



***SEMINOLE PALMS COMMUNITY DEVELOPMENT
DISTRICT***

Advanced Meeting Package

Special Meeting

***Thursday
November 16, 2023***

11:00 a.m.

***Location:
Hilton Garden Inn
55 Town Center Blvd.,
Palm Coast, FL 32164***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Seminole Palms Community Development District

250 International Parkway, Suite 208
Lake Mary FL 32746
321-263-0132

Board of Supervisors
Seminole Palms Community Development District

Dear Board Members:

The Special Meeting of the Board of Supervisors of the Seminole Palms Community Development District is scheduled for **Thursday, November 16, 2023, at 11:00 a.m. at Hilton Garden Inn, 55 Town Center Blvd., Palm Coast, FL 32164.**

An advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be presented at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-193 or dmcinnes@vestapropertyservices.com. We look forward to seeing you at the meeting.

Sincerely,

David McInnes

David McInnes
District Manager

District: **SEMINOLE PALMS COMMUNITY DEVELOPMENT DISTRICT**

Date of Meeting: Thursday, November 16, 2023

Time: 11:00 AM

Location: Hilton Garden Inn
55 Town Center Blvd.,
Palm Coast, FL 32164

Call-in Number: + 1 (929) 205-6099

Meeting ID: 7055714830

Revised Agenda

- I. Roll Call**
- II. Audience Comments** – *(limited to 3 minutes per individual for agenda items)*
- III. Presentation of Proof of Publication(s)** [Exhibit 1](#)
- IV. Officer Appointment**
 - A. Oath of Office [Exhibit 2](#)
 - B. New Supervisor Information Sheet [Exhibit 3](#)
 - C. Form 1 [Exhibit 4](#)
 - D. Review Sunshine Law & Supervisor Duties [Exhibit 5](#)
 - E. Consideration & Adoption of Resolution 2024-01, Designating Officers [Exhibit 6](#)
- V. Consent Agenda**
 - A. Consideration for Approval – The Minutes of the Board of Supervisors Regular Meeting Held August 28, 2023 [Exhibit 7](#)
 - B. Consideration for Acceptance – The August 2023 Unaudited Financial Statements [Exhibit 8](#)
 - C. Consideration for Acceptance – The September 2023 Unaudited Financial Statements [Exhibit 9](#)
- VI. Business Matters**
 - A. Consideration of Responses to Citation Blvd. Project/Construction Engineering Inspection Services – RFQ
 - 1. RS&H [Exhibit 10](#)
 - 2. SAI Consulting Engineers [Exhibit 11](#)
- VII. Staff Reports**
 - A. District Manager
 - B. District Attorney
 - C. District Engineer
- VIII. Supervisors Requests**
- IX. Audience Comments** – *New Business* – *(limited to 3 minutes per individual for non-agenda items)*
- X. Adjournment**

EXHIBIT 1

**SEMINOLE PALMS COMMUNITY DEVELOPMENT DISTRICT
NOTICE OF BOARD OF SUPERVISORS SPECIAL MEETING**

Notice is hereby given that a special meeting of the Board of Supervisors of the Seminole Palms Community Development District (the “**District**”) will be held on Thursday, November 16, 2023, at 11:00 a.m. at the Hilton Garden Inn, 55 Town Center Blvd., Palm Coast, FL 32164. The purpose of the meeting is to discuss any topics presented to the board for consideration.

Copies of the agenda may be obtained from the District Manager, Vesta District Services, 250 International Parkway, Suite 208, Lake Mary, Florida 32746, Telephone (321) 263-0132, Ext. 193.

The meeting is open to the public and will be conducted in accordance with the provisions of Florida law for community development districts. The meeting may be continued in progress without additional notice to a date, time, and place to be specified on the record at the meeting. There may be occasions when Staff and/or Supervisors may participate by speaker telephone.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in the meeting is asked to advise the District Manager’s office at least forty-eight (48) hours before the meeting by contacting the District Manager at (321) 263-0132, Ext. 193. If you are hearing or speech impaired, please contact the Florida Relay Service at 711, for assistance in contacting the District Manager’s office.

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

Seminole Palms Community Development District

David McInnes, District Manager
(321) 263-0132, Ext. 193

November 9, 2023

23-00286F

EXHIBIT 2

**SEMINOLE PALMS
COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS
OATH OF OFFICE**

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

Board Supervisor

ACKNOWLEDGMENT OF OATH BEING TAKEN

STATE OF FLORIDA
COUNTY OF _____

The foregoing oath was administered before me this ___ day of _____, 2023, by _____, who personally appeared before me, and is personally known to me or has produced _____ as identification, and is the person described in and who took the aforementioned oath as a Member of the Board of Supervisors of _____ Community Development District and acknowledged to and before me that he/she took said oath for the purposes therein expressed.

(NOTARY SEAL)

Notary Public, State of Florida

Print Name: _____

Commission No.: _____ Expires: _____

EXHIBIT 3

FORM 1

STATEMENT OF FINANCIAL INTERESTS

2022

Please print or type your name, mailing address, agency name, and position below:

FOR OFFICE USE ONLY:

LAST NAME -- FIRST NAME -- MIDDLE NAME :

MAILING ADDRESS :

CITY : ZIP : COUNTY :

NAME OF AGENCY :

NAME OF OFFICE OR POSITION HELD OR SOUGHT :

CHECK ONLY IF CANDIDATE OR NEW EMPLOYEE OR APPOINTEE

****** THIS SECTION MUST BE COMPLETED ******

DISCLOSURE PERIOD:

THIS STATEMENT REFLECTS YOUR FINANCIAL INTERESTS FOR CALENDAR YEAR ENDING DECEMBER 31, 2022.

MANNER OF CALCULATING REPORTABLE INTERESTS:

FILERS HAVE THE OPTION OF USING REPORTING THRESHOLDS THAT ARE ABSOLUTE DOLLAR VALUES, WHICH REQUIRES FEWER CALCULATIONS, OR USING COMPARATIVE THRESHOLDS, WHICH ARE USUALLY BASED ON PERCENTAGE VALUES (see instructions for further details). CHECK THE ONE YOU ARE USING (**must check one**):

COMPARATIVE (PERCENTAGE) THRESHOLDS OR **DOLLAR VALUE THRESHOLDS**

PART A -- PRIMARY SOURCES OF INCOME [Major sources of income to the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF SOURCE OF INCOME	SOURCE'S ADDRESS	DESCRIPTION OF THE SOURCE'S PRINCIPAL BUSINESS ACTIVITY

PART B -- SECONDARY SOURCES OF INCOME
[Major customers, clients, and other sources of income to businesses owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

NAME OF BUSINESS ENTITY	NAME OF MAJOR SOURCES OF BUSINESS' INCOME	ADDRESS OF SOURCE	PRINCIPAL BUSINESS ACTIVITY OF SOURCE

PART C -- REAL PROPERTY [Land, buildings owned by the reporting person - See instructions]
(If you have nothing to report, write "none" or "n/a")

You are not limited to the space on the lines on this form. Attach additional sheets, if necessary.

FILING INSTRUCTIONS for when and where to file this form are located at the bottom of page 2.

INSTRUCTIONS on who must file this form and how to fill it out begin on page 3.

PART D — INTANGIBLE PERSONAL PROPERTY [Stocks, bonds, certificates of deposit, etc. - See instructions]
 (If you have nothing to report, write "none" or "n/a")

TYPE OF INTANGIBLE	BUSINESS ENTITY TO WHICH THE PROPERTY RELATES

PART E — LIABILITIES [Major debts - See instructions]
 (If you have nothing to report, write "none" or "n/a")

NAME OF CREDITOR	ADDRESS OF CREDITOR

PART F — INTERESTS IN SPECIFIED BUSINESSES [Ownership or positions in certain types of businesses - See instructions]
 (If you have nothing to report, write "none" or "n/a")

	BUSINESS ENTITY # 1	BUSINESS ENTITY # 2
NAME OF BUSINESS ENTITY		
ADDRESS OF BUSINESS ENTITY		
PRINCIPAL BUSINESS ACTIVITY		
POSITION HELD WITH ENTITY		
I OWN MORE THAN A 5% INTEREST IN THE BUSINESS		
NATURE OF MY OWNERSHIP INTEREST		

PART G — TRAINING For elected municipal officers, appointed school superintendents, and commissioners of a community redevelopment agency created under Part III, Chapter 163 required to complete annual ethics training pursuant to section 112.3142, F.S.

I CERTIFY THAT I HAVE COMPLETED THE REQUIRED TRAINING.

IF ANY OF PARTS A THROUGH G ARE CONTINUED ON A SEPARATE SHEET, PLEASE CHECK HERE

SIGNATURE OF FILER:

Signature:

Date Signed:

CPA or ATTORNEY SIGNATURE ONLY

If a certified public accountant licensed under Chapter 473, or attorney in good standing with the Florida Bar prepared this form for you, he or she must complete the following statement:

I, _____, prepared the CE Form 1 in accordance with Section 112.3145, Florida Statutes, and the instructions to the form. Upon my reasonable knowledge and belief, the disclosure herein is true and correct.

CPA/Attorney Signature: _____

Date Signed: _____

FILING INSTRUCTIONS:

If you were mailed the form by the Commission on Ethics or a County Supervisor of Elections for your annual disclosure filing, return the form to that location. To determine what category your position falls under, see page 3 of instructions.

Local officers/employees file with the Supervisor of Elections of the county in which they permanently reside. (If you do not permanently reside in Florida, file with the Supervisor of the county where your agency has its headquarters.) Form 1 filers who file with the Supervisor of Elections may file by mail or email. Contact your Supervisor of Elections for the mailing address or email address to use. Do not email your form to the Commission on Ethics, it will be returned.

State officers or specified state employees who file with the Commission on Ethics may file by mail or email. To file by mail, send the completed form to P.O. Drawer 15709, Tallahassee, FL 32317-5709; physical address: 325 John Knox Rd, Bldg E, Ste 200, Tallahassee, FL 32303. To file with the Commission by email, scan your completed form and any attachments as a pdf (do not use any other format), send it to CEForm1@leg.state.fl.us and retain a copy for your records. Do not file by both mail and email. Choose only one filing method. Form 6s will not be accepted via email.

Candidates file this form together with their filing papers.

MULTIPLE FILING UNNECESSARY: A candidate who files a Form 1 with a qualifying officer is not required to file with the Commission or Supervisor of Elections.

WHEN TO FILE: Initially, each local officer/employee, state officer, and specified state employee must file **within 30 days** of the date of his or her appointment or of the beginning of employment. Appointees who must be confirmed by the Senate must file prior to confirmation, even if that is less than 30 days from the date of their appointment.

Candidates must file at the same time they file their qualifying papers.

Thereafter, file by July 1 following each calendar year in which they hold their positions.

Finally, file a final disclosure form (Form 1F) within 60 days of leaving office or employment. Filing a CE Form 1F (Final Statement of Financial Interests) does not relieve the filer of filing a CE Form 1 if the filer was in his or her position on December 31, 2022.

NOTICE

Annual Statements of Financial Interests are due July 1. If the annual form is not filed or postmarked by September 1, an automatic fine of \$25 for each day late will be imposed, up to a maximum penalty of \$1,500. Failure to file also can result in removal from public office or employment. [s. 112.3145, F.S.]

In addition, failure to make any required disclosure constitutes grounds for and may be punished by one or more of the following: disqualification from being on the ballot, impeachment, removal or suspension from office or employment, demotion, reduction in salary, reprimand, or a civil penalty not exceeding \$10,000. [s. 112.317, F.S.]

WHO MUST FILE FORM 1:

1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies, but including judicial nominating commission members; Directors of Enterprise Florida, Scripps Florida Funding Corporation, and Career Source Florida; and members of the Council on the Social Status of Black Men and Boys; the Executive Director, Governors, and senior managers of Citizens Property Insurance Corporation; Governors and senior managers of Florida Workers' Compensation Joint Underwriting Association; board members of the Northeast Fla. Regional Transportation Commission; board members of Triumph Gulf Coast, Inc; board members of Florida Is For Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, the local Boards of Trustees and Presidents of state universities, and the Florida Prepaid College Board.

4) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file Form 6.

5) Appointed members of the following boards, councils, commissions, authorities, or other bodies of county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; community college or junior college district boards of trustees; boards having the power to enforce local code provisions; boards of adjustment; community redevelopment agencies; planning or zoning boards having the power to recommend, create, or modify land planning or zoning within a political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, and except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; pension or retirement boards empowered to invest pension or retirement funds or determine entitlement to or amount of pensions or other retirement benefits, and the Pinellas County Construction Licensing Board.

6) Any appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

7) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county

or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

8) Officers and employees of entities serving as chief administrative officer of a political subdivision.

9) Members of governing boards of charter schools operated by a city or other public entity.

10) Employees in the office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

11) The following positions in each state department, commission, board, or council: Secretary, Assistant or Deputy Secretary, Executive Director, Assistant or Deputy Executive Director, and anyone having the power normally conferred upon such persons, regardless of title.

12) The following positions in each state department or division: Director, Assistant or Deputy Director, Bureau Chief, and any person having the power normally conferred upon such persons, regardless of title.

13) Assistant State Attorneys, Assistant Public Defenders, criminal conflict and civil regional counsel, and assistant criminal conflict and civil regional counsel, Public Counsel, full-time state employees serving as counsel or assistant counsel to a state agency, administrative law judges, and hearing officers.

14) The Superintendent or Director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

15) State agency Business Managers, Finance and Accounting Directors, Personnel Officers, Grant Coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

16) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

17) Each member of the governing body of a "large-hub commercial service airport," as defined in Section 112.3144(1)(c), Florida Statutes, except for members required to comply with the financial disclosure requirements of s. 8, Article II of the State Constitution.

INSTRUCTIONS FOR COMPLETING FORM 1:

INTRODUCTORY INFORMATION (Top of Form): If your name, mailing address, public agency, and position are already printed on the form, you do not need to provide this information unless it should be changed. To change any of this information, write the correct information on the form, and contact your agency's financial disclosure coordinator. You can find your coordinator on the Commission on Ethics website: www.ethics.state.fl.us.

NAME OF AGENCY: The name of the governmental unit which you serve or served, by which you are or were employed, or for which you are a candidate.

DISCLOSURE PERIOD: The "disclosure period" for your report is the calendar year ending December 31, 2022.

OFFICE OR POSITION HELD OR SOUGHT: The title of the office or position you hold, are seeking, or held during the disclosure period even if you have since left that position. If you are a candidate for office or are a new employee or appointee, check the appropriate box.

PUBLIC RECORD: The disclosure form and everything attached to it is a public record. Your social security number, bank account, debit, charge, and credit card numbers are not required and you should redact them from any documents you file. If you are an active or former officer or employee listed in Section 119.071, F.S., whose home address is exempt from disclosure, the Commission will maintain that confidentiality if you submit a written and notarized request.

MANNER OF CALCULATING REPORTABLE INTEREST

Filers have the option of reporting based on either thresholds that are comparative (usually, based on percentage values) or thresholds that are based on absolute dollar values. The instructions on the following pages specifically describe the different thresholds. Check the box that reflects the choice you have made. You must use the type of threshold you have chosen for each part of the form. In other words, if you choose to report based on absolute dollar value thresholds, you cannot use a percentage threshold on any part of the form.

IF YOU HAVE CHOSEN DOLLAR VALUE THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s). The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded \$2,500 of gross income received by you in your own name or by any other person for your use or benefit.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

- If you were employed by a company that manufactures computers and received more than \$2,500, list the name of the company, its address, and its principal business activity (computer manufacturing).
- If you were a partner in a law firm and your distributive share of partnership gross income exceeded \$2,500, list the name of the firm, its address, and its principal business activity (practice of law).
- If you were the sole proprietor of a retail gift business and your gross income from the business exceeded \$2,500, list the name of the business, its address, and its principal business activity (retail gift sales).
- If you received income from investments in stocks and bonds, list each individual company from which you derived more than \$2,500. Do not aggregate all of your investment income.
- If more than \$2,500 of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.
- If more than \$2,500 of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(b)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A "Primary Sources of Income," if it meets the reporting threshold. You will not have anything to report unless, during the disclosure period:

- (1) You owned (either directly or indirectly in the form of an equitable

or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

- (2) You received more than \$5,000 of your gross income during the disclosure period from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

- You are the sole proprietor of a dry cleaning business, from which you received more than \$5,000. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).
- You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the above thresholds. List each tenant of the mall that provided more than 10% of the partnership's gross income and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(b)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than \$10,000 and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CDs and savings accounts with the same bank. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number found on the lease document).

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed more than \$10,000 at any time during the disclosure period. The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. You are not required to list the amount of any debt. You do not have to disclose credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, then it is not a contingent liability.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure

period an interest in, or held any of certain positions with the types of businesses listed above. You must make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer, appointed school superintendent, or a commissioner of a community redevelopment agency created under Part III, Chapter 163 whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

IF YOU HAVE CHOSEN COMPARATIVE (PERCENTAGE) THRESHOLDS THE FOLLOWING INSTRUCTIONS APPLY

PART A — PRIMARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)1, F.S.]

Part A is intended to require the disclosure of your principal sources of income during the disclosure period. You do not have to disclose any public salary or public position(s), but income from these public sources should be included when calculating your gross income for the disclosure period. The income of your spouse need not be disclosed; however, if there is joint income to you and your spouse from property you own jointly (such as interest or dividends from a bank account or stocks), you should include all of that income when calculating your gross income and disclose the source of that income if it exceeded the threshold.

Please list in this part of the form the name, address, and principal business activity of each source of your income which exceeded 5% of the gross income received by you in your own name or by any other person for your benefit or use during the disclosure period.

"Gross income" means the same as it does for income tax purposes, even if the income is not actually taxable, such as interest on tax-free bonds. Examples include: compensation for services, income from business, gains from property dealings, interest, rents, dividends, pensions, IRA distributions, social security, distributive share of partnership gross income, and alimony if considered gross income under federal law, but not child support.

Examples:

— If you were employed by a company that manufactures computers and received more than 5% of your gross income from the company, list the name of the company, its address, and its principal business activity (computer manufacturing).

— If you were a partner in a law firm and your distributive share of partnership gross income exceeded 5% of your gross income, then list the name of the firm, its address, and its principal business activity (practice of law).

— If you were the sole proprietor of a retail gift business and your gross income from the business exceeded 5% of your total gross income, list the name of the business, its address, and its principal business activity (retail gift sales).

— If you received income from investments in stocks and

bonds, list each individual company from which you derived more than 5% of your gross income. Do not aggregate all of your investment income.

— If more than 5% of your gross income was gain from the sale of property (not just the selling price), list as a source of income the purchaser's name, address, and principal business activity. If the purchaser's identity is unknown, such as where securities listed on an exchange are sold through a brokerage firm, the source of income should be listed as "sale of (name of company) stock," for example.

— If more than 5% of your gross income was in the form of interest from one particular financial institution (aggregating interest from all CD's, accounts, etc., at that institution), list the name of the institution, its address, and its principal business activity.

PART B — SECONDARY SOURCES OF INCOME

[Required by s. 112.3145(3)(a)2, F.S.]

This part is intended to require the disclosure of major customers, clients, and other sources of income to businesses in which you own an interest. It is not for reporting income from second jobs. That kind of income should be reported in Part A, "Primary Sources of Income," if it meets the reporting threshold. You will **not** have anything to report **unless** during the disclosure period:

(1) You owned (either directly or indirectly in the form of an equitable or beneficial interest) more than 5% of the total assets or capital stock of a business entity (a corporation, partnership, LLC, limited partnership, proprietorship, joint venture, trust, firm, etc., doing business in Florida); **and,**

(2) You received more than 10% of your gross income from that business entity; **and,**

(3) You received more than \$1,500 in gross income from that business entity.

If your interests and gross income exceeded these thresholds, then for that business entity you must list every source of income to the business entity which exceeded 10% of the business entity's gross income (computed on the basis of the business entity's most recently completed fiscal year), the source's address, and the source's principal business activity.

Examples:

— You are the sole proprietor of a dry cleaning business, from which you received more than 10% of your gross income—an amount that was more than \$1,500. If only one customer, a uniform rental company, provided more than 10% of your dry cleaning business, you must list the name of the uniform rental company, its address, and its principal business activity (uniform rentals).

— You are a 20% partner in a partnership that owns a shopping mall and your partnership income exceeded the thresholds listed above. You should list each tenant of the mall that provided more than 10% of the partnership's gross income, and the tenant's address and principal business activity.

PART C — REAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

In this part, list the location or description of all real property in Florida in which you owned directly or indirectly at any time during the disclosure period in excess of 5% of the property's value. You are not required to list your residences. You should list any vacation homes, if you derive income from them.

Indirect ownership includes situations where you are a beneficiary of a trust that owns the property, as well as situations where you own more than 5% of a partnership or corporation that owns the property. The value of the property may be determined by the most recently assessed value for tax purposes, in the absence of a more accurate fair market value.

The location or description of the property should be sufficient to enable anyone who looks at the form to identify the property. A street address should be used, if one exists.

PART D — INTANGIBLE PERSONAL PROPERTY

[Required by s. 112.3145(3)(a)3, F.S.]

Describe any intangible personal property that, at any time during the disclosure period, was worth more than 10% of your total assets, and state the business entity to which the property related. Intangible personal property includes things such as cash on hand, stocks, bonds, certificates of deposit, vehicle leases, interests in businesses, beneficial interests in trusts, money owed you (including, but not limited to, loans made as a candidate to your own campaign), Deferred Retirement Option Program (DROP) accounts, the Florida Prepaid College Plan, and bank accounts in which you have an ownership interest. Intangible personal property also includes investment products held in IRAs, brokerage accounts, and the Florida College Investment Plan. Note that the product contained in a brokerage account, IRA, or the Florida College Investment Plan is your asset—not the account or plan itself. Things like automobiles and houses you own, jewelry, and paintings are not intangible property. Intangibles relating to the same business entity may be aggregated; for example, CD's and savings accounts with the same bank.

Calculations: To determine whether the intangible property exceeds 10% of your total assets, total the fair market value of all of your assets (including real property, intangible property, and tangible personal property such as jewelry, furniture, etc.). When making this calculation, do not subtract any liabilities (debts) that may relate to the property. Multiply the total figure by 10% to arrive at the disclosure threshold. List only the intangibles that exceed this threshold amount. The value of a leased vehicle is the vehicle's present value minus the lease residual (a number which can be found on the lease document). Property that is only jointly owned property should be valued according to the percentage of your joint ownership. Property owned as tenants by the entirety or as joint tenants with right of survivorship, including bank accounts owned in such a manner, should be valued at 100%. None of your calculations or the value of the property have to be disclosed on the form.

Example: You own 50% of the stock of a small corporation that is worth \$100,000, the estimated fair market value of your home and other property (bank accounts, automobile, furniture, etc.) is \$200,000. As your total assets are worth \$250,000, you must disclose intangibles worth over \$25,000. Since the value of the stock exceeds this threshold, you should list "stock" and the name of the corporation. If your accounts with a particular bank exceed \$25,000, you should list "bank accounts" and bank's name.

PART E — LIABILITIES

[Required by s. 112.3145(3)(b)4, F.S.]

List the name and address of each creditor to whom you owed any amount that, at any time during the disclosure period, exceeded your net worth. You are not required to list the amount of any debt or your net worth. You do not have to disclose: credit card and retail installment accounts, taxes owed (unless reduced to a judgment), indebtedness on a life insurance policy owed to the company of issuance, or contingent liabilities. A "contingent liability" is one that will become an actual liability only when one or more future events occur or fail to occur, such as where you are liable only as a guarantor, surety, or endorser on a promissory note. If you are a "co-maker" and are jointly liable or jointly and severally liable, it is not a contingent liability.

Calculations: To determine whether the debt exceeds your net worth, total all of your liabilities (including promissory notes, mortgages, credit card debts, judgments against you, etc.). The amount of the liability of a vehicle lease is the sum of any past-due payments and all unpaid prospective lease payments. Subtract the sum total of your liabilities from the value of all your assets as calculated above for Part D. This is your "net worth." List each creditor to whom your debt exceeded this amount unless it is one of the types of indebtedness listed in the paragraph above (credit card and retail installment accounts, etc.). Joint liabilities with others for which you are "jointly and severally liable," meaning that you may be liable for either your part or the whole of the obligation, should be included in your calculations at 100% of the amount owed.

Example: You owe \$15,000 to a bank for student loans, \$5,000 for credit card debts, and \$60,000 (with spouse) to a savings and loan for a home mortgage. Your home (owned by you and your spouse) is worth \$80,000 and your other property is worth \$20,000. Since your net worth is \$20,000 (\$100,000 minus \$80,000), you must report only the name and address of the savings and loan.

PART F — INTERESTS IN SPECIFIED BUSINESSES

[Required by s. 112.3145(7), F.S.]

The types of businesses covered in this disclosure include: state and federally chartered banks; state and federal savings and loan associations; cemetery companies; insurance companies; mortgage companies; credit unions; small loan companies; alcoholic beverage licensees; pari-mutuel wagering companies, utility companies, entities controlled by the Public Service Commission; and entities granted a franchise to operate by either a city or a county government.

Disclose in this part the fact that you owned during the disclosure period an interest in, or held any of certain positions with, the types of businesses listed above. You are required to make this disclosure if you own or owned (either directly or indirectly in the form of an equitable or beneficial interest) at any time during the disclosure period more than 5% of the total assets or capital stock of one of the types of business entities listed above. You also must complete this part of the form for each of these types of businesses for which you are, or were at any time during the disclosure period, an officer, director, partner, proprietor, or agent (other than a resident agent solely for service of process).

If you have or held such a position or ownership interest in one of these types of businesses, list the name of the business, its address and principal business activity, and the position held with the business (if any). If you own(ed) more than a 5% interest in the business, indicate that fact and describe the nature of your interest.

PART G — TRAINING CERTIFICATION

[Required by s. 112.3142, F.S.]

If you are a Constitutional or elected municipal officer, appointed school superintendent, or a commissioner of a community redevelopment agency created under Part III, Chapter 163 whose service began before March 31 of the year for which you are filing, you are required to complete four hours of ethics training which addresses Article II, Section 8 of the Florida Constitution, the Code of Ethics for Public Officers and Employees, and the public records and open meetings laws of the state. You are required to certify on this form that you have taken such training.

EXHIBIT 4

Seminole Palms
A Community Development District

NEW SUPERVISOR INFORMATION SHEET

Please return completed forms to
Vesta District Services
Records Management
250 International Parkway, Suite 208
Lake Mary, FL 32746
Phone: 321-263-0132, EXT-193
District Manager: David McInnes

1) Name: _____

2) Address: _____

3) County of Residence _____

4) Phone or Cell _____

5) Email Address _____

6) Waive OR Accept Compensation of Statutorily Allowed \$200 per Meeting
_____. If you have elected to receive compensation
then please forward the attached payroll forms along with the New Supervisor
Information Sheet.

Payroll Information

1) Date of Birth: _____

2) Drivers License Number: _____

EXHIBIT 5

FLORIDA COMMISSION ON ETHICS



GUIDE
to the
SUNSHINE AMENDMENT
and
CODE of ETHICS
for Public Officers and Employees

2023

State of Florida
COMMISSION ON ETHICS

John Grant, *Chair*
Tampa

Glenton “Glen” Gilzean, Jr., *Vice Chair*
Orlando

Michelle Anchors
Fort Walton Beach

William P. Cervone
Gainesville

Don Gaetz
Niceville

William N. “Willie” Meggs
Tallahassee

Ed H. Moore
Tallahassee

Wengay M. Newton, Sr.
St. Petersburg

Jim Waldman
Fort Lauderdale

Kerrie Stillman
Executive Director
P.O. Drawer 15709
Tallahassee, FL 32317-5709
www.ethics.state.fl.us
(850) 488-7864*

*Please direct all requests for information to this number.

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I. HISTORY OF FLORIDA'S ETHICS LAWS

Florida has been a leader among the states in establishing ethics standards for public officials and recognizing the right of citizens to protect the public trust against abuse. Our state Constitution was revised in 1968 to require a code of ethics, prescribed by law, for all state employees and non-judicial officers prohibiting conflict between public duty and private interests.

Florida's first successful constitutional initiative resulted in the adoption of the Sunshine Amendment in 1976, providing additional constitutional guarantees concerning ethics in government. In the area of enforcement, the Sunshine Amendment requires that there be an independent commission (the Commission on Ethics) to investigate complaints concerning breaches of public trust by public officers and employees other than judges.

The Code of Ethics for Public Officers and Employees is found in Chapter 112 (Part III) of the Florida Statutes. Foremost among the goals of the Code is to promote the public interest and maintain the respect of the people for their government. The Code is also intended to ensure that public officials conduct themselves independently and impartially, not using their offices for private gain other than compensation provided by law. While seeking to protect the integrity of government, the Code also seeks to avoid the creation of unnecessary barriers to public service.

Criminal penalties, which initially applied to violations of the Code, were eliminated in 1974 in favor of administrative enforcement. The Legislature created the Commission on Ethics that year "to serve as guardian of the standards of conduct" for public officials, state and local. Five of the Commission's nine members are appointed by the Governor, and two each are appointed by the President of the Senate and Speaker of the House of Representatives. No more than five Commission members may be members of the same political party, and none may be lobbyists, or hold any public employment during their two-year terms of office. A chair is selected from among the members to serve a one-year term and may not succeed himself or herself.

In 2018, Florida's Constitutional Revision Commission proposed, and the voters adopted, changes to Article II, Section 8. The earliest of the changes will take effect December 31, 2020, and will prohibit officials from abusing their position to obtain a disproportionate benefit for themselves

or their spouse, child, or employer, or for a business with which the official contracts or is an officer, partner, director, sole proprietor, or in which the official owns an interest. Other changes made to the Constitution place restrictions on lobbying by certain officeholders and employees, and put additional limits on lobbying by former public officers and employees. These changes will become effective December 31, 2022.

II. ROLE OF THE COMMISSION ON ETHICS

In addition to its constitutional duties regarding the investigation of complaints, the Commission:

- Renders advisory opinions to public officials;
- Prescribes forms for public disclosure;
- Prepares mailing lists of public officials subject to financial disclosure for use by Supervisors of Elections and the Commission in distributing forms and notifying delinquent filers;
- Makes recommendations to disciplinary officials when appropriate for violations of ethics and disclosure laws, since it does not impose penalties;
- Administers the Executive Branch Lobbyist Registration and Reporting Law;
- Maintains financial disclosure filings of constitutional officers and state officers and employees; and,
- Administers automatic fines for public officers and employees who fail to timely file required annual financial disclosure.

III. THE ETHICS LAWS

The ethics laws generally consist of two types of provisions, those prohibiting certain actions or conduct and those requiring that certain disclosures be made to the public. The following descriptions of these laws have been simplified in an effort to provide notice of their requirements. Therefore, we suggest that you also review the wording of the actual law. Citations to the appropriate laws are in brackets.

The laws summarized below apply generally to all public officers and employees, state and local, including members of advisory bodies. The principal exception to this broad coverage is the exclusion of judges, as they fall within the jurisdiction of the Judicial Qualifications Commission.

Public Service Commission (PSC) members and employees, as well as members of the PSC Nominating Council, are subject to additional ethics standards that are enforced by the Commission on Ethics under Chapter 350, Florida Statutes. Further, members of the governing boards of charter schools are subject to some of the provisions of the Code of Ethics [Sec. 1002.33(26), Fla. Stat.], as are the officers, directors, chief executive officers and some employees of business entities that serve as the chief administrative or executive officer or employee of a political subdivision. [Sec. 112.3136, Fla. Stat.].

A. PROHIBITED ACTIONS OR CONDUCT

1. Solicitation and Acceptance of Gifts

Public officers, employees, local government attorneys, and candidates are prohibited from soliciting or accepting anything of value, such as a gift, loan, reward, promise of future employment, favor, or service, that is based on an understanding that their vote, official action, or judgment would be influenced by such gift. [Sec. 112.313(2), Fla. Stat.]

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** any gift from a political committee, lobbyist who has lobbied the official or his or her agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist or from a vendor doing business with the official's agency. [Sec. 112.3148, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees are prohibited from directly or indirectly **accepting** a gift worth more than \$100 from such a lobbyist, from a partner, firm, employer, or principal of the lobbyist, or from a political committee or vendor doing business with their agency. [Sec.112.3148, Fla. Stat.]

However, notwithstanding Sec. 112.3148, Fla. Stat., no Executive Branch lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] Typically, this would include gifts valued at less than \$100 that formerly were permitted under Section 112.3148, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

Also, persons required to file Form 1 or Form 6, and state procurement employees and members of their immediate families, are prohibited from accepting any gift from a political committee. [Sec. 112.31485, Fla. Stat.]

2. *Unauthorized Compensation*

Public officers or employees, local government attorneys, and their spouses and minor children are prohibited from accepting any compensation, payment, or thing of value when they know, or with the exercise of reasonable care should know, that it is given to influence a vote or other official action. [Sec. 112.313(4), Fla. Stat.]

3. *Misuse of Public Position*

Public officers and employees, and local government attorneys are prohibited from corruptly using or attempting to use their official positions or the resources thereof to obtain a special privilege or benefit for themselves or others. [Sec. 112.313(6), Fla. Stat.]

4. *Abuse of Public Position*

Public officers and employees are prohibited from abusing their public positions in order to obtain a disproportionate benefit for themselves or certain others. [Article II, Section 8(h), Florida Constitution.]

5. *Disclosure or Use of Certain Information*

Public officers and employees and local government attorneys are prohibited from disclosing or using information not available to the public and obtained by reason of their public position, for the personal benefit of themselves or others. [Sec. 112.313(8), Fla. Stat.]

6. *Solicitation or Acceptance of Honoraria*

Persons required to file financial disclosure FORM 1 or FORM 6 (see Part III F of this brochure), and state procurement employees, are prohibited from **soliciting** honoraria related to their public offices or duties. [Sec. 112.3149, Fla. Stat.]

Persons required to file FORM 1 or FORM 6, and state procurement employees, are prohibited from knowingly **accepting** an honorarium from a political committee, lobbyist who has lobbied the person's agency within the past 12 months, or the partner, firm, employer, or principal of such a lobbyist, or from a vendor doing business with the official's agency. However, they may accept the payment of expenses related to an honorarium event from such individuals or entities, provided that the expenses are disclosed. See Part III F of this brochure. [Sec. 112.3149, Fla. Stat.]

Lobbyists and their partners, firms, employers, and principals, as well as political committees and vendors, are prohibited from **giving** an honorarium to persons required to file FORM 1 or FORM 6 and to state procurement employees. Violations of this law may result in fines of up to \$5,000 and prohibitions against lobbying for up to two years. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no Executive Branch or legislative lobbyist or principal shall make, directly or indirectly, and no Executive Branch agency official who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.] This may include honorarium event related expenses that formerly were permitted under Sec. 112.3149, Fla. Stat. Similar rules apply to members and employees of the Legislature. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.]

B. PROHIBITED EMPLOYMENT AND BUSINESS RELATIONSHIPS

1. *Doing Business With One's Agency*

(a) A public employee acting as a purchasing agent, or public officer acting in an official capacity, is prohibited from purchasing, renting, or leasing any realty, goods, or services for his or her agency from a business entity in which the officer or employee or his or her spouse or child owns more than a 5% interest. [Sec. 112.313(3), Fla. Stat.]

(b) A public officer or employee, acting in a private capacity, also is prohibited from renting, leasing, or selling any realty, goods, or services to his or her own agency if the officer or employee is a state officer or employee, or, if he or she is an officer or employee of a political subdivision, to that subdivision or any of its agencies. [Sec. 112.313(3), Fla. Stat.]

2. *Conflicting Employment or Contractual Relationship*

(a) A public officer or employee is prohibited from holding any employment or contract with any business entity or agency regulated by or doing business with his or her public agency. [Sec. 112.313(7), Fla. Stat.]

(b) A public officer or employee also is prohibited from holding any employment or having a contractual relationship which will pose a frequently recurring conflict between the official's private interests and public duties or which will impede the full and faithful discharge of the official's public duties. [Sec. 112.313(7), Fla. Stat.]

(c) Limited exceptions to this prohibition have been created in the law for legislative bodies, certain special tax districts, drainage districts, and persons whose professions or occupations qualify them to hold their public positions. [Sec. 112.313(7)(a) and (b), Fla. Stat.]

3. Exemptions—Pursuant to Sec. 112.313(12), Fla. Stat., the prohibitions against doing business with one's agency and having conflicting employment may not apply:

- (a) When the business is rotated among all qualified suppliers in a city or county.
- (b) When the business is awarded by sealed, competitive bidding and neither the official nor his or her spouse or child have attempted to persuade agency personnel to enter the contract.
NOTE: Disclosure of the interest of the official, spouse, or child and the nature of the business must be filed prior to or at the time of submission of the bid on Commission FORM 3A with the Commission on Ethics or Supervisor of Elections, depending on whether the official serves at the state or local level.
- (c) When the purchase or sale is for legal advertising, utilities service, or for passage on a common carrier.
- (d) When an emergency purchase must be made to protect the public health, safety, or welfare.
- (e) When the business entity is the only source of supply within the political subdivision and there is full disclosure of the official's interest to the governing body on Commission FORM 4A.
- (f) When the aggregate of any such transactions does not exceed \$500 in a calendar year.
- (g) When the business transacted is the deposit of agency funds in a bank of which a county, city, or district official is an officer, director, or stockholder, so long as agency records show that the governing body has determined that the member did not favor his or her bank over other qualified banks.
- (h) When the prohibitions are waived in the case of ADVISORY BOARD MEMBERS by the appointing person or by a two-thirds vote of the appointing body (after disclosure on Commission FORM 4A).
- (i) When the public officer or employee purchases in a private capacity goods or services, at a price and upon terms available to similarly situated members of the general public, from a business entity which is doing business with his or her agency.

(j) When the public officer or employee in a private capacity purchases goods or services from a business entity which is subject to the regulation of his or her agency where the price and terms of the transaction are available to similarly situated members of the general public and the officer or employee makes full disclosure of the relationship to the agency head or governing body prior to the transaction.

4. *Additional Exemptions*

No elected public officer is in violation of the conflicting employment prohibition when employed by a tax exempt organization contracting with his or her agency so long as the officer is not directly or indirectly compensated as a result of the contract, does not participate in any way in the decision to enter into the contract, abstains from voting on any matter involving the employer, and makes certain disclosures. [Sec. 112.313(15), Fla. Stat.]

5. *Legislators Lobbying State Agencies*

A member of the Legislature is prohibited from representing another person or entity for compensation during his or her term of office before any state agency other than judicial tribunals. [Art. II, Sec. 8(e), Fla. Const., and Sec. 112.313(9), Fla. Stat.]

6. *Additional Lobbying Restrictions for Certain Public Officers and Employees*

A statewide elected officer; a member of the legislature; a county commissioner; a county officer pursuant to Article VIII or county charter; a school board member; a superintendent of schools; an elected municipal officer; an elected special district officer in a special district with ad valorem taxing authority; or a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the federal government, the legislature, any state government body or agency, or any political subdivision of this state, during his or her term of office. [Art. II Sec 8(f)(2), Fla. Const. and Sec. 112.3121, Fla. Stat.]

7. *Employees Holding Office*

A public employee is prohibited from being a member of the governing body which serves as his or her employer. [Sec. 112.313(10), Fla. Stat.]

8. *Professional and Occupational Licensing Board Members*

An officer, director, or administrator of a state, county, or regional professional or occupational organization or association, while holding such position, may not serve as a member of a state examining or licensing board for the profession or occupation. [Sec. 112.313(11), Fla. Stat.]

9. *Contractual Services: Prohibited Employment*

A state employee of the executive or judicial branch who participates in the decision-making process involving a purchase request, who influences the content of any specification or procurement standard, or who renders advice, investigation, or auditing, regarding his or her agency's contract for services, is prohibited from being employed with a person holding such a contract with his or her agency. [Sec. 112.3185(2), Fla. Stat.]

10. *Local Government Attorneys*

Local government attorneys, such as the city attorney or county attorney, and their law firms are prohibited from representing private individuals and entities before the unit of local government which they serve. A local government attorney cannot recommend or otherwise refer to his or her firm legal work involving the local government unit unless the attorney's contract authorizes or mandates the use of that firm. [Sec. 112.313(16), Fla. Stat.]

11. *Dual Public Employment*

Candidates and elected officers are prohibited from accepting public employment if they know or should know it is being offered for the purpose of influence. Further, public employment may not be accepted unless the position was already in existence or was created without the

anticipation of the official's interest, was publicly advertised, and the officer had to meet the same qualifications and go through the same hiring process as other applicants. For elected public officers already holding public employment, no promotion given for the purpose of influence may be accepted, nor may promotions that are inconsistent with those given other similarly situated employees. [Sec. 112.3125, Fla. Stat.]

C. RESTRICTIONS ON APPOINTING, EMPLOYING, AND CONTRACTING WITH RELATIVES

1. Anti-Nepotism Law

A public official is prohibited from seeking for a relative any appointment, employment, promotion, or advancement in the agency in which he or she is serving or over which the official exercises jurisdiction or control. No person may be appointed, employed, promoted, or advanced in or to a position in an agency if such action has been advocated by a related public official who is serving in or exercising jurisdiction or control over the agency; this includes relatives of members of collegial government bodies. NOTE: This prohibition does not apply to school districts (except as provided in Sec. 1012.23, Fla. Stat.), community colleges and state universities, or to appointments of boards, other than those with land-planning or zoning responsibilities, in municipalities of fewer than 35,000 residents. Also, the approval of budgets does not constitute "jurisdiction or control" for the purposes of this prohibition. This provision does not apply to volunteer emergency medical, firefighting, or police service providers. [Sec. 112.3135, Fla. Stat.]

2. Additional Restrictions

A state employee of the executive or judicial branch or the PSC is prohibited from directly or indirectly procuring contractual services for his or her agency from a business entity of which a relative is an officer, partner, director, or proprietor, or in which the employee, or his or her spouse, or children own more than a 5% interest. [Sec. 112.3185(6), Fla. Stat.]

D. POST OFFICE HOLDING AND EMPLOYMENT (REVOLVING DOOR) RESTRICTIONS

1. Lobbying by Former Legislators, Statewide Elected Officers, and Appointed State Officers

A member of the Legislature or a statewide elected or appointed state official is prohibited for two years following vacation of office from representing another person or entity for compensation before the government body or agency of which the individual was an officer or member. Former members of the Legislature are also prohibited for two years from lobbying the executive branch. [Art. II, Sec. 8(e), Fla. Const. and Sec. 112.313(9), Fla. Stat.]

2. Lobbying by Former State Employees

Certain employees of the executive and legislative branches of state government are prohibited from personally representing another person or entity for compensation before the agency with which they were employed for a period of two years after leaving their positions, unless employed by another agency of state government. [Sec. 112.313(9), Fla. Stat.] These employees include the following:

(a) Executive and legislative branch employees serving in the Senior Management Service and Selected Exempt Service, as well as any person employed by the Department of the Lottery having authority over policy or procurement.

(b) Persons serving in the following position classifications: the Auditor General; the director of the Office of Program Policy Analysis and Government Accountability (OPPAGA); the Sergeant at Arms and Secretary of the Senate; the Sergeant at Arms and Clerk of the House of Representatives; the executive director and deputy executive director of the Commission on Ethics; an executive director, staff director, or deputy staff director of each joint committee, standing committee, or select committee of the Legislature; an executive director, staff director, executive assistant, legislative analyst, or attorney serving in the Office of the President of the Senate, the Office of the Speaker of the House of Representatives, the Senate Majority Party Office, the Senate Minority Party Office, the House Majority Party Office, or the House Minority Party Office; the Chancellor and Vice-Chancellors of the State University System; the general counsel to the Board of Regents; the

president, vice presidents, and deans of each state university; any person hired on a contractual basis and having the power normally conferred upon such persons, by whatever title; and any person having the power normally conferred upon the above positions.

This prohibition does not apply to a person who was employed by the Legislature or other agency prior to July 1, 1989; who was a defined employee of the State University System or the Public Service Commission who held such employment on December 31, 1994; or who reached normal retirement age and retired by July 1, 1991. It does apply to OPS employees.

PENALTIES: Persons found in violation of this section are subject to the penalties contained in the Code (see PENALTIES, Part V) as well as a civil penalty in an amount equal to the compensation which the person received for the prohibited conduct. [Sec. 112.313(9)(a)5, Fla. Stat.]

3. *6-Year Lobbying Ban*

For a period of six years after vacation of public position occurring on or after December 31, 2022, a statewide elected officer or member of the legislature shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature or any state government body or agency. [Art. II Sec 8(f)(3)a., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a person serving as a secretary, an executive director, or other agency head of a department of the executive branch of state government shall not lobby for compensation on issues of policy, appropriations, or procurement before the legislature, the governor, the executive office of the governor, members of the cabinet, a department that is headed by a member of the cabinet, or his or her former department. [Art. II Sec 8(f)(3)b., Fla. Const. and Sec. 112.3121, Fla. Stat.]

For a period of six years after vacation of public position occurring on or after December 31, 2022, a county commissioner, a county officer pursuant to Article VIII or county charter, a school board member, a superintendent of schools, an elected municipal officer, or an elected special district officer in a special district with ad valorem taxing authority shall not lobby for compensation on issues

of policy, appropriations, or procurement before his or her former agency or governing body. [Art. II Sec 8(f)(3)c., Fla. Const. and Sec. 112.3121, Fla. Stat.]

4. *Additional Restrictions on Former State Employees*

A former executive or judicial branch employee or PSC employee is prohibited from having employment or a contractual relationship, at any time after retirement or termination of employment, with any business entity (other than a public agency) in connection with a contract in which the employee participated personally and substantially by recommendation or decision while a public employee. [Sec. 112.3185(3), Fla. Stat.]

A former executive or judicial branch employee or PSC employee who has retired or terminated employment is prohibited from having any employment or contractual relationship for two years with any business entity (other than a public agency) in connection with a contract for services which was within his or her responsibility while serving as a state employee. [Sec.112.3185(4), Fla. Stat.]

Unless waived by the agency head, a former executive or judicial branch employee or PSC employee may not be paid more for contractual services provided by him or her to the former agency during the first year after leaving the agency than his or her annual salary before leaving. [Sec. 112.3185(5), Fla. Stat.]

These prohibitions do not apply to PSC employees who were so employed on or before Dec. 31, 1994.

5. *Lobbying by Former Local Government Officers and Employees*

A person elected to county, municipal, school district, or special district office is prohibited from representing another person or entity for compensation before the government body or agency of which he or she was an officer for two years after leaving office. Appointed officers and employees of counties, municipalities, school districts, and special districts may be subject to a similar restriction by local ordinance or resolution. [Sec. 112.313(13) and (14), Fla. Stat.]

E. VOTING CONFLICTS OF INTEREST

State public officers are prohibited from voting in an official capacity on any measure which they know would inure to their own special private gain or loss. A state public officer who abstains, or who votes on a measure which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, must make every reasonable effort to file a memorandum of voting conflict with the recording secretary in advance of the vote. If that is not possible, it must be filed within 15 days after the vote occurs. The memorandum must disclose the nature of the officer's interest in the matter.

No county, municipal, or other local public officer shall vote in an official capacity upon any measure which would inure to his or her special private gain or loss, or which the officer knows would inure to the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate. The officer must publicly announce the nature of his or her interest before the vote and must file a memorandum of voting conflict on Commission Form 8B with the meeting's recording officer within 15 days after the vote occurs disclosing the nature of his or her interest in the matter. However, members of community redevelopment agencies and district officers elected on a one-acre, one-vote basis are not required to abstain when voting in that capacity.

No appointed state or local officer shall participate in any matter which would inure to the officer's special private gain or loss, the special private gain or loss of any principal by whom he or she is retained, of the parent organization or subsidiary or sibling of a corporate principal by which he or she is retained, of a relative, or of a business associate, without first disclosing the nature of his or her interest in the matter. The memorandum of voting conflict (Commission Form 8A or 8B) must be filed with the meeting's recording officer, be provided to the other members of the agency, and be read publicly at the next meeting.

If the conflict is unknown or not disclosed prior to the meeting, the appointed official must orally disclose the conflict at the meeting when the conflict becomes known. Also, a written memorandum of voting conflict must be filed with the meeting's recording officer within 15 days of

the disclosure being made and must be provided to the other members of the agency, with the disclosure being read publicly at the next scheduled meeting. [Sec. 112.3143, Fla. Stat.]

F. DISCLOSURES

Conflicts of interest may occur when public officials are in a position to make decisions that affect their personal financial interests. This is why public officers and employees, as well as candidates who run for public office, are required to publicly disclose their financial interests. The disclosure process serves to remind officials of their obligation to put the public interest above personal considerations. It also helps citizens to monitor the considerations of those who spend their tax dollars and participate in public policy decisions or administration.

All public officials and candidates do not file the same degree of disclosure; nor do they all file at the same time or place. Thus, care must be taken to determine which disclosure forms a particular official or candidate is required to file.

The following forms are described below to set forth the requirements of the various disclosures and the steps for correctly providing the information in a timely manner.

1. FORM 1 - Limited Financial Disclosure

Who Must File:

Persons required to file FORM 1 include all state officers, local officers, candidates for local elective office, and specified state employees as defined below (other than those officers who are required by law to file FORM 6).

STATE OFFICERS include:

- 1) Elected public officials not serving in a political subdivision of the state and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of each board, commission, authority, or council having statewide jurisdiction, excluding members of solely advisory bodies; but including judicial nominating commission members; directors of Enterprise Florida, Scripps Florida Funding Corporation, and CareerSource Florida, and members of the Council on the Social Status of Black Men and Boys; the Executive Director, governors, and senior managers of Citizens Property Insurance Corporation; governors and senior managers of Florida Workers' Compensation Joint Underwriting Association, board members of the Northeast Florida Regional Transportation Commission, and members of the board of Triumph Gulf Coast, Inc.; members of the board of Florida is for Veterans, Inc.; and members of the Technology Advisory Council within the Agency for State Technology.

3) The Commissioner of Education, members of the State Board of Education, the Board of Governors, local boards of trustees and presidents of state universities, and members of the Florida Prepaid College Board.

LOCAL OFFICERS include:

1) Persons elected to office in any political subdivision (such as municipalities, counties, and special districts) and any person appointed to fill a vacancy in such office, unless required to file full disclosure on Form 6.

2) Appointed members of the following boards, councils, commissions, authorities, or other bodies of any county, municipality, school district, independent special district, or other political subdivision: the governing body of the subdivision; a community college or junior college district board of trustees; a board having the power to enforce local code provisions; a planning or zoning board, board of adjustments or appeals, community redevelopment agency board, or other board having the power to recommend, create, or modify land planning or zoning within the political subdivision, except for citizen advisory committees, technical coordinating committees, and similar groups who only have the power to make recommendations to planning or zoning boards, except for representatives of a military installation acting on behalf of all military installations within that jurisdiction; a pension board or retirement board empowered to invest pension or retirement funds or to determine entitlement to or amount of a pension or other retirement benefit.

3) Any other appointed member of a local government board who is required to file a statement of financial interests by the appointing authority or the enabling legislation, ordinance, or resolution creating the board.

4) Persons holding any of these positions in local government: mayor; county or city manager; chief administrative employee or finance director of a county, municipality, or other political subdivision; county or municipal attorney; chief county or municipal building inspector; county or municipal water resources coordinator; county or municipal pollution control director; county or municipal environmental control director; county or municipal administrator with power to grant or deny a land development permit; chief of police; fire chief; municipal clerk; appointed district school superintendent; community college president; district medical examiner; purchasing agent (regardless of title) having the authority to make any purchase exceeding \$35,000 for the local governmental unit.

5) Members of governing boards of charter schools operated by a city or other public entity.

6) The officers, directors, and chief executive officer of a corporation, partnership, or other business entity that is serving as the chief administrative or executive officer or employee of a political subdivision, and any business entity employee who is acting as the chief administrative or executive officer or employee of the political subdivision. [Sec. 112.3136, Fla. Stat.]

SPECIFIED STATE EMPLOYEE includes:

1) Employees in the Office of the Governor or of a Cabinet member who are exempt from the Career Service System, excluding secretarial, clerical, and similar positions.

2) The following positions in each state department, commission, board, or council: secretary or state surgeon general, assistant or deputy secretary, executive director, assistant or deputy executive director, and anyone having the power normally conferred upon such persons, regardless of title.

3) The following positions in each state department or division: director, assistant or deputy director, bureau chief, assistant bureau chief, and any person having the power normally conferred upon such persons, regardless of title.

4) Assistant state attorneys, assistant public defenders, criminal conflict and civil regional counsel, assistant criminal conflict and civil regional counsel, public counsel, full-time state employees serving as counsel or assistant counsel to a state agency, judges of compensation claims, administrative law judges, and hearing officers.

5) The superintendent or director of a state mental health institute established for training and research in the mental health field, or any major state institution or facility established for corrections, training, treatment, or rehabilitation.

6) State agency business managers, finance and accounting directors, personnel officers, grant coordinators, and purchasing agents (regardless of title) with power to make a purchase exceeding \$35,000.

7) The following positions in legislative branch agencies: each employee (other than those employed in maintenance, clerical, secretarial, or similar positions and legislative assistants exempted by the presiding officer of their house); and each employee of the Commission on Ethics.

What Must Be Disclosed:

FORM 1 requirements are set forth fully on the form. In general, this includes the reporting person's sources and types of financial interests, such as the names of employers and addresses of real property holdings. NO DOLLAR VALUES ARE REQUIRED TO BE LISTED. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When to File:

CANDIDATES for elected local office must file FORM 1 together with and at the same time they file their qualifying papers.

STATE and LOCAL OFFICERS and SPECIFIED STATE EMPLOYEES are required to file disclosure by July 1 of each year. They also must file within thirty days from the date of appointment or the beginning of employment. Those appointees requiring Senate confirmation must file prior to confirmation.

Where to File:

Each LOCAL OFFICER files FORM 1 with the Supervisor of Elections in the county in which he or she permanently resides.

A STATE OFFICER or SPECIFIED STATE EMPLOYEE files with the Commission on Ethics. [Sec. 112.3145, Fla. Stat.]

2. *FORM 1F - Final Form 1 Limited Financial Disclosure*

FORM 1F is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 1 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

3. *FORM 2 - Quarterly Client Disclosure*

The state officers, local officers, and specified state employees listed above, as well as elected constitutional officers, must file a FORM 2 if they or a partner or associate of their professional firm represent a client for compensation before an agency at their level of government.

A FORM 2 disclosure includes the names of clients represented by the reporting person or by any partner or associate of his or her professional firm for a fee or commission before agencies at the

reporting person's level of government. Such representations do not include appearances in ministerial matters, appearances before judges of compensation claims, or representations on behalf of one's agency in one's official capacity. Nor does the term include the preparation and filing of forms and applications merely for the purpose of obtaining or transferring a license, so long as the issuance of the license does not require a variance, special consideration, or a certificate of public convenience and necessity.

When to File:

This disclosure should be filed quarterly, by the end of the calendar quarter following the calendar quarter during which a reportable representation was made. FORM 2 need not be filed merely to indicate that no reportable representations occurred during the preceding quarter; it should be filed ONLY when reportable representations were made during the quarter.

Where To File:

LOCAL OFFICERS file with the Supervisor of Elections of the county in which they permanently reside.

STATE OFFICERS and SPECIFIED STATE EMPLOYEES file with the Commission on Ethics. [Sec. 112.3145(4), Fla. Stat.]

4. FORM 6 - Full and Public Disclosure

Who Must File:

Persons required by law to file FORM 6 include all elected constitutional officers and candidates for such office; the mayor and members of the city council and candidates for these offices in Jacksonville; the Duval County Superintendent of Schools; judges of compensation claims (pursuant to Sec. 440.442, Fla. Stat.); members of the Florida Housing Finance Corporation Board and members of expressway authorities, transportation authorities (except the Jacksonville Transportation

Authority), bridge authority, or toll authorities created pursuant to Ch. 348 or 343, or 349, or other general law.

What Must be Disclosed:

FORM 6 is a detailed disclosure of assets, liabilities, and sources of income over \$1,000 and their values, as well as net worth. Officials may opt to file their most recent income tax return in lieu of listing sources of income but still must disclose their assets, liabilities, and net worth. In addition, the form requires the disclosure of certain relationships with, and ownership interests in, specified types of businesses such as banks, savings and loans, insurance companies, and utility companies.

When and Where To File:

Officials must file FORM 6 annually by July 1 with the Commission on Ethics.

Beginning January 1, 2023, all Form 6 disclosures must be filed electronically through the Commission's electronic filing system. These disclosures will be published and searchable on the Commission's website.

CANDIDATES must register and use the electronic filing system to complete the Form 6, then file the disclosure with the officer before whom they qualify at the time of qualifying. [Art. II, Sec. 8(a) and (i), Fla. Const., and Sec. 112.3144, Fla. Stat.]

5. *FORM 6F - Final Form 6 Full and Public Disclosure*

This is the disclosure form required to be filed within 60 days after a public officer or employee required to file FORM 6 leaves his or her public position. The form covers the disclosure period between January 1 and the last day of office or employment within that year.

6. FORM 9 - Quarterly Gift Disclosure

Each person required to file FORM 1 or FORM 6, and each state procurement employee, must file a FORM 9, Quarterly Gift Disclosure, with the Commission on Ethics on the last day of any calendar quarter following the calendar quarter in which he or she received a gift worth more than \$100, other than gifts from relatives, gifts prohibited from being accepted, gifts primarily associated with his or her business or employment, and gifts otherwise required to be disclosed. FORM 9 NEED NOT BE FILED if no such gift was received during the calendar quarter.

Information to be disclosed includes a description of the gift and its value, the name and address of the donor, the date of the gift, and a copy of any receipt for the gift provided by the donor. [Sec. 112.3148, Fla. Stat.]

7. FORM 10 - Annual Disclosure of Gifts from Government Agencies and Direct-Support Organizations and Honorarium Event Related Expenses

State government entities, airport authorities, counties, municipalities, school boards, water management districts, and the South Florida Regional Transportation Authority, may give a gift worth more than \$100 to a person required to file FORM 1 or FORM 6, and to state procurement employees, if a public purpose can be shown for the gift. Also, a direct-support organization for a governmental entity may give such a gift to a person who is an officer or employee of that entity. These gifts are to be reported on FORM 10, to be filed by July 1.

The governmental entity or direct-support organization giving the gift must provide the officer or employee with a statement about the gift no later than March 1 of the following year. The officer or employee then must disclose this information by filing a statement by July 1 with his or her annual financial disclosure that describes the gift and lists the donor, the date of the gift, and the value of the total gifts provided during the calendar year. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3148, Fla. Stat.]

In addition, a person required to file FORM 1 or FORM 6, or a state procurement employee, who receives expenses or payment of expenses related to an honorarium event from someone who

is prohibited from giving him or her an honorarium, must disclose annually the name, address, and affiliation of the donor, the amount of the expenses, the date of the event, a description of the expenses paid or provided, and the total value of the expenses on FORM 10. The donor paying the expenses must provide the officer or employee with a statement about the expenses within 60 days of the honorarium event.

The disclosure must be filed by July 1, for expenses received during the previous calendar year, with the officer's or employee's FORM 1 or FORM 6. State procurement employees file their statements with the Commission on Ethics. [Sec. 112.3149, Fla. Stat.]

However, notwithstanding Sec. 112.3149, Fla. Stat., no executive branch or legislative lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts or honorarium event related expenses that formerly were permitted under Sections 112.3148 and 112.3149. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts, which include anything not primarily related to political activities authorized under ch. 106, are prohibited from political committees. [Sec. 112.31485 Fla. Stat.]

8. FORM 30 - Donor's Quarterly Gift Disclosure

As mentioned above, the following persons and entities generally are prohibited from giving a gift worth more than \$100 to a reporting individual (a person required to file FORM 1 or FORM 6) or to a state procurement employee: a political committee; a lobbyist who lobbies the reporting individual's or procurement employee's agency, and the partner, firm, employer, or principal of such a lobbyist; and vendors. If such person or entity makes a gift worth between \$25 and \$100 to a reporting individual or state procurement employee (that is not accepted in behalf of a governmental entity or charitable organization), the gift should be reported on FORM 30. The donor also must notify the recipient at the time the gift is made that it will be reported.

The FORM 30 should be filed by the last day of the calendar quarter following the calendar quarter in which the gift was made. If the gift was made to an individual in the legislative branch, FORM 30 should be filed with the Lobbyist Registrar. [See page 35 for address.] If the gift was to any other reporting individual or state procurement employee, FORM 30 should be filed with the Commission on Ethics.

However, notwithstanding Section 112.3148, Fla. Stat., no executive branch lobbyist or principal shall make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 shall knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. This may include gifts that formerly were permitted under Section 112.3148. [Sec. 112.3215, Fla. Stat.] Similar prohibitions apply to legislative officials and employees. However, these laws are not administered by the Commission on Ethics. [Sec. 11.045, Fla. Stat.] In addition, gifts from political committees are prohibited. [Sec. 112.31485, Fla. Stat.]

9. FORM 1X AND FORM 6X - Amendments to Form 1 and Form 6

These forms are provided for officers or employees to amend their previously filed Form 1 or Form 6.

IV. AVAILABILITY OF FORMS

LOCAL OFFICERS and EMPLOYEES who must file FORM 1 annually will be sent the form by mail from the Supervisor of Elections in the county in which they permanently reside not later than JUNE 1 of each year. Newly elected and appointed officials or employees should contact the heads of their agencies for copies of the form or download it from www.ethics.state.fl.us, as should those persons who are required to file their final disclosure statements within 60 days of leaving office or employment. The Form 1 will be filed electronically with the Florida Commission on Ethics via the Electronic Financial Disclosure Management System (EFDMS), beginning in 2023.

Beginning January 1, 2023, ELECTED CONSTITUTIONAL OFFICERS and other officials who must file Form 6 annually must file electronically via the Commission's Electronic Financial Disclosure Management System (EFDMS). Paper forms will not be promulgated. Communications regarding the

annual filing requirement will be sent via email to filers no later than June 1. Filers must maintain an updated email address in their User Profile in EFDMS.

OTHER STATE OFFICERS, and SPECIFIED STATE EMPLOYEES who must file Form 1 annually will be sent the forms by mail from the Florida Commission on Ethics by June 1, 2023. Newly elected and appointed officers and employees should contact the head of their agencies for copies of the form or download the form from www.ethics.state.fl.us, as should those persons who are required to file their final financial disclosure statement within 60 days of leaving office or employment.

V. PENALTIES

A. Non-criminal Penalties for Violation of the Sunshine Amendment and the Code of Ethics

There are no criminal penalties for violation of the Sunshine Amendment and the Code of Ethics. Penalties for violation of these laws may include: impeachment, removal from office or employment, suspension, public censure, reprimand, demotion, reduction in salary level, forfeiture of no more than one-third salary per month for no more than twelve months, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift from a political committee.

B. Penalties for Candidates

CANDIDATES for public office who are found in violation of the Sunshine Amendment or the Code of Ethics may be subject to one or more of the following penalties: disqualification from being on the ballot, public censure, reprimand, or a civil penalty not to exceed \$10,000, and triple the value of a gift received from a political committee.

C. Penalties for Former Officers and Employees

FORMER PUBLIC OFFICERS or EMPLOYEES who are found in violation of a provision applicable to former officers or employees or whose violation occurred prior to such officer's or employee's

leaving public office or employment may be subject to one or more of the following penalties: public censure and reprimand, a civil penalty not to exceed \$10,000, and restitution of any pecuniary benefits received, and triple the value of a gift received from a political committee.

D. Penalties for Lobbyists and Others

An executive branch lobbyist who has failed to comply with the Executive Branch Lobbying Registration law (see Part VIII) may be fined up to \$5,000, reprimanded, censured, or prohibited from lobbying executive branch agencies for up to two years. Lobbyists, their employers, principals, partners, and firms, and political committees and committees of continuous existence who give a prohibited gift or honorarium or fail to comply with the gift reporting requirements for gifts worth between \$25 and \$100, may be penalized by a fine of not more than \$5,000 and a prohibition on lobbying, or employing a lobbyist to lobby, before the agency of the public officer or employee to whom the gift was given for up to two years. Any agent or person acting on behalf of a political committee giving a prohibited gift is personally liable for a civil penalty of up to triple the value of the gift.

Executive Branch lobbying firms that fail to timely file their quarterly compensation reports may be fined \$50 per day per report for each day the report is late, up to a maximum fine of \$5,000 per report.

E. Felony Convictions: Forfeiture of Retirement Benefits

Public officers and employees are subject to forfeiture of all rights and benefits under the retirement system to which they belong if convicted of certain offenses. The offenses include embezzlement or theft of public funds; bribery; felonies specified in Chapter 838, Florida Statutes; impeachable offenses; and felonies committed with intent to defraud the public or their public agency. [Sec. 112.3173, Fla. Stat.]

F. Automatic Penalties for Failure to File Annual Disclosure

Public officers and employees required to file either Form 1 or Form 6 annual financial disclosure are subject to automatic fines of \$25 for each day late the form is filed after September 1, up to a maximum penalty of \$1,500. [Sec. 112.3144 and 112.3145, Fla. Stat.]

VI. ADVISORY OPINIONS

Conflicts of interest may be avoided by greater awareness of the ethics laws on the part of public officials and employees through advisory assistance from the Commission on Ethics.

A. Who Can Request an Opinion

Any public officer, candidate for public office, or public employee in Florida who is in doubt about the applicability of the standards of conduct or disclosure laws to himself or herself, or anyone who has the power to hire or terminate another public employee, may seek an advisory opinion from the Commission about himself or herself or that employee.

B. How to Request an Opinion

Opinions may be requested by letter presenting a question based on a real situation and including a detailed description of the situation. Opinions are issued by the Commission and are binding on the conduct of the person who is the subject of the opinion, unless material facts were omitted or misstated in the request for the opinion. Published opinions will not bear the name of the persons involved unless they consent to the use of their names; however, the request and all information pertaining to it is a public record, made available to the Commission and to members of the public in advance of the Commission's consideration of the question.

C. How to Obtain Published Opinions

All of the Commission's opinions are available for viewing or download at its website:
www.ethics.state.fl.us.

VII. COMPLAINTS

A. *Citizen Involvement*

The Commission on Ethics cannot conduct investigations of alleged violations of the Sunshine Amendment or the Code of Ethics unless a person files a sworn complaint with the Commission alleging such violation has occurred, or a referral is received, as discussed below.

If you have knowledge that a person in government has violated the standards of conduct or disclosure laws described above, you may report these violations to the Commission by filing a sworn complaint on the form prescribed by the Commission and available for download at www.ethics.state.fl.us. The Commission is unable to take action based on learning of such misdeeds through newspaper reports, telephone calls, or letters.

You can download a complaint form (FORM 50) from the Commission's website: www.ethics.state.fl.us, or contact the Commission office at the address or phone number shown on the inside front cover of this booklet.

B. *Referrals*

The Commission may accept referrals from: the Governor, the Florida Department of Law Enforcement, a State Attorney, or a U.S. Attorney. A vote of six of the Commission's nine members is required to proceed on such a referral.

C. *Confidentiality*

The complaint or referral, as well as all proceedings and records relating thereto, is confidential until the accused requests that such records be made public or until the matter reaches a stage in the Commission's proceedings where it becomes public. This means that unless the Commission receives a written waiver of confidentiality from the accused, the Commission is not free to release any documents or to comment on a complaint or referral to members of the public or press, so long as the complaint or referral remains in a confidential stage.

A COMPLAINT OR REFERRAL MAY NOT BE FILED WITH RESPECT TO A CANDIDATE ON THE DAY OF THE ELECTION, OR WITHIN THE 30 CALENDAR DAYS PRECEDING THE ELECTION DATE, UNLESS IT IS BASED ON PERSONAL INFORMATION OR INFORMATION OTHER THAN HEARSAY.

D. How the Complaint Process Works

Complaints which allege a matter within the Commission's jurisdiction are assigned a tracking number and Commission staff forwards a copy of the original sworn complaint to the accused within five working days of its receipt. Any subsequent sworn amendments to the complaint also are transmitted within five working days of their receipt.

Once a complaint is filed, it goes through three procedural stages under the Commission's rules. The first stage is a determination of whether the allegations of the complaint are legally sufficient: that is, whether they indicate a possible violation of any law over which the Commission has jurisdiction. If the complaint is found not to be legally sufficient, the Commission will order that the complaint be dismissed without investigation, and all records relating to the complaint will become public at that time.

In cases of very minor financial disclosure violations, the official will be allowed an opportunity to correct or amend his or her disclosure form. Otherwise, if the complaint is found to be legally sufficient, a preliminary investigation will be undertaken by the investigative staff of the Commission. The second stage of the Commission's proceedings involves this preliminary investigation and a decision by the Commission as to whether there is probable cause to believe that there has been a violation of any of the ethics laws. If the Commission finds no probable cause to believe there has been a violation of the ethics laws, the complaint will be dismissed and will become a matter of public record. If the Commission finds probable cause to believe there has been a violation of the ethics laws, the complaint becomes public and usually enters the third stage of proceedings. This stage requires the Commission to decide whether the law was actually violated and, if so, whether a penalty should be recommended. At this stage, the accused has the right to request a public hearing (trial) at which evidence is presented, or the Commission may order that such a hearing be held. Public hearings usually are held in or near the area where the alleged violation occurred.

When the Commission concludes that a violation has been committed, it issues a public report of its findings and may recommend one or more penalties to the appropriate disciplinary body or official.

When the Commission determines that a person has filed a complaint with knowledge that the complaint contains one or more false allegations or with reckless disregard for whether the complaint contains false allegations, the complainant will be liable for costs plus reasonable attorney's fees incurred by the person complained against. The Department of Legal Affairs may bring a civil action to recover such fees and costs, if they are not paid voluntarily within 30 days.

E. Dismissal of Complaints At Any Stage of Disposition

The Commission may, at its discretion, dismiss any complaint at any stage of disposition should it determine that the public interest would not be served by proceeding further, in which case the Commission will issue a public report stating with particularity its reasons for the dismissal. [Sec. 112.324(12), Fla. Stat.]

F. Statute of Limitations

All sworn complaints alleging a violation of the Sunshine Amendment or the Code of Ethics must be filed with the Commission within five years of the alleged violation or other breach of the public trust. Time starts to run on the day AFTER the violation or breach of public trust is committed. The statute of limitations is tolled on the day a sworn complaint is filed with the Commission. If a complaint is filed and the statute of limitations has run, the complaint will be dismissed. [Sec. 112.3231, Fla. Stat.]

VIII. EXECUTIVE BRANCH LOBBYING

Any person who, for compensation and on behalf of another, lobbies an agency of the executive branch of state government with respect to a decision in the area of policy or procurement may be required to register as an executive branch lobbyist. Registration is required before lobbying an agency and is renewable annually. In addition, each lobbying firm must file a compensation report

with the Commission for each calendar quarter during any portion of which one or more of the firm's lobbyists were registered to represent a principal. As noted above, no executive branch lobbyist or principal can make, directly or indirectly, and no executive branch agency official or employee who files FORM 1 or FORM 6 can knowingly accept, directly or indirectly, **any expenditure** made for the purpose of lobbying. [Sec. 112.3215, Fla. Stat.]

Paying an executive branch lobbyist a contingency fee based upon the outcome of any specific executive branch action, and receiving such a fee, is prohibited. A violation of this prohibition is a first degree misdemeanor, and the amount received is subject to forfeiture. This does not prohibit sales people from receiving a commission. [Sec. 112.3217, Fla. Stat.]

Executive branch departments, state universities, community colleges, and water management districts are prohibited from using public funds to retain an executive branch (or legislative branch) lobbyist, although these agencies may use full-time employees as lobbyists. [Sec. 11.062, Fla. Stat.]

Online registration and filing is available at www.floridalobbyist.gov. Additional information about the executive branch lobbyist registration system may be obtained by contacting the Lobbyist Registrar at the following address:

Executive Branch Lobbyist Registration
Room G-68, Claude Pepper Building
111 W. Madison Street
Tallahassee, FL 32399-1425
Phone: 850/922-4987

IX. WHISTLE-BLOWER'S ACT

In 1986, the Legislature enacted a "Whistle-blower's Act" to protect employees of agencies and government contractors from adverse personnel actions in retaliation for disclosing information in a sworn complaint alleging certain types of improper activities. Since then, the Legislature has revised this law to afford greater protection to these employees.

While this language is contained within the Code of Ethics, the Commission has no jurisdiction or authority to proceed against persons who violate this Act. Therefore, a person who has disclosed information alleging improper conduct governed by this law and who may suffer adverse consequences as a result should contact one or more of the following: the Office of the Chief Inspector General in the Executive Office of the Governor; the Department of Legal Affairs; the Florida Commission on Human Relations; or a private attorney. [Sec. 112.3187 - 112.31895, Fla. Stat.]

X. ADDITIONAL INFORMATION

As mentioned above, we suggest that you review the language used in each law for a more detailed understanding of Florida's ethics laws. The "Sunshine Amendment" is Article II, Section 8, of the Florida Constitution. The Code of Ethics for Public Officers and Employees is contained in Part III of Chapter 112, Florida Statutes.

Additional information about the Commission's functions and interpretations of these laws may be found in Chapter 34 of the Florida Administrative Code, where the Commission's rules are published, and in The Florida Administrative Law Reports, which until 2005 published many of the Commission's final orders. The Commission's rules, orders, and opinions also are available at www.ethics.state.fl.us.

If you are a public officer or employee concerned about your obligations under these laws, the staff of the Commission will be happy to respond to oral and written inquiries by providing information about the law, the Commission's interpretations of the law, and the Commission's procedures.

XI. TRAINING

Constitutional officers, elected municipal officers, and commissioners of community redevelopment agencies (CRAs) are required to receive a total of four hours training, per calendar year, in the area of ethics, public records, and open meetings. The Commission on Ethics does not

track compliance or certify providers. Officials indicate their compliance with the training requirement when they file their annual Form 1 or Form 6.

Visit the training page on the Commission's website for up-to-date rules, opinions, audio/video training, and opportunities for live training conducted by Commission staff.

EXHIBIT 6

RESOLUTION 2024-01

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

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

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

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

SECTION 1. _____ is appointed Chairman.

SECTION 2. _____ is appointed Vice Chairman.

SECTION 3. David McInnes _____ is appointed Secretary.

Jacquelyn Leger _____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

_____ is appointed Assistant Secretary.

Johanna Lee _____ is appointed Treasurer.

Bridgett Alexander _____ is appointed Assistant Treasurer.

SECTION 4. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 16th day of November, 2023.

ATTEST:

SEMINOLE PALMS COMMUNITY DEVELOPMENT DISTRICT

Secretary/Assistant Secretary

Chairperson/Vice Chairperson, Board of Supervisors

EXHIBIT 7

1 **MINUTES OF MEETING**

2 **SEMINOLE PALMS**

3 **COMMUNITY DEVELOPMENT DISTRICT**

4 The Regular Meeting & Budget Public Hearing of the Board of Supervisors of the Seminole Palms
5 Community Development District was held on Monday, August 28, 2023 at 11:17 a.m. at the Hilton Garden
6 Inn, located at 55 Town Center Boulevard, Palm Coast, FL 32164.

7 **FIRST ORDER OF BUSINESS – Roll Call**

8 Mr. McInnes called the meeting to order.

9 Present and constituting a quorum were:

10 Candice Bain	Board Supervisor, Chairwoman
11 Eric Morrisette	Board Supervisor, Assistant Secretary
12 Greg Meath	Board Supervisor, Assistant Secretary

13 Also present were:

14 David McInnes	District Manager, DPGF Management & Consulting
15 Jere Earlywine <i>(via phone)</i>	District Counsel, Kutak Rock
16 Justin Frye	Kolter

17 *The following is a summary of the discussions and actions taken at the August 28, 2023 Seminole Palms*
18 *CDD Board of Supervisors Regular Meeting. Audio for this meeting is available upon public records*
19 *request.*

20 **SECOND ORDER OF BUSINESS – Audience Comments – (limited to 3 minutes per individual for**
21 **agenda items)**

22 There being none, the next item followed.

23 **THIRD ORDER OF BUSINESS – Officer Appointment**

24 A. Acceptance of Resignation

25 On a MOTION by Ms. Bain, SECONDED by Mr. Morrisette, WITH ALL IN FAVOR, the Board accepted
26 the resignation, for Seminole Palms Community Development District.

27 B. Seat #2 –

28 Supervisor Bain nominated Justin Frye to Seat #2 with no opposition.

29 On a MOTION by Ms. Bain, SECONDED by Mr. Meath, WITH ALL IN FAVOR, the Board approved the
30 appointment of Justin Frye to Seat #2, for the Seminole Palms Community Development District.

31 C. Exhibit 1: Oath of Office

32 The oath for Justin Frye was completed before the meeting.

33 D. Exhibit 2: New Supervisor Information Sheet

34 E. Exhibit 3: Form 1

35 F. Exhibit 4: Review Sunshine Law & Supervisor Duties

36 G. Exhibit 5: Consideration & Adoption of **Resolution 2023-09**, Designating Officers

37 Supervisor Bain nominated Justin Frye to serve as Vice Chairman with no opposition.

38 On a MOTION by Ms. Bain, SECONDED by Mr. Meath, WITH ALL IN FAVOR, the Board adopted
39 **Resolution 2023-09**, Designating Officers, in substantial form, for the Seminole Palms Community
40 Development District.

41

42 On a MOTION by Ms. Bain, SECONDED by Mr. Frye, WITH ALL IN FAVOR, the Board recessed the
43 regular meeting for the purpose of conducting the FY 2024 Budget Public Hearing at 11:20AM, for the
44 Seminole Palms Community Development District.

45 **FOURTH ORDER OF BUSINESS – Public Hearings**

46 **A. FY 2024 Budget Public Hearing**

47 1. Open the Public Hearing

48 On a MOTION by Ms. Bain, SECONDED by Mr. Frye, WITH ALL IN FAVOR, the Board opened the FY
49 2024 Budget Public Hearing, for the Seminole Palms Community Development District.

50 2. Exhibit 6: Presentation of Public Notices

51 3. Exhibit 7: Presentation of FY 2023-2024 Budget

52 4. Public Comments

53 There being none, the next item followed.

54 5. Close the Public Hearing

55 On a MOTION by Ms. Bain, SECONDED by Mr. Frye, WITH ALL IN FAVOR, the Board closed the FY
56 2024 Budget Public Hearing at 11:22AM, for the Seminole Palms Community Development District.

57 *(The regular meeting reconvened.)*

58 6. Exhibit 8: Consideration & Adoption of **Resolution 2023-10**, Adopting Fiscal Year 2023-2024
59 Budget

60 On a MOTION by Mr. Frye, SECONDED by Ms. Bain, WITH ALL IN FAVOR, the Board adopted
61 **Resolution 2023-10**, Adopting Fiscal Year 2023-2024 Budget, for the Seminole Palms Community
62 Development District.

63

64 On a MOTION by Ms. Bain, SECONDED by Mr. Frye, WITH ALL IN FAVOR, the Board recessed the
65 regular meeting for the purpose of conducting the FY 2024 O&M Assessments Public Hearing at 11:23AM,
66 for the Seminole Palms Community Development District.

67 **B. FY 2024 O&M Assessments Public Hearing**

68 1. Open the Public Hearing

69 On a MOTION by Ms. Bain, SECONDED by Mr. Frye, WITH ALL IN FAVOR, the Board opened the FY
70 2024 O&M Assessments Public Hearing, for the Seminole Palms Community Development District.

71 2. Public Comments

72 There being none, the next item followed.

73 3. Close the Public Hearing

74 On a MOTION by Ms. Bain, SECONDED by Mr. Frye, WITH ALL IN FAVOR, the Board closed the FY
75 2024 O&M Assessments Public Hearing at 11:24AM, for the Seminole Palms Community Development
76 District.

77 *(The Regular meeting reconvened.)*

78 4. Exhibit 9: Consideration & Adoption of **Resolution 2023-11**, Imposing Assessments

79 On a MOTION by Ms. Bain, SECONDED by Mr. Frye, WITH ALL IN FAVOR, the Board adopted
80 **Resolution 2023-11**, Imposing Assessments, for the Seminole Palms Community Development District.

81 Mr. Earlywine provided a brief explanation of the previous item as well as the next item.

82
83 C. Exhibit 10: Consideration of FY 2024 Deficit Funding Agreement

84 On a MOTION by Ms. Bain, SECONDED by Mr. Frye, WITH ALL IN FAVOR, the Board approved the
85 FY 2024 Deficit Funding Agreement, for the Seminole Palms Community Development District.

86 **FIFTH ORDER OF BUSINESS – Consent Agenda**

87 A. Exhibit 11: Consideration for Approval – The Minutes of the Board of Supervisors Regular
88 Meeting Held June 5, 2023

89 B. Exhibit 12: Consideration for Acceptance – The May 2023 Unaudited Financial Report

90 C. Exhibit 13: Consideration for Acceptance – The July 2023 Unaudited Financial Report

91 D. Exhibit 14: Ratification of Assignments of Professional Services & Acquisition of Completed
92 Improvements

93 E. Exhibit 15: Ratification of JW Site Development – Change Order #1

94 F. Exhibit 16: Ratification of JW Site Development - Change Order #2

95 G. Exhibit 17: Ratification of Kimley-Horn Engineering Services Agreement

96 H. Exhibit 18: Ratification of Amended & Restated Acquisition Agreement

97 On a MOTION by Mr. Morrisette, SECONDED by Mr. Meath, WITH ALL IN FAVOR, the Board
98 approved the Consent Agenda, for the Seminole Palms Community Development District.

99 **SIXTH ORDER OF BUSINESS – Business Matters**

100 A. Exhibit 19: Consideration & Adoption of **Resolution 2023-12**, Designating Dates, Times, &
101 Location for FY24 Meetings

102 The Board requested that the following dates be changed 12/25/23 to 12/11/23 and 5/27/24 to
103 5/20/24, with both meetings beginning at 11AM.

104 On a MOTION by Mr. Meath, SECONDED by Ms. Bain, WITH ALL IN FAVOR, the Board adopted
105 **Resolution 2023-12**, Designating Dates, Times, & Location for FY24 Meetings, in substantial form, for
106 the Seminole Palms Community Development District.

107 B. Exhibit 20: Consideration & Adoption of **Resolution 2023-13**, Restated Supplemental Assessment

108 Mr. Earlywine gave a brief explanation of the resolution's purpose for the District.

109 On a MOTION by Ms. Bain, SECONDED by Mr. Frye, WITH ALL IN FAVOR, the Board adopted
110 **Resolution 2023-13**, Restated Supplemental Assessment, for the Seminole Palms Community
111 Development District.

112 C. Exhibit 21: Consideration & Adoption of **Resolution 2023-14**, Ratifying Sale of Bonds & Levy of
113 Assessments, Series 2023

114 Mr. Earlywine gave a brief explanation of the resolution’s purpose for the District.

115 On a MOTION by Ms. Bain, SECONDED by Mr. Frye, WITH ALL IN FAVOR, the Board adopted
116 **Resolution 2023-14**, Ratifying Sale of Bonds & levy of Assessments, Series 2023, for the Seminole Palms
117 Community Development District.

118 **SEVENTH ORDER OF BUSINESS – Staff Reports**

119 A. District Manager

120 Mr. McInnes stated that he had nothing to report.

121 B. District Attorney

122 Mr. Earlywine stated that he had nothing to report.

123 C. District Engineer

124 The District Engineer was not present.

125 **EIGHTH ORDER OF BUSINESS – Supervisors Requests**

126 There being none, the next item followed.

127 **NINTH ORDER OF BUSINESS – Audience Comments - New Business – (limited to 3 minutes per
128 individual)**

129 There being none, the next item followed.

130 **TENTH ORDER OF BUSINESS – Adjournment**

131 Mr. McInnes asked for final questions, comments, or corrections before requesting a motion to
132 adjourn the meeting. There being none, Mr. Morrisette made a motion to adjourn the meeting.

133 On a MOTION by Mr. Morrisette, SECONDED by Mr. Meath, WITH ALL IN FAVOR, the Board
134 adjourned the meeting at 11:38 a.m., for the Seminole Palms Community Development District.

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

138 **Meeting minutes were approved at a meeting by vote of the Board of Supervisors at a publicly noticed
139 meeting held on November 16, 2023.**

140

Signature

Signature

Printed Name

Printed Name

141 **Title:** Secretary Assistant Secretary

Title: Chairman Vice Chairman

EXHIBIT 8

Seminole Palms Community Development District

**Financial Statements
(Unaudited)**

Period Ending

August 31, 2023

**Seminole Palms
Community Development District
BALANCE SHEET
August 31, 2023**

	<u>GENERAL FUND</u>	<u>DEBT SERVICE FUND</u>	<u>ACQ & CONST FUND</u>	<u>TOTAL</u>
ASSETS:				
CASH	\$ 298	\$ -	\$ -	\$ 298
INVESTMENTS:				
REVENUE	-	-	-	-
RESERVE	-	418,589	-	418,589
INTEREST	-	113,101	-	113,101
PREPAYMENT	-	-	-	-
SINKING	-	-	-	-
COST OF ISSUANCE	-	61	-	61
ACQ & CONST	-	-	2,276,478	2,276,478
ACCOUNTS RECEIVABLE	8,511	-	-	8,511
DEPOSITS	-	-	-	-
PREPAID ITEMS	-	-	-	-
TOTAL ASSETS	<u>\$ 8,809</u>	<u>\$ 531,750</u>	<u>\$ 2,276,478</u>	<u>\$ 2,817,037</u>
LIABILITIES & FUND BALANCE				
LIABILITIES:				
ACCOUNTS PAYABLE	\$ 10,671	\$ -	\$ -	\$ 10,671
FUND BALANCES:				
NONSPENDABLE - PREPAID AND DEPOSITS	-			-
RESTRICTED FOR:				
DEBT SERVICE	-	531,750		531,750
CAPITAL PROJECTS	-		2,276,478	2,276,478
UNASSIGNED:	(1,862)	0	-	(1,862)
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 8,809</u>	<u>\$ 531,750</u>	<u>\$ 2,276,478</u>	<u>\$ 2,817,037</u>

Note: GASB 34 government wide financial statements are available in the annual independent audit of the District. The audit is available on the website and upon

**Seminole Palms
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period from October 1, 2022 through August 31, 2023**

	FY2023 ADOPTED BUDGET	CURRENT MONTH	ACTUAL YEAR-TO-DATE	VARIANCE (+/-)	% OF BUDGET
REVENUE					
LANDOWNER CONTRIBUTION	\$ 117,190	\$ 8,211	\$ 56,966	(60,224)	49%
TOTAL REVENUE	117,190	8,211	56,966	(60,224)	49%
EXPENDITURES					
PROFESSIONAL & ADMINISTRATIVE					
P/R - BOARD OF SUPERVISORS	-	-	600		
DISTRICT MANAGEMENT, ACCOUNTING, ADMINISTRATION	20,000	4,000	17,000	(3,000)	85%
ADMINISTRATIVE SERVICES	12,750	-	-	(12,750)	0%
ACCOUNTING SERVICES	12,750	-	-	(12,750)	0%
ASSESSMENT ADMINISTRATION	2,500	-	-	(2,500)	0%
DISSEMINATION AGENT	2,000	-	-	(2,000)	0%
LEGAL	20,000	6,321	33,300	13,300	166%
ENGINEERING	30,000	-	-	(30,000)	0%
POSTAGE	500	-	51	(449)	10%
PRINTING & BINDING	500	-	-	(500)	0%
LEGAL ADVERTISING	6,500	350	2,960	(3,540)	46%
ANNUAL SPECIAL DISTRICT FEE	175	-	175	-	100%
GENERAL LIABILITY & POL INSURANCE	6,000	-	5,000	(1,000)	83%
BANK FEES	500	-	-	(500)	0%
WEBSITE HOSTING, ADA, MAINTENANCE	1,515	-	-	(1,515)	0%
CONTINGENCY	1,500	-	339	(1,161)	23%
TOTAL EXPENDITURES	117,190	10,671	59,425	(58,365)	51%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	(2,460)	(2,460)		
FUND BALANCE - BEGINNING			598		
DECREASE IN FUND BALANCE			-		
INCREASE IN RESERVE			-		
FUND BALANCE - ENDING			<u>(1,862)</u>		

**Seminole Palms
Community Development District
Debt Service Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period from October 1, 2022 through August 31, 2023**

	FY 2023 ADOPTED BUDGET	YEAR TO DATE	VARIANCE
	<u> </u>	<u> </u>	<u> </u>
REVENUE			
BOND PROCEEDS	\$ -	\$ 695,371	\$ 695,371
DEVELOPER CONTRIBUTIONS	-		-
INTEREST - INVESTMENT	-	2,380	2,380
DISCOUNTS	-	-	-
TOTAL REVENUE	<u>-</u>	<u>697,750</u>	<u>697,750</u>
EXPENDITURES			
TRUSTEE FEES	-	5,250	(5,250)
LEGAL SERVICES		144,000	(144,000)
SPECIAL ASSESSMENT CONSULTING		15,000	(15,000)
PRINTING & BINDING		1,750	(1,750)
INTEREST EXPENSE			-
INTEREST EXPENSE			-
PRINCIPAL			-
TOTAL EXPENDITURES	<u>-</u>	<u>166,000</u>	<u>-</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	531,750	531,750
OTHER FINANCING SOURCES (USES)			
INTERFUND TRANSFER-IN	-	-	-
INTERFUND TRANSFER-OUT	-		-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	<u>-</u>	<u>531,750</u>	<u>531,750</u>
FUND BALANCE - BEGINNING		-	
FUND BALANCE - ENDING		<u><u>\$ 531,750</u></u>	

Seminole Palms
Community Development District
Acquisition & Construction Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period from October 1, 2022 through August 31, 2023

	<u>ADOPTED BUDGET</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE</u>
REVENUE			
BOND PROCEEDS	\$ -	\$ 5,170,720	\$ 5,170,720
INTEREST-INVESTMENT	-	11,692	11,692
DEVELOPER CONTRIBUTIONS	-	1,224,103	1,224,103
TOTAL REVENUE	<u>-</u>	<u>6,406,516</u>	<u>6,406,516</u>
EXPENDITURES			
CONSTRUCTION-IN-PROGRESS	-	4,130,038	4,130,038
TOTAL EXPENDITURES	<u>-</u>	<u>4,130,038</u>	<u>4,130,038</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	2,276,478	2,276,478
OTHER FINANCING SOURCES (USES)			
BOND PROCEEDS	-	-	-
INTERFUND TRANSFER-IN	-	-	-
INTERFUND TRANSFER-OUT	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	-	2,276,478	2,276,478
FUND BALANCE - BEGINNING	-	-	
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ 2,276,478</u>	

Seminole Palms
Community Development District
Bank Reconciliation -GF Operating Accounts
August 31, 2023

Balance Per Bank Statement	<u>\$ 297.85</u>
Less: Outstanding Checks	-
Less: Outstanding Deposits	-
<i>Adjusted Bank Balance</i>	<u><u>\$ 297.85</u></u>
Beginning Bank Balance Per Books	\$ 297.85
Cash Receipts	-
Disbursements	-
<i>Balance Per Books</i>	<u><u>\$ 297.85</u></u>

Seminole Palms CDD
Check Register
FY2023

Date	Num	Name	Memo	Debit	Credit	BU Balance
10/01/2022						447.85
10/26/2022	10/26/22	Kolter Land Partners LLC	Payment GF 2022-08	22,201.86		22,649.71
10/31/2022						22,201.86 0.00 22,649.71
11/08/2022	1010	KE Law Group	Multiple Invoices		22,201.86	447.85
11/08/2022	00123128	Kolter Land Partners LLC	Payment GF 2022-06, 2022-07	5,471.53		5,919.38
11/16/2022	00123819	Kolter Land Partners LLC	Payment GF 2022-09, 2023-01	16,406.42		22,325.80
11/17/2022	1011	DPFG	Multiple Invoices		5,921.53	16,404.27
11/17/2022	1012	Egis Insurance Advisors, LLC	General Liability Insurance		5,000.00	11,404.27
11/17/2022	1013	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual District Filing Fee		175.00	11,229.27
11/17/2022	1014	KE Law Group	Multiple Invoices		9,931.42	1,297.85
11/17/2022	1015	DPFG	District Management		1,000.00	297.85
11/30/2022						21,877.95 44,229.81 297.85
12/21/2022		Kolter Land Partners LLC	Payment GF 2022-10	3,531.80		3,829.65
12/27/2022	1016	DPFG	Multiple Invoices		1,144.20	2,685.45
12/27/2022	1017	KE Law Group	Multiple Invoices		2,387.60	297.85
12/31/2022						3,531.80 3,531.80 297.85
01/31/2023						297.85
02/13/2023		Kolter Land Partners LLC		5,240.25		5,538.10
02/28/2023						5,240.25 0.00 5,538.10
03/03/2023	1018	DPFG	District Management		1,000.00	4,538.10
03/03/2023	1019	KE Law Group			4,240.25	297.85
03/23/2023	00129549	Kolter Land Partners LLC		3,934.92		4,232.77
03/31/2023						3,934.92 5,240.25 4,232.77
04/10/2023	0130655	Kolter Land Partners LLC	GF 2023-03, 2023-05	2,784.16		7,016.93
04/19/2023	1020	Candace Smith	BOS Meeting		200.00	6,816.93
04/19/2023	1021	DPFG	District Services / Passthru Expenses		2,274.59	4,542.34
04/19/2023	1022	KE Law Group	Legal Services		1,536.74	3,005.60
04/19/2023	1023	KILINSKI VAN WYK, PLLC	Legal Services		2,707.75	297.85
04/30/2023						2,784.16 6,719.08 297.85
05/31/2023						0.00 0.00 297.85
06/08/2023	00134414	Kolter Land Partners LLC		7,718.00		8,015.85
06/09/2023	1027	Kutak Rock LLP			6,353.00	1,662.85
06/09/2023	1028	Palm Coast Observer	Legal Advertising		75.00	1,587.85
06/09/2023	1029	Vesta District Services			1,290.00	297.85
06/30/2023	00135277	Kolter Land Partners LLC		2,857.00		3,154.85
06/30/2023						10,575.00 7,718.00 3,154.85
07/06/2023	1030	Candace Smith	Supervisor compensation		200.00	2,954.85
07/06/2023	1031	Kutak Rock LLP			1,587.00	1,367.85
07/06/2023	1032	Palm Coast Observer	Legal Advertising		70.00	1,297.85
07/06/2023	1033	Vesta District Services	District Management Services		1,000.00	297.85
07/24/2023	9941B-00000836	CRE-KL Seminole Woods Owner LLC		16,513.86		16,811.71
07/26/2023	1034	Candace Smith			200.00	16,611.71
07/26/2023	1035	DPFG			3,062.14	13,549.57
07/26/2023	1036	KILINSKI VAN WYK, PLLC			577.00	12,972.57
07/26/2023	1037	Kutak Rock LLP			7,542.50	5,430.07
07/26/2023	1038	Vesta District Services			5,132.22	297.85
07/31/2023						16,513.86 19,370.86 297.85
08/31/2023						0.00 0.00 297.85

EXHIBIT 9

Seminole Palms Community Development District

**Financial Statements
(Unaudited)**

Period Ending

September 30, 2023

**Seminole Palms
Community Development District
BALANCE SHEET
September 30, 2023**

	<u>GENERAL FUND</u>	<u>DEBT SERVICE FUND</u>	<u>ACQ & CONST FUND</u>	<u>TOTAL</u>
ASSETS:				
CASH	\$ 298	\$ -	\$ -	\$ 298
INVESTMENTS:				
REVENUE	-	-	-	-
RESERVE	-	420,387	-	420,387
INTEREST	-	113,587	-	113,587
PREPAYMENT	-	-	-	-
SINKING	-	-	-	-
COST OF ISSUANCE	-	61	-	61
ACQ & CONST	-	-	1,004,834	1,004,834
ACCOUNTS RECEIVABLE	6,845	-	329,653	336,498
DEPOSITS	-	-	-	-
PREPAID ITEMS	-	-	-	-
TOTAL ASSETS	<u>\$ 7,142</u>	<u>\$ 534,035</u>	<u>\$ 1,334,487</u>	<u>\$ 1,875,665</u>
LIABILITIES & FUND BALANCE				
LIABILITIES:				
ACCOUNTS PAYABLE	\$ 6,769	\$ -	\$ 319,135	\$ 325,905
FUND BALANCES:				
NONSPENDABLE - PREPAID AND DEPOSITS	-			-
RESTRICTED FOR:				
DEBT SERVICE	-	534,035		534,035
CAPITAL PROJECTS	-		1,015,352	1,015,352
UNASSIGNED:	373	0	-	373
TOTAL LIABILITIES & FUND BALANCE	<u>\$ 7,142</u>	<u>\$ 534,035</u>	<u>\$ 1,334,487</u>	<u>\$ 1,875,665</u>

Note: GASB 34 government wide financial statements are available in the annual independent audit of the District. The audit is available on the website and upon

Seminole Palms
Community Development District
General Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period from October 1, 2022 through September 30, 2023

	FY2023 ADOPTED BUDGET	CURRENT MONTH	ACTUAL YEAR-TO-DATE	VARIANCE (+ / -)	% OF BUDGET
REVENUE					
LANDOWNER CONTRIBUTION	\$ 117,190	\$ 6,545	\$ 63,510	(53,680)	54%
TOTAL REVENUE	117,190	6,545	63,510	(53,680)	54%
EXPENDITURES					
PROFESSIONAL & ADMINISTRATIVE					
P/R - BOARD OF SUPERVISORS	-	-	600		
DISTRICT MANAGEMENT, ACCOUNTING, ADMINISTRATION	20,000	4,000	21,000	1,000	105%
ADMINISTRATIVE SERVICES	12,750	-	-	(12,750)	0%
ACCOUNTING SERVICES	12,750	-	-	(12,750)	0%
ASSESSMENT ADMINISTRATION	2,500	-	-	(2,500)	0%
DISSEMINATION AGENT	2,000	-	-	(2,000)	0%
LEGAL	20,000	-	33,300	13,300	166%
ENGINEERING	30,000	-	-	(30,000)	0%
POSTAGE	500	-	111	(389)	22%
PRINTING & BINDING	500	-	-	(500)	0%
LEGAL ADVERTISING	6,500	85	3,045	(3,455)	47%
ANNUAL SPECIAL DISTRICT FEE	175	-	175	-	100%
GENERAL LIABILITY & POL INSURANCE	6,000	-	5,000	(1,000)	83%
BANK FEES	500	-	-	(500)	0%
WEBSITE HOSTING, ADA, MAINTENANCE	1,515	-	-	(1,515)	0%
CONTINGENCY	1,500	83	504	(996)	34%
TOTAL EXPENDITURES	117,190	4,168	63,735	(54,055)	54%
EXCESS OF REVENUE OVER (UNDER) EXPENDITURES	-	2,377	(225)		
FUND BALANCE - BEGINNING			598		
DECREASE IN FUND BALANCE			-		
INCREASE IN RESERVE			-		
FUND BALANCE - ENDING			\$ 373		

**Seminole Palms
Community Development District
Debt Service Fund**

**Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period from October 1, 2022 through August 31, 2023**

	FY 2023 ADOPTED BUDGET	YEAR TO DATE	VARIANCE
REVENUE			
BOND PROCEEDS	\$ -	\$ 695,371	\$ 695,371
DEVELOPER CONTRIBUTIONS	-		-
INTEREST - INVESTMENT	-	4,665	4,665
DISCOUNTS	-	-	-
TOTAL REVENUE	-	700,035	700,035
EXPENDITURES			
TRUSTEE FEES	-	5,250	(5,250)
LEGAL SERVICES		144,000	(144,000)
SPECIAL ASSESSMENT CONSULTING		15,000	(15,000)
PRINTING & BINDING		1,750	(1,750)
INTEREST EXPENSE			-
INTEREST EXPENSE			-
PRINCIPAL			-
TOTAL EXPENDITURES	-	166,000	-
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	534,035	534,035
OTHER FINANCING SOURCES (USES)			
INTERFUND TRANSFER-IN	-	-	-
INTERFUND TRANSFER-OUT	-		-
TOTAL OTHER FINANCING SOURCES (USES)	-	-	-
NET CHANGE IN FUND BALANCE	-	534,035	534,035
FUND BALANCE - BEGINNING		-	
FUND BALANCE - ENDING		\$ 534,035	

Seminole Palms
Community Development District
Acquisition & Construction Fund
Statement of Revenues, Expenditures, and Changes in Fund Balance
For the period from October 1, 2022 through August 31, 2023

	<u>ADOPTED BUDGET</u>	<u>ACTUAL YEAR-TO-DATE</u>	<u>VARIANCE</u>
REVENUE			
BOND PROCEEDS	\$ -	\$ 5,170,720	\$ 5,170,720
INTEREST-INVESTMENT	-	21,474	21,474
DEVELOPER CONTRIBUTIONS		1,553,756	1,553,756
TOTAL REVENUE	<u>-</u>	<u>6,745,951</u>	<u>6,745,951</u>
EXPENDITURES			
CONSTRUCTION-IN-PROGRESS	-	5,730,599	5,730,599
		-	-
TOTAL EXPENDITURES	<u>-</u>	<u>5,730,599</u>	<u>5,730,599</u>
EXCESS REVENUE OVER (UNDER) EXPENDITURES	-	1,015,352	1,015,352
OTHER FINANCING SOURCES (USES)			
BOND PROCEEDS	-	-	-
INTERFUND TRANSFER-IN	-	-	-
INTERFUND TRANSFER-OUT	-	-	-
TOTAL OTHER FINANCING SOURCES (USES)	<u>-</u>	<u>-</u>	<u>-</u>
NET CHANGE IN FUND BALANCE	-	1,015,352	1,015,352
FUND BALANCE - BEGINNING	-	-	
FUND BALANCE - ENDING	<u>\$ -</u>	<u>\$ 1,015,352</u>	

Seminole Palms
Community Development District
Bank Reconciliation -GF Operating Accounts
September 30, 2023

Balance Per Bank Statement	\$	8,508.85
Less: Outstanding Checks		(8,211.00)
Less: Outstanding Deposits		-
<i>Adjusted Bank Balance</i>	\$	<u>297.85</u>
Beginning Bank Balance Per Books	\$	297.85
Cash Receipts		8,211.00
Disbursements		(8,211.00)
<i>Balance Per Books</i>	\$	<u>297.85</u>

Seminole Palms CDD
Check Register
FY2023

Date	Num	Name	Memo	Debit	Credit	BU Balance
10/01/2022						447.85
10/26/2022	10/26/22	Kolter Land Partners LLC	Payment GF 2022-08	22,201.86		22,649.71
10/31/2022				22,201.86	0.00	22,649.71
11/08/2022	1010	KE Law Group	Multiple Invoices		22,201.86	447.85
11/08/2022	00123128	Kolter Land Partners LLC	Payment GF 2022-06, 2022-07	5,471.53		5,919.38
11/16/2022	00123819	Kolter Land Partners LLC	Payment GF 2022-09, 2023-01	16,406.42		22,325.80
11/17/2022	1011	DPFG	Multiple Invoices		5,921.53	16,404.27
11/17/2022	1012	Egis Insurance Advisors, LLC	General Liability Insurance		5,000.00	11,404.27
11/17/2022	1013	FLORIDA DEPT OF ECONOMIC OPPORTUNIT	Annual District Filing Fee		175.00	11,229.27
11/17/2022	1014	KE Law Group	Multiple Invoices		9,931.42	1,297.85
11/17/2022	1015	DPFG	District Management		1,000.00	297.85
11/30/2022				21,877.95	44,229.81	297.85
12/21/2022		Kolter Land Partners LLC	Payment GF 2022-10	3,531.80		3,829.65
12/27/2022	1016	DPFG	Multiple Invoices		1,144.20	2,685.45
12/27/2022	1017	KE Law Group	Multiple Invoices		2,387.60	297.85
12/31/2022				3,531.80	3,531.80	297.85
01/31/2023						297.85
02/13/2023		Kolter Land Partners LLC		5,240.25		5,538.10
02/28/2023				5,240.25	0.00	5,538.10
03/03/2023	1018	DPFG	District Management		1,000.00	4,538.10
03/03/2023	1019	KE Law Group			4,240.25	297.85
03/23/2023	00129549	Kolter Land Partners LLC		3,934.92		4,232.77
03/31/2023				3,934.92	5,240.25	4,232.77
04/10/2023	0130655	Kolter Land Partners LLC	GF 2023-03, 2023-05	2,784.16		7,016.93
04/19/2023	1020	Candace Smith	BOS Meeting		200.00	6,816.93
04/19/2023	1021	DPFG	District Services / Passthru Expenses		2,274.59	4,542.34
04/19/2023	1022	KE Law Group	Legal Services		1,536.74	3,005.60
04/19/2023	1023	KILINSKI VAN WYK, PLLC	Legal Services		2,707.75	297.85
04/30/2023				2,784.16	6,719.08	297.85
05/31/2023				0.00	0.00	297.85
06/08/2023	00134414	Kolter Land Partners LLC		7,718.00		8,015.85
06/09/2023	1027	Kutak Rock LLP			6,353.00	1,662.85
06/09/2023	1028	Palm Coast Observer	Legal Advertising		75.00	1,587.85
06/09/2023	1029	Vesta District Services			1,290.00	297.85
06/30/2023	00135277	Kolter Land Partners LLC		2,857.00		3,154.85
06/30/2023				10,575.00	7,718.00	3,154.85
07/06/2023	1030	Candace Smith	Supervisor compensation		200.00	2,954.85
07/06/2023	1031	Kutak Rock LLP			1,587.00	1,367.85
07/06/2023	1032	Palm Coast Observer	Legal Advertising		70.00	1,297.85
07/06/2023	1033	Vesta District Services	District Management Services		1,000.00	297.85
07/24/2023	9941B-00000836	CRE-KL Seminole Woods Owner LLC		16,513.86		16,811.71
07/26/2023	1034	Candace Smith			200.00	16,611.71
07/26/2023	1035	DPFG			3,062.14	13,549.57
07/26/2023	1036	KILINSKI VAN WYK, PLLC			577.00	12,972.57
07/26/2023	1037	Kutak Rock LLP			7,542.50	5,430.07
07/26/2023	1038	Vesta District Services			5,132.22	297.85
07/31/2023				16,513.86	19,370.86	297.85
08/31/2023				0.00	0.00	297.85
09/28/2023	4389	CRE-KL Seminole Woods Owner LLC		8,211.00		8,508.85
09/28/2023	1039	Kutak Rock LLP	Legal Services		4,211.00	4,297.85
09/28/2023	1040	Vesta District Services	District Management Services		4,000.00	297.85
				8,211.00	8,211.00	297.85

EXHIBIT 10

November 2, 2023

Request for Qualifications for Construction Engineering Inspection Services for the Seminole Palms Community Development District

Citation Boulevard Extension Project





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November 2, 2023

David McInnes, District Manager
Vesta District Services
250 International Parkway
Suite 208
Lake Mary, FL 32746

RE: Professional Construction
Engineering and Inspection
Services for Citation Boulevard
Extension Project

Dear Mr. McInnes and Evaluation Committee Members:

RS&H is a fully integrated architecture, engineering, and consulting services firm with the ability to support the Seminole Palms Community Development District with a highly qualified team of construction professionals. With a tradition that began in 1941, RS&H is a national Architectural and Engineering firm with 1,500 associates located in more than 78 offices from the east to the west coast, with its corporate headquarters located in Jacksonville, Florida, and local offices situated in Gainesville, Orlando, and Oviedo.

RS&H serves numerous municipal/county governments, state DOT's, mobility/transportation authorities, turnpike/toll authorities, rail/port authorities, and private clients throughout the U.S. **Over the years, RS&H has developed strong relationships with our public agency clients, earning a reputation for successfully delivering complex project assignments and serving as a seamless extension of our client's staff.** These trusted relationships have presented the opportunity for RS&H to become a seasoned provider including construction engineering and inspection for projects related to and including transportation facilities, toll roadways, transit systems and multimodal corridors, marine ports, and aviation facilities. Many of these relationships have developed into long term contracts where RS&H has been reselected, largely due to the success rate of our projects and dedication of our project professionals.

All work for this project will be managed out of our office located at 9850 Lantern Street, Suite 5, Jacksonville, FL 32225. This office is one of our three CEI offices located in the greater Jacksonville area and is home to 20 associates. Additionally, our field inspection staff utilize their vehicles as mobile offices. Each truck is fully outfitted with the latest technology, including tablets, smartphones, and mobile hotspot devices allowing for each of our associates to make corrections in the field without delay.

Respectfully submitted,

RS&H, Inc.



William Downey, PE, LEED AP
Vice President
Bill.Downey@rsandh.com
386-527-5281



Jeff Sullivan, PE
Engineer Point of Contact
Jeff.Sullivan@rsandh.com
301-740-4483

SF 330

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

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

REQUEST FOR QUALIFICATIONS FOR CONSTRUCTION ENGINEERING INSPECTION SERVICES FOR CITATION BOULEVARD EXTENSION

2. PUBLIC NOTICE DATE

October 24, 2023

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

William Downey, PE, LEED AP - Vice President

5. NAME OF FIRM

RS&H, Inc.

6. TELEPHONE NUMBER

386-527-5281

7. FAX NUMBER

N/A

8. EMAIL ADDRESS

Bill.Downey@rsandh.com

C. PROPOSED TEAM

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

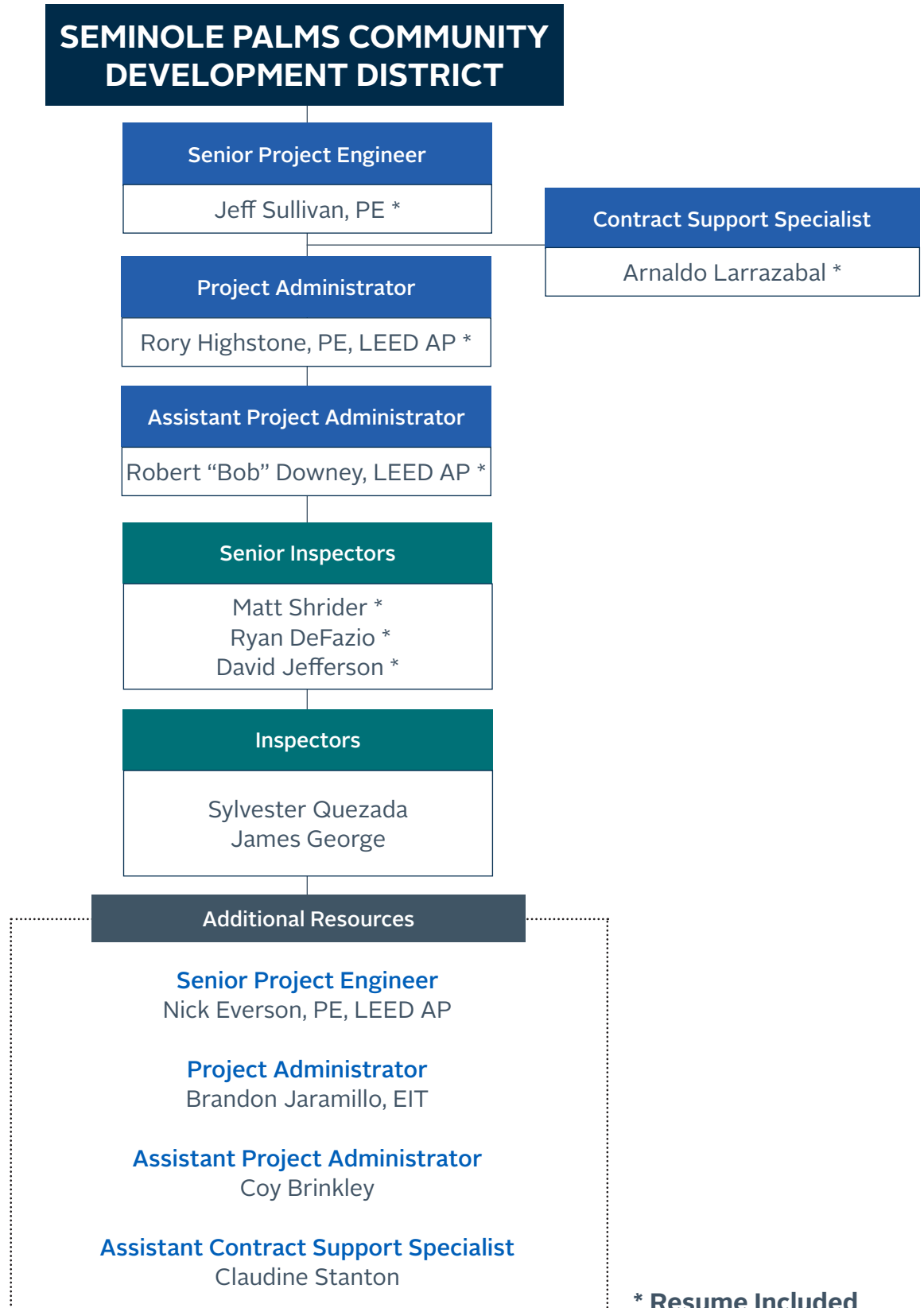
	<i>(Check)</i>			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	JV PARTNER	SUBCONTRACTOR			
a.	<input checked="" type="checkbox"/>			RS&H, Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	9850 Lantern Street Suite 5 Jacksonville, FL 32225	CEI Services
b.	<input checked="" type="checkbox"/>			RS&H, Inc. <input type="checkbox"/> CHECK IF BRANCH OFFICE	10748 Deerwood Park Boulevard S Jacksonville, FL 32256	CEI Services
c.	<input checked="" type="checkbox"/>			RS&H, Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	7490 Palm Parkway Orlando, FL 32836	CEI Services

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

Organizational Chart

The proposed RS&H Team is 100% available and fully committed to meeting all project time requirements. We have thoroughly assessed our recent, current, and projected workload. Additionally, our strong willingness ensures that we can dedicate our resources and expertise to this project. This commitment allows us to fulfill the project's timeline without compromise.



* Resume Included

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

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
JEFF SULLIVAN PE	SENIOR PROJECT ENGINEER	a. TOTAL	b. WITH CURRENT FIRM
		13	3
15. FIRM NAME AND LOCATION (City and State)			
RS&H, Inc - Jacksonville, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
Bachelor of Science, Civil Engineering		Professional Engineer: FL and VA	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
TIN: S41543086; Advanced WZTC/MOT; Asphalt Paving – Levels I & II; Concrete Field Specification; Critical Structures; Earthwork – Levels I & II; Final Estimates – Levels I & II; Lane Closure Notification System; Post-Tensioning Technician – Level I; QC Manager; Stormwater Management; HAZMAT; Multistrand and Grouted PT Installation – Levels I & II; NRC Nuclear Gauge Safety; OSHA Construction Safety & Health			

19. RELEVANT PROJECTS			
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	CEI Services for CR 361 Bridge Replacement over Spring Warrior Creek Bridge No. 380037 and Bridge No. 380038 Taylor County, FL - FDOT District Two	2023	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Senior Project Engineer. The construction of the new bridge consists of steel pipe, concrete caps, and flat slab beams for the bridge deck. Construction Cost: \$18M		
b.	SR 15/US 17 Resurfacing City of Jacksonville, FL - FDOT District Two	2021	2023
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Senior Project Engineer. The project consists of over 60,000 tons of asphalt paving along with the rehabilitation of failing storm sewer systems. Construction Cost: \$9.3M		
c.	SR 100 Resurfacing City of Jacksonville, FL - FDOT District Two	2021	2023
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Senior Project Engineer. The project consists of 2.5 miles of milling and resurfacing along with the replacement of a double 10'x5' box culvert. Construction Cost: \$4.7M		
d.	I-95 over the Nassau River Bridge Rehabilitation City of Jacksonville, FL - FDOT District Two	2021	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Senior Project Engineer. The structurally deficient bridge will receive 14 new straddle bent piers with 28 individual 48-inch diameter drilled shafts installed on each bent. Each cap will be post tensioned with the ducts ultimately sealed with flexible filler. This work will replace the existing substructure and foundation of the existing bridge. Construction Cost: \$20M		
e.	SR 134 (103rd Street) Resurfacing City of Jacksonville, FL - FDOT District Two	2021	Ongoing
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	Senior Project Engineer. The project consists of resurfacing 1.40 miles of SR 134 from east of I-295 to east of SR 21. The team worked with the contractor to develop an alternative traffic control plan to incorporate an extended lane closure to install the JEA sanitary sewer utility work. The work includes removing and replacing sidewalk and curb ramps, milling and resurfacing, MOT, signalization and lighting improvements, signage, and pavement markings. Construction Cost: \$4.6M		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME		13. ROLE IN THIS PROJECT		14. YEARS EXPERIENCE	
RORY HIGHSTONE PE, LEED AP		PROJECT ADMINISTRATOR		a. TOTAL	b. WITH CURRENT FIRM
				14	6
15. FIRM NAME AND LOCATION <i>(City and State)</i>					
RS&H, Inc - Jacksonville, FL					
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>			17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>		
Bachelor of Science, Civil Engineering			Professional Engineer: FL, AL, GA, LA, MS, NC, SC, VA LEED Accredited Professional FAA Commercial Drone Pilot (1276928-20220118-00677)		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>					
TIN: H23572387; Advanced WZTC/MOT; Asphalt Paving – Levels I & II; Asphalt Plant – Level I; Auger Cast Pile; Concrete Field – Levels I & II; Concrete Field Specification; Critical Structures; Drilled Shaft; Earthwork – Levels I & II; Final Estimates – Level II; Lane Closure Notification System; MSE Wall; Pile Driving; QC Manager; Qualified Post-Tensioning Tech- Level I Stormwater Management; ACI Concrete Field – Level I; ACI CTCI – Level II; HAZMAT; IMSA Traffic Signal Inspector; NHI/FHWA Fracture Critical Inspection Techniques for Steel Bridges (NHI 130078); NRC Nuclear Gauge Safety; Oracle P6 Fundamental Training; OSHA Construction Safety & Health; PTI Bonded Post-Tensioning					

19. RELEVANT PROJECTS			
	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
a.	CR 67 over Yellow Creek Liberty County, FL - FDOT District Three	2021	2023
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
<p>Project Administrator. This contract consisted of a new bridge (No. 564069) over Yellow Creek. An onsite traffic shift was used onto a temporary ACROW bridge that was constructed to permit the demolition of the old timber supported bridge and construction of the new concrete bridge consisting of driven pile foundations, precast beams, cast-in-place concrete deck, and slip formed traffic railing. This project also included complete reconstruction of the roadway approaches on either end of the bridge which included new drainage structures, guardrail, and other incidental construction of CR 67. Construction Cost: \$4.2M</p>			
b.	I-95 over the Nassau River Bridge Rehabilitation City of Jacksonville, FL - FDOT District Two	2021	Ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
<p>Project Administrator. The structurally deficient bridge will receive 14 new straddle bent piers with 28 individual 48" diameter drilled shafts installed on each bent. Each cap will be post-tensioned, with the ducts ultimately sealed with flexible filler. This work will replace the existing substructure and foundation of the existing bridge. Construction Cost: \$20M</p>			
c.	Emergency Contract Repair I-95 SB over 5th Street Bridge No. 720173 City of Jacksonville, FL - FDOT District Two	2021	2022
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
<p>Project Administrator. This work involved the removal and replacement of the existing bridge deck in a two-phase process under tight time restrictions. Bridge deck concrete was removed, SIP decking installed, and concrete was placed all within a 30-day timeframe. The project required heavy coordination with all stakeholders consistently keeping all parties up to date on the status of the project. Construction Cost: \$112K</p>			
d.	SR 134 (103rd Street) Resurfacing City of Jacksonville, FL - FDOT District Two	2021	2023
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
<p>Project Administrator. The project consists of resurfacing 1.40 miles of SR 134 from east of I-295 to east of SR 21. The team worked with the contractor to develop an alternative traffic control plan incorporating an extended lane closure to install the JEA sanitary sewer utility work. The work includes removing and replacing sidewalk and curb ramps, milling and resurfacing, MOT, signalization and lighting improvements, signage, and pavement markings. Construction Cost: \$4.6M</p>			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME		13. ROLE IN THIS PROJECT		14. YEARS EXPERIENCE	
ROBERT "BOB" DOWNEY LEED AP		ASSISTANT PROJECT ADMINISTRATOR		a. TOTAL	b. WITH CURRENT FIRM
				22	22
15. FIRM NAME AND LOCATION <i>(City and State)</i>					
RS&H, Inc - Jacksonville, FL					
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>			17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>		
Associate of Arts, Civil Engineering			LEED Accredited Professional		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>					
TIN: D50077274; Advanced WZTC/MOT; Asphalt Paving – Levels I & II; Auger Cast Pile; Concrete Field – Levels I & II; Concrete Field Specification; Critical Structures; Drilled Shaft; Earthwork Inspection – Levels I & II; Final Estimates – Levels I & II; Grouting Technician; MSE Wall; Pile Driving; Post-Tensioning Technician – Level I; QC Manager; Stormwater Management; ITS CEI Training – Closed Caption Television; ITS CEI Training – Dynamic Message Signs; ITS CEI Training – Managed Field Ethernet Switch; ITS CEI Training – Microwave Vehicle Detection; ITS CEI Training – Road Weather Info System; ACI Concrete Field – Level I; ACI CTCI – Level II; ASBI Grouting – Level I; ASBI/PTI Flexible Filler; HAZMAT; IMSA Traffic Signal Inspector; IMSA Traffic Signal Technician – Level II; NHI-134049 Construction Scheduling and Risk; NRC Nuclear Gauge Safety; OSHA Construction Safety & Health					

19. RELEVANT PROJECTS

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
a.	I-10 Widening from I-295 to I-95 City of Jacksonville, FL - FDOT District Two	2019	Ongoing
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
	Lead Bridge Inspector. As one of the two lead inspectors, Bob coordinates each inspector for the project's daily activities in the ever-changing design-build environment. He is responsible for high-level reporting back to office staff on critical issues, tracking and logging all concrete material samples, filling in as needed for other team members, covering 3-5 bridge crews performing bridge widening within the project limits, and being available for critical inspection tasks. Bob is also covering pile driving and most of the structural concrete pours. Construction Cost: \$176.4M		
b.	Emergency Contract Repair I-95 SB over 5th Street Bridge No. 720173 City of Jacksonville, FL - FDOT District Two	2021	2022
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
	Senior Inspector. This work involved the removal and replacement of the existing bridge deck in a two-phase process under tight time restrictions. Bridge deck concrete was removed, SIP decking installed, and concrete was placed all within a 30-day timeframe. The project required heavy coordination with all stakeholders consistently keeping all parties up to date on the status of the project. Construction Cost: \$112K		
c.	SR A1A Drainage Improvements from Seagate Avenue to Beach Boulevard City of Jacksonville, FL - FDOT District Two	2018	2021
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		
	<input checked="" type="checkbox"/> Check if project performed with current firm		
	Lead Inspector. The work included milling and resurfacing, base work, drainage improvements, curb and gutter, highway signing, guardrail, box culvert bridges, sidewalks, steel sheet pile installation by non-vibratory and vibratory means, sanitary sewer and water, rigid inclusion, rip-rap rubble, and other incidental construction for the outfall channel. The project called for the complete reconstruction of five bridges using driven pile and end bent foundations, Florida Slab Beams, stainless steel reinforcement, pre-stressed soil anchors, and column-supported embankment. Construction Cost: \$25.8M		

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
ARNALDO LARRAZABAL	CONTRACT SUPPORT SPECIALIST	a. TOTAL	b. WITH CURRENT FIRM
		21	9
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
RS&H, Inc - Orlando, FL			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>	
Bachelor of Science, Civil Engineering Associate of Arts, Arts and Science			
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			
TIN: L62101368; Advanced WZTC/MOT; Asphalt Paving – Levels I & II; Critical Structures; Earthwork – Levels I & II; Final Estimates – Levels I & II; QC Manager; Stormwater Management; ACI Concrete Field – Level I; HAZMAT; NRC Nuclear Gauge Safety; OSHA Construction Safety & Health			

19. RELEVANT PROJECTS			
	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
a.	SR 15/US 98 Resurfacing Martin County, FL - FDOT District Four	2023	Ongoing
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
<p>Contract Support Specialist. This project consists of the resurfacing and widening of 2-lane rural SR 15/US 98 from Palm Beach/Martin County line to the Martin/Okeechobee County line. Construction Cost: \$19M</p>			
	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
b.	SR 263 Capital Circle Multilane project Leon County, FL - FDOT District Three	2022	Ongoing
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
<p>Contract Support Specialist. The four-year-long construction project is a part of several upcoming Airport Gateway Projects in Leon County connecting Downtown Tallahassee to the Airport. It includes the multilane reconstruction of the roadway, asphalt pavement, base work, drainage improvements, curb and gutter, sidewalk/multi-use path, signing and pavement markings, structures (Bridge Nos. 550179 and 550180), traffic signals, lighting, and other incidental construction. The project involves the reconstruction of four miles of rural two-lane roadway into an urban six-lane section, drainage work including 275 new structures and over 40,000 LF of drainage pipe, sheet pile walls, MSE Walls, two bridge structures, drainage wicks, and surcharge embankment. It also involves extensive utility coordination with a City of Tallahassee LAP project for water and sewer line relocations. Furthermore, the project is located in the Leon Sinks Geological area and the Apalachicola National Forest, requiring protection of sensitive environmental features. Construction Cost: \$63.5M</p>			
	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
c.	SR 30 (US 98) Coastal Highway Shared Use-Path from Tower Road to SR 61 (Crawfordville Highway) Leon County, FL - FDOT District Three	2021	2023
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
<p>Contract Support Specialist. The improvements consisted of new construction of a 10-foot-wide shared use path, a 1,609 LF boardwalk including two types of piling (steel and timber), the signing and pavement marking along SR 30, and the new construction of a 5-foot-wide concrete sidewalk through Panacea. There were also new drainage improvements, turnout construction, regular and borrow excavation, and gravity wall construction. Construction Cost: \$8.5M</p>			
	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
d.	Sunlake Boulevard Phase 1, Segments 1, 2 & 3 Pasco County, FL	2021	2022
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
<p>Contract Support Specialist. Components of construction included roadway elements such as mass grading, clearing and grubbing, erosion and sedimentation control, drainage, embankment, excavation, stabilization, base, asphalt paving, signing and pavement marking. Bridge construction included over 2,200 LF of bridges constructed using concrete pile foundations with bent caps, Florida I-Beams, and concrete deck surface. Other construction components included traffic monitoring sites, lighting, landscaping, and utilities. Construction Cost: \$70M</p>			

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

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
MATT SHRIDER	SENIOR INSPECTOR	a. TOTAL	b. WITH CURRENT FIRM
		23	10
15. FIRM NAME AND LOCATION (City and State)			
RS&H, Inc - Jacksonville, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
High School Diploma			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
TIN: S63655584; Advanced WZTC/MOT; Asphalt Paving – Levels I & II; Auger Cast Pile; Concrete Field – Levels I & II; Concrete Field Specification; Critical Structures; Drilled Shaft; Earthwork – Levels I & II; Final Estimates – Level I; Lane Closure Notification System; MSE Wall; Pile Driving; Stormwater Management; ACI Concrete – Level I; ACI CTCl – Level II; HAZMAT; IMSA Traffic Signal Inspector; IMSA Traffic Signal Technician – Level I; IMSA Signs & Marking Specialist – Level I; NRC Nuclear Gauge Safety; OSHA Construction Safety & Health			

19. RELEVANT PROJECTS			
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	SR 100 Resurfacing (SJRWMD to US 17) and SR 15/US 17 Resurfacing (West River Road to Clay County Line) City of Jacksonville, FL - FDOT District Two	2021	2022
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Senior Inspector. Matt is responsible for concrete testing, density testing, quantity reviews while assisting the project administrator with various duties. Construction Cost: \$4.9M			
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
b.	Wekiva Parkway Section 6 Design-Build Lake and Seminole Counties, FL - FDOT District Five	2020	2022
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Senior Inspector. The Wekiva Parkway Section 6 Design-Build runs from SR 429 to just west of Longwood-Markham Road. The project involved 6 miles of limited access toll road, which was constructed in addition to a service road for local travel, three new bridges with cast-in-place segmental main spans over the Wekiva River, and several wildlife bridges for animal travel between Seminole State Forest, Rock Springs Run State Reserve, and Lower Wekiva River Preserve. These wildlife bridges will provide 7,800 feet of safe passage underneath the toll road. A total of 18 bridges were constructed. Work also included constructing a multi-use trail, removing portions of SR 46 and building connector roads, roadway widening, medians and turn lanes, lighting, ITS, tolling infrastructure, landscape concept development, drainage, signing and pavement markings, coordination with utilities, and other roadway features. Construction Cost: \$247M			
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
c.	Spaceport Infrastructure General Consulting Services Contract Brevard County, FL	2020	2021
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Senior Inspector. Work included signalization improvements at seven locations/intersections near the Cape Canaveral Spaceport in Brevard County. The locations were on property owned/managed either by NASA, US Air Force, Canaveral Port Authority, and FDOT. The improvements included mobilization, maintenance of traffic, demolition, erosion control, conduit, wire, electrical, traffic signalization equipment, video detection and ancillary components, mast arms, foundations, pavement markings, pavement markings removal, signage, and associated related improvements. Construction Cost: \$1.3M			

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

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
RYAN DEFAZIO	SENIOR INSPECTOR	a. TOTAL	b. WITH CURRENT FIRM
		8	7
15. FIRM NAME AND LOCATION (City and State)			
RS&H, Inc - Jacksonville, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
Bachelor of Science, Civil Engineering			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
TIN: D12073792; Advanced WZTC/MOT; Asphalt Paving – Levels I & II; Concrete Field – Level I; Concrete Field Specification; Critical Structures; Drilled Shaft; Earthwork – Levels I & II; Final Estimates – Level I; MSE Wall; Pile Driving; Stormwater Management; AASHTO PCC Paving Inspection; ACI Concrete – Level I; ACI CTCL – Level II (pending); IMSA Fiber Optic Technician; IMSA Traffic Signal Inspector; HAZMAT; NRC Nuclear Gauge Safety; OSHA Construction Safety & Health			

19. RELEVANT PROJECTS			
	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
a.	CEI Services for Independent Drive Realignment Improvements City of Jacksonville, FL	2021	Ongoing
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Senior Inspector. Ryan is responsible for concrete testing, density testing, quantity reviews while assisting the project administrator with various duties on the Independent Drive Realignment Improvements. Construction Cost: \$139K			
b.	SR 100 Resurfacing (SJRWMD to US 17) and SR 15/US 17 Resurfacing (West River Road to Clay County Line) City of Jacksonville, FL - FDOT District Two	2021	2022
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Senior Inspector. Ryan is responsible for concrete testing, density testing, quantity reviews while assisting the project administrator with various duties. Construction Cost: \$4.9M			
c.	2019 Lake City Hybrid Contract Various Locations, FL - FDOT District Two	N/A	2023
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Senior Inspector. The contract included multiple tasks which varied in size and scope. He worked on the milling and resurfacing, signage, MOT, erosion control, and other miscellaneous construction activities for I-10 (SR 8) from W of CR 250 to Baker County line. Construction Cost: Varies			
d.	SR 313 at Cordova Palms New Road Construction St. Augustine, FL	2020	2022
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		<input checked="" type="checkbox"/> Check if project performed with current firm	
Senior Inspector. The project involved the construction of the new SR 313, connecting SR 5 (US 1) to the new Cordova Palms development. The project included construction of embankment, drainage, water main, sanitary sewer, retention ponds, stabilization, base, asphalt paving, and an at-grade railroad crossing. Construction Cost: \$2.5M			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THE CONTRACT

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS PROJECT	14. YEARS EXPERIENCE	
DAVID JEFFERSON	SENIOR INSPECTOR	a. TOTAL	b. WITH CURRENT FIRM
		17	7
15. FIRM NAME AND LOCATION <i>(City and State)</i>			
RS&H, Inc - Jacksonville, FL			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i>	17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i>		
Fire Fighters Academy			
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			
TIN: J16217267; Advanced WZTC/MOT; Concrete Field Specification; Drilled Shaft; Earthwork – Levels I & II; Final Estimates – Level I; MSE Wall; ITS Dynamic Message Signs; ITS Managed Field Ethernet Switch; ITS Microwave Vehicle Detection ; Stormwater Management; ACI Concrete – Level I (scheduled); ACI CTCI – Level II (pending); HAZMAT; IMSA Traffic Signal Inspector; NRC Nuclear Gauge Safety; OSHA Construction Safety & Health			

19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	I-10 Widening from I-295 to I-95 FDOT District Two	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	<p>Senior Roadway Inspector. The work includes widening the existing 6-lane interstate to add two additional lanes in each direction. The project includes 12 bridge widenings and 2 bridge culvert replacements, concrete pavement, ITS, and signalization enhancements, MSE wall, noise walls, drainage, lighting, overhead signs, drilled shafts and pile foundations. This project calls for widening a high-volume corridor through Jacksonville with limited R/W that includes full replacement of a 4-barrel box culvert and pedestrian tunnel under the interstate and the use of modified beams for the bridge widenings to maintain overhead clearance requirements. Construction Cost: \$176.4M</p>		
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	I-95 over the Nassau River Bridge Rehabilitation City of Jacksonville, FL - FDOT District Two	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	<p>Senior Inspector. The structurally deficient bridge will receive 14 new straddle bent piers with 28 individual 48-inch diameter drilled shafts installed on each bent. Each cap will be post tensioned with the ducts ultimately sealed with flexible filler. This work will replace the existing substructure and foundation of the existing bridge. Construction Cost: \$20M</p>		
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Emergency Contract Repair I-95 SB over 5th Street Bridge No. 720173 City of Jacksonville, FL - FDOT District Two	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	<p>Senior Inspector. This work involved the removal and replacement of the existing bridge deck in a two-phase process under tight time restrictions. Bridge deck concrete was removed, SIP decking installed, and concrete was placed all within a 30-day timeframe. The project required heavy coordination with all stakeholders consistently keeping all parties up to date on the status of the project. Construction Cost: \$112K</p>		
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	SR 13/San Jose Boulevard from Julington Creek Road to Mandarin Road Signals City of Jacksonville, FL - FDOT District Two	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	<input checked="" type="checkbox"/> Check if project performed with current firm	
	<p>Senior Inspector. As part of the District's efforts to transition from span wires to mast arm operated intersections, This project consisted of the complete conversion of seven separate intersections, one of which was in front of a fire department. David inspected and oversaw the completion of 23 drilled shafts, directional bores, wiring, loops, cabinet replacement, and ADA compliance upgrades for the completely reconstructed intersections. He completed traffic counts during the COVID-19 pandemic, which allowed the contractor to mitigate night work and advance their schedule through longer work windows not originally permitted by the contract documents. Almost every intersection required field adjustments to move the project forward. Construction Cost: \$2.7M</p>		

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 on Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 1
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21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
SR 134 (103rd) Street Resurfacing City of Jacksonville, FL	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	Ongoing	Ongoing

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
FDOT District Two	Daniel Lahey	904-360-5553

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

As part of the JK17 grouping contract, this project calls for resurfacing 1.40 miles of SR 134 from east of I-295 to east of SR 21. The work on this project includes removing and replacing sidewalk and curb ramps, milling and resurfacing, MOT, signalization and lighting improvements, signage, and pavement markings. JEA sewer work will also be a part of this project. The project duration is 325 days.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	RS&H, Inc.	Jacksonville, FL	Prime

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 on Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	2

21. TITLE AND LOCATION (City and State) CEI SR 313 at US 1 (SR 5) St. Johns County, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2020	2022

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
St. Johns County, FL	Tommy Mashburn	904-209-0184

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

The SR 313 at SR 5 (US 1) improvements project for St. Johns County in St. Augustine, FL involved the full reconstruction of the northbound and southbound lanes of US 1 to allow for the construction of a new intersection and associated at-grade railroad crossing for the new state road, SR 313. Multiple MOT phases were utilized to minimize impacts on the traveling public while the northbound and southbound lanes were closed for reconstruction. The project included milling and paving, embankment, drainage, utility, and signalization. The project duration was 395 days.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RS&H, Inc.	Jacksonville, FL	Prime

