

SALTLEAF

**COMMUNITY DEVELOPMENT
DISTRICT**

September 13, 2024

BOARD OF SUPERVISORS

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

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

**AGENDA
LETTER**

Saltleaf 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

September 6, 2024

Board of Supervisors
Saltleaf Community Development District

Dear Board Members:

The Board of Supervisors of the Saltleaf Community Development District will hold a Public Hearing, Regular Meeting and Audit Committee Meeting on September 13, 2024 at 3:00 p.m., at the Estero Community Church, 21115 Design Parc Ln., Estero, Florida 33928. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Public Hearing on Adoption of Fiscal Year 2024/2025 Budget
 - A. Proof/Affidavit of Publication
 - B. Consideration of Resolution 2024-16, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2024, and Ending September 30, 2025; Authorizing Budget Amendments; and Providing an Effective Date
4. Consideration of Fiscal Year 2024/2025 Budget Funding Agreement
5. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
 - A. Affidavit of Publication
 - B. RFQ Package
 - C. Respondents
 - I. Barraco and Associates, Inc.
 - II. Kimley-Horn & Associates, Inc.
 - D. Competitive Selection Criteria/Ranking
 - E. Award of Contract
6. Recess Regular Meeting/Commencement of Audit Selection Committee Meeting

ATTENDEES:

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

7. Review of Responses to Request for Proposals (RFP) for Annual Audit Services
 - A. Affidavit of Publication
 - B. RFP Package
 - C. Respondents
 - I. Berger, Toombs, Elam, Gaines & Frank
 - II. DiBartolomeo, McBee, Hartley & Barnes, P.A.
 - III. Grau & Associates
 - D. Auditor Evaluation Matrix/Ranking
8. Termination of Audit Selection Committee Meeting/Reconvene Regular Meeting
9. Consider Recommendation of Audit Selection Committee
 - Award of Contract
10. Acceptance of Unaudited Financial Statements as of July 31, 2024
11. Approval of August 9, 2024 Regular Meeting Minutes
12. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - B. District Engineer (Interim): *Barraco and Associates, Inc.*
 - C. District Manager: *Wrathell, Hunt and Associates, LLC*
 - NEXT MEETING DATE: October 11, 2024 at 3:00 PM
 - QUORUM CHECK

SEAT 1	CRAIG KLINGENSMITH	☐	IN PERSON	☐	PHONE	☐	NO
SEAT 2	SUSAN WATTS	☐	IN PERSON	☐	PHONE	☐	NO
SEAT 3	AJ STAMOULIS	☐	IN PERSON	☐	PHONE	☐	NO
SEAT 4	RAYMOND PIACENTE	☐	IN PERSON	☐	PHONE	☐	NO
SEAT 5	BRIAN SIMPER	☐	IN PERSON	☐	PHONE	☐	NO

13. Board Members' Comments/Requests
14. Public Comments
15. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (239) 464-7114.

Sincerely,



Chesley E. Adams, Jr.
District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE

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

PARTICIPANT PASSCODE: 229 774 8903

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

3A



Florida

GANNETT

PO Box 631244 Cincinnati, OH 45263-1244

AFFIDAVIT OF PUBLICATION

_ Daphne Gillyard
Daphne Gillyard
Saltleaf CDD
2300 Glades RD # 410W
Boca Raton FL 33431-8556

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the News-Press, a daily newspaper published at Fort Myers in Lee County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible website of Lee County, Florida, or in a newspaper by print in the issues of, on:

08/27/2024, 09/03/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 09/03/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost: \$488.72
Tax Amount: \$0.00
Payment Cost: \$488.72
Order No: 10507493
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1

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

NICOLE JACOBS
Notary Public
State of Wisconsin

SALTLEAF COMMUNITY DEVELOPMENT DISTRICT NOTICE OF PUBLIC HEARING TO CONSIDER THE ADOPTION OF THE FISCAL YEAR FISCAL YEAR 2024/2025 BUDGET; AND NOTICE OF REGULAR BOARD OF SUPERVISORS' MEETING.

Notice is hereby given that the Board of Supervisors ("Board") of the Saltleaf Community Development District ("District") will hold a public hearing on September 13, 2024 at 3:00 p.m., at Estero Community Church, 21115 Design Parc Ln., Estero, Florida 33928 for the purpose of hearing comments and objections on the adoption of the proposed budget ("Proposed Budget") of the District for the fiscal year beginning October 1, 2024 and ending September 30, 2025 ("Fiscal Year 2024/2025"). A regular board meeting of the District will also be held at that time where the Board may consider any other business that may properly come before it.

A copy of the agenda and Proposed Budgets may be obtained by contacting the offices of the District Manager, Wrathell Hunt & Associates, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (877) 276-0889 ("District Manager's Office"), during normal business hours.

The public hearing and meeting are open to the public and will be conducted in accordance with the provisions of Florida law. The public hearing and meeting may be continued to a date, time, and place to be specified on the record at the hearing or meeting.

Any person requiring special accommodations at this meeting and/or public hearing or requiring assistance connecting to any communications media technology because of a disability or physical impairment should contact the District Manager's Office at least forty-eight (48) hours prior to the meeting and public hearing. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Manager's Office.

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

District Manager
No. 10507493
Sept 3, 2024

Aug 27,

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

3B

RESOLUTION 2024-16

[FY 2025 APPROPRIATION RESOLUTION]

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

WHEREAS, the District Manager has, prior to the fifteenth (15th) day in June, 2024, submitted to the Board of Supervisors (“**Board**”) of the Saltleaf Community Development District (“**District**”) proposed budget(s) (“**Proposed Budget**”) for the fiscal year beginning October 1, 2024 and ending September 30, 2025 (“**Fiscal Year 2024/2025**”) along with an explanatory and complete financial plan for each fund of the District, pursuant to the provisions of Section 190.008(2)(a), *Florida Statutes*; and

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

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

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

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

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

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

SECTION 1. BUDGET

- a. The Board has reviewed the Proposed Budget, a copy of which is on file with the office of the District Manager and at the District's Local Records Office, and hereby approves certain amendments thereto, as shown in Section 2 below.
- b. The Proposed Budget, attached hereto as **Exhibit "A,"** as amended by the Board, is hereby adopted in accordance with the provisions of Section 190.008(2)(a), *Florida Statutes* ("**Adopted Budget**"), and incorporated herein by reference; provided, however, that the comparative figures contained in the Adopted Budget may be subsequently revised as deemed necessary by the District Manager to reflect actual revenues and expenditures.
- c. The Adopted Budget, as amended, shall be maintained in the office of the District Manager and at the District's Local Records Office and identified as "The Budget for the Saltleaf Community Development District for the Fiscal Year Ending September 30, 2025."
- d. The Adopted Budget shall be posted by the District Manager on the District's official website within thirty (30) days after adoption, and shall remain on the website for at least 2 years.

SECTION 2. APPROPRIATIONS

There is hereby appropriated out of the revenues of the District, for Fiscal Year 2024/2025, the sums set forth in **Exhibit A** to be raised by the levy of assessments, a funding agreement and/or otherwise. Such sums are deemed by the Board to be necessary to defray all expenditures of the District during said budget year, and are to be divided and appropriated in the amounts set forth in **Exhibit A**.

SECTION 3. BUDGET AMENDMENTS

Pursuant to Section 189.016, *Florida Statutes*, the District at any time within Fiscal Year 2024/2025 or within 60 days following the end of the Fiscal Year 2024/2025 may amend its Adopted Budget for that fiscal year as follows:

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

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

The District Manager or Treasurer must ensure that any amendments to the budget under paragraph c. above are posted on the District's website within 5 days after adoption and remain on the website for at least 2 years.

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

PASSED AND ADOPTED THIS 13TH DAY OF SEPTEMBER, 2024.

ATTEST:

**SALTLEAF COMMUNITY DEVELOPMENT
DISTRICT**

By: _____

By: _____

Title: _____

Its: _____

Exhibit A: Fiscal Year 2024/2025 Budget(s)

Exhibit A: Fiscal Year 2024/2025 Budget(s)

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
PROPOSED BUDGET
FISCAL YEAR 2025**

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
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**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND BUDGET
FISCAL YEAR 2025**

	Fiscal Year 2024				
	Adopted Budget FY 2024	Actual through 03/31/2024	Projected through 09/30/2024	Total Actual & Projected	Proposed Budget FY 2025
REVENUES					
Landowner contribution	\$ 92,623	\$ 2,058	\$ 137,647	\$ 139,705	\$ 217,123
Total revenues	92,623	2,058	137,647	139,705	217,123
EXPENDITURES					
Professional & administrative					
Supervisors	-	431	431	862	-
Management/accounting/recording	44,000	12,000	32,000	44,000	44,000
Legal	25,000	47,230	10,000	57,230	25,000
Engineering	2,000	8,990	7,000	15,990	10,000
Audit	4,500	-	4,500	4,500	4,500
Arbitrage rebate calculation	500	-	500	500	500
Dissemination agent	833	-	833	833	833
Trustee	5,500	-	5,500	5,500	5,500
Telephone	200	100	100	200	200
Postage	500	160	340	500	500
Printing & binding	500	250	250	500	500
Legal advertising	1,750	-	1,750	1,750	1,750
Annual special district fee	175	-	175	175	175
Insurance	5,500	5,000	500	5,500	5,500
Contingencies/bank charges	750	722	28	750	750
Website hosting & maintenance	705	-	705	705	705
Website ADA compliance	210	210	-	210	210
Conservation area maintenance	-	-	-	-	96,500
Conservation area bridges	-	-	-	-	20,000
Total professional & administrative	92,623	75,093	64,612	139,705	217,123
Total expenditures	92,623	75,093	64,612	139,705	217,123
Excess/(deficiency) of revenues over/(under) expenditures	-	(73,035)	73,035	-	-
Fund balance - beginning (unaudited)	-	-	-	-	-
Fund balance - ending (projected)	\$ -	\$ -	\$ -	\$ -	\$ -

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
DEFINITIONS OF GENERAL FUND EXPENDITURES**

EXPENDITURES

Professional & administrative

Management/accounting/recording	\$ 44,000
Wrathell, Hunt and Associates, LLC (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.	
Legal	25,000
General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.	
Engineering	10,000
The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.	
Audit	4,500
Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.	
Arbitrage rebate calculation	500
To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.	
Dissemination agent	833
The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt & Associates serves as dissemination agent.	
Trustee	5,500
Annual fee for the service provided by trustee, paying agent and registrar.	
Telephone	200
Telephone and fax machine.	
Postage	500
Mailing of agenda packages, overnight deliveries, correspondence, etc.	
Printing & binding	500
Letterhead, envelopes, copies, agenda packages	
Legal advertising	1,750
The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.	
Annual special district fee	175
Annual fee paid to the Florida Department of Economic Opportunity.	
Insurance	5,500
The District will obtain public officials and general liability insurance.	
Contingencies/bank charges	750
Bank charges and other miscellaneous expenses incurred during the year and automated AP routing etc.	
Website hosting & maintenance	705
Website ADA compliance	210
Conservation area maintenance	96,500
Intended to cover the cost of maintaining 25 +/- acres of first time high intensity maintenance Conservation Areas (4 events/ year) and 190 +/- acres of low intensity Conservation Areas (2 events/ year).	
Conservation area bridges	20,000
Intended to cover the cost of annual pressure washing and refinishing as well as inspection, hardware tightening and periodic Board replacement.	
Total expenditures	<u><u>\$217,123</u></u>

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
DEBT SERVICE FUND BUDGET - SERIES 2024
FISCAL YEAR 2025**

	Fiscal Year 2024				Proposed
	Adopted Budget FY 2024	Actual through 3/31/2024	Projected through 9/30/2024	Total Actual & Projected	Budget FY 2025
REVENUES					
Assessment levy: off-roll	\$ -	\$ -	\$ -	\$ -	\$ -
Total revenues	-	-	-	-	-
EXPENDITURES					
Debt service					
Interest	-	-	-	-	1,832,847
Underwriter's discount	-	-	600,000	600,000	-
Cost of issuance	-	8,367	264,567	272,934	-
Total expenditures	-	8,367	864,567	872,934	1,832,847
Excess/(deficiency) of revenues over/(under) expenditures	-	(8,367)	(864,567)	(872,934)	(1,832,847)
OTHER FINANCING SOURCES/(USES)					
Bond proceeds	-	-	6,643,550	6,643,550	-
Original issue discount	-	-	(69,598)	(69,598)	-
Total other financing sources/(uses)	-	-	6,573,952	6,573,952	-
Net increase/(decrease) in fund balance	-	(8,367)	5,709,385	5,701,018	(1,832,847)
Fund balance:					
Beginning fund balance (unaudited)	-	-	(8,367)	-	5,701,018
Ending fund balance (projected)	\$ -	\$ (8,367)	\$ 5,701,018	\$ 5,701,018	3,868,171
Use of fund balance:					
Debt service reserve account balance (required)					(2,131,791)
Interest expense - November 1, 2025					(868,191)
Projected fund balance surplus/(deficit) as of September 30, 2025					\$ 868,189

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2024 AMORTIZATION SCHEDULE**

	Principal	Coupon	Interest	Debt Service	Bond Balance	
04/11/24						
05/01/24			-	-	30,000,000.00	
11/01/24			964,656.25	964,656.25	30,000,000.00	CAPI
05/01/25	-		868,190.63	868,190.63	30,000,000.00	CAPI
11/01/25			868,190.63	868,190.63	30,000,000.00	CAPI
05/01/26	-		868,190.63	868,190.63	30,000,000.00	CAPI
11/01/26			868,190.63	868,190.63	29,595,000.00	
05/01/27	405,000.00	4.750%	868,190.63	1,273,190.63	29,595,000.00	
11/01/27			858,571.88	858,571.88	29,175,000.00	
05/01/28	420,000.00	4.750%	858,571.88	1,278,571.88	29,175,000.00	
11/01/28			848,596.88	848,596.88	28,730,000.00	
05/01/29	445,000.00	4.750%	848,596.88	1,293,596.88	28,730,000.00	
11/01/29			838,028.13	838,028.13	28,265,000.00	
05/01/30	465,000.00	4.750%	838,028.13	1,303,028.13	28,265,000.00	
11/01/30			826,984.38	826,984.38	27,780,000.00	
05/01/31	485,000.00	4.750%	826,984.38	1,311,984.38	27,780,000.00	
11/01/31			815,465.63	815,465.63	27,265,000.00	
05/01/32	515,000.00	5.625%	815,465.63	1,330,465.63	27,265,000.00	
11/01/32			800,981.25	800,981.25	26,720,000.00	
05/01/33	545,000.00	5.625%	800,981.25	1,345,981.25	26,720,000.00	
11/01/33			785,653.13	785,653.13	26,145,000.00	
05/01/34	575,000.00	5.625%	785,653.13	1,360,653.13	26,145,000.00	
11/01/34			769,481.25	769,481.25	25,540,000.00	
05/01/35	605,000.00	5.625%	769,481.25	1,374,481.25	25,540,000.00	
11/01/35			752,465.63	752,465.63	24,895,000.00	
05/01/36	645,000.00	5.625%	752,465.63	1,397,465.63	24,895,000.00	
11/01/36			734,325.00	734,325.00	24,215,000.00	
05/01/37	680,000.00	5.625%	734,325.00	1,414,325.00	24,215,000.00	
11/01/37			715,200.00	715,200.00	23,495,000.00	
05/01/38	720,000.00	5.625%	715,200.00	1,435,200.00	23,495,000.00	
11/01/38			694,950.00	694,950.00	22,735,000.00	
05/01/39	760,000.00	5.625%	694,950.00	1,454,950.00	22,735,000.00	
11/01/39			673,575.00	673,575.00	21,930,000.00	
05/01/40	805,000.00	5.625%	673,575.00	1,478,575.00	21,930,000.00	
11/01/40			650,934.38	650,934.38	21,080,000.00	
05/01/41	850,000.00	5.625%	650,934.38	1,500,934.38	21,080,000.00	
11/01/41			627,028.13	627,028.13	20,180,000.00	
05/01/42	900,000.00	5.625%	627,028.13	1,527,028.13	20,180,000.00	
11/01/42			601,715.63	601,715.63	19,225,000.00	
05/01/43	955,000.00	5.625%	601,715.63	1,556,715.63	19,225,000.00	
11/01/43			574,856.25	574,856.25	18,215,000.00	
05/01/44	1,010,000.00	5.625%	574,856.25	1,584,856.25	18,215,000.00	
11/01/44			546,450.00	546,450.00	17,145,000.00	
05/01/45	1,070,000.00	6.000%	546,450.00	1,616,450.00	17,145,000.00	
11/01/45			514,350.00	514,350.00	16,010,000.00	
05/01/46	1,135,000.00	6.000%	514,350.00	1,649,350.00	16,010,000.00	
11/01/46			480,300.00	480,300.00	14,805,000.00	
05/01/47	1,205,000.00	6.000%	480,300.00	1,685,300.00	14,805,000.00	
11/01/47			444,150.00	444,150.00	13,525,000.00	
05/01/48	1,280,000.00	6.000%	444,150.00	1,724,150.00	13,525,000.00	

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
SERIES 2024 AMORTIZATION SCHEDULE**

	Principal	Coupon	Interest	Debt Service	Bond Balance
11/01/48			405,750.00	405,750.00	12,165,000.00
05/01/49	1,360,000.00	6.000%	405,750.00	1,765,750.00	12,165,000.00
11/01/49			364,950.00	364,950.00	10,725,000.00
05/01/50	1,440,000.00	6.000%	364,950.00	1,804,950.00	10,725,000.00
11/01/50			321,750.00	321,750.00	9,195,000.00
05/01/51	1,530,000.00	6.000%	321,750.00	1,851,750.00	9,195,000.00
11/01/51			275,850.00	275,850.00	7,570,000.00
05/01/52	1,625,000.00	6.000%	275,850.00	1,900,850.00	7,570,000.00
11/01/52			227,100.00	227,100.00	7,570,000.00
05/01/53	1,725,000.00	6.000%	227,100.00	1,952,100.00	5,845,000.00
11/01/53			175,350.00	175,350.00	5,845,000.00
05/01/54	1,835,000.00	6.000%	175,350.00	2,010,350.00	4,010,000.00
11/01/54			120,300.00	120,300.00	4,010,000.00
05/01/55	1,945,000.00	6.000%	120,300.00	2,065,300.00	2,065,000.00
11/01/55			61,950.00	61,950.00	2,065,000.00
05/01/56	2,065,000.00	6.000%	61,950.00	2,126,950.00	-
11/01/56			-	-	-
Total	30,000,000.00		38,319,734.50	68,319,734.50	

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
ASSESSMENT COMPARISON
PROJECTED FISCAL YEAR 2025 ASSESSMENTS**

Off-Roll					
		FY 2025 O&M	FY 2025 DS	FY 2025 Total	FY 2024
Product/Parcel	Units	Assessment	Assessment	Assessment	Total
		per Unit	per Unit	per Unit	Assessment
					per Unit
Highrise Condo	704	\$ -	\$ -	\$ -	\$ -
Midrise Condo	264	-	-	-	-
Attached Villa	76	-	-	-	-
Commerical (per 1,000 sq ft)	25	-	-	-	-
Total	1,069				

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

4

**SALTLEAF COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2024/2025 BUDGET FUNDING AGREEMENT**

This Agreement ("**Agreement**") is made and entered into this ____ day of _____, 2024, by and between:

Saltleaf Community Development District, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and with an address of c/o Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 ("**District**"), and

_____, a _____ ("**Developer**"), and whose address is _____.

RECITALS

WHEREAS, the District was established for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure; and

WHEREAS, the District, pursuant to Chapter 190, Florida Statutes, is authorized to levy such taxes, special assessments, fees and other charges as may be necessary in furtherance of the District's activities and services; and

WHEREAS, Developer presently is developing the majority of all real property ("**Property**") within the District, which Property will benefit from the timely construction and acquisition of the District's facilities, activities and services and from the continued operations of the District; and

WHEREAS, the District is adopting its general fund budget for Fiscal Year 2024/2025, which year concludes on September 30, 2025; and

WHEREAS, this general fund budget, which the parties recognize may be amended from time to time in the sole discretion of the District, is attached hereto and incorporated herein by reference as **Exhibit A**; and

WHEREAS, the District has the option of levying non-ad valorem assessments on all land, including the Property owned by the Developer, that will benefit from the activities, operations and services set forth in the Fiscal Year 2024/2025 budget, or utilizing such other revenue sources as may be available to it; and

WHEREAS, in lieu of levying assessments on the Property, the Developer is willing to provide such funds as are necessary to allow the District to proceed with its operations as described in **Exhibit A**; and

WHEREAS, the Developer agrees that the activities, operations and services provide a special and peculiar benefit equal to or in excess of the costs reflected on **Exhibit A** to the Property; and

WHEREAS, the Developer has agreed to enter into this Agreement in lieu of having the District levy and collect any non-ad valorem assessments as authorized by law against the Property located within the District for the activities, operations and services set forth in **Exhibit A**;

NOW, THEREFORE, based upon good and valuable consideration and the mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **FUNDING.** The Developer agrees to make available to the District the monies ("**Funding Obligation**") necessary for the operation of the District as called for in the budget attached hereto as **Exhibit A** (and as **Exhibit A** may be amended from time to time pursuant to Florida law, but subject to the Developer's consent to such amendments to incorporate them herein), within thirty (30) days of written request by the District. As a point of clarification, the District shall only request as part of the Funding Obligation that the Developer fund the actual expenses of the District, and the Developer is not required to fund the total general fund budget in the event that actual expenses are less than the projected total general fund budget set forth in **Exhibit A**. The funds shall be placed in the District's general checking account. These payments are made by the Developer in lieu of taxes, fees, or assessments which might otherwise be levied or imposed by the District. Nothing contained herein shall constitute or be construed as a waiver of the District's right to levy assessments in the event of a funding deficit.

2. **ENTIRE AGREEMENT.** This instrument shall constitute the final and complete expression of the agreement among the parties relating to the subject matter of this Agreement. Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both of the parties hereto.

3. **AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties hereto, each party has complied with all of the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

4. **ASSIGNMENT.** This Agreement may be assigned, in whole or in part, by either party only upon the written consent of the other. Any purported assignment without such consent shall be void.

5. **DEFAULT.** A default by either party under this Agreement shall entitle the other to all remedies available at law or in equity, which shall include, but not be limited to, the right of damages, injunctive relief and specific performance.

6. **ENFORCEMENT.** In the event that any party is required to enforce this Agreement by court proceedings or otherwise, then the parties agree that the prevailing party shall be entitled to recover from the other all costs incurred, including reasonable attorneys' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

7. **THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the formal parties herein and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party hereto. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties hereto any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions herein contained shall inure to the sole benefit of and shall be binding upon the parties hereto and their respective representatives, successors and assigns.

8. **CHOICE OF LAW.** This Agreement and the provisions contained herein shall be construed, interpreted and controlled according to the laws of the State of Florida.

9. **ARM'S LENGTH.** This Agreement has been negotiated fully among the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen and selected the language, and the doubtful language will not be interpreted or construed against any party.

10. **EFFECTIVE DATE.** The Agreement shall be effective after execution by the parties hereto.

[SIGNATURES ON NEXT PAGE]

IN WITNESS WHEREOF, the parties execute this Agreement the day and year first written above.

**SALTLEAF COMMUNITY DEVELOPMENT
DISTRICT**

Chairperson, Board of Supervisors

By: _____

Its: _____

Exhibit A: Fiscal Year 2024/2025 General Fund Budget

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

5A

AFFIDAVIT OF PUBLICATION

_ Daphne Gillyard
Daphne Gillyard
Saltleaf CDD
2300 Glades RD # 410W
Boca Raton FL 33431-8556

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the News-Press, a daily newspaper published at Fort Myers in Lee County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible website of Lee County, Florida, or in a newspaper by print in the issues of, on:

08/15/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 08/15/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

Publication Cost:	\$407.60	
Tax Amount:	\$0.00	
Payment Cost:	\$407.60	
Order No:	10476192	# of Copies:
Customer No:	1126395	1
PO #:	Engineering Services	

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES
FOR THE SALTLEAF COMMUNITY DEVELOPMENT DISTRICT
RFQ for Engineering Services**

The Saltleaf Community Development District (the "District"), located within Lee County, Florida, and the City of Bonita Springs, announces that professional engineering services will be required on a continuing basis for the District's 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 Lee County and the City of Bonita Springs; 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 one (1) electronic copy of Standard Form No. 330 and the Qualification Statement by 12:00 p.m. on August 30, 2024 to the attention of District Manager, Wrathell, Hunt and 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. 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).

No.10476192

Aug. 15, 2024

NICOLE JACOBS
Notary Public
State of Wisconsin

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

5B

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

RFQ for Engineering Services

The Saltleaf Community Development District (the “District”), located within Lee County, Florida, and the City of Bonita Springs, announces that professional engineering services will be required on a continuing basis for the District’s 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 Lee County and the City of Bonita Springs; 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 one (1) electronic copy of Standard Form No. 330 and the Qualification Statement by 12:00 p.m. on August 30, 2024 to the attention of District Manager, Wrathell, Hunt and 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. 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).

SALTLEAF 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.

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

5C1

Statement of Qualifications

Request for Qualifications for Engineering Services
for the

SALTLEAF COMMUNITY DEVELOPMENT DISTRICT

Barraco
and Associates, Inc.

Presented to:
Saltleaf CDD
c/o District Manager
Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431



Due: August 30, 2024
at 12:00 p.m.

August 30, 2024

Saltleaf Community Development District
c/o District Manager
Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Re: Request for Qualifications for Engineering Services for the
Saltleaf Community Development District

Dear District Manager:

Barraco and Associates, Inc. (BAI) is pleased to submit this Statement of Qualifications to the Saltleaf Community Development District (CDD) to serve as District Engineer.

BAI proposes Carl A. Barraco, Sr., P.E., to serve as District Engineer, with assistance from Carl Barraco, Jr., P.E., Frank Savage, and Douglas Tarn. Mr. Barraco, Sr.'s experience with CDDs is diversified, including serving as CDD Supervisor for two independent Districts in Lee County for a combined tenure of eight years, assisting with the establishment of 27 CDDs, and serving as District Engineer for 27 Districts over the years. The Firm currently serves as District Engineer/Interim District Engineer for 21 CDDs. This experience provides a thorough knowledge of CDDs including their operating procedures and budgets. Mr. Savage and Mr. Tarn assist Messrs. Barraco with a number of the Firm's current CDD responsibilities including meeting attendance, project management, field operations and construction services. Many CDDs do not have daily engineering issues; therefore, in order to preserve the CDD budget, BAI confirms with the respective CDD Manager whether the District Engineer's presence is needed or requested for each scheduled CDD BOS meeting.

Barraco and Associates appreciates this opportunity to provide the Firm's qualifications for District Engineer for the Saltleaf Community Development District and we look forward to the opportunity to provide professional services to the Saltleaf CDD.

If you should have any questions or require additional information, please advise.

Very truly yours,
BARRACO AND ASSOCIATES, INC.



Carl A. Barraco, P.E.
President
Proposed District Engineer

Very truly yours,
BARRACO AND ASSOCIATES, INC.



Carl Barraco, Jr., P.E.
Vice President
Proposed Assistant District Engineer

CAB/cmh
Enclosure

Qualifications

Barraco and Associates, Inc. (BAI) was established in 1998; however, the firm's senior principals have worked together for 40 years in Southwest Florida. This history of shared work experience provided the solid foundation on which to build the firm and quickly established BAI as a regional leader of professional consulting firms in Southwest Florida.

BAI is headquartered in Fort Myers, blocks from the Lee County Government and Public Works offices as well as the City of Fort Myers City Hall and other federal, state and local review agencies including the South Florida Water Management District, Florida Department of Environmental Protection, Florida Department of Transportation, and U.S. Army Corps of Engineers. Recently, BAI opened a second office in Panama City Beach, Florida.



Locally, our proximity to the agencies and municipality offices, coupled with interaction on numerous projects over the years, has secured a working knowledge and skillful aptitude of the criteria, processes, policies and procedures utilized for planning, permitting, designing and construction of projects in Southwest Florida.

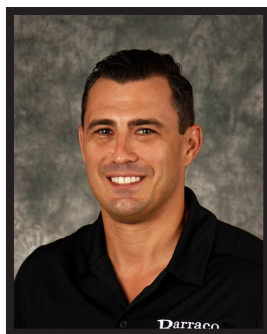
Ability & Adequacy of Professional Personnel

BAI currently employs 51 residents of Southwest Florida. Key management members of Barraco and Associates include Carl A. Barraco, P.E. - President, Carl Barraco, Jr., P.E. - Vice President, Wes Kayne, P.E. - Vice President of Engineering, Scott Wheeler, P.S.M. - Vice President of Surveying, and Douglas Tarn - Construction Engineering Manager.

For the Saltleaf CDD, BAI proposes Carl A. Barraco, Sr., P.E., as District Engineer, with Carl Barraco, Jr., P.E., and Douglas Tarn proposed as Assistant District Engineers, and Frank Savage as CDD Project Manager. Regular District meeting attendance will be handled by Mr. Barraco, Sr., Mr. Barraco, Jr., or Mr. Savage, with Mr. Tarn handling construction services requests.



Carl A. Barraco, Sr., P.E.
District Engineer



Carl Barraco, Jr., P.E.
Assistant District Engineer



Frank Savage
CDD Project Manager



Douglas Tarn
Construction Services

Resumes for Messrs. Barraco, Savage, and Tarn, as well as additional BAI team members whose services may be utilized, are provided on Pages 5 - 10, with licensing and certifications provided on Pages 11 - 13.

BAI offers a wide array of professional services. The diversity of the firm's expertise is illustrated in the following abbreviated list of consulting services offered by BAI.

ENGINEERING SERVICES

✦ Community Development Districts - District Engineer Duties

- ✦ Engineering Cost Analysis
- ✦ Traffic Impact Statements
- ✦ Utility Design



- ✦ Stormwater Management
- ✦ Roadway Design
- ✦ Permitting
- ✦ Utility Coordination
- ✦ Emergency Preparedness Plans
- ✦ Signing and Marking Design
- ✦ Access Management
- ✦ Project Management

- ✦ Intersection Design
- ✦ Maintenance of Traffic Plans
- ✦ Expert Witness
- ✦ Design Alternatives
- ✦ Construction Plan Preparation
- ✦ Technical Specifications

CONSTRUCTION ADMINISTRATION SERVICES

- ✦ Construction Engineering and Inspection (CEI)
- ✦ Assistance with Contractor Selection
- ✦ Design and Constructability Reviews



- ✦ Observation Activities
- ✦ Obtain Record Information
- ✦ Shop Drawing Reviews
- ✦ Contractor Pay Request Review
- ✦ Testing Materials & Result Review
- ✦ Pre-Construction Meeting
- ✦ Public Information Facilitation
- ✦ Public Involvement Workshops

SURVEYING & MAPPING

- ✦ Boundary and Control Surveys
- ✦ Sketches and Legal Descriptions
- ✦ Topographic Surveys
- ✦ Subdivision Platting
- ✦ Construction Stakeout
- ✦ GPS Services
- ✦ Deed Research
- ✦ Mortgage Inspections
- ✦ Right-of-Way Surveys
- ✦ Jurisdictional Surveys



PLANNING



- ✦ Planned Development Rezoning
- ✦ Special Exceptions and Variances
- ✦ Community Planning
- ✦ Developments of Regional Impact (DRI)
- ✦ Due Diligence/Feasibility Study
- ✦ Comprehensive Plan Amendments
- ✦ Conflict Resolution
- ✦ Public Involvement & Facilitation
- ✦ Design Guidelines
- ✦ Zoning
- ✦ Master Concept Plans

Certified Minority Business Enterprise

BAI is not a certified MBE firm; however, the firm utilizes MBE subconsultants when additional consultant assistance may be required, and certified MBE consultants who provide specific required services are available.

Willingness to Meet Time/Budget Requirements

With 26 years of experience, BAI takes great pride in the firm's track record of providing timely and efficient professional services to its clients. If a situation arises wherein additional in-house staff assistance is needed to meet a deadline or maintain a project schedule, BAI has the staffing available to reallocate resources to ensure project schedules and budgets are maintained throughout the duration of the project. BAI staff members understand one of the most significant measures of the success of a project is whether or not the project budget and schedule are maintained.

Past Experience and Performance

As further detailed in the GSA SF330 forms provided with this submittal, BAI's experience with CDDs is extensive. BAI has provided services to establish 27 Districts; has performed District Engineer services for a total of 27 Community Development Districts over the years; and is currently the District Engineer for 21 CDDs. Additionally, BAI has performed professional services for Lee County under numerous continuing services contracts as well as specific contracted projects for over 25 years. BAI also has experience performing professional services for the City of Bonita Springs.

Geographic Location of Headquarters & Offices

BAI is headquartered on historic McGregor Boulevard in the City of Fort Myers, Lee County. The office is physically located at:

2271 McGregor Boulevard, Suite 100
Fort Myers, Florida 33901

BAI recently opened a second office in Panama City Beach, Florida, located at:

120 Richard Jackson Boulevard, Suite 200C
Panama City Beach, Florida 32407

BAI's main office is located 19.7 miles from the entrance to the Saltleaf Development.

Current and Projected Workloads

Please refer to the Current and Projected Workload Chart provided on Page 14 of this response.

Volume of Work Previously Awarded by CDD

The firm has been performing the duties of Interim Engineer since establishment of the Saltleaf Community Development District. BAI has prepared the Master Engineer's Report, the Amended and Restated Engineer's Report, and has reviewed and processed pay requisitions.

Approach to Providing Engineering Services to CDDs

BAI's approach to providing engineering services to CDDs is rooted in our extensive experience and understanding of the myriad, evolving responsibilities of a CDD throughout its ongoing life cycle. Prioritizing timely, well-informed and transparent communication, with a focus on educating and advising the CDD as to its obligations and responsibilities, particularly as the CDD Board of Supervisors shifts from developer to residential control, is paramount to being a successful District Engineer. BAI also emphasizes relationship building, and takes pride on maintaining strong, collegial relationships with many of the leading management and counsel entities in this area. Additionally, BAI understands CDDs vary greatly when it comes to size and budget, and we aim to help identify and navigate issues that may put a strain on the budgetary considerations of a CDD through assistance in establishing systems and processes for identification and prioritization of issues which may reasonably come before the CDD.

EDUCATION

University of South Florida
B.S. Civil Engineering, 1984
M.S. Civil Engineering, 1987

PROFESSIONAL REGISTRATION

Florida P.E. #38536 - 1987

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers
Florida Engineering Society
National Society of Professional Engineers

HONORS

2015-16

Florida Engineering Society
Calusa Chapter
Engineer of the Year

1998

Asphalt Contractors Assn. of
Florida, Inc. - District One
Roads and Streets Award

1993-94

Florida Engineering Society
Calusa Chapter
Young Engineer of the Year

1983

American Society of Civil Engineers
- Student Engineer of the Year

Tau Beta Pi National Engineering
Honor Society

Chi Epsilon National Civil
Engineering Honor Society

Phi Kappa Phi National Honor
Society

Carl A. Barraco, along with his associates, formed Barraco and Associates, Inc., in April 1998. Prior to this time he was a senior shareholder and served on the Board of Directors of a large Southwest Florida engineering and surveying firm.

Mr. Barraco has been providing engineering services in Southwest Florida for 40 years. His professional experience is well diversified as illustrated below:

- ✦ Has or currently serves as District Engineer for the following Districts:

Bayside/Bay Creek	Mirada
Blue Lake	Moody River Estates
Catalina at Winkler Preserve	Orange Blossom Groves
Coral Creek	Orange Blossom Ranch
Colonial Country Club	Paseo
Corkscrew Farms	River Hall
Del Webb Oak Creek	Treeline Preserve
East Bonita Beach Road	Tuckers Pointe
Eastwood Village	V-Dana
Hudson Creek	Victory Park
Kingston One	WildBlue
Lucaya	
- ✦ Principal in Charge for **U.S. 41 Transmission Line Improvements (Alico Road to Colonial Boulevard, Phases 1A-1, 2A-West and 2A-East)** project for Lee County Utilities consisted of replacing existing forcemain and watermain from south of Old Gladiolus Drive to north of Crystal Drive in Fort Myers. To alleviate impacts to traffic, BAI successfully designed and coordinated the construction of watermain and forcemain directional bores beneath U.S. 41 and many side roads. To minimize construction costs and maintain an effective design, BAI coordinated with FDOT for simultaneous installation of the new 8-foot sidewalk being constructed within U.S. 41 right-of-way.
- ✦ **Orange Blossom Ranch/Orange Blossom Groves** - Engineer of Record for a ±1,600-unit residential development including 258 townhomes and 1,342 single family units located off Oil Well Road in Collier County.
- ✦ **Isles of Collier Preserve**, Phases 1-10 - Principal in Charge for the ±700 unit residential subdivision with associated Preview Center and Amenity Center located in Collier County, Florida.
- ✦ Project Engineer for **Paseo**, a 444-acre, 1,149 unit residential subdivision located in Fort Myers, Florida. Services included providing for infrastructure including all drainage, water and sewer design.
- ✦ Project Engineer for full infrastructure to support the **River Hall** subdivision, a 2,000-acre, 1,199-unit residential subdivision, located off S.R. 80 in Lee County. Included infrastructure design and construction of over 20 miles of multiple diameter watermain, 18 miles of gravity sewer, 8.5 miles of forcemain including a Lee County Utilities 4,500 LF forcemain within SR 80 ROW.
- ✦ Project Engineer/Manager for **Somerset at the Plantation**, a 1,269-acre, 530-unit subdivision located in Fort Myers, Florida. Services included providing for infrastructure including all drainage, water and sewer design, permitting and certifications.

EDUCATION

University of Florida
M.S. - Civil Engineering, 2013

University of Florida
M.S. - Real Estate, 2009

University of South Florida
B.S. - Civil Engineering, 2007

PROFESSIONAL CERTIFICATIONS

Florida P.E. #81259 - 2016

PROFESSIONAL AFFILIATIONS

American Society of Civil Engineers

Florida Engineering Society

Lee Building Industry Association
Board of Directors

Carl A. Barraco, Jr., P.E. rejoined Barraco and Associates in his current capacity as a Professional Engineer/Project Manager in November 2013. Mr. Barraco has worked intermittently for the firm since 2005 in the fields of engineering and surveying while obtaining his undergraduate and post graduate degrees.

Mr. Barraco has approximately 17 years of experience in the civil engineering / land development industry. His experience includes serving as Project Manager and Professional Engineer on projects ranging from small commercial projects to residential projects spanning hundreds of acres. Mr. Barraco's responsibilities include engineering design, project management and the procurement of new clients and projects for the firm.

Projects for which Mr. Barraco has been responsible for project management and/or engineering design include:

- ❖ **Stonewater:** The project consists of 327 single family units with supporting infrastructure. Mr. Barraco is the project manager for this project overseeing coordination for the project design, coordination with the Client as well as municipalities and regulatory agencies. The Stonewater project required a substantial amount of coordination with the City of Cape Coral utility staff to ensure the Stonewater design was completed in sync with the City of Cape Coal Utility Expansion North 2 (UEP2) project.
- ❖ **Sandoval Apartments (Coralina):** The project consists of 184 apartment units and supporting infrastructure situated on +/- 10.84 acres. Mr. Barraco is Engineer of Record for this project as well as project manager. The Sandoval project included coordination with other local firms to ensure the design of the utility and roadway infrastructure was consistent with the utility and roadway infrastructure designed for the expansion of Sandoval Parkway.
- ❖ **Westbrook:** The Westbrook project consists of 345 single family units, amenity center and supporting infrastructure situated on 105+/- acres. Mr. Barraco is the project manager for this project overseeing coordination for the project design, coordination with the Client as well as municipalities and regulatory agencies. Westbrook required extensive coordination with Lee County Department of Transportation to complete the redesign and construction of the turn lanes on Three Oaks Parkway and on Winged Foot Drive.

EDUCATION

Florida Gulf Coast University
M.S., Applied Mathematics, 2018

University of Florida
B.A., Mathematics, 2003

Frank Savage entered the civil engineering discipline in March 2006 when he joined Barraco and Associates, Inc. as an Assistant Project Manager, where he was employed until June 2012, before re-entering the field in August 2023, giving **Mr. Savage six and a half years of experience in the field of engineering.**

Mr. Savage represents the District Engineer for various Community Development Districts (CDDs), where he works in conjunction with the District Manager, District Counsel, and District Board of Supervisors to provide professional services, recommendations and guidance related to District-owned and operated facilities. Mr. Savage has represented, or currently represents, the District Engineer for the following CDDs:

- | | |
|--------------------------------|--------------------------|
| ✦ Bayside/Bay Creek | ✦ Orange Blossom Ranch |
| ✦ Blue Lake | ✦ Paseo |
| ✦ Catalina at Winkler Preserve | ✦ River Hall |
| ✦ Coral Creek | ✦ Treeline Preserve |
| ✦ Corkscrew Farms | ✦ Tuckers Pointe |
| ✦ Del Webb Oak Creek | ✦ V-Dana |
| ✦ Lucaya | ✦ WildBlue |
| ✦ Mirada | ✦ Kingston (Interim) |
| ✦ Moody River Estates | ✦ Saltleaf (Interim) |
| ✦ Orange Blossom Groves | ✦ Victory Park (Interim) |

Mr. Savage has concentrated his efforts on overseeing the design, permitting, construction and certification of utilities and water management systems for commercial and residential developments. His experience includes, but is not limited to, the following residential, commercial, and governmental projects on which he performed the duties of Lead Project Manager:

- ✦ Hendry/LaBelle Sports Complex: Responsible for SFWMD, FDEP and City of LaBelle permitting and certification; observation and coordination of construction activities; utility turnover to City of LaBelle Utilities.
- ✦ Curcione Medical Center: Responsible for Lee County, FGUA, ECWCD, HRS and FDEP permitting and certification; observation and coordination of construction activities; utility turnover to FGUA.
- ✦ Avalon Preserve: Responsible for Lee County, SFWMD, HRS and FDEP permitting and certification; utility turnover to Lee County Utilities.
- ✦ Hampton Park at Gateway: Responsible for Lee County, SFWMD, FDEP and HRS permitting and certification; utility turnover to Gateway Services District.

Mr. Savage brings extensive experience from other fields, including education, data analytics, and personal insurance and finance, which provides him with unique insights and perspectives to troubleshoot issues as they arise with projects he manages.

EDUCATION

Santa Fe College
A.A.S. Building Construction
Technology (emphasis on
Construction Mgmt.), 2007

PROFESSIONAL CERTIFICATIONS

FDOT - Temporary Traffic Control
Advanced (expires 6/2023)

FDOT - Final Estimates (expires
7/31/2020)

FDOT - Earthwork Construction
Inspection (exp. 7/31/2020)

FDOT - Asphalt Paving Technician,
Level 1 (exp. 12/19)

FDOT - MSE Wall, 2016

FDEP Stormwater Management
Inspector, 2008

SFWMD Dewatering 101

USDOT - Nuclear Gauge HAZMAT

MILITARY SERVICE

Florida Army National Guard
Air Defense Artillery - 14S
2002-2005, Honorably Discharged

Douglas Tarn joined the construction administration team at Barraco and Associates, Inc. in May 2007. **Mr. Tarn has provided project management and construction observation services for over 16 years** on projects since joining the firm, including the following:

✦ **Orange Grove Boulevard-Hancock Bridge Parkway to Pondella Road**, Lee County – This Lee County Utilities project consisted of replacing 10” water main on the east side of Orange Grove Boulevard from just south of Hancock Bridge Parkway to Pondella Road. The project included replacing existing storm drainage as well as installing new storm drainage to make improvements within the right-of-way. Over one mile of sidewalk was removed and replaced. Additional work included roadway and driveway repairs where new water main was installed. Mr. Tarn served as project manager.

✦ **The U.S. 41 Transmission Line Improvements (Alico Road to Colonial Boulevard, Phases 1A-1, 2A-West and 2A-East)** project for Lee County Utilities (LCU) consisted of replacing existing forcemain and watermain from south of Old Gladiolus Drive to north of Crystal Drive in Fort Myers. In order to alleviate impacts to traffic, BAI successfully designed and coordinated the construction of watermain and forcemain directional bores beneath U.S. 41 and many side roads. To minimize construction costs and maintain an effective design, BAI coordinated with FDOT for the simultaneous installation of the new 8-foot sidewalk being constructed within the U.S. 41 right-of-way. Mr. Tarn assisted with construction observations and project management for this LCU project.

✦ BAI performed **CEI and GIS services for State Road 739** (total length of 1.336 miles) for the City of Fort Myers. Most notable service provided was maintaining water and sewer service for residences and businesses during construction along the corridor. GIS services included providing as-built information after utilities were installed. Mr. Tarn served as the Senior Utility Inspector and Project Manager.

✦ For the **City of Fort Myers’ Metro Parkway Utilities Relocation** project from Dr. Martin Luther King, Jr. Boulevard to Hanson Street on Evans Avenue and Fowler Street to Industrial Street on Hanson Street, Mr. Tarn witnessed and inspected the removal and installation of force main, gravity sewer, and water main. Other responsibilities included maintaining daily construction reports and client and contractor interface. This project was completed in 2008, ahead of schedule and under budget, and was constructed under a JPA between the City of Fort Myers and the FDOT.

EDUCATION

Cypress Lake High School 1981

PROFESSIONAL REGISTRATION

Professional Surveyor & Mapper
LS5949 - Florida, 1999

PROFESSIONAL AFFILIATIONS

National Society of Professional
Surveyors & Mappers

American Congress of Surveying
& Mapping

Florida Surveying & Mapping
Society

Certified Survey Technician III

Scott Wheeler joined the surveying profession immediately after graduation from high school in 1981 and began working on a survey crew as a rodman, working his way up to instrumentman and party chief. In 1987, he was transferred to an office position as a survey technician. In 1991, Mr. Wheeler became a Certified Survey Technician through the American Congress of Surveying and Mapping. In 1999, Mr. Wheeler became a licensed Surveyor and Mapper in the State of Florida. **Mr. Wheeler brings 43 years of surveying experience** to the team.

Mr. Wheeler joined Barraco and Associates in 1999 as Vice President of Surveying. In this capacity Mr. Wheeler was responsible for the organization and implementation of a new department and the addition of professional services offered by BAI. Mr. Wheeler oversaw the hiring of survey personnel and the acquisition of necessary equipment to outfit survey field crews. Mr. Wheeler's responsibilities include reviewing new projects to determine requirements, available resources and scheduling constraints; setting overall guidelines for work completion; as well as executing effective methods to monitor project progress and efficiency. Since starting the department for Barraco and Associates, surveying has become an integral component of the services provided to the company's clients and currently provides personnel for three field crews.

Mr. Wheeler has provided technical support on a number of right-of-way plans for the Florida Department of Transportation. In the private sector Mr. Wheeler has extensive experience with the production of record plats for Private Equity Group, PulteGroup, CalAtlantic, Lennar, WCI Communities, Bonita Bay Group, Land Solutions, Inc., and numerous others. These duties included calculations for the field crews and producing computer aided drawings and plat sheets. Mr. Wheeler has also provided services for the following projects:

- ✦ Lee County Department of Transportation right-of-way surveys for Three Oaks Parkway and Williams Road
- ✦ Record plats for WildBlue, Westbrook, Tidewater, Mediterra, Paseo, River Hall, Pelican Landing, Bonita Bay and numerous other subdivision plats in Lee and Collier counties.
- ✦ Boundary surveys within the City of Fort Myers, Lee, Charlotte, Collier, Hendry and DeSoto counties.

While at Barraco and Associates, Mr. Wheeler has provided surveys for residential and commercial projects. This experience includes the utilization of a Global Positioning System to provide utility locations for record drawings.

EDUCATION

University of Illinois at Urbana-Champaign, Master of Urban Planning, 1982

**Buffalo State College
Bachelor of Science, Urban & Regional Analysis and Planning
1980 (Cum Laude)**

PROFESSIONAL REGISTRATION

AICP - 1997

AFFILIATIONS

American Institute of Certified Planners

**American Planning Assn. - Chair,
Promised Lands Section - FL Chapter,
2005-2007**

**Leadership Collier - Graduate 2001;
Vice Chair, 2003; Chair, 2004**

**Award of Excellence - FL Chapter,
American Planning Assn. (1992,
1997, 2001)**

**Award of Merit - FL Chap., American
Planning Assn. (2000)**

**Public Official of the Year - Collier Co.
Chapter, American Subcontractors
Association, 1996**

**Planning Innovation Award - Florida
Planning & Zoning Assn., 2010**

**Rotary International - President,
Rotary Club of Naples, 2003-04;
Governor, District 6960, 2009-10**

**Roland Eastwood Planner of the Year,
Promised Lands Section, FAPA, 2010**

Leadership Cape Coral, Graduate 2015

Advanced Leadership Cape Coral, 2021

**Alumni Strategy Council - Dept. of
Urban and Regional Planning - Univ.
of Illinois at Urbana-Champaign,
2021-present**

**Entrada Community Assn. - President
2023-Present**

Vincent (Vince) Cautero graduated from Buffalo State College in 1980 with a Bachelor of Science degree in Urban and Regional Analysis and Planning. He continued his education at the University of Illinois at Urbana-Champaign where he received a Master of Urban Planning degree in 1982. Mr. Cautero achieved his professional certification as a Certified Planner in 1997.

Mr. Cautero's career has included work in both the private and public sectors as he served as Community Development Director for five local governments, and as Vice President of Planning Services for two consulting firms, all in the State of Florida. His areas of expertise include land use, comprehensive planning, zoning analysis, code drafting, and policy analysis.

Most recently, prior to joining Barraco and Associates in November 2023, Mr. Cautero was the Community Development Director for the City of Cape Coral from 2013 - 2023. His responsibilities included administrative oversight over five divisions (Building, Code Compliance, Permitting Services, City Planning, and Land Development) and 184 full-time employees, as well as the preparation and monitoring of the annual Department budget of over \$23 million.

Mr. Cautero brings 44 years of planning experience to the team.

State of Florida

Department of State

I certify from the records of this office that BARRACO AND ASSOCIATES, INC. is a corporation organized under the laws of the State of Florida, filed on March 5, 1998.

The document number of this corporation is P98000021404.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on January 8, 2024, and that its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Eighth day of January, 2024*




Secretary of State

Tracking Number: 7237895006CC

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



RICK SCOTT, GOVERNOR

JONATHAN ZACHEM, SECRETARY



STATE OF FLORIDA
DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF PROFESSIONAL ENGINEERS

THE ENGINEERING BUSINESS HEREIN IS AUTHORIZED UNDER THE
PROVISIONS OF CHAPTER 471, FLORIDA STATUTES

BARRACO AND ASSOCIATES, INC.

2271 MCGREGOR BOULEVARD SUITE 100
FT. MYERS FL 33901

LICENSE NUMBER: CA7995

EXPIRATION DATE: FEBRUARY 28, 2021

Always verify licenses online at MyFloridaLicense.com



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Statement from the State of Florida Department of Business & Professional Regulation:
License# 7995 - No link for renewal. As of October 1, 2019, Certificate of Authorization licenses are now referred to as firm registrations. Firm registrations never expire, there will never be fees due, and there are no longer any physical documents available. There is no license to print as it is no longer a license, just a registration.



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

License No.: **LB6940**

Expiration Date February 28, 2025

Professional Surveyor and Mapper Business License

Under the provisions of Chapter 472, Florida Statutes

BARRACO AND ASSOCIATES INC
2271 MCGREGOR BLVD
FORT MYERS, FL 33901-3314

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

BARRACO, CARL ANTHONY

2271 MCGREGOR BLVD.
SUITE 100
FORT MYERS FL 339010000

LICENSE NUMBER: **PE38536**

EXPIRATION DATE: **FEBRUARY 28, 2025**

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

BARRACO, CARL A. JR.

1352 SHADOW LANE
FORT MYERS FL 33901

LICENSE NUMBER: **PE81259**

EXPIRATION DATE: **FEBRUARY 28, 2025**

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

License No.: **LS5949**

Expiration Date February 28, 2025

Professional Surveyor and Mapper License

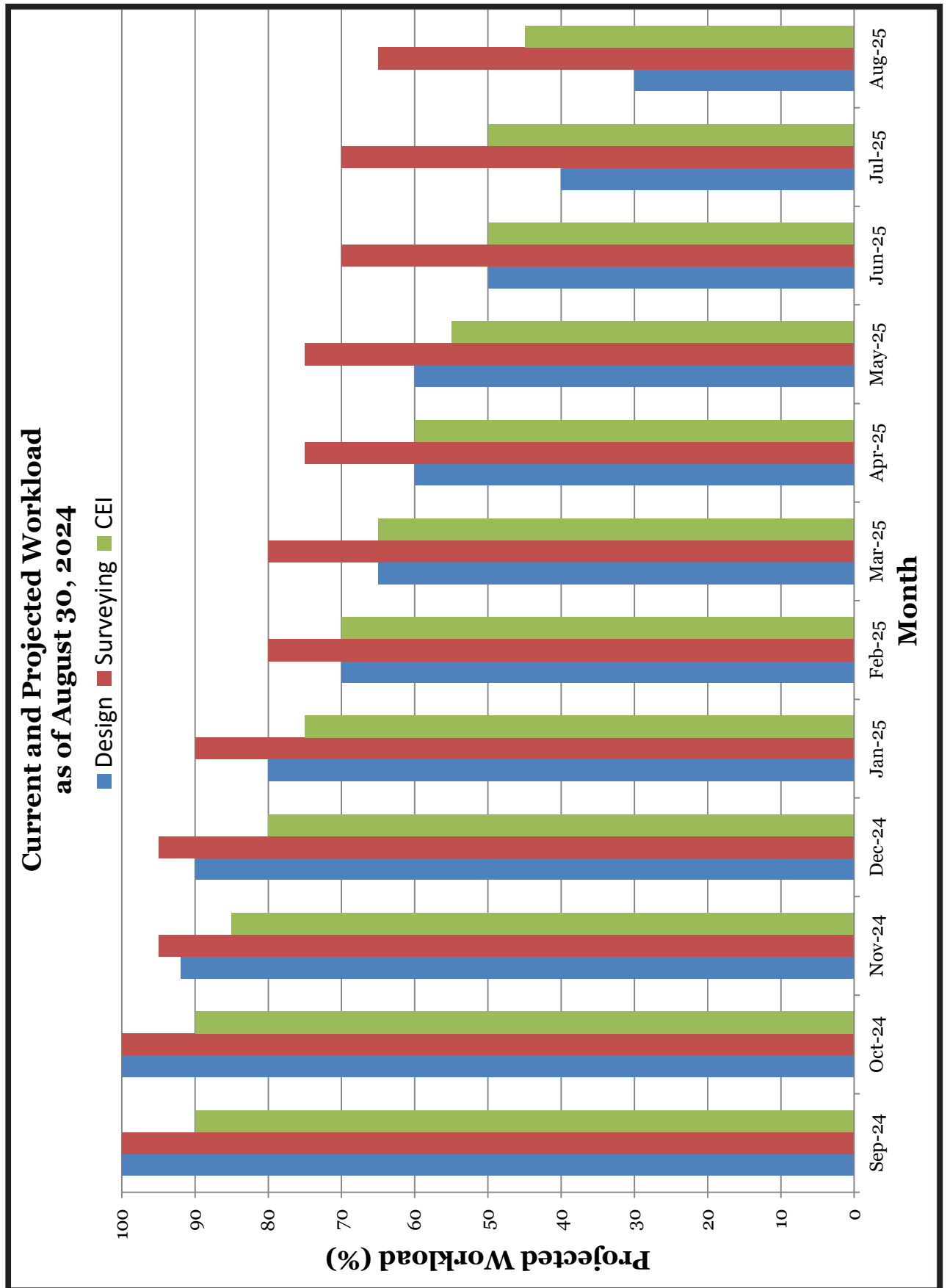
Under the provisions of Chapter 472, Florida Statutes

SCOTT ALAN WHEELER
2271 MCGREGOR BLVD
FORT MYERS, FL 33901-3314

WILTON SIMPSON
COMMISSIONER OF AGRICULTURE

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

Current & Projected Workload



ARCHITECT-ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State) Request for Qualifications for Engineering Services for the Saltleaf Community Development District	
2. PUBLIC NOTICE DATE August 15, 2024	3. SOLICITATION OR PROJECT NUMBER N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE Carl A. Barraco, P.E.		
5. NAME OF FIRM Barraco and Associates, Inc.		
6. TELEPHONE NUMBER 239.461.3170	7. FAX NUMBER 239.461.3169	8. E-MAIL ADDRESS carlb@barraco.net

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.	X				Barraco and Associates, Inc. ☐ CHECK IF BRANCH OFFICE	2271 McGregor Boulevard Suite 100 Fort Myers, FL 33901	District Engineer
b.					☐ CHECK IF BRANCH OFFICE		
c.					☐ CHECK IF BRANCH OFFICE		
d.					☐ CHECK IF BRANCH OFFICE		
e.					☐ CHECK IF BRANCH OFFICE		
f.					☐ CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

☒ (Attached) On Page 5

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Carl A. Barraco, Sr., P.E.	13. ROLE IN THIS CONTRACT District Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 40	b. WITH CURRENT FIRM 26

15. FIRM NAME AND LOCATION (City and State)

Barraco and Associates, Inc. - Fort Myers, Florida

16. EDUCATION (Degree and Specialization)

M.S. - Civil Engineering (1987)

B.S. - Civil Engineering (1984)

17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)

Professional Engineering License No. 38536 - Florida

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

Florida Engineering Society, Calusa Chapter - Engineer of the Year (2015-16); Roads & Streets Award presented by District One of the Asphalt Contractor Assn. of Fla., Inc. (1998); FES Calusa Chapter - Young Engineer of the Year Award (1993-94); American Society of Civil Engineers - Student Engineer of the Year (1983)

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State) Paseo Development - Fort Myers (Lee County, FL)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2011	CONSTRUCTION (If applicable) 2014-2015
a. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer/Manager for 444-acre, 1,149 unit residential subdivision; services included design for project infrastructure including all drainage, water and sewer; estimated infrastructure construction costs for Phase 1 is \$10,400,000.		
☒ Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Bayside/Bay Creek CDD (Lee County, Florida)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Continuing	CONSTRUCTION (If applicable) N/A
b. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE District Engineer for the Bayside and Bay Creek Community Development Districts.		
☒ Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Corkscrew Farms CDD (Lee County, Florida)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Continuing	CONSTRUCTION (If applicable) Continuing
c. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE The District includes approximately +/- 999 acres of the overall +/-1,361 acre Corkscrew Farms Development. A total of 1,325 residential units is proposed to be constructed over the course of two phases. The development is located in Lee County, Florida. Proposed public infrastructure is estimated at \$51,000,000.		
☒ Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Mirada (Fort Myers, Lee County, Florida)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Continuing	CONSTRUCTION (If applicable) N/A
d. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Principal in Charge for a 59-acre, mixed use development (240 residential units, 200,000 sq. ft. medical/office space); services include design of infrastructure (paving, drainage, water, sewer, and surface water management). Not yet constructed; project has been put on hold.		
☒ Check if project performed with current firm		
(1) TITLE AND LOCATION (City and State) Waterford Landing (Fort Myers, Lee County, Florida)	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Continuing	CONSTRUCTION (If applicable) Continuing
e. (3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Principal in Charge for this 1,012-unit, 255.8-acre residential development. BAI provided full civil engineering and survey services including zoning, site design, permitting, surveys, construction administration, and project certification. Estimated infrastructure costs for this project \$12,367,000.		
☒ Check if project performed with current firm		

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

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
Carl Barraco, Jr., P.E.	Assistant District Engineer	17	11

15. FIRM NAME AND LOCATION *(City and State)***Barraco and Associates, Inc. - Fort Myers, Florida**16. EDUCATION *(Degree and Specialization)*

M.S. - Civil Engineering (2013)
M.S. - Real Estate (2009)
B.S. - Civil Engineering (2007)

17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)***Professional Engineer License No. 81259 - Florida**18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

American Society of Civil Engineers; Florida Engineering Society - Calusa Chapter; Lee Building Industry Association Board of Directors

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Stonewater Community Development District (CDD)(Cape Coral, FL)	Continuing	Continuing
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Engineer of Record for District Engineer's Report; District Engineer.		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
Tuckers Pointe CDD (Charlotte County, FL)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	Continuing	N/A
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Engineer of Record for development project; Engineer of Record for District Engineer's Report; District Engineer		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
Stonewater Development (Cape Coral, FL)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	Continuing	Continuing
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Project Manager for the Stonewater Development project consists of 327 single family units with supporting infrastructure. Responsibilities include overseeing coordination for the project design, coordination with Client as well as municipalities and regulatory agencies.		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
Moody River CDD (North Fort Myers, Lee County, FL)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	Continuing	N/A
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Assist District Engineering with attendance at Board of Supervisors meetings.		
(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
Bayside/Bay Creek CDD (Lee County, FL)	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
	Continuing	N/A
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	☒ Check if project performed with current firm	
Assist District Engineering with attendance at Board of Supervisors meetings.		

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> Corkscrew Community Development District (CDD)		22. YEAR COMPLETED PROFESSIONAL SERVICES Continuing CONSTRUCTION <i>(If applicable)</i> Continuing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Corkscrew Farms CDD	b. POINT OF CONTACT NAME Brian Lamb, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER 813.873.7300
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Corkscrew Farms CDD consists of +/-999 acres of the overall +/-1,361 acre Corkscrew Farms Development. A total of 1,325 residential units is proposed to be constructed within the District over the course of two phases. The proposed infrastructure, which is considered fundable from the Bonds, is estimated at \$51,000,000. This project is ongoing.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <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 2.
21. TITLE AND LOCATION <i>(City and State)</i> Bayside / Bay Creek CDD	22. YEAR COMPLETED PROFESSIONAL SERVICES Continuing	
	CONSTRUCTION <i>(If applicable)</i> N/A	

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Bayside/Bay Creek CDD	b. POINT OF CONTACT NAME Chuck Adams, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER 239.498.9020
--	--	---

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

District Engineer for the Community Development District.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <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 3.		
21. TITLE AND LOCATION <i>(City and State)</i> Paseo CDD, Fort Myers, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Continuing</td> <td>CONSTRUCTION <i>(If applicable)</i> 2014-15</td> </tr> </table>		PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> 2014-15
PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> 2014-15			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Paseo CDD	b. POINT OF CONTACT NAME Belinda Blandon, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER 239.936.0913
--------------------------------------	--	---

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

BAI provided full civil engineering and surveying services through construction on this +/-450 acre residential community 749 multi-family and 378 single family units; currently serving as District Engineer for the Community Development District.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE Civil Engineer/Surveyor/District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <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 4.		
21. TITLE AND LOCATION <i>(City and State)</i> Lucaya CDD, Fort Myers, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Continuing</td> <td>CONSTRUCTION <i>(If applicable)</i> 2010</td> </tr> </table>		PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> 2010
PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> 2010			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Lucaya CDD	b. POINT OF CONTACT NAME Jordan Lansford, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER 813.344.4844
---------------------------------------	--	---

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

BAI provided full civil engineering and surveying services through construction on this +/-99 acre, 384 unit multi-family residential community; currently serving as District Engineer for the Community Development District.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE Civil Engineer/Surveyor/District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <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 5.		
21. TITLE AND LOCATION <i>(City and State)</i> Catalina at Winkler Preserve CDD, Fort Myers, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Continuing</td> <td>CONSTRUCTION <i>(If applicable)</i> 2013</td> </tr> </table>		PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> 2013
PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> 2013			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Catalina at Winkler Preserve CDD	b. POINT OF CONTACT NAME Belinda Blandon, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER 239.936.0913
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

BAI provided civil engineering and surveying services including site design, permitting and surveying for this +/-111 acre, 282 single family unit residential development and is currently serving as District Engineer for the Community Development District.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE Civil Engineer/Surveyor/District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <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 6.		
21. TITLE AND LOCATION <i>(City and State)</i> Moody River Estates CDD, Fort Myers, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Continuing</td> <td>CONSTRUCTION <i>(If applicable)</i> Continuing</td> </tr> </table>		PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> Continuing
PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> Continuing			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Moody River Estates CDD	b. POINT OF CONTACT NAME Calvin Teague, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER 239.690.7100
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

BAI provides professional services to Moody River Estates Community Development District after completion of all CDD infrastructure was completed by others.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE Civil Engineer/Surveyor/District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <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 7.		
21. TITLE AND LOCATION <i>(City and State)</i> Waterford Landing CDD, Fort Myers, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Continuing</td> <td>CONSTRUCTION <i>(If applicable)</i> Continuing</td> </tr> </table>		PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> Continuing
PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> Continuing			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Waterford Landing CDD	b. POINT OF CONTACT NAME Daniel Rom, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER 561.571.0010
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

BAI has been providing full civil engineering and survey services including zoning, site design, permitting, surveys, construction administration, and project certification for this +/-255 acre, 1,012 unit residential development and is currently serving as District Engineer for the CDD.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE Civil Engineer/Surveyor/District Engineer
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
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f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <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 8.		
21. TITLE AND LOCATION <i>(City and State)</i> Mirada CDD, Fort Myers, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Continuing</td> <td>CONSTRUCTION <i>(If applicable)</i> Continuing</td> </tr> </table>		PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> Continuing
PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> Continuing			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Mirada CDD	b. POINT OF CONTACT NAME Paul Winkeljohn, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER 954.721.8681
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

BAI provided infrastructure design including paving, drainage, water, sewer and surface water management for this +/-59 acre mixed use development (240 residential units, 200,000 sf of medical office space).

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE Civil Engineer/Surveyor/District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <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 9.
21. TITLE AND LOCATION <i>(City and State)</i> V-Dana CDD, Fort Myers, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES Continuing
		CONSTRUCTION <i>(If applicable)</i> Continuing
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER V-Dana CDD	b. POINT OF CONTACT NAME Brian Lamb, District Manager	c. POINT OF CONTACT TELEPHONE NUMBER 813.873.7300
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

BAI is currently providing District Engineer services for the V-Dana CDD. Verdana Village is a +/-2,138 acre residential development located along Corkscrew Road, east of the Alico Road intersection in unincorporated Lee County; the V-Dana CDD is comprised of +/-2,115 ares. The phased development will include 2,400 residential units.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE District Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <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 10.		
21. TITLE AND LOCATION <i>(City and State)</i> Blue Lake CDD, Fort Myers, Florida	22. YEAR COMPLETED <table border="1"> <tr> <td>PROFESSIONAL SERVICES Continuing</td> <td>CONSTRUCTION <i>(If applicable)</i> Continuing</td> </tr> </table>		PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> Continuing
PROFESSIONAL SERVICES Continuing	CONSTRUCTION <i>(If applicable)</i> Continuing			

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Blue Lake CDD	b. POINT OF CONTACT NAME Kathleen Meneely, SW Fla. District Mgr.	c. POINT OF CONTACT TELEPHONE NUMBER 941.875.4195
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Blue Lake Community Development District consists of +/-706 acres of the overall +/-2,960 acre WildBlue Development. The community that comprises the District is known as VistaBlue. A total of 423 single family residential units are proposed to be constructed within the District over the course of three phases. The proposed public infrastructure which is considered fundable from the Bonds was estimated at \$12,281,000. This project is ongoing.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Barraco and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, Florida	(3) ROLE Civil Engineer/Surveyor/District Engineer
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
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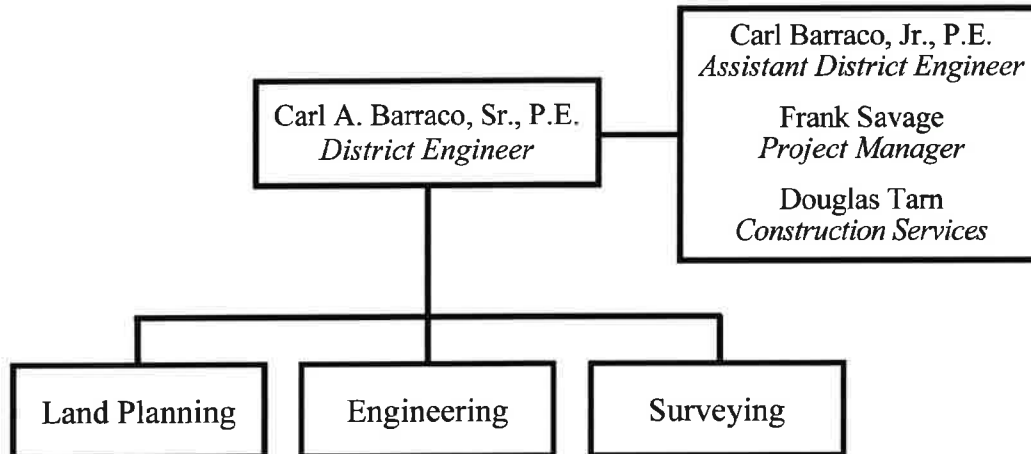
[illegible]

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Corkscrew Farms CDD	6	Moody River Estates CDD
2	Bayside / Bay Creek CDD	7	Waterford Landing CDD
3	Paseo CDD	8	Mirada CDD
4	Lucaya CDD	9	V-Dana CDD
5	Catalina at Winkler Preserve CDD	10	Blue Lake CDD

H. ADDITIONAL INFORMATION

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

D. ORGANIZATIONAL CHART OF PROPOSED TEAM



I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

32. DATE

August 30, 2024

33. NAME AND TITLE

Carl A. Barraco, President

[illegible]

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

5C11



ENGINEERING SERVICES

for the **Saltleaf**

COMMUNITY DEVELOPMENT DISTRICT

Bid Notification No. 11486655

Prepared for

SALTLEAF COMMUNITY DEVELOPMENT DISTRICT

Prepared by

Kimley»Horn

Expect More. Experience Better.

DSFLTM001793.2024

August 30, 2024
District Manager
Wrathell, Hunt and Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Kimley»Horn
Expect More. Experience Better.
1514 Broadway
Suite 301
Fort Myers, FL 3390

RE: REQUEST FOR QUALIFICATIONS (RFQ) FOR ENGINEERING SERVICES FOR THE SALTLEAF COMMUNITY DEVELOPMENT DISTRICT (CDD); BID NOTIFICATION NO. 11486655

Dear District Manager and Members of the Selection Committee:

Kimley-Horn understands that you require a consultant team that can address the responsibilities of this contract with a proactive partner who understands the local area. Kimley-Horn’s experience with Community Development Districts (CDDs) and other clients in Lee County guarantees unmatched service, responsiveness, and local knowledge. Kimley-Horn is best suited to serve you for the following reasons:

DEDICATED TEAM. As project manager, I will be your first point of contact. My experience includes multidisciplinary engineering projects for both public- and private-sector clients. These projects have given me the opportunity to extensively interact with a wide range of groups and individuals, including local citizens, City staff, and members of various permitting agencies. I understand that a strong commitment to client satisfaction must be the foundation of our service to you and I am personally dedicated to serving the District.

LOCAL TEAM, LOCAL RESOURCES. Our Fort Myers-based team is readily available to attend project meetings, make site visits, and perform other activities to advance and complete the work as needed. The professionals who make up our core team have a long history of successful collaboration to deliver projects on time and within budget—and we pledge the same on your projects.

UNPARALLELED KNOWLEDGE OF COMMUNITY DEVELOPMENT DISTRICTS. Kimley-Horn understands the special challenges involved with providing engineering services for residential developments. With our track record of successfully executing projects for over 45 CDDs throughout Florida, Kimley-Horn has the in-depth knowledge and experience to meet your needs.

INTEGRATED SERVICES. With over 1,400 staff members in Florida, our team is supported by a responsive and diverse group of engineers, landscape architects, planners, environmental experts, and support staff. Our depth of resources and ability to provide a full range of services allows us to act as a one-stop shop, providing seamless interaction and an unlimited resource pool. We will ensure the necessary in-house resources are available to meet the needs of the District on this contract.

COMMITMENT. Kimley-Horn’s continuity of staff and 57+ years of experience, combined with our vast resources, will be invaluable to the successful execution of assignments under this contract. We look forward to the opportunity to serve as your trusted consultant.

Very truly yours,

Kimley»Horn

David Mercer, PE
Project Manager/Associate

Mike Harris
Quality Control/Quality Assurance (QC/QA)/
Senior Vice President



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A

Ability and Adequacy of Professional Personnel

The District needs a consultant team that can navigate the responsibilities and challenges presented in his contract with a clear, visionary approach, as well as a proactive partner who is familiar with the area. Kimley-Horn's experience with Community Development Districts (CDDs) and other clients in Lee County ensures you receive unmatched service, responsiveness, and essential local knowledge. The following pages highlight the qualifications of our key project team members.



DAVID MERCER, PE

Project Manager



CERTIFICATION: Professional Engineer in Florida



EDUCATION: Bachelor of Science, Civil Engineering, Florida Gulf Coast University



AFFILIATIONS/MEMBERSHIPS: American Society of Civil Engineers (ASCE), American Water Resources Association (AWRA), and Urban Land Institute (ULI)

David has 12 years of experience as both a civil engineer and land development manager. His project experience includes master-planned communities, single-family and multifamily residential developments, and utility master planning for surface water management, water/wastewater, and irrigation systems. These projects have ranged from small commercial parcels to the management of consultants and project construction on over several thousand acres throughout South Florida. He has been responsible for development plans and engineering reports, agency permitting and coordination, construction administration, construction phase services, and due diligence and feasibility studies.



MIKE HARRIS

Quality Control/Quality Assurance (QC/QA)



EDUCATION: Master of Science, Systems Engineering, George Mason University; Bachelor of Science, Civil Engineering, Pennsylvania State University



AFFILIATIONS/MEMBERSHIPS: The Regional Transportation Systems Management and Operations Committee, ITS Florida, and ITS Virginia

Mike has over 38 years of experience in civil engineering, including extensive work in the public and private sectors. He worked for the State of Virginia for several years and as a consultant holds contracts in State transportation services and municipal clients. He has extensive experience working with elected officials to ensure communities are well supported in the planning and engineering process. He possesses a comprehensive understanding of the multimodal transportation environment, encompassing civil engineering aspects as well as operations, transit, traffic engineering, transportation planning, policy, and institutional issues. During his time at the State of Virginia he was responsible for direction on the Dulles Rail project and I-66 transformation efforts. Mike is a skilled facilitator with national experience and a proven ability to identify and address local needs and solutions. He now leads our Naples Florida office.



PAUL ANDERSON, EI

Civil Engineering



CERTIFICATION: Engineering Intern in Florida



EDUCATION: Bachelor of Science, Civil Engineering, Florida Gulf Coast University

Paul has over 6 years of civil engineering experience in Florida. He has completed a wide variety of land development projects, from residential, multi-family, commercial, to mixed-use developments, he is adept at all aspects of the land development process. His specific tasks include providing stormwater and drainage analysis using various stormwater modeling programs, water quality assessments, utility design including lift station design and fire flow analysis, site planning and site layout, entitlement processes, roadway design, utility coordination, permitting assistance, ADA compliance analysis, and construction phase services. His software experience includes AutoCAD Civil 3D, ArcGIS, WaterCAD, StormCAD, ICPR4, BMPTrains, and AGI32 software.



JENNIFER DAOULAS, PLA
Landscape Architecture/Irrigation



CERTIFICATION: Professional Landscape Architect in Florida



EDUCATION: Master of Natural Resources, Virginia Tech; Bachelor of Landscape Architecture, Clemson University



AFFILIATIONS/MEMBERSHIPS: American Society of Landscape Architects (ASLA), Society of American Military Engineers (SAME), and Urban Land Institute (ULI)

Jennifer has more than 14 years of professional landscape architectural experience, providing support with construction documentation, specifications, and graphic presentations. She has a passion for sustainable land development design and creating cost effective and constructable solutions for clients’ specific project needs. Her project experience includes landscape design, hardscape and amenity design, streetscape design improvements, and Complete Street elements. Jennifer has provided professional landscape architectural services for municipal parks, private and public institutions, retail, and residential projects.



ALYSSA FORD, PE
Stormwater



CERTIFICATION: Professional Engineer in Florida



EDUCATION: Master of Science, Civil Engineering, Virginia Polytechnic Institute and State University; Bachelor of Science, Civil Engineering, Virginia Polytechnic Institute and State University

Alyssa has 4 years of experience specializing in hydrology/hydraulics and surface water services throughout southwest Florida. Based out of our local Fort Myers office, Alyssa’s project experience includes asset management and condition assessment, modeling and mapping, water quality, as well as the preparation of estimated quantities and costs. Her software experience includes GIS, ICPR3, ICPR4, and AutoCAD. Alyssa’s responsibilities also include client and subconsultant coordination as well as supervising the surface water team’s analysts.



LEWIS BRYANT, PE
Utilities



CERTIFICATION: Professional Engineer in Florida



EDUCATION: Master of Science, Civil Engineering, University of Florida; Master of Business Administration, University of Florida; Bachelor of Science, Technology, Regets University

AFFILIATIONS/MEMBERSHIPS: American Water Works Association (AWWA), Water Environment Federation (WEF), Florida Engineering Society (FES)

Lewis has over 24 years of experience with municipal utility engineering, including utility relocation, master planning, distribution system design, hydraulic computer modeling and analysis, and construction phasing and inspections. He is a skilled project manager for utility relocation/expansion projects, water and wastewater treatment facilities design, facility expansion plans, capacity analysis reports, and water use permits.

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

B

**Certified Minority
Business Enterprise**



Although Kimley-Horn is not a certified minority business, we have company policy of meeting or exceeding our clients’ minority business participation goals. Through corporate policies and philosophy, our firm actively seeks to encourage and promote the use of MBE/WBE/SDVOSB firms. We provide interested minority firms/women owned firms/service-disabled veteran-owned small businesses with the opportunity to serve as subconsultants on our teams and we actively seek to increase our large database of qualified MBE/WBE firms for use on future projects. Our aggressive MBE/WBE/SDVOSB utilization policy ensures that Kimley-Horn is consistently furthering the positive economic development momentum advocated by the state of Florida using minority/women-owned/ service-disabled veteran-owned businesses.

Our performance in using minority firms over the past 5 years is as follows:

YEAR	TOTAL PAID
2023	\$93.9 million
2022	\$71.1 million
2021	\$54.6 million
2020	\$54.5 million
2019	\$41.5 million

C

Willingness to Meet Time and Budget Requirements

Kimley-Horn has a proven record of performing on time and within budget. The key to our success is managing the right resources at the right time. We emphasize project management using bi-monthly effort reports that give our project managers up-to-date staffing and expense information related to their projects. This information enables them to continuously monitor the status of project cost, cost control effectiveness, and schedule.

Frequent communication and a clear definition of the responsibilities of team members are critical elements in maintaining schedules. With that in mind, our project-specific work plan identifies critical project milestones and deliverable dates. We then actively manage our team resources to meet the agreed-upon schedules and keep your project on track.

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

D

Past Experience and Performance



LEE COUNTY EXPERIENCE

Kimley-Horn has remained steadfast in upholding the core values that have defined our firm for the past 57 years. We know the value and importance of staying true to our roots, focusing on our local municipal clients, and delivering the personalized and responsive service they deserve. Having served Lee County for more than two decades, we are familiar with the standards of County staff and know what it takes to achieve approvals, easing the burden on your time. Our local team is accessible for staff meetings and work sessions on short notice and offer extensive knowledge of local conditions.

PAST PERFORMANCE FOR COMMUNITY DEVELOPMENT DISTRICTS

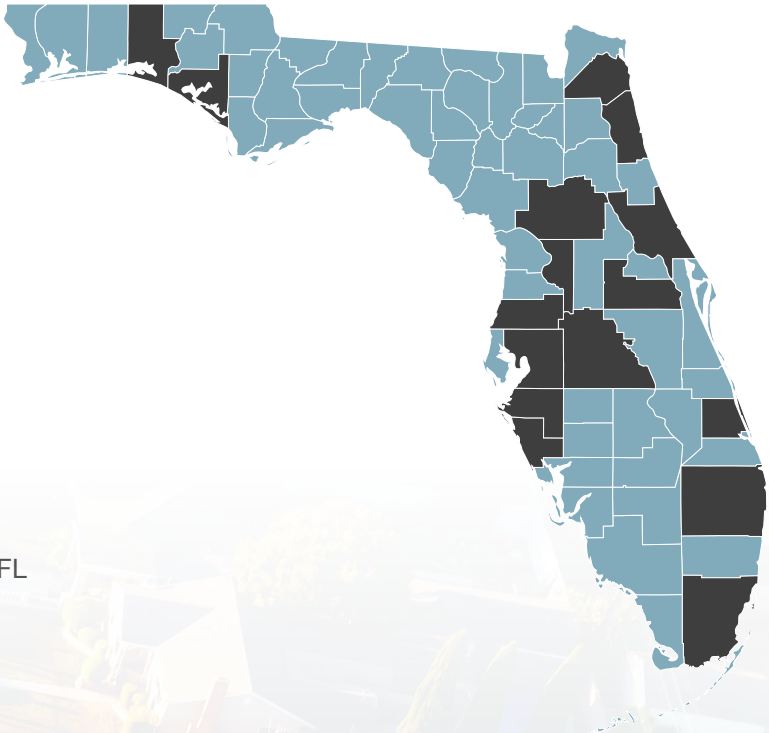
Kimley-Horn provides urban and development planning and landscape architectural services for a wide variety of public and private clients throughout Florida and the United States. Throughout our 57-year history, we have served numerous local governments in Florida and are proud of the role we play in shaping the development, and, in many cases, the redevelopment of Florida’s communities. A hallmark of our services to clients is our ability to provide a full range of services for a multitude of urban and transportation planning and public infrastructure improvements. Our multi-disciplined teams can take your projects from inception through implementation—all while keeping your initial goals for your projects at the forefront of each step of the process.

A few examples of our project successes include:

- + Helping new communities develop their first comprehensive plan
- + Assisting several communities with their evaluation and appraisal reports and related comprehensive plan amendments
- + Helping initiate regional activity centers and transportation concurrency exception areas
- + Teaming with developers and communities to develop design guidelines for specific projects
- + Site plan review, traffic, and other concurrency reviews
- + Engaging the public in design, visioning, and transportation workshops and charrettes for several communities
- + Performing traffic studies and transportation planning including a transit-oriented design feasibility study, transportation master plans, transportation concurrency management database, and multiple parking and downtown parking garage studies

COMMUNITY DEVELOPMENT DISTRICTS KIMLEY-HORN HAS SERVED IN FLORIDA:

- + Westridge CDD – Polk County, FL
- + Victor Posner City Center CDD – Polk County, FL
- + Oakmont Grove CDD – Polk County, FL
- + Hawthorne Mill CDD – Lakeland, FL
- + Fox Branch Ranch CDD – Lakeland, FL
- + Boca Royale CDD – Sarasota, FL
- + Lakewood Ranch CDD – Sarasota, FL
- + Blackburn CDD – Sarasota, FL
- + Central Parc CDD – Sarasota, FL
- + Coastal Lake CDD – Walton, FL
- + Grove Resort CDD – Winter Garden, FL
- + Miami World Center CDD – Miami, FL
- + Sumter Landing CDD – The Villages, FL
- + Premium Point CDD – St. Augustine, FL
- + Reserve CDD – Port St. Lucie, FL
- + Rivington CDD – Debary, FL
- + The District CDD – Jacksonville, FL
- + Mills Park CDD – Orlando, FL
- + Bonnet Creek CDD – Winter Park, FL
- + Bayi CDD – Ocala, FL
- + Bay Laurel Center CDD – Ocala, FL
- + Coastal Lake CDD – Panama City Beach, FL
- + The Villages CDD – The Villages, FL
- + Village Center CDD – The Villages, FL
- + Midtown Miami CDD – Miami, FL
- + Sumter Landing CDD – The Villages, FL
- + Mayfair CDD – Lake Wales, FL
- + Kenmare at Lake Annie CDD – Dundee, FL
- + Greyhawk Landing CDD – Manatee County, FL
- + Waterlefe CDD – Sarasota, FL
- + Venetian CDD – Sarasota, FL
- + Blackburn Creek CDD – Sarasota, FL
- + Highlands CDD – Hillsborough County, FL
- + Mills & Nebraska CDD – Orlando, FL
- + Cottages Silver Oaks CDD – Zephyrhills, FL
- + Boynton Village CDD – Boynton Beach, FL
- + Sarasota National CDD – Sarasota, FL
- + Stoneybrook at Venice CDD – Sarasota, FL
- + Tara CDD – Bradenton, FL
- + Legends Bay CDD – Sarasota, FL
- + Beacon Lakes CDD – Miami, FL
- + Manatee River CDD – Bradenton, FL
- + Arbor Greene CDD – Tampa, FL
- + Cross Creek CDD – Bradenton, FL
- + Veranda CDD – Port St. Lucie, FL
- + Parkland Preserve CDD – St. Augustine, FL
- + River Road at Center Road CDD – Sarasota, FL



Babcock Ranch Community, Charlotte and Lee Counties, FL

Kimley-Horn has provided master planning, landscape architecture, civil engineering, roadway design, and permitting services for the 17,000-acre Babcock Ranch in Southwest Florida for more than a decade. This sustainable new community includes single-family and multi-family residential neighborhoods along with a mixed-use town center and additional commercial areas. We have served as the lead consultant on multiple phases of the development including the first phases first phases encompassing more than 5,000 single family and multi-family units, a 100,000 SF mixed-use Town Square, over 100,000 SF of non-residential uses, and several civic use projects.



The Villages, The Villages, FL

The Villages is a retirement community consisting of approximately 26,000 acres of land in Lake, Sumter, and Marion counties. Currently ranked as America’s fastest growing city, The Villages has more than doubled in size since 2010, when its population was 51,442. This self-contained community has a wide range of retail, office, and recreational opportunities. The Villages has its own churches, medical center, restaurants, movie theatres, brewery, newspaper, and many other on-site services and amenities, including 42 golf courses. Kimley-Horn has provided transportation planning, traffic engineering, and structural engineering services, as well as civil engineering services that include subdivision design, commercial site design, utilities, roadway design, and permitting. We continue to provide these services as needed.

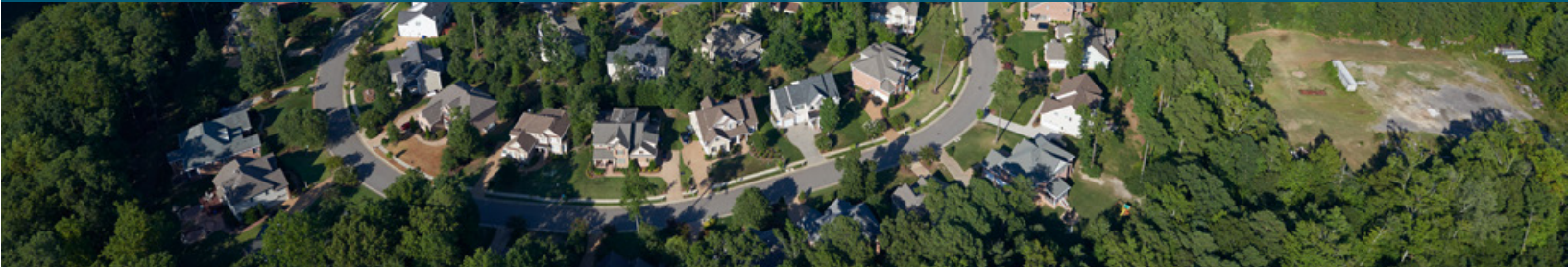
Lakewood Ranch, Lakewood Ranch, FL

Kimley-Horn has served as one of Lakewood Ranch’s preferred continuing services consultants for decades, including supporting their Road Repair Program. In support of this program, Kimley-Horn has provided initial assessment/recommendation, construction documents, bid documents, and site inspection services for roadway repairs within existing residential subdivisions throughout CDDs 2, 4, 5, and 6. The specific roadways in question were exhibiting premature pavement failure and settling of drainage structures. The improvements included base and pavement repairs with additional underdrain placement to prevent further road degradation.



E

Geographic Location



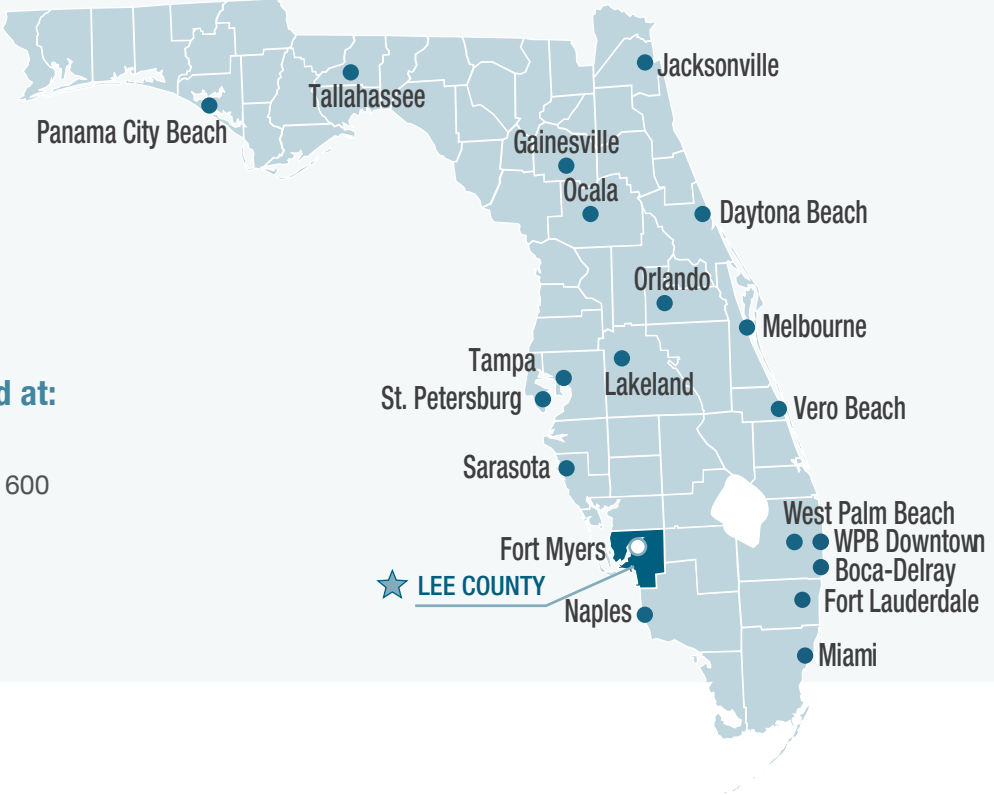
Kimley-Horn’s Fort Myers office will serve as the primary office responsible for overseeing the work related this project. In addition, we have the ability to call upon our nationwide partners for assistance, offering the resources of a large, nationally ranked firm with the personal attention and response of a dedicated, local professional team.

Our Fort Myers office is located at:

1514 Broadway Suite 301
Fort Myers, FL 33901
239.271.2650

Kimley-Horn’s corporate headquarters are located at:

One Bank of America Plaza
421 Fayetteville Street, Suite 600
Raleigh, NC 27601
919.677.2000



F

Recent, Current and Projected Workloads

Kimley-Horn is very progressive when it comes to understanding its current and projected workload and has a long history of achieving successful project completion through a combination of effective project management and technical expertise. Consequently, Kimley-Horn is committed to providing the District with the highest quality staff and service to meet your project schedule and budget requirements. The members of our project team were selected using two criteria: (1) their experience with similar projects and (2) their availability to assume major technical responsibilities.

Based on a review of our workload forecasting program called "Castaheads," we can assure you that the staff members selected for this team are available to serve you and are in an excellent position to handle the workload of this assignment. When work is assigned to us, our Castaheads system will ensure staff availability to successfully complete our assignments. Many staff assigned to this project will not be needed full time but when they are required, they will be focused on this project 100% of their time.

G

Volume of Work Previously Awarded to Consultant by District

The District has not awarded Kimley-Horn any work prior to this submission of qualifications. We sincerely hope to grow our professional relationship with the District by serving as District Engineer as part of this advertised contract.

H

Applicant Professional Licenses



State of Florida Department of State

I certify from the records of this office that KIMLEY-HORN AND ASSOCIATES, INC. is a North Carolina corporation authorized to transact business in the State of Florida, qualified on April 24, 1968.

The document number of this corporation is 821359.

I further certify that said corporation has paid all fees due this office through December 31, 2024, that its most recent annual report/uniform business report was filed on April 3, 2024, and that its status is active.

I further certify that said corporation has not filed a Certificate of Withdrawal.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Twenty-fourth day of April,
2024*



[Signature]
Secretary of State

Tracking Number: 2703192226CU

To authenticate this certificate, visit the following site, enter this number, and then follow the instructions displayed.

<https://services.sunbiz.org/Filings/CertificateOfStatus/CertificateAuthentication>



Florida

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LICENSEE DETAILS

9:12:14 AM 2/26/2024

Licenses Information

Name:	KIMLEY-HORN & ASSOCIATES, INC. (Primary Name)
Main Address:	421 FAYETTEVILLE STREET SUITE 600 RALEIGH North Carolina 27601
County:	OUT OF STATE
License Mailing:	421 FAYETTEVILLE STREET SUITE 600 RALEIGH NC 27601
County:	OUT OF STATE

Licenses Information

License Type:	Engineering Business Registry
Rank:	Registry
License Number:	696
Status:	Current
Licensure Date:	05/10/1977
Expires:	

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Department of Business
and Professional Regulation

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LICENSEE DETAILS

7:08:33 AM 1/23/2024

Licensee Information

Name:	MINGONET, MILTON SCOTT (Primary Name) KIMLEY-HORN AND ASSOCIATES INC (DBA Name)
Main Address:	200 SOUTH ORANGE AVENUE SUITE 600 ORLANDO Florida 32801
County:	ORANGE

License Information

License Type:	Registered Landscape Architect
Rank:	Landscape Arc
License Number:	LA0001428
Status:	Current, Active
Licensure Date:	10/14/1991
Expires:	11/30/2025

	Florida Department of Agriculture and Consumer Services Division of Consumer Services Board of Professional Surveyors and Mappers 2005 Apalachee Pkwy Tallahassee, Florida 32399-6500	License No.: LB696 Expiration Date February 28, 2025
	Professional Surveyor and Mapper Business License Under the provisions of Chapter 472, Florida Statutes KIMLEY-HORN AND ASSOCIATES, INC. 421 FAYETTEVILLE ST STE 600 RALEIGH, NC 27601-1777  _____ WILTON SIMPSON COMMISSIONER OF AGRICULTURE	



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

MERCER, DAVID KEVIN

3145 ANTICA ST
FORT MYERS FL 33905

LICENSE NUMBER: PE90785

EXPIRATION DATE: FEBRUARY 28, 2025

Always verify licenses online at [MyFloridaLicense.com](https://www.MyFloridaLicense.com)



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The image is a professional engineer license for Malcolm Lewis, State of Florida, License Number PE65582, which expires on February 28, 2025. The license is issued by the Florida Board of Professional Engineering Examiners (FBPE). The background features a large, faint circular seal of the State of Florida. The seal contains the text "THE GREAT SEAL OF THE STATE OF FLORIDA" and "JANUARY 7, 1845". Inside the seal is a depiction of a Seminole man in traditional dress, a palm tree, and a ship. The license holder's name, "BRYANT, MALCOLM LEWIS", is prominently displayed in the center. Below the name is the address: "119 PLACID DRIVE, FORT MYERS, FL 33919". The license number "PE65582" is enclosed in a rectangular box. The expiration date "FEBRUARY 28, 2025" is also displayed. At the bottom, there is a QR code and the text "Always verify licenses online at MyFloridaLicense.com". The top of the license includes the names of the Governor, Ron DeSantis, and the Secretary, Melanie S. Griffin.

Ron DeSantis, Governor

Melanie S. Griffin, Secretary

FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERING

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

BRYANT, MALCOLM LEWIS

119 PLACID DRIVE
FORT MYERS FL 33919

LICENSE NUMBER: PE65582

EXPIRATION DATE: FEBRUARY 28, 2025

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary

Florida

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STATE OF FLORIDA

DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION

BOARD OF LANDSCAPE ARCHITECTURE

THE LANDSCAPE ARCHITECT HEREIN HAS REGISTERED UNDER THE
PROVISIONS OF CHAPTER 481, FLORIDA STATUTES

DAOULAS, JENNIFER LYNN

200 CENTRAL AVENUE
SUITE 600
ST. PETERSBURG FL 33701

LICENSE NUMBER: LA6667369

EXPIRATION DATE: NOVEMBER 30, 2025

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ISSUED: 10/18/2023

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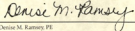
State of Florida

Board of Professional Engineers

Whereas, **Alyssa Cole Ford** has shown competency and fitness to practice Professional Engineering and has complied with all requirements of the Board of Professional Engineers; therefore by virtue of the powers vested in said Board by the State of Florida, the Florida Board of Professional Engineers hereby issues this certificate of licensure numbered 98072 to practice Professional Engineering in the State of Florida as provided by the laws of the state and subject to the powers as vested in said Board.

In Testimony Whereof, Witness the signature of the Chair and Vice Chair under the seal of the Board this 29th day of January, 2024.


Debra Morgan, PE
Chair


Denise M. Ramsey, PE
Vice Chair



FBPE
FLORIDA BOARD OF PROFESSIONAL ENGINEERS
(FPE) - (FPE)

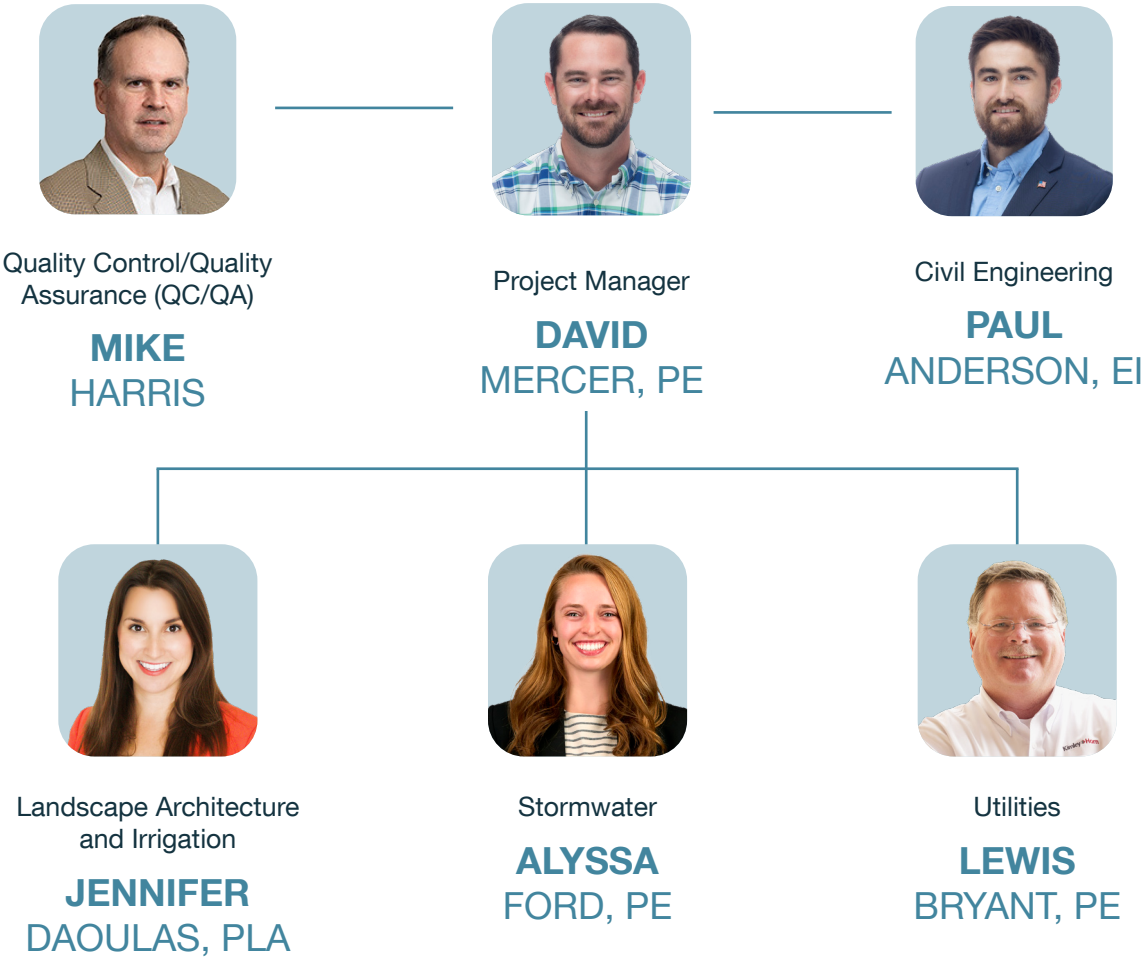
Licensee Details		6:32:31 PM 9/19/2023
Licensee Information		
Name:	ANDERSON, PAUL C. (Primary Name)	
Main Address:	9060 SHADDOCK RD W FORT MYERS Florida 33967	
County:	LEE	
License Information		
License Type:	Engineering Intern	
Rank:	Eng Intern	
License Number:	1100023038	
Status:	Current	
Licensure Date:	09/30/2019	
Expires:		

Standard Form 330



ARCHITECT – ENGINEER QUALIFICATIONS					
PART I – CONTRACT SPECIFIC QUALIFICATIONS					
A. CONTRACT INFORMATION					
1. TITLE AND LOCATION <i>(City and State)</i> Engineering Services for the Saltleaf Community Development District					
2. PUBLIC NOTICE DATE 08/16/2024			3. SOLICITATION OR PROJECT NUMBER 11486655		
B. ARCHITECT – ENGINEER POINT OF CONTACT					
4. NAME AND TITLE David Mercer, PE, Associate					
5. NAME OF FIRM Kimley-Horn and Associates, Inc.					
6. TELEPHONE NUMBER 239.673.2707		7. FAX NUMBER N/A		8. E-MAIL ADDRESS David.Mercer@kimley-horn.com	
C. PROPOSED TEAM					
<i>(Complete this section for the prime contractor and all key subcontractors.)</i>					
	<i>(Check)</i>		9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V SUBCON-			
a.	☒		Kimley-Horn and Associates, Inc. ☒ CHECK IF BRANCH OFFICE	1514 Broadway, Suite 301 Fort Myers, FL 33901	Project Management, Civil Engineering, Stormwater, Utilities
b.	☒		Kimley-Horn and Associates, Inc. ☒ CHECK IF BRANCH OFFICE	2640 Golden Gate Parkway, Suite 201 Naples, FL 34105	Quality Control/Quality Assurance (QC/QA)
c.	☒		Kimley-Horn and Associates, Inc. ☒ CHECK IF BRANCH OFFICE	200 Central Avenue South, Suite 600 St. Petersburg, FL 33701	Landscape Architecture, Irrigation
d.			 CHECK IF BRANCH OFFICE		
e.			 CHECK IF BRANCH OFFICE		
f.			 CHECK IF BRANCH OFFICE		
D. ORGANIZATIONAL CHART OF PROPOSED TEAM					☒ <i>(Attached)</i>
AUTHORIZED FOR LOCAL REPRODUCTION					STANDARD FORM 330 (REV. 7/2021)

ORGANIZATIONAL CHART



E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
		a. TOTAL	b. WITH CURRENT FIRM
David Mercer, PE	Project Manager	12	2

15. FIRM NAME AND LOCATION (City and State) Kimley-Horn and Associates, Inc., Fort Myers, FL

16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science, Civil Engineering, Florida Gulf Coast University	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer in Florida
--	--

18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) David has 12 years of experience as both a civil engineer and land development manager. His project experience includes master-planned communities, single-family and multifamily residential developments, and utility master planning for surface water management, water/wastewater, and irrigation systems. He is a member of American Society of Civil Engineers (ASCE), American Water Resources Association (AWRA), and Urban Land Institute (ULI).

19. RELEVANT PROJECTS

(1) TITLE AND LOCATION (City and State) Babcock Ranch Community Independent Special District, Charlotte and Lee Counties, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
	Ongoing	Ongoing

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
a. District Engineer. Kimley-Horn has provided master planning, landscape architecture, civil engineering, roadway design, and permitting services for the 17,000-acre Babcock Ranch in Southwest Florida for more than a decade.cAs the district engineer for the Babcock Ranch Community Special District, we have played a key role in shaping this sustainable new community, which includes single-family and multi-family residential neighborhoods, a mixed-use town center, and additional commercial areas. In this role, Kimley-Horn is responsible for all site plan reviews and plan consolidation, coordination with the District Manager and Board Members, review of residential and commercial plot plans, utility and landscape plan reviews, and lot and site inspections.		

(1) TITLE AND LOCATION (City and State) Charlotte County Sheriff's Office District 5 & Fire-EMS Station 9, Babcock Ranch, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
	Ongoing	Ongoing

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
b. Project Manager. As the project manager for the new district headquarters Sheriff Station and an additional Fire-EMS station within Babcock Ranch, David led efforts that included site planning, utility and stormwater design, permitting, and lift station design. Throughout the project, he collaborated closely with the landowner, architect, and County Facilities to ensure all needs and requirements for the first responder facilities were met. Kitson & Co. provided additional support as needed.		

(1) TITLE AND LOCATION (City and State) Kitson & Partners Headquarters, Babcock Ranch, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
	2024	2024

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
c. Project Manager. As the project manager for the 45,000-square-foot west coast headquarters campus of Kitson & Partners at Babcock Ranch, FL, David oversaw planning and design engineering efforts. His responsibilities included working closely with the client and architect to develop a feasible and practical site plan, incorporating required parking, a parking garage, and connections to existing utility and stormwater systems. Additionally, David managed subconsultants for environmental, landscaping, and surveying tasks to ensure all project needs were met.		

(1) TITLE AND LOCATION (City and State) Milhaus Multifamily, Babcock Ranch, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
	Ongoing	Ongoing

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
d. Project Manager. For the Milhaus Multifamily project at Babcock Ranch, FL, David led the team through the construction phase of an 8-building multifamily development, including parking, utilities, and stormwater connections. He ensured effective communication between the owner, architect, and general contractor on the 17-acre site. As the lead on construction services, David applied value engineering to guide plan modifications, including adjustments to water and fire main routing, FDC connections, and storm pipe alternatives.		

(1) TITLE AND LOCATION (City and State) Jack Peeples Park, Babcock Ranch, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
	2022	2022

(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
e. Project Engineer. We have served as the lead consultant on multiple phases of the development, including the first phase, which encompassed 1,000 residential units and a mixed-use Town Square. The project involved site grading and drainage for a 10-acre park parcel, including the construction of a bathroom facility and the extension of utilities to the site. Additionally, the team managed the permitting process with SFWMD, Charlotte County, and the Babcock Ranch Community Independent Special District (BRCISD).		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
(Complete one Section E for each key person.)			
12. NAME Mike Harris	13. ROLE IN THIS CONTRACT Quality Control/Quality Assurance (QC/QA)	14. YEARS EXPERIENCE	
		a. TOTAL 38	b. WITH CURRENT FIRM 13
15. FIRM NAME AND LOCATION (City and State) Kimley-Horn and Associates, Inc., Naples, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION) Master of Science, Systems Engineering, George Mason University; Bachelor of Science, Civil Engineering, Pennsylvania State University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) N/A	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Mike has over 38 years of experience in civil engineering, including extensive work in the public and private sectors. He worked for the State of Virginia for several years and as a consultant holds contracts in State transportation services and municipal clients. He has extensive experience working with elected officials to ensure communities are well supported in the planning and engineering process. He possesses a comprehensive understanding of the multimodal transportation environment, encompassing civil engineering aspects as well as operations, transit, traffic engineering, transportation planning, policy, and institutional issues. During his time at the State of Virginia he was responsible for direction on the Dulles Rail project and I-66 transformation efforts. Mike is a skilled facilitator with national experience and a proven ability to identify and address local needs and solutions. He now leads our Naples Florida office.			
19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Virginia Department of Rail and Public Transportation (DRPT), Statewide Integrated Mobility Plan, Statewide, VA	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Mike managed the plan to address needs and solutions to growing shared mobility and potential partnership with transportation network companies emerging in the marketplace. He worked with transit stakeholders statewide including Charlottesville operators.	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If Applicable) N/A
		X Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) Loudoun County Route 50 North Collector Road, Loudoun County, VA	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Kimley-Horn was retained by Loudoun County to deliver consulting services for transportation planning and preliminary engineering. This project focused on offering expert guidance and technical support for the design and development of transportation initiatives, including strategic planning, traffic analysis, feasibility studies, and initial engineering design work.	PROFESSIONAL SERVICES 2024	CONSTRUCTION (If Applicable) N/A
		X Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) Virginia DOT, Intelligent Transportation Systems On-Call Services, Statewide, VA	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. The Virginia Department of Transportation (VDOT) Intelligent Transportation Systems (ITS) On-Call Services project involves providing a range of on-call services to support the development, implementation, operation, and maintenance of intelligent transportation systems across the state of Virginia. These systems are designed to improve traffic flow, enhance safety, and optimize the overall efficiency of the transportation network.	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If Applicable) N/A
		X Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) Loudon County Project Management Support, Loudon County, FL	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Kimley-Horn was retained by Loudon County to provide program management services for transportation design include staff augmentation and on-site support. Two project managers will be provided for on-site support services, working two days per week over a six-month period.	PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) N/A
		X Check if project performed with current firm	

STANDARD FORM 330 (REV. 7/2021)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
(Complete one Section E for each key person.)			
12. NAME Paul Anderson, EI	13. ROLE IN THIS CONTRACT Civil Engineering	14. YEARS EXPERIENCE	
		a. TOTAL 6	b. WITH CURRENT FIRM 6
15. FIRM NAME AND LOCATION (City and State) Kimley-Horn and Associates, Inc., Fort Myers, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science, Civil Engineering, Florida Gulf Coast University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Engineering Intern in Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Paul has over 6 years of civil engineering experience in Florida. He has completed a wide variety of land development projects, from residential, multi-family, commercial, to mixed-use developments, he is adept at all aspects of the land development process. His specific tasks include providing stormwater and drainage analysis using various stormwater modeling programs, water quality assessments, utility design including lift station design and fire flow analysis, site planning and site layout, entitlement processes, roadway design, utility coordination, permitting assistance, ADA compliance analysis, and construction phase services.			
19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Babcock Ranch Community, Charlotte and Lee Counties, FL	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Analyst. Kimley-Horn has provided master planning, landscape architecture, civil engineering, roadway design, and permitting services for the 17,000-acre Babcock Ranch in Southwest Florida for more than a decade. As the district engineer for the Babcock Ranch Community Special District, we have played a key role in shaping this sustainable new community, which includes single-family and multi-family residential neighborhoods, a mixed-use town center, and additional commercial areas. We have served as the lead consultant on multiple phases of the development, including the first phase, which encompassed 1,000 residential units and a mixed-use Town Square.	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
		X Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) Town Village Walk Multifamily, Fort Myers, FL	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Analyst. Kimley-Horn provided civil engineering consulting services for a 384-unit multifamily residential development spanning about 30 acres. Our scope of work included site planning, civil engineering design, and the preparation of construction plans.	PROFESSIONAL SERVICES 2022	CONSTRUCTION (If Applicable) 2022
		X Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) Southwest Florida International Airport (RSW), General Engineering Consultant and Project Specific Consultant, Fort Myers, FL	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Analyst. Kimley-Horn team that was selected in 2011 as one of the General Engineering Consultants for the Lee County Port Authority which operates both Southwest Florida International Airport (RSW) and Page Field (FMY). To date, Kimley-Horn has been assigned more than 50 tasks, including Mitigation Park Evaluation Report, Checkpoint Evaluation, Parcel Development Evaluation, Runway 6-24 Pavement Classification, and Federal Tiger Grant Application Assistance.	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) Ongoing
		X Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) Port Charlotte Station, Fort Myers, FL	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Analyst. Kimley-Horn provided professional site civil engineering, landscape architecture, and planning services for this retail development. Located at the intersection of Interstate 75 and Kings Highway, this heavily trafficked grocery-anchored retail development consists of several outparcels, including restaurant uses, medical uses, and a gas station/convenience store facility.	PROFESSIONAL SERVICES 2020	CONSTRUCTION (If Applicable) 2020
		X Check if project performed with current firm	

STANDARD FORM 330 (REV. 7/2021)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
(Complete one Section E for each key person.)			
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Jennifer Daoulas, PLA	Landscape Architecture/Irrigation	a. TOTAL	b. WITH CURRENT FIRM
		14	10
15. FIRM NAME AND LOCATION (City and State)			
Kimley-Horn and Associates, Inc., St. Petersburg, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
Master of Natural Resources, Virginia Tech; Bachelor of Landscape Architecture, Clemson University		Professional Landscape Architect in Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
Jennifer has more than 14 years of professional landscape architectural experience, providing support with construction documentation, specifications, and graphic presentations. She has a passion for sustainable land development design and creating cost effective and constructable solutions for clients’ specific project needs. Her project experience includes landscape design, hardscape and amenity design, streetscape design improvements, and Complete Street elements. Jennifer has provided professional landscape architectural services for municipal parks, private and public institutions, retail, and residential projects.			
19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Babcock Ranch Community, Charlotte and Lee Counties, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
		Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
	Landscape Architect. Kimley-Horn has provided master planning, landscape architecture, civil engineering, roadway design, and permitting services for the 17,000-acre Babcock Ranch in Southwest Florida for more than a decade. As the district engineer for the Babcock Ranch Community Special District, we have played a key role in shaping this sustainable new community, which includes single-family and multi-family residential neighborhoods, a mixed-use town center, and additional commercial areas. We have served as the lead consultant on multiple phases of the development, including the first phase, which encompassed 1,000 residential units and a mixed-use Town Square.		
b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Sabal Trace Residential Development North Port, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
		Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
	Landscape Architect. Kimley-Horn is providing design and construction phase services for an 80-acre residential subdivision. Our specific services include roadway design, stormwater, and utility construction plans. Our team obtained permitting for stormwater management and utility extensions with the Southwest Florida Water Management District (SWFWMD) and the Florida Department of Environmental Protection (FDEP).		
c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Julington Lakes, St. Johns County, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
		2020	2020
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
	Landscape Architect. Kimley-Horn provided professional services for this planned luxury home community in St. Johns County. A majority of this unique neighborhood is conserved as a nature preserve, featuring several beautiful lakes for residents and their guests to enjoy. Our team provided civil engineering services including plat coordination and construction phase services. As part of our construction phase responsibilities, Kimley-Horn performed the following tasks: bid preparation/contractor notification; conferences/meetings; site visits; observation of construction; recommendation with respect to defective work; clarifications and interpretations; shop drawings and samples; inspections and tests; and as-built reviews.		
d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	North of Albert’s Horizon West, Winter Garden, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
		2018	2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
	Landscape Architect. Kimley-Horn prepared final construction plans to develop a single-family subdivision consisting of 82-lot single-family detached homes and approximately 69 bungalows for Meritage Homes. The property is located in the Village Home District of the North of Albert’s property. The final construction plan package included plan and profile, grading, water distribution, reuse distribution, sanitary sewage facilities, and a stormwater management plan. Our services also included a recreation area site plan for the main pool and amenity area, landscaping and irrigation, permitting, and construction phase services.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
(Complete one Section E for each key person.)			
12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Alyssa Ford, PE	Stormwater	a. TOTAL	b. WITH CURRENT FIRM
		4	4
15. FIRM NAME AND LOCATION (City and State)			
Kimley-Horn and Associates, Inc., Fort Myers, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
Master of Science, Civil Engineering, Virginia Polytechnic Institute and State University; Bachelor of Science, Civil Engineering, Virginia Polytechnic Institute and State University		Professional Engineer in Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
Alyssa has over 4 years of experience specializing in hydrology/hydraulics and surface water services throughout southwest Florida. Based out of our local Fort Myers office, Alyssa’s project experience includes asset management and condition assessment, modeling and mapping, water quality, as well as the preparation of estimated quantities and costs.			
19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Babcock Ranch Community, Charlotte and Lee Counties, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
		Ongoing	N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
	Project Engineer. Kimley-Horn has provided master planning, landscape architecture, civil engineering, roadway design, and permitting services for the 17,000-acre Babcock Ranch in Southwest Florida for more than a decade. As the district engineer for the Babcock Ranch Community Special District, we have played a key role in shaping this sustainable new community, which includes single-family and multi-family residential neighborhoods, a mixed-use town center, and additional commercial areas. We have served as the lead consultant on multiple phases of the development, including the first phase, which encompassed 1,000 residential units and a mixed-use Town Square.		
b.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Lee County Iona Drainage District Canal H-7 Drainage, Phase 1, Fort Myers, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
		2024	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
	Project Engineer. Areas neighboring the Iona Drainage District Canal H-7 face flooding issues that fall short of the required Level of Service. Kimley-Horn has proposed various solutions, including adjustments to the weir structure. To fully assess these alternatives, a comprehensive groundwater and surface water model is needed to evaluate their impacts.		
c.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Lee County Larry Kiker Preserve Planning, Design, and Permitting Phase 1, Fort Myers, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
		Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
	Project Engineer. Acquired in December 2017, the Larry Kiker Preserve and Hidden Cypress Preserve are a combined 4,100 acres and consists of ecologically significant property east of Interstate 75, within southeast Lee County's Density Reduction/Groundwater Resource (DR/GR) area. The property is the former Edison Farms and was the second largest property acquisition by the County ever. Kimley-Horn's scope of work includes developing regional water management features, public access, trails, campgrounds, educational center, and associated amenities.		
d.	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
	Lee County Pine Island Environmental Monitoring, FL	PROFESSIONAL SERVICES	CONSTRUCTION (If Applicable)
		2024	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	X Check if project performed with current firm	
	Project Engineer. Kimley-Horn is providing Lee County with continuing groundwater monitoring services. The project team coordinates with the Lee County analytical laboratory to collect groundwater samples from a network of eight wells on a quarterly basis. Quarterly Groundwater Monitoring Reports are prepared, outlining all sampling activities. Data are evaluated to determine groundwater trends.		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT			
(Complete one Section E for each key person.)			
12. NAME Lewis Bryant, PE	13. ROLE IN THIS CONTRACT Utilities	14. YEARS EXPERIENCE	
		a. TOTAL 24	b. WITH CURRENT FIRM 16
15. FIRM NAME AND LOCATION (City and State) Kimley-Horn and Associates, Inc., Fort Myers, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION) Master of Science, Civil Engineering, University of Florida; Master of Business Administration, University of Florida; Bachelor of Science, Technology, Regets University		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer in Florida	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Lewis has over 24 years of experience with municipal utility engineering, including utility relocation, master planning, distribution system design, hydraulic computer modeling and analysis, and construction phasing and inspections. He is a skilled project manager for utility relocation/expansion projects, water and wastewater treatment facilities design, facility expansion plans, capacity analysis reports, and water use permits.			
19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Babcock Ranch Community, Charlotte and Lee Counties, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer. Kimley-Horn has provided master planning, landscape architecture, civil engineering, roadway design, and permitting services for the 17,000-acre Babcock Ranch in Southwest Florida for more than a decade. As the district engineer for the Babcock Ranch Community Special District, we have played a key role in shaping this sustainable new community, which includes single-family and multi-family residential neighborhoods, a mixed-use town center, and additional commercial areas. We have served as the lead consultant on multiple phases of the development, including the first phase, which encompassed 1,000 residential units and a mixed-use Town Square.	X Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) The Villages, The Villages, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Engineer. The Villages is a retirement community consisting of approximately 26,000 acres of land in Lake, Sumter, and Marion counties. Currently ranked as America's fastest growing city, The Villages has more than doubled in size since 2010, when its population was 51,442. Kimley-Horn has provided transportation planning, traffic engineering, and structural engineering services, as well as civil engineering services that include subdivision design, commercial site design, utilities, roadway design, and permitting. We continue to provide these services as needed.	X Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) Bay Laurel Center Community Development District (BLCCDD) 2.5-MGD Bay Laurel North Water Reclamation Facility (WRF), Marion County, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (If Applicable) N/A
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Manager. Kimley-Horn is providing design, permitting, and construction administration services for a 2.5-MGD AADF (5.0-MGD buildout capacity) water reclamation facility (WRF) with advanced wastewater treatment capability (< 5 BOD, < 5 TSS, < 3 TN), and public access reclaimed water system. The treatment process consists of Ovivo oxidation ditch, conventional clarifiers, and disc filters with smart biological control technology. The project delivery method was Construction Manager at Risk (CMAR). Kimley-Horn helped the owner obtain \$60 million in FDEP Protect Florida Together Grant funds for the construction of a new WRF.	X Check if project performed with current firm	

STANDARD FORM 330 (REV. 7/2021)

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT			20. EXAMPLE PROJECT KEY NUMBER
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)			1
21. TITLE AND LOCATION (City and State) Babcock Ranch Community, Charlotte and Lee Counties, FL	22. YEAR COMPLETED		
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable) N/A	
23. PROJECT OWNER'S INFORMATION			
a. PROJECT OWNER Babcock Ranch Community	b. POINT OF CONTACT NAME John Broderick	c. POINT OF CONTACT TELEPHONE NUMBER 941.235.6907	
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost) Kimley-Horn has provided master planning, landscape architecture, civil engineering, roadway design, and permitting services for the 17,000-acre Babcock Ranch in Southwest Florida for more than a decade. As the district engineer for the Babcock Ranch Community Special District, we have played a key role in shaping this sustainable new community, which includes single-family and multi-family residential neighborhoods, a mixed-use town center, and additional commercial areas. In this role, Kimley-Horn is responsible for all site plan reviews and plan consolidation, coordination with the District Manager and Board Members, review of residential and commercial plot plans, utility and landscape plan reviews, and lot and site inspections. Project Cost: \$13.6 million to date			
			
25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME Kimley-Horn and Associates, Inc.	(2) FIRM LOCATION (City and State) Fort Myers, FL	(3) ROLE District Engineer
	(1) FIRM NAME Kimley-Horn and Associates, Inc.	(2) FIRM LOCATION (City and State) St. Petersburg, FL	(3) ROLE District Engineer

STANDARD FORM 330 (REV. 7/2021)

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 2
21. TITLE AND LOCATION <i>(City and State)</i> The Villages, The Villages, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable) N/A
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER The Villages	b. POINT OF CONTACT NAME Bruce Brown	c. POINT OF CONTACT TELEPHONE NUMBER 352.753.4022

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*
The Villages is a retirement community consisting of approximately 26,000 acres of land in Lake, Sumter, and Marion counties. Currently ranked as America's fastest growing city, The Villages has more than doubled in size since 2010, when its population was 51,442. This self-contained community has a wide range of retail, office, and recreational opportunities. The Villages has its own churches, medical center, restaurants, movie theatres, brewery, newspaper, and many other on-site services and amenities, including 42 golf courses.

Kimley-Horn has provided transportation planning, traffic engineering, and structural engineering services, as well as civil engineering services that include subdivision design, commercial site design, utilities, roadway design, and permitting. We continue to provide these services as needed. Project Cost: \$14.7 million to date.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME Kimley-Horn and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, FL
		(3) ROLE District Engineer

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 3
21. TITLE AND LOCATION <i>(City and State)</i> Lakewood Ranch, Lakewood Ranch, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable) N/A
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Lakewood Ranch	b. POINT OF CONTACT NAME Bob Simons	c. POINT OF CONTACT TELEPHONE NUMBER 941.757.1558

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*
Kimley-Horn has served as one of Lakewood Ranch's preferred continuing services consultants for decades, including supporting their Road Repair Program. In support of this program, Kimley-Horn has provided initial assessment/recommendation, construction documents, bid documents, and site inspection services for roadway repairs within existing residential subdivisions throughout CDDs 2, 4, 5, and 6. The specific roadways in question were exhibiting premature pavement failure and settling of drainage structures. The improvements included base and pavement repairs with additional underdrain placement to prevent further road degradation.

Kimley-Horn also created the master stormwater management model for the 1,500-unit Lorraine Lakes residential subdivision within Lakewood Ranch. Project Cost: \$470K to date



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME Kimley-Horn and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, FL
		(3) ROLE District Engineer

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 4
21. TITLE AND LOCATION <i>(City and State)</i> Milhaus Multifamily, Babcock Ranch, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable) Ongoing
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Babcock Ranch Community	b. POINT OF CONTACT NAME John Broderick	c. POINT OF CONTACT TELEPHONE NUMBER 941.235.6907
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

Kimley-Horn was retained for the Milhaus Multifamily project at Babcock Ranch, FL. **David Mercer, PE**, led the team through the construction phase of an 8-building multifamily development, managing key elements such as parking, utilities, and stormwater connections. He ensured effective communication between the owner, architect, and general contractor on the 17-acre site.

Throughout the construction services phase, David employed value engineering to propose plan adjustments, including modifications to water and fire main routing, FDC connections, and storm pipe alternatives. Project Cost: \$220K



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME Kimley-Horn and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, FL
		(3) ROLE District Engineer

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 5
21. TITLE AND LOCATION <i>(City and State)</i> Babcock Neighborhood School Expansion, Babcock Ranch, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2024	CONSTRUCTION (if Applicable) Ongoing
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Babcock Ranch Community	b. POINT OF CONTACT NAME John Broderick	c. POINT OF CONTACT TELEPHONE NUMBER 941.235.6907
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT <i>(Include scope, size, and cost)</i>		

Kimley-Horn was retained by Babcock Ranch Community to manage site planning, civil engineering, drainage, utility design, and construction phase services for the new 25,100 SF facility. This building will complement and support the existing K-8 School.

Jack Peeples Park, situated next to Babcock Neighborhood School, is a vibrant community space open daily for residents to enjoy. The park offers a variety of outdoor activities for all ages, including sports and recreational play. Facilities at Jack Peeples Park include four tennis courts, twelve pickleball courts, a full basketball court, and two bocce ball courts, along with a community multipurpose field. The playground area features swings, slides, a zipline, and more, with a nearby pavilion for seating. Kimley-Horn provided comprehensive civil site design and permitting services for the 10-acre park, which involved site grading, drainage, constructing a restroom facility, and extending utilities. The team also handled the permitting process with SFWMD, Charlotte County, and the Babcock Ranch Community Independent Special District (BRCISD). Project Cost: \$216K



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a.	(1) FIRM NAME Kimley-Horn and Associates, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Fort Myers, FL
		(3) ROLE District Engineer

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

[illegible]

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Babcock Ranch Community, Charlotte and Lee Counties, FL	6	
2	The Villages, The Villages, FL	7	
3	Lakewood Ranch, Lakewood Ranch, FL	8	
4	Milhaus Multifamily, Babcock Ranch, FL	9	
5	Babcock Neighborhood School Expansion, Babcock Ranch, FL	10	

H. ADDITIONAL INFORMATION

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

Founded in 1967, Kimley-Horn is a full-service, employee-owned, multidisciplinary consulting firm offering a broad range of engineering, planning, landscape architecture, and environmental services to clients in both the private and public sectors. Over the years, we have grown from a small group of engineers and planners to one of the most respected consulting engineering firms in the nation—and a recognized leader in land development. Today, Kimley-Horn has over 8,000 employees in more than 130 offices across the United States and in Puerto Rico, offering a full range of consulting services to local, regional, national, and international clients.

Engineering News-Record (ENR) annually compiles and publishes the rankings of the 500 largest U.S. design firms (architectural and engineering firms), measured by gross revenues. Kimley-Horn's sound growth and stability is reflected in its steady rise on ENR's top 500 list. The firm first appeared on the list in 1981, when it ranked 421st. In 2024, Kimley-Horn ranked 10th overall and 5th among the top 100 "Pure Design Firms." This growth has been accompanied by a steadfast commitment to providing responsive client service and pursuing continuous quality improvement.

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

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

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE

David Mercer

33. NAME AND TITLE

David Mercer, PE, Associate

32. DATE

08/30/24

ARCHITECT – ENGINEER QUALIFICATIONS			1. SOLICITATION NUMBER <i>(If any)</i> 11486655	
PART II – GENERAL QUALIFICATIONS <i>(If a firm has branch offices, complete for each specific branch office seeking work.)</i>				
2a. FIRM (OR BRANCH OFFICE) NAME Kimley-Horn and Associates, Inc.			3. YEAR ESTABLISHED 2018	4. UNIQUE ENTITY IDENTIFIER V8PKGG6NLKV6
2b. STREET 200 Central Avenue South, Suite 600			5. OWNERSHIP	
2c. CITY St. Petersburg			2d. STATE FL	
			2e. ZIP CODE 33701	
6a. POINT OF CONTACT NAME AND TITLE David Mercer, PE, Associate			a. TYPE Corporation	
6b. TELEPHONE NUMBER 239.673.2707			6c. E-MAIL ADDRESS David.Mercer@kimley-horn.com	
8a. FORMER FIRM NAME(S) <i>(If any)</i>			8b. YR. ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER
N/A			N/A	N/A

9. EMPLOYEES BY DISCIPLINE			
a. Function Code	b. Discipline	c. No. of Employees (1) FIRM (2) BRANCH	
02	Administrative	549	2
08	CADD Technicians	290	2
12	Civil Engineers	2056	8
63	Design Technicians	132	2
21	Electrical Engineers	38	2
23	Environmental Engineers	64	2
29	Geographic Information System	8	1
32	Hydraulic Engineers	20	1
39	Landscape Architects	208	2
47	Planners: Urban/Regional	152	4
48	Project Managers	384	3
42	Mechanical Engineers	39	2
65	Technical Support	915	11
58	Technician/Analysts	1334	16
62	Water Resources Engineers	325	11
	Other Employees	1302	0
	Total	7816	69

10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Profile Code	b. Experience	c. Revenue Index Number (see below)
H09	Hospitals & Medical Facilities	2
E02	Educational Facilities; Classrooms	2
W03	Water Supply; Treatment and Distribution	5
C08	Codes; Standards; Ordinances	2
C10	Commercial Building; (low rise); Shopping	3
C11	Community Facilities	1
E07	Energy Conservation; New Energy Sources	1
H07	Highways; Streets; Airfield Paving; Parking	2
H11	Housing (Residential, Multifamily,	4
I01	Industrial Buildings; Manufacturing Plants	1
L03	Landscape Architecture	4
O01	Office Building; Industrial Parks	1
P05	Planning (Community; Regional; Areawide &	3
P12	Power Generation, Transmission,	1
R03	Railroad and Rapid Transit	3
R04	Recreational Facilities (Parks; Marinas; etc.)	3
S04	Sewage Collection, Treatment & Disposal	6
S07	Solid Wastes; Incineration; Landfill	1
S13	Stormwater Handling & Facilities	4
T03	Traffic & Transportation Engineering	4
U02	Urban Renewals; Community Development	4
W02	Water Resources; Hydrology; Ground Water	3

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

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.	
a. SIGNATURE 	b. DATE 08/30/24
c. NAME AND TITLE David Mercer, PE, Associate	

ARCHITECT – ENGINEER QUALIFICATIONS			1. SOLICITATION NUMBER <i>(If any)</i> 11486655	
PART II – GENERAL QUALIFICATIONS <i>(If a firm has branch offices, complete for each specific branch office seeking work.)</i>				
2a. FIRM (OR BRANCH OFFICE) NAME Kimley-Horn and Associates, Inc.			3. YEAR ESTABLISHED 2014	4. UNIQUE ENTITY IDENTIFIER V8PKGG6NLKV6
2b. STREET 1514 Broadway, Suite 301			5. OWNERSHIP	
2c. CITY Fort Myers			2d. STATE FL	2e. ZIP CODE 33901
6a. POINT OF CONTACT NAME AND TITLE David Mercer, PE, Associate			a. TYPE Corporation	
6b. TELEPHONE NUMBER 239.673.2707			6c. E-MAIL ADDRESS David.Mercer@kimley-horn.com	
8a. FORMER FIRM NAME(S) <i>(If any)</i>			8b. YR. ESTABLISHED	8c. UNIQUE ENTITY IDENTIFIER
N/A			N/A	N/A

9. EMPLOYEES BY DISCIPLINE			
a. Function Code	b. Discipline	c. No. of Employees (1) FIRM (2) BRANCH	
02	Administrative	549	4
30	Geologists	5	1
08	CADD Technicians	290	5
12	Civil Engineers	2056	9
15	Construction Inspectors	28	2
63	Design Technicians	132	1
23	Environmental Engineers	64	1
47	Planners: Urban/Regional	152	1
48	Project Managers	384	1
65	Technical Support	915	8
58	Technician/Analysts	1334	7
60	Transportation Engineers	569	1
62	Water Resources Engineers	325	7
	Other Employees	1013	0
	Total	7816	48

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

12. AUTHORIZED REPRESENTATIVE The foregoing is a statement of facts.	
a. SIGNATURE 	c. DATE 08/30/24
c. NAME AND TITLE David Mercer, PE, Associate	

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

5D

Saltleaf Community Development District
Request for Qualifications – District Engineering Services

Competitive Selection Criteria

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

Board Member’s Signature

Date

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

7A



Florida

PO Box 631244 Cincinnati, OH 45263-1244

GANNETT

AFFIDAVIT OF PUBLICATION

Daphne Gillyard
Daphne Gillyard
Saltleaf CDD
2300 Glades RD # 410W
Boca Raton FL 33431-8556

STATE OF WISCONSIN, COUNTY OF BROWN

Before the undersigned authority personally appeared, who on oath says that he or she is the Legal Advertising Representative of the News-Press, a daily newspaper published at Fort Myers in Lee County, Florida; that the attached copy of advertisement, being a Legal Ad in the matter of Public Notices, was published on the publicly accessible website of Lee County, Florida, or in a newspaper by print in the issues of, on:

08/15/2024

Affiant further says that the website or newspaper complies with all legal requirements for publication in chapter 50, Florida Statutes.

Subscribed and sworn to before me, by the legal clerk, who is personally known to me, on 08/15/2024

Legal Clerk

Notary, State of WI, County of Brown

My commission expires

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1

PO #: Audit Services

THIS IS NOT AN INVOICE!

Please do not use this form for payment remittance.

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

The Saltleaf Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2024, with an option for two additional optional annual renewals. 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 within Lee County, Florida, and the City of Bonita Springs and has an annual operating budget of approximately \$92,623. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2024, be completed no later than June 30, 2025.

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) unbound and one (1) electronic copy of their proposal to the District Manager, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, (561) 571-0010 in an envelope marked on the outside "Auditing Services, Saltleaf Community Development District." Proposals must be received by 12:00 p.m. on August 23, 2024, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

District Manager
No.10476152

Aug. 15, 2024

NICOLE JACOBS
Notary Public
State of Wisconsin

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

7B

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

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District Manager

SALTLEAF COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2024

Lee County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than August 23, 2024, at 12:00 p.m., at the offices of the 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 – Sattleaf 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.

1. Ability of Personnel. (20 Points)

2. Proposer's Experience. (20 Points)

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

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

5. Price. (20 Points)***

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.

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

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SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
PROPOSAL FOR AUDIT SERVICES

PROPOSED BY:

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

600 Citrus Avenue, Suite 200
Fort Pierce, Florida 34950

(772) 461-6120

CONTACT PERSON:

J. W. Gaines, CPA, Director

DATE OF PROPOSAL:

August 23, 2024

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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

August 23, 2024

Saltleaf Community Development District
Wrathell Hunt & Associates LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

Dear District Manager:

Thank you very much for the opportunity to present our professional credentials to provide audit services for Saltleaf 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 Saltleaf 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.



Berger, Toombs, Elam,
Gaines & Frank
Certified Public Accountants PL

Saltleaf Community Development District
August 23, 2024

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

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

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

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

	<u>Total</u>
Partners/Directors (CPA's)	6
Managers (2 CPA's)	2
Senior/Supervisor Accountants (3 CPA's)	3
Staff Accountants (2 CPA)	11
Computer Specialist	1
Paraprofessional	7
Administrative	<u>5</u>
Total – all personnel	35

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 Saltleaf 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 AUDITING EXPERIENCE (CONTINUED)

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

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

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

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

Certificate of Achievement for Excellence in Financial Reporting (CAFR)

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

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

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

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

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

References

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

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

The Reserve Community Development District

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

Clearwater Cay 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.

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

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

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

Counties

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

Indian River
Martin
Okeechobee
Palm Beach

Municipalities

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

GOVERNMENTAL AUDIT EXPERIENCE (CONTINUED)

Special Districts

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

Schools and Colleges

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

State and County Agencies

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

FEE SCHEDULE

We propose the fee for our audit services described below to be \$3,500 for the year ended September 30, 2024. In addition, if a bond issuance occurs in the fiscal year ended September 30, 2024, the fee for our audit services will be \$5,000. The fee is contingent upon the financial records and accounting systems of Saltleaf 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 Saltleaf Community Development District as of September 30, 2024. The audits will be performed to the extent necessary to express an opinion on the fairness in all material respects with which the financial statements present the financial position, results of operations and changes in financial position in conformity with generally accepted accounting principles and to determine whether, for selected transactions, operations are properly conducted in accordance with legal and regulatory requirements. Reportable conditions that are also material weaknesses shall be identified as such in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters. Other (non-reportable) conditions discovered during the course of the audit will be reported in a separate letter to management, which will be referred to in the Auditors' Report on Internal Control over Financial Reporting and on Compliance and Other Matters.

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

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

Commitment to Quality Service

Personnel Qualifications and Experience

J. W. Gaines, CPA, CITP

Director – 45 years

Education

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

Registrations

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

Professional Affiliations/Community Service

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

Professional Experience

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

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

Director

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience

David S. McGuire, CPA, CITP

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 Pharos (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

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
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Paul Daly

Staff 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
--

Melissa Marlin, CPA

Senior Staff Accountant – 11 years

Education

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

Bryan Snyder

Staff Accountant – 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
--

Maritza Stonebraker, CPA

Senior Accountant – 9 years

Education

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience

Jonathan Herman, CPA

Senior Staff Accountant – 11 years

Education

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience
--

Tifanee Terrell, CPA

Staff 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.
- ◆ Ms. Terrell is currently studying to pass the CPA exam.

Commitment to Quality Service

Personnel Qualifications and Experience
--

Dylan Dixon

Staff 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 – 1 year

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
--

Jordan Wood

Staff Accountant – 1 year

Education

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

Professional Experience

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

Continuing Professional Education

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

Commitment to Quality Service

Personnel Qualifications and Experience
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Katie Gifford

Staff Accountant – 1 year

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 – 1 year

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.



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813.788.2155
BodinePerry.com

Report on the Firm's System of Quality Control

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

November 30, 2022

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)



**SALTLEAF COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2024
Lee County, Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than August 23, 2024, at 12:00 p.m., at the offices of the 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 – Saltleaf 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.

**SALTLEAF 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.

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

7CII

Saltleaf 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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Saltleaf
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 Saltleaf 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)

Theresa Goldstein - Senior (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

Theresa Goldstein

Supervisor – DiBartolomeo, McBee, Hartley & Barnes

Experience and training

Theresa has over 25 years of public accounting experience and would serve as the supervisor for the Constitutional Officers. Her experience and training include:

- 25 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, towns and special districts.
- 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, including Circular A-133 and the Rules of the Auditor General.
- Experienced in maintaining the GFOA Certificate of Achievement.
- 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, counties, special districts and community development districts. Theresa has assisted with financial statement preparation, system implementation, and a variety of services to a wide range of non-profit and governmental entities. Theresa currently provides internal audit and consulting services to multiple agencies to assist in implementing and maintaining “best practice” accounting policies and procedures. Engagements include City of Port St. Lucie, St. Lucie County Fire District, Town of Sewall’s Point, Town of Jupiter Island, Multiple CDD audits, Tradition CDD #1-10, Southern Groves CDD #1-6 and Town of St. Lucie Village.

Education and Registrations

- Bachelor of Science in Finance – University of Central Florida
- Masters of Business Administration with concentration in Accounting – Bryant College

Professional Affiliations

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

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. A Tentative Schedule for Performing the Key phases of the Audit

Audit Phase and Tasks	Oct.	Nov.	Dec.	Jan.	Feb.	Mar.	Apr.
<i>I. Planning Phase:</i>							
Meetings and discussions with Saltleaf Community Development District personnel regarding operating, accounting and reporting matters							
Discuss management expectations, strategies and objectives							
Review operations							
Develop engagement plan							
Study and evaluate internal controls							
Conduct preliminary analytical review							
<i>II. Detailed Audit Phase:</i>							
Conduct final risk assessment							
Finalize audit approach plan							
Perform substantive tests of account balances							
Perform single audit procedures (if applicable)							
Perform statutory compliance testing							
<i>III. Closing Phase:</i>							
Review subsequent events, contingencies and commitments							
Complete audit work and obtain management representations							
Review proposed audit adjustments with client							
<i>IV. Reporting Phase:</i>							
Review or assist in preparation of financial statement for Saltleaf Community Development District							
Prepare management letter and other special reports							
Exit conference with Saltleaf Community Development District officials and management							
Delivery of final reports							

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 Saltleaf 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 Saltleaf 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 FOR EACH YEAR OF THE THREE YEARS

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

September 30, 2024	\$ 3,800
September 30, 2025	\$ 4,200
September 30, 2026	\$ 4,400

In years of new debt issuance fees may be adjusted based on review with management.

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

7CIII



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Proposal to Provide Financial Auditing Services:

SALTLEAF

Community Development District

Proposal Due: August 23, 2024
12:00PM

Submitted to:

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

Submitted by:

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

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

Fax (561) 994-5823

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Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

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Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

August 19, 2024

Saltleaf 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, 2024, with an option for two additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Saltleaf 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



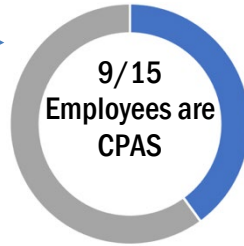
Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Grau's Focus and Experience

Our Team

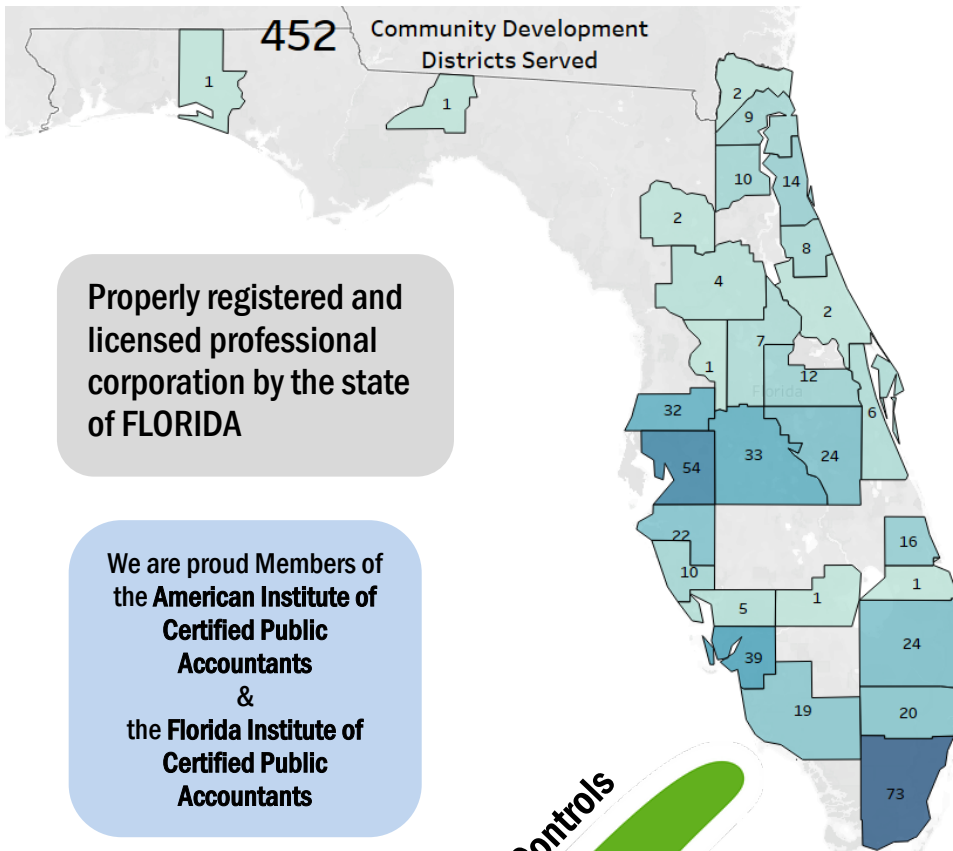


3 Partners
11 Professional Staff
2 Administrative Professionals



2005

Year founded



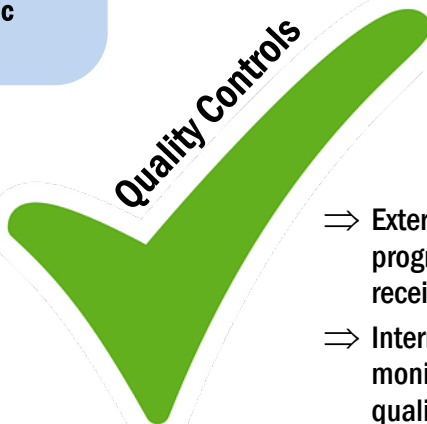
Properly registered and licensed professional corporation by the state of FLORIDA

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

Services Provided



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

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

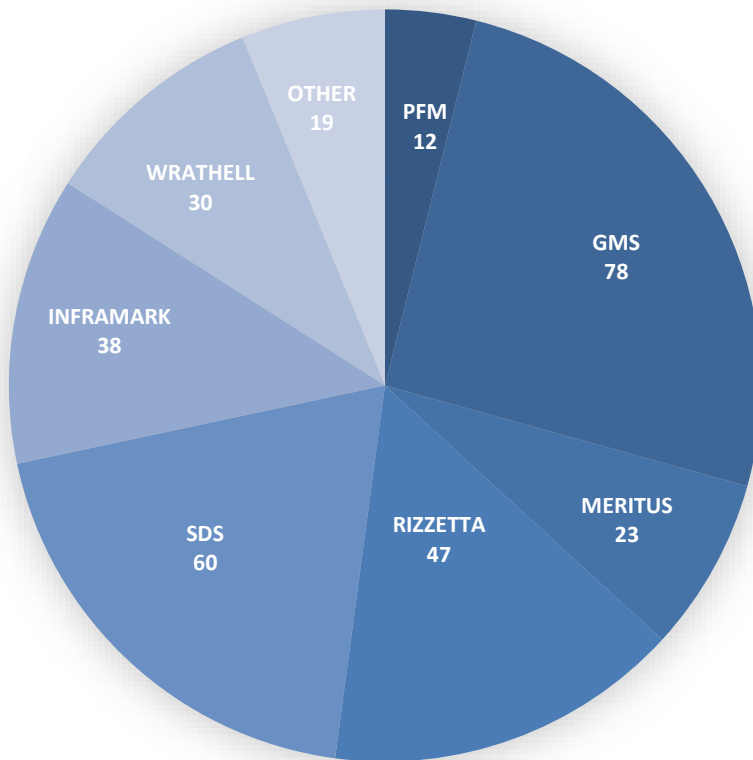
Review Number: 594791

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.

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



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

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



Antonio 'Tony' J. Grau, CPA

Partner

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

Experience

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

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

Education

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

Clients Served (partial list)

(>300) Various Special Districts, including:

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

Professional Associations/Memberships

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

Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	40
Accounting, Auditing and Other	<u>53</u>
Total Hours	<u>93</u> (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 Saltleaf 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	88 (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:

Is the recommendation cost effective?

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

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

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

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

Communications

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

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

Cost of Services



Grau & Associates
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2024-2026 are as follows:

Year Ended September 30,	Fee
2024	\$4,400
2025	\$4,500
2026	\$4,600
TOTAL (2024-2026)	<u>\$13,500</u>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or additional Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned. If additional 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
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Asbury Municipal Service Benefit District	✓			✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
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-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Saltleaf Lakes Phase IV Recreation District	✓			✓	9/30
Sunshine Water Control District	✓			✓	9/30
Sunny Hills Units 12-15 Dependent District	✓			✓	9/30
West Villages Independent District	✓			✓	9/30
Various Community Development Districts (452)	✓			✓	9/30
TOTAL	490	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 Saltleaf 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.**

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

7D

SALTLEAF 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 THE 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

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

**UNAUDITED
FINANCIAL
STATEMENTS**

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
JULY 31, 2024**

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GOVERNMENTAL FUNDS
JULY 31, 2024**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
ASSETS				
Cash	\$ 5,489	\$ -	\$ -	\$ 5,489
Investments				
Revenue	-	4,831	-	4,831
Reserve	-	2,155,133	-	2,155,133
Capitalized interest	-	3,608,309	-	3,608,309
Construction	-	-	16,280,956	16,280,956
Cost of issuance	-	42,625	-	42,625
Due from Landowner	59,563	-	-	59,563
Due from debt service fund	4,831	-	-	4,831
Due from other governments	15	-	-	15
Total assets	<u>\$ 69,898</u>	<u>\$ 5,810,898</u>	<u>\$16,280,956</u>	<u>\$ 22,161,752</u>
LIABILITIES AND FUND BALANCES				
Liabilities:				
Accounts payable	\$ 59,475	\$ -	\$ -	\$ 59,475
Contracts payable	-	-	13,670	13,670
Due to Landowner	4,500	4,831	-	9,331
Due to general fund	-	4,831	-	4,831
Landowner advance	6,000	-	-	6,000
Total liabilities	<u>69,975</u>	<u>9,662</u>	<u>13,670</u>	<u>93,307</u>
DEFERRED INFLOWS OF RESOURCES				
Deferred receipts	<u>59,563</u>	<u>-</u>	<u>-</u>	<u>59,563</u>
Total deferred inflows of resources	<u>59,563</u>	<u>-</u>	<u>-</u>	<u>59,563</u>
Fund balances:				
Restricted for:				
Debt service	-	5,801,236	-	5,801,236
Capital projects	-	-	16,267,286	16,267,286
Unassigned	<u>(59,640)</u>	<u>-</u>	<u>-</u>	<u>(59,640)</u>
Total fund balances	<u>(59,640)</u>	<u>5,801,236</u>	<u>16,267,286</u>	<u>22,008,882</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 69,898</u>	<u>\$ 5,810,898</u>	<u>\$16,280,956</u>	<u>\$ 22,161,752</u>

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
GENERAL FUND
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
FOR THE PERIOD ENDED JULY 31, 2024**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Landowner contribution	\$ -	\$ 107,856	\$ 92,623	116%
Total revenues	-	107,856	92,623	116%
EXPENDITURES				
Professional & administrative				
Supervisor	-	646	-	N/A
Management/accounting/recording	4,000	28,000	44,000	64%
Legal	605	58,882	25,000	236%
Engineering	7,518	25,788	2,000	1289%
Audit	-	-	4,500	0%
Arbitrage rebate calculation*	-	-	500	0%
Dissemination agent*	83	333	833	40%
Trustee*	-	-	5,500	0%
Telephone	17	167	200	84%
Postage	21	261	500	52%
Printing & binding	42	417	500	83%
Legal advertising	-	4,373	1,750	250%
Annual special district fee	-	-	175	0%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	89	745	750	99%
Office supplies	-	369	-	N/A
Conservation area maintenance	20,500	41,000	-	N/A
Website hosting & maintenance	1,305	1,305	705	185%
Website ADA compliance	-	210	210	100%
Total expenditures	34,180	167,496	92,623	181%
Excess/(deficiency) of revenues over/(under) expenditures	(34,180)	(59,640)	-	
Fund balances - beginning	(25,460)	-	-	
Fund balances - ending	\$ (59,640)	\$ (59,640)	\$ -	

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND
FOR THE PERIOD ENDED JULY 31, 2024**

	Current Month	Year To Date
REVENUES		
Interest	\$ 23,378	\$ 62,884
Total revenues	<u>23,378</u>	<u>62,884</u>
EXPENDITURES		
Debt service		
Cost of issuance	-	239,331
Underwriter's discount	-	600,000
Total debt service	<u>-</u>	<u>839,331</u>
Total expenditures	<u>-</u>	<u>839,331</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 23,378	 (776,447)
OTHER FINANCING SOURCES/(USES)		
Bond proceeds	-	6,643,550
Original issue discount	-	(69,598)
Transfer in	5,426	5,426
Total other financing sources	<u>5,426</u>	<u>6,579,378</u>
 Net change in fund balances	 28,804	 5,802,931
Fund balances - beginning	5,772,432	(1,695)
Fund balances - ending	<u><u>\$ 5,801,236</u></u>	<u><u>\$ 5,801,236</u></u>

**SALTLEAF
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
CAPITAL PROJECTS FUND SERIES 2024
FOR THE PERIOD ENDED JULY 31, 2024**

	Current Month	Year To Date
REVENUES		
Interest	\$ 65,552	\$ 182,768
Total revenues	<u>65,552</u>	<u>182,768</u>
EXPENDITURES		
Capital outlay	<u>8,244</u>	<u>7,266,506</u>
Total expenditures	<u>8,244</u>	<u>7,266,506</u>
Excess/(deficiency) of revenues over/(under) expenditures	57,308	(7,083,738)
OTHER FINANCING SOURCES/(USES)		
Bond proceeds	-	23,356,450
Transfer out	<u>(5,426)</u>	<u>(5,426)</u>
Total other financing sources/(uses)	<u>(5,426)</u>	<u>23,351,024</u>
Net change in fund balances	51,882	16,267,286
Fund balances - beginning	16,215,404	-
Fund balances - ending	<u><u>\$ 16,267,286</u></u>	<u><u>\$ 16,267,286</u></u>

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

MINUTES

DRAFT

**MINUTES OF MEETING
SALTLEAF COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Saltleaf Community Development District held a Regular Meeting on August 9, 2024 at 3:00 p.m., at the Estero Community Church, 21115 Design Parc Ln., Estero, Florida 33928.

Present were:

Susan Watts	Chair
Craig Klingensmith	Vice Chair
Ray Piacente	Assistant Secretary
Brian Simper (via telephone)	Assistant Secretary

Also present:

Chuck Adams	District Manager
Jere Earlywine (via telephone)	District Counsel
Frank Savage	Interim District Engineer

FIRST ORDER OF BUSINESS

Call to Order/Roll Call

Mr. Adams called the meeting to order at 3:03 p.m.

Supervisors Watts, Klingensmith, Simper and Piacente were present. Supervisor Stamoulis was not present.

SECOND ORDER OF BUSINESS

Public Comments

No members of the public spoke.

THIRD ORDER OF BUSINESS

Consideration of Resolution 2024-14, Ratifying the Action of the District Manager in Re-Setting the Date of the Public Hearing on the Proposed Budget for Fiscal Year 2024/2025; Amending Resolution 2024-12 to Reset the Hearing Thereon; Providing a Severability Clause; and Providing an Effective Date

Mr. Adams presented Resolution 2024-14.

On MOTION by Mr. Klingensmith and seconded by Ms. Watts, with all in favor, Resolution 2024-14, Ratifying the Action of the District Manager in Re-Setting the Date of the Public Hearing on the Proposed Budget for Fiscal Year 2024/2025 to September 13, 2024 at 3:00 p.m., at the Estero Community Church, 21115 Design Parc Ln., Estero, Florida 33928; Amending Resolution 2024-12 to Reset the Hearing Thereon; Providing a Severability Clause; and Providing an Effective Date, was adopted.

FOURTH ORDER OF BUSINESS

Consideration of Resolution 2024-15, Rescinding and Replacing Resolution 2024-06 in its Entirety; Directing the Chairman and District Staff to Request the Passage of an Ordinance by the Board of County Commissioners of Lee County, Florida, Amending the District's Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of that Process; and Providing an Effective Date

Mr. Adams presented Resolution 2024-15.

Mr. Earlywine recalled that the Board previously adopted a Resolution related to a Boundary Amendment. This new Resolution accounts for some recent changes to the Boundary Amendment request.

On MOTION by Mr. Piacente and seconded by Mr. Klingensmith, with all in favor, Resolution 2024-15, Rescinding and Replacing Resolution 2024-06 in its Entirety; Directing the Chairman and District Staff to Request the Passage of an Ordinance by the Board of County Commissioners of Lee County, Florida, Amending the District's Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of that Process; and Providing an Effective Date, was adopted.

FIFTH ORDER OF BUSINESS

Consideration of Goals and Objectives Reporting [HB7013 - Special Districts

**Performance Measures and Standards
Reporting]**

Mr. Adams presented the Memorandum detailing this new requirement and explained that newly adopted legislation requires special districts to establish goals and objectives annually and develop performance measures and standards. He stated that District Management and District Counsel collaborated on identifying Community Communication and Engagement, Infrastructure and Facilities Maintenance, and Financial Transparency and Accountability as the key categories to focus on for Fiscal Year 2025 and develop statutorily compliant goals for each.

Mr. Adams presented the Performance Measures/Standards & Annual Reporting Form developed for the CDD and discussed how the CDD will meet the goals.

On MOTION by Ms. Watts and seconded by Mr. Piacente, with all in favor, the Goals and Objectives and the Performance Measures/Standards & Annual Reporting Form, were approved.

SIXTH ORDER OF BUSINESS

**Acceptance of Unaudited Financial
Statements as of June 30, 2024**

Mr. Adams presented the Unaudited Financial Statements as of June 30, 2024.

Discussion ensued regarding the monthly maintenance costs related to the Eco Park and what is being done.

Mr. Adams stated that the contractor provides a very detailed report of what was done; he will email the report to the Board.

Mr. Earlywine noted that the permit for the Eco Park will need to be put in the CDD's name when it is time for turnover.

The financials were accepted.

SEVENTH ORDER OF BUSINESS

**Approval of June 14, 2024 Regular Meeting
Minutes**

On MOTION by Mr. Klingensmith and seconded by Mr. Piacente, with all in favor, the June 14, 2024 Regular Meeting Minutes, as presented, were approved.

EIGHTH ORDER OF BUSINESS**Staff Reports****A. District Counsel: Kutak Rock LLP****▪ Letter Acquisition Agreement for Work Product**

This item was an addition to the agenda.

Mr. Adams stated that this item was received this morning.

On MOTION by Mr. Piacente and seconded by Mr. Klingensmith, with all in favor, the Acquisition Agreement and Acquisition of Work Product, were approved.

B. District Engineer (Interim): Barraco and Associates, Inc.

Regarding why “Interim” still appears, Mr. Adams stated that it will be necessary to advertise a Request for Qualification (RFQ) for Engineering Services and engage a permanent District Engineer; Barraco and Associates, Inc., is the Interim District Engineer until that occurs.

Mr. Savage stated that work on the Boundary Amendment is underway.

C. District Manager: Wrathell, Hunt and Associates, LLC

- NEXT MEETING DATE: September 13, 2024 at 3:00 PM [Adoption of FY25 Budget Hearing]**

NINTH ORDER OF BUSINESS**Board Members’ Comments/Requests**

There were no Board Members’ comments or requests.

TENTH ORDER OF BUSINESS**Public Comments**

No members of the public spoke.

146 ELEVENTH ORDER OF BUSINESS

Adjournment

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148 **On MOTION by Mr. Klingensmith and seconded by Ms. Watts, with all in favor,**
149 **the meeting adjourned at 3:15 p.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

Chair/Vice Chair

SALTLEAF

COMMUNITY DEVELOPMENT DISTRICT

**STAFF
REPORTS**

SALTLEAF COMMUNITY DEVELOPMENT DISTRICT		
BOARD OF SUPERVISORS FISCAL YEAR 2024/2025 MEETING SCHEDULE		
LOCATION		
<i>Estero Community Church, 21115 Design Parc Ln., Estero, Florida 33928</i>		
DATE	POTENTIAL DISCUSSION/FOCUS	TIME
October 11, 2024	Regular Meeting	3:00 PM
November 8, 2024	Regular Meeting	3:00 PM
December 13, 2024	Regular Meeting	3:00 PM
January 10, 2025	Regular Meeting	3:00 PM
February 14, 2025	Regular Meeting	3:00 PM
March 14, 2025	Regular Meeting	3:00 PM
April 11, 2025	Regular Meeting	3:00 PM
May 9, 2025	Regular Meeting	3:00 PM
June 13, 2025	Regular Meeting	3:00 PM
July 11, 2025	Regular Meeting	3:00 PM
August 8, 2025	Regular Meeting	3:00 PM
September 12, 2025	Regular Meeting	3:00 PM