing the Landowners’ Meeting; Providing a Severability Clause; and Providing an Effective Date

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On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, Resolution 2025-01, Ratifying the Actions of the District Manager and District Staff in Noticing the Landowners’ Meeting; Providing a Severability Clause; and Providing an Effective Date, was adopted.

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65 **FIFTH ORDER OF BUSINESS**

Consideration of Resolution 2025-02, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date

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Ms. Suit presented Resolution 2025-02. The Landowners’ Election results read into the record during the First Order of Business, will be inserted into Sections 1 and 2.

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On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, Resolution 2025-02, Canvassing and Certifying the Results of the Landowners’ Election of Supervisors Held Pursuant to Section 190.006(2), Florida Statutes, and Providing for an Effective Date, was adopted.

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81 **SIXTH ORDER OF BUSINESS**

Consideration of Resolution 2025-03, Electing and Designating Certain Officers of the District, and Providing for an Effective Date

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86 Ms. Suit presented Resolution 2025-03. Mr. Lefere nominated the following slate:

- 87 Chair Melisa Sgro
- 88 Vice Chair Brady Lefere
- 89 Secretary Craig Wrathell
- 90 Assistant Secretary Kat Lawler
- 91 Assistant Secretary Ray Aponte
- 92 Assistant Secretary Alex Malecki
- 93 Assistant Secretary Kristen Suit
- 94 Assistant Secretary Jordan Lansford
- 95 Treasurer Craig Wrathell
- 96 Assistant Treasurer Jeffrey Pinder

97 No other nominations were made.

98

99 **On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor,**
100 **Resolution 2025-03, Electing and Designating Certain Officers of the District, as**
101 **nominated, and Providing for an Effective Date, was adopted.**

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104 **PART 2: CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)**

105 **ORGANIZATIONAL ITEMS**

106 **SEVENTH ORDER OF BUSINESS**

Consideration of the Following Consent Agenda Organizational Items:

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109 **A. Resolution 2025-04, Appointing and Fixing the Compensation of the District Manager and Methodology Consultant; Providing an Effective Date**

- 110
- 111 **▪ Agreement for District Management Services: Wrathell, Hunt and Associates,**
- 112 **LLC**

113 **B. Resolution 2025-05, Appointing District Counsel for the District, and Authorizing**
114 **Compensation; and Providing for an Effective Date**

- 115 **• Fee Agreement: Kutak Rock LLP**

- 116 C. Resolution 2025-06, Designating a Registered Agent and Registered Office of the
117 District, and Providing for an Effective Date
- 118 D. Resolution 2025-07, Appointing an Interim District Engineer for the Riversong
119 Community Development District, Authorizing Its Compensation and Providing for an
120 Effective Date
 - 121 • Interim Engineering Services Agreement: LevelUp Consulting, LLC
- 122 E. Authorization of Request for Qualifications (RFQ) for Engineering Services
- 123 F. Board Member Compensation: 190.006 (8), F.S.
124 The Board Members declined compensation.
- 125 G. Resolution 2025-08, Designating the Primary Administrative Office and Principal
126 Headquarters of the District and Providing an Effective Date
127 The primary administrative office will be at 2300 Glades Road, Suite 410W, Boca Raton,
128 Florida 33431. The principal headquarters will be located within Manatee County, Florida.
- 129 H. Resolution 2025-09, Setting Forth the Policy of the District Board of Supervisors with
130 Regard to the Support and Legal Defense of the Board of Supervisors, Officers and
131 Staff; and Providing for an Effective Date
 - 132 • Authorization to Obtain General Liability and Public Officers' Insurance
- 133 I. Resolution 2025-10, Providing for the Public's Opportunity to Be Heard; Designating
134 Public Comment Periods; Designating a Procedure to Identify Individuals Seeking to Be
135 Heard; Addressing Public Decorum; Addressing Exceptions; and Providing for
136 Severability and an Effective Date
- 137 J. Resolution 2025-11, Providing for the Appointment of a Records Management Liaison
138 Officer; Providing the Duties of the Records Management Liaison Officer; Adopting a
139 Records Retention Policy; and Providing for Severability and Effective Date
- 140 K. Resolution 2025-12, Granting the Chair and Vice Chair the Authority to Execute Real
141 and Personal Property Conveyance and Dedication Documents, Plats and Other
142 Documents Related to the Development of the District's Improvements; Approving
143 the Scope and Terms of Such Authorization; Providing a Severability Clause; and
144 Providing an Effective Date
- 145 L. Resolution 2025-13, Authorizing the Chairperson and Vice Chairperson to Take the
146 Necessary Actions to Award Certain Contracts, Agreements and Other Documents; and
147 Providing an Effective Date

- 148 M. Resolution 2025-14, Ratifying, Confirming and Approving the Recording of the Notice
- 149 of Establishment for the District; and Providing for an Effective Date
- 150 N. Authorization of Request for Proposals (RFP) for Annual Audit Services
- 151 • Designation of Board of Supervisors as Audit Committee
- 152 O. Strange Zone, Inc., Quotation #M25-025 for District Website Design, Maintenance and
- 153 Domain Web-Site Design Agreement
- 154 P. Resolution 2025-15, Approving the Florida Statewide Mutual Aid Agreement;
- 155 Providing for Severability; and Providing for an Effective Date
- 156 Q. Goals and Objectives Reporting [HB7013 - Special Districts Performance Measures and
- 157 Standards Reporting]
- 158 R. Consideration of E-Verify Memorandum

160 On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, the

161 Consent Agenda Items listed in the Seventh Order of Business, were adopted,

162 approved, ratified and/or accepted.

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BANKING ITEMS

EIGHTH ORDER OF BUSINESS

Consideration of the following Consent
Agenda Banking Items:

- 166 A. Resolution 2025-16, Directing the District Manager to Establish a Local Bank Account
- 167 and Appoint Signors on the Account; and Providing an Effective Date
- 168
- 169 Funding requests will be submitted to Ms. Sgro.

170

173 On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor,

174 Resolution 2025-16, Directing the District Manager to Establish a Local Bank

175 Account and Appoint Signors on the Account; and Providing an Effective Date,

176 was adopted.

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- 179 B. Resolution 2025-17, Authorizing the District Manager or Treasurer to Execute the
- 180 Public Depositors Report; Authorizing the Execution of Any Other Financial Reports as
- 181 Required by Law; Providing for an Effective Date

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On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, Resolution 2025-17, Authorizing the District Manager or Treasurer to Execute the Public Depositors Report; Authorizing the Execution of Any Other Financial Reports as Required by Law; Providing for an Effective Date, was adopted.

BUDGETARY ITEMS

NINTH ORDER OF BUSINESS

Consideration of the following Consent Agenda Budgetary Items:

- A. Fiscal Years 2024/2025 and 2025/2026 Budget Funding Agreement
- B. Resolution 2025-18, Adopting the Alternative Investment Guidelines for Investing Public Funds in Excess of Amounts Needed to Meet Current Operating Expenses, in Accordance with Section 218.415(17), Florida Statutes
- C. Resolution 2025-19, Authorizing the Disbursement of Funds for Payment of Certain Continuing Expenses Without Prior Approval of the Board of Supervisors; Authorizing the Disbursement of Funds for Payment of Certain Non-Continuing Expenses Without Prior Approval of the Board of Supervisors; Providing for a Monetary Threshold; and Providing for an Effective Date
- D. Resolution 2025-20, Adopting a Policy for Reimbursement of District Travel Expenses; and Providing for Severability and an Effective Date
- E. Resolution 2025-21, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date
- F. Resolution 2025-22, Adopting an Internal Controls Policy Consistent with Section 218.33, Florida Statutes; Providing an Effective Date

On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, the Consent Agenda Items listed in the Ninth Order of Business, were adopted, approved, ratified and/or accepted.

PART 3: NON-CONSENT AGENDA (ORGANIZATIONAL ITEMS, BANKING ITEMS & BUDGETARY ITEMS)

ORGANIZATIONAL ITEMS

TENTH ORDER OF BUSINESS

Consideration of the Following Non-Consent Agenda Organizational Items:

220 **A. Resolution 2025-23, Designating the Location of the Local District Records Office and**
221 **Providing an Effective Date**

222 This item was deferred.

223 **B. Resolution 2025-24, to Designate Date, Time and Place of Public Hearing and**
224 **Authorization to Publish Notice of Such Hearing for the Purpose of Adopting Rules of**
225 **Procedure; and Providing an Effective Date**

226 **I. Rules of Procedure**

227 **II. Notices of Rule Development and Rulemaking**

228 These items were included for informational purposes.

229 Ms. Suit presented Resolution 2025-24.

230

231 **On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor,**
232 **Resolution 2025-24, to Designate July 24, 2025 at 10:00 a.m., at the Del Webb**
233 **Bayview, Driftwood Club, Conference Room, 8810 Barrier Coast Trail, Parrish,**
234 **Florida 34219, as the Date, Time and Place of Public Hearing and Authorization**
235 **to Publish Notice of Such Hearing for the Purpose of Adopting Rules of**
236 **Procedure; and Providing an Effective Date, was adopted.**

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239 **C. Resolution 2025-25, Designating Dates, Times and Locations for Regular Meetings of**
240 **the Board of Supervisors of the District for the Remainder of Fiscal Year 2024/2025**
241 **and Providing for an Effective Date**

242 This item was deferred.

243 **D. Resolution 2025-26, Designating Dates, Times and Locations for Regular Meetings of**
244 **the Board of Supervisors of the District for Fiscal Year 2025/2026 and Providing for an**
245 **Effective Date**

246 This item was deferred.

247

248 **BANKING ITEMS**

249 **ELEVENTH ORDER OF BUSINESS** **Consideration of the Following Non-**
250 **Consent Agenda Banking Item:**

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252 **A. Resolution 2025-27, Designating a Public Depository for Funds of the District and**
253 **Providing an Effective Date**

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On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, Resolution 2025-27, Designating Truist Bank as a Public Depository for Funds of the District and Providing an Effective Date, was adopted.

BUDGETARY ITEMS

TWELFTH ORDER OF BUSINESS

Consideration of the following Non-Consent Agenda Budgetary Items:

- A. Resolution 2025-28, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Severability; and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-28 and the proposed Fiscal Year 2025 budget, which is a Developer contribution, administrative budget with expenses funded as they are incurred.

On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, Resolution 2025-28, Approving a Proposed Budget for Fiscal Year 2024/2025 and Setting a Public Hearing Thereon Pursuant to Florida Law on August 13, 2025 at 10:00 a.m., at the Del Webb Bayview, Driftwood Club, Conference Room, 8810 Barrier Coast Trail, Parrish, Florida 34219; Addressing Severability; and Providing for an Effective Date, was adopted.

- B. Resolution 2025-29, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Severability; and Providing for an Effective Date**

Ms. Suit presented Resolution 2025-29 and the proposed Fiscal Year 2026 budget, which is a Developer contribution, administrative budget with expenses funded as they are incurred.

On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, Resolution 2025-29, Approving a Proposed Budget for Fiscal Year 2025/2026 and Setting a Public Hearing Thereon Pursuant to Florida Law on August 13, 2025 at 10:00 a.m., at the Del Webb Bayview, Driftwood Club, Conference Room, 8810 Barrier Coast Trail, Parrish, Florida 34219; Addressing Severability; and Providing for an Effective Date, was adopted.

- C. Resolution 2025-30, Authorizing an Individual Designated by the Board of Supervisors to Act as the District’s Purchasing Agent for the Purpose of Procuring, Accepting, and**

293 Maintaining Any and All Construction Materials Necessary for the Construction,
 294 Installation, Maintenance or Completion of the District’s Infrastructure Improvements
 295 as Provided in the District’s Adopted Improvement Plan; Providing for the Approval of
 296 a Work Authorization; Providing for Procedural Requirements for the Purchase of
 297 Materials; Approving the Form of a Purchase Requisition Request; Approving the Form
 298 of a Purchase Order; Approving the Form of a Certificate of Entitlement; Authorizing
 299 the Purchase of Insurance; Providing a Severability Clause; and Providing an Effective
 300 Date

301 On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor,
 302 Resolution 2025-30, Authorizing an Individual Designated by the Board of
 303 Supervisors to Act as the District’s Purchasing Agent for the Purpose of
 304 Procuring, Accepting, and Maintaining Any and All Construction Materials
 305 Necessary for the Construction, Installation, Maintenance or Completion of the
 306 District’s Infrastructure Improvements as Provided in the District’s Adopted
 307 Improvement Plan; Providing for the Approval of a Work Authorization;
 308 Providing for Procedural Requirements for the Purchase of Materials;
 309 Approving the Form of a Purchase Requisition Request; Approving the Form of
 310 a Purchase Order; Approving the Form of a Certificate of Entitlement;
 311 Authorizing the Purchase of Insurance; Providing a Severability Clause; and
 312 Providing an Effective Date, was adopted.

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Mr. Sanford joined the meeting via telephone.

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317 **PART 4: BOND FINANCING & PROJECT RELATED MATTERS**

318 **FINANCING RELATED MATTERS**

319 **THIRTEENTH ORDER OF BUSINESS**

Consideration of the following Bond
 Financing Related Items:

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A. Bond Financing Team Funding Agreement

Ms. Suit presented the Bond Financing Team Funding Agreement.

325 On MOTION by Ms. Sgro and seconded by Mr. Lefere, with all in favor, the
 326 Bond Financing Team Funding Agreement, was approved.

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 329

B. Engagement of Bond Financing Professionals

Ms. Suit presented the following:

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331 I. Underwriter/Investment Banker: FMSbonds, Inc

332 II. Bond Counsel: Greenburg Traurig, P.A.

333 III. Trustee, Paying Agent and Registrar: US Bank Trust Company, N.A.

334

335 On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, the
336 FMSbonds, Inc. Agreement for Underwriting Services and G-17 Disclosure;
337 Greenberg Traurig, P.A., Engagement Letter to serve as Bond Counsel; and US
338 Bank Trust Company, N.A. Engagement Letter to serve as Trustee, Paying Agent
339 and Registrar, were approved.

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342 C. Resolution 2025-31, Designating a Date, Time, and Location of a Public Hearing
343 Regarding the District’s Intent to Use the Uniform Method for the Levy, Collection,
344 and Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section
345 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such Hearing;
346 and Providing an Effective Date

347 Ms. Suit presented Resolution 2025-31. This Resolution enables placement of the
348 assessments on the tax bill utilizing the services of the Property Appraiser and Tax Collector.

349

350 On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor,
351 Resolution 2025-31, Designating a Date, Time, and Location of July 24, 2025 at
352 10:00 a.m., at the Del Webb Bayview, Driftwood Club, Conference Room, 8810
353 Barrier Coast Trail, Parrish, Florida 34219, for a Public Hearing Regarding the
354 District’s Intent to Use the Uniform Method for the Levy, Collection, and
355 Enforcement of Non-Ad Valorem Special Assessments as Authorized by Section
356 197.3632, Florida Statutes; Authorizing the Publication of the Notice of Such
357 Hearing; and Providing an Effective Date, was adopted.

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360 D. Presentation of Master Engineer’s Report

361 Ms. Suit presented the Master Engineer’s Report dated June 2025 and noted the
362 following:

363 ➤ The Capital Improvement Plan (CIP) anticipates 343 units in Phase 1, 405 units in Phase
364 2, and 282 units in Phase 3, for a total of 1,030 units.

365 ➤ The total CIP Cost Estimates are \$23,391,396.18 for Phase 1, \$16,871,860.39 for Phase
366 2, and \$10,086,908.35 for Phase 3, for a total CIP Cost Estimate of \$50,350,164.92.

367 Mr. Lefere noted that Table 5 should be corrected to reflect that the O&M Entity for the
368 Amenities will be the HOA, and the O&M Entity for the Conservation Area will be the CDD.

369 Mr. Dugan stated that he will make the corrections.

370 **E. Presentation of Master Special Assessment Methodology Report**

371 Ms. Suit presented the Master Special Assessment Methodology Report dated June 12,
372 2025. She reviewed the pertinent information found in each section and discussed the
373 Development Program, CIP, Financing Program, Assessment Methodology, lienability tests,
374 special and peculiar benefits to the units, True-up Mechanism and the Appendix Tables. She
375 noted the following:

376 ➤ The land within the District currently consists of approximately 166.30 +/- acres, and an
377 expansion area with an additional 329.15 +/- acres constituting Phases 2 and 3, for a total of
378 495.45 +/- acres.

379 ➤ The Methodology references the Engineer's Report, which outlines the CIP for the CDD.

380 ➤ The CIP consists of internal roadways; stormwater management; utilities, including
381 water, sewer and reclaim; and off-site improvements, including roadways, conservation,
382 differential cost of undergrounding electric utilities, and public area landscape and hardscape;
383 along with contingency and professional costs, which, cumulatively, are estimated by the
384 District Engineer at \$50,350,164.92, including the costs of public infrastructure improvements
385 necessary for the development of both the current District boundaries and the Expansion Area.

386 ➤ The total par amount of bonds, including the costs of financing, capitalized interest and
387 debt service reserve, is \$69,205,000 to finance approximately \$50,350,164.92 in total CIP costs.

388 ➤ The most current Development Plan anticipates the development of 343 residential
389 units within the existing boundary of the CDD and 687 residential units within the anticipated
390 expansion area, for a total of 1,030 residential units.

391

392 **On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, the**
393 **Master Engineer's Report and the Master Special Assessment Methodology**
394 **Report, both in substantial form, were approved.**

395

396

397 ■ **Resolution 2025-34, Authorizing the Issuance of Not to Exceed \$69,205,000 Aggregate**
398 **Principal Amount of Riversong Community Development District Special Assessment**
399 **Bonds, in One or More Series, to Pay All or a Portion of the Design, Acquisition,**

400 **Construction Costs of Certain Public Infrastructure Improvements, Including, But Not**
401 **Limited to, Roadway Improvements; Stormwater Management and Control Facilities,**
402 **Including, But Not Limited to, Related Earthwork; Certain Off-Site Improvements;**
403 **Water, Wastewater and Reclaimed Water Facilities Including any Applicable**
404 **Connection Fees; Undergrounding Differential Cost of Electric Utilities; Landscape and**
405 **Hardscape Improvements in Public Areas; and All Related Soft and Incidental Costs**
406 **(Collectively, the “Project”), Pursuant to Chapter 190, Florida Statutes, as Amended;**
407 **Appointing U.S. Bank Trust Company, National Association to Serve as Trustee;**
408 **Approving the Execution and Delivery of a Master Trust Indenture and a Supplemental**
409 **Trust Indenture or Indentures In Substantially the Forms Attached Hereto; Providing**
410 **that Such Bonds Shall Not Constitute a Debt, Liability or Obligation of Riversong**
411 **Community Development District (Except as Otherwise Provided Herein), Manatee**
412 **County, Florida, or of the State of Florida or of Any Other Political Subdivision Thereof,**
413 **But Shall Be Payable Solely from Special Assessments Assessed and Levied on the**
414 **Property Within the District Benefited by the Project and Subject to Assessment;**
415 **Providing for the Judicial Validation of Such Bonds; and Providing for Other Related**
416 **Matters**

417 **This item, previously Item 13H, was presented out of order.**

418 Mr. Sanford presented Resolution 2025-34, known as the Authorizing Validation
419 Resolution, which accomplishes the following:

- 420 ➤ Approves the issuance of bonds in a not-to-exceed principal amount of \$69,205,000 in
421 one or more series to finance all or a portion of the public infrastructure described in the
422 Engineer’s Report.
- 423 ➤ Appoints US Bank Trust Company National Association as the Trustee, Registrar and
424 Paying Agent.
- 425 ➤ Approves the form of the Master Trust Indenture and the Supplemental Indenture.
- 426 ➤ Authorizes District Counsel to file the bond validation petition.

427

428 **On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor,**
429 **Resolution 2025-34, Authorizing the Issuance of Not to Exceed \$69,205,000**
430 **Aggregate Principal Amount of Riversong Community Development District**
431 **Special Assessment Bonds, in One or More Series, to Pay All or a Portion of the**
432 **Design, Acquisition, Construction Costs of Certain Public Infrastructure**

433 Improvements, Including, But Not Limited to, Roadway Improvements;
434 Stormwater Management and Control Facilities, Including, But Not Limited to,
435 Related Earthwork; Certain Off-Site Improvements; Water, Wastewater and
436 Reclaimed Water Facilities Including any Applicable Connection Fees;
437 Undergrounding Differential Cost of Electric Utilities; Landscape and Hardscape
438 Improvements in Public Areas; and All Related Soft and Incidental Costs
439 (Collectively, the "Project"), Pursuant to Chapter 190, Florida Statutes, as
440 Amended; Appointing U.S. Bank Trust Company, National Association to Serve
441 as Trustee; Approving the Execution and Delivery of a Master Trust Indenture
442 and a Supplemental Trust Indenture or Indentures In Substantially the Forms
443 Attached Hereto; Providing that Such Bonds Shall Not Constitute a Debt,
444 Liability or Obligation of Riversong Community Development District (Except as
445 Otherwise Provided Herein), Manatee County, Florida, or of the State of Florida
446 or of Any Other Political Subdivision Thereof, But Shall Be Payable Solely from
447 Special Assessments Assessed and Levied on the Property Within the District
448 Benefited by the Project and Subject to Assessment; Providing for the Judicial
449 Validation of Such Bonds; and Providing for Other Related Matters, was
450 adopted.

451

452

453 F. Resolution 2025-32, Declaring Special Assessments; Designating the Nature and
454 Location of the Proposed Improvements; Declaring the Total Estimated Cost of the
455 Improvements, the Portion to Be Paid by Assessments, and the Manner and Timing in
456 Which the Assessments are to Be Paid; Designating the Lands Upon Which the
457 Assessments Shall Be Levied; Providing for an Assessment Plat and a Preliminary
458 Assessment Roll; Providing for Publication of this Resolution; and Addressing Conflicts,
459 Severability and an Effective Date

460 Ms. Suit presented Resolution 2025-32.

461 Mr. Dugan noted that Sections 3 and 4 will be updated to reflect only Phase 1.

462

463 On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor,
464 Resolution 2025-32, as amended and in substantial form, Declaring Special
465 Assessments; Designating the Nature and Location of the Proposed
466 Improvements; Declaring the Total Estimated Cost of the Improvements, the
467 Portion to Be Paid by Assessments, and the Manner and Timing in Which the
468 Assessments are to Be Paid; Designating the Lands Upon Which the
469 Assessments Shall Be Levied; Providing for an Assessment Plat and a
470 Preliminary Assessment Roll; Providing for Publication of this Resolution; and
471 Addressing Conflicts, Severability and an Effective Date, was adopted.

472

473

474 **G. Resolution 2025-33, Setting a Public Hearing for the Purpose of Hearing Public**
475 **Comment on Imposing Special Assessments on Certain Property Within the District**
476 **Generally Described as the Riversong Community Development District in Accordance**
477 **with Chapters 170, 190 and 197, Florida Statutes**

478 Ms. Suit presented Resolution 2025-33.

479

480 **On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor,**
481 **Resolution 2025-33, Setting a Public Hearing on July 24, 2025 at 10:00 a.m., at**
482 **the Del Webb Bayview, Driftwood Club, Conference Room, 8810 Barrier Coast**
483 **Trail, Parrish, Florida 34219, for the Purpose of Hearing Public Comment on**
484 **Imposing Special Assessments on Certain Property Within the District Generally**
485 **Described as the Riversong Community Development District in Accordance**
486 **with Chapters 170, 190 and 197, Florida Statutes, was adopted.**

487

488

489 **H. Resolution 2025-34, Authorizing the Issuance of Not to Exceed \$69,205,000 Aggregate**
490 **Principal Amount of Riversong Community Development District Special Assessment**
491 **Bonds, in One or More Series, to Pay All or a Portion of the Design, Acquisition,**
492 **Construction Costs of Certain Public Infrastructure Improvements, Including, But Not**
493 **Limited to, Roadway Improvements; Stormwater Management and Control Facilities,**
494 **Including, But Not Limited to, Related Earthwork; Certain Off-Site Improvements;**
495 **Water, Wastewater and Reclaimed Water Facilities Including any Applicable**
496 **Connection Fees; Undergrounding Differential Cost of Electric Utilities; Landscape and**
497 **Hardscape Improvements in Public Areas; and All Related Soft and Incidental Costs**
498 **(Collectively, the “Project”), Pursuant to Chapter 190, Florida Statutes, as Amended;**
499 **Appointing U.S. Bank Trust Company, National Association to Serve as Trustee;**
500 **Approving the Execution and Delivery of a Master Trust Indenture and a Supplemental**
501 **Trust Indenture or Indentures In Substantially the Forms Attached Hereto; Providing**
502 **that Such Bonds Shall Not Constitute a Debt, Liability or Obligation of Riversong**
503 **Community Development District (Except as Otherwise Provided Herein), Manatee**
504 **County, Florida, or of the State of Florida or of Any Other Political Subdivision Thereof,**
505 **But Shall Be Payable Solely from Special Assessments Assessed and Levied on the**
506 **Property Within the District Benefited by the Project and Subject to Assessment;**
507 **Providing for the Judicial Validation of Such Bonds; and Providing for Other Related**
508 **Matters**

509 This item was presented following Item 13E.

510

511 **PROJECT RELATED ITEMS**

512 **FOURTEENTH ORDER OF BUSINESS** **Consideration of the following Project**
513 **Related Items:**

514

515 **A. Temporary Construction and Maintenance Easement**

516 **B. Acquisition Agreement**

517 **C. Declaration of Consent**

518 **On MOTION by Mr. Lefere and seconded by Ms. Sgro with all in favor, the**
519 **Temporary Construction and Maintenance Easement, the Acquisition**
520 **Agreement and the Declaration of Consent, were approved.**

521

522

523 **FIFTEENTH ORDER OF BUSINESS** **Staff Reports**

524

525 **A. District Counsel: Kutak Rock LLP**

526 Mr. Dugan stated the bond validation complaint will likely be filed today and the bond
527 validation hearing will likely be scheduled in early August.

528 **B. District Engineer (Interim): LevelUp Consulting, LLC**

529 **C. District Manager: Wrathell, Hunt and Associates, LLC**

530 There were no District Engineer or District Manager reports.

531 The next meeting will be held on July 24, 2025 at 10:00 a.m., at this location, unless
532 rescheduled to August 13, 2025 at 10:00 a.m., to coincide with the budget Public Hearings.

533

534 **SIXTEENTH ORDER OF BUSINESS** **Board Members' Comments/Requests**

535

536 There were no Board Members' comments or requests.

537

538 **SEVENTEENTH ORDER OF BUSINESS** **Public Comments**

539

540 No members of the public spoke.

541

542 **EIGHTEENTH ORDER OF BUSINESS** **Adjournment**

543

544 **On MOTION by Mr. Lefere and seconded by Ms. Sgro, with all in favor, the**
545 **meeting adjourned at 10:35 a.m.**

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547
548
549
550
551

Secretary/Assistant Secretary

Chair/Vice Chair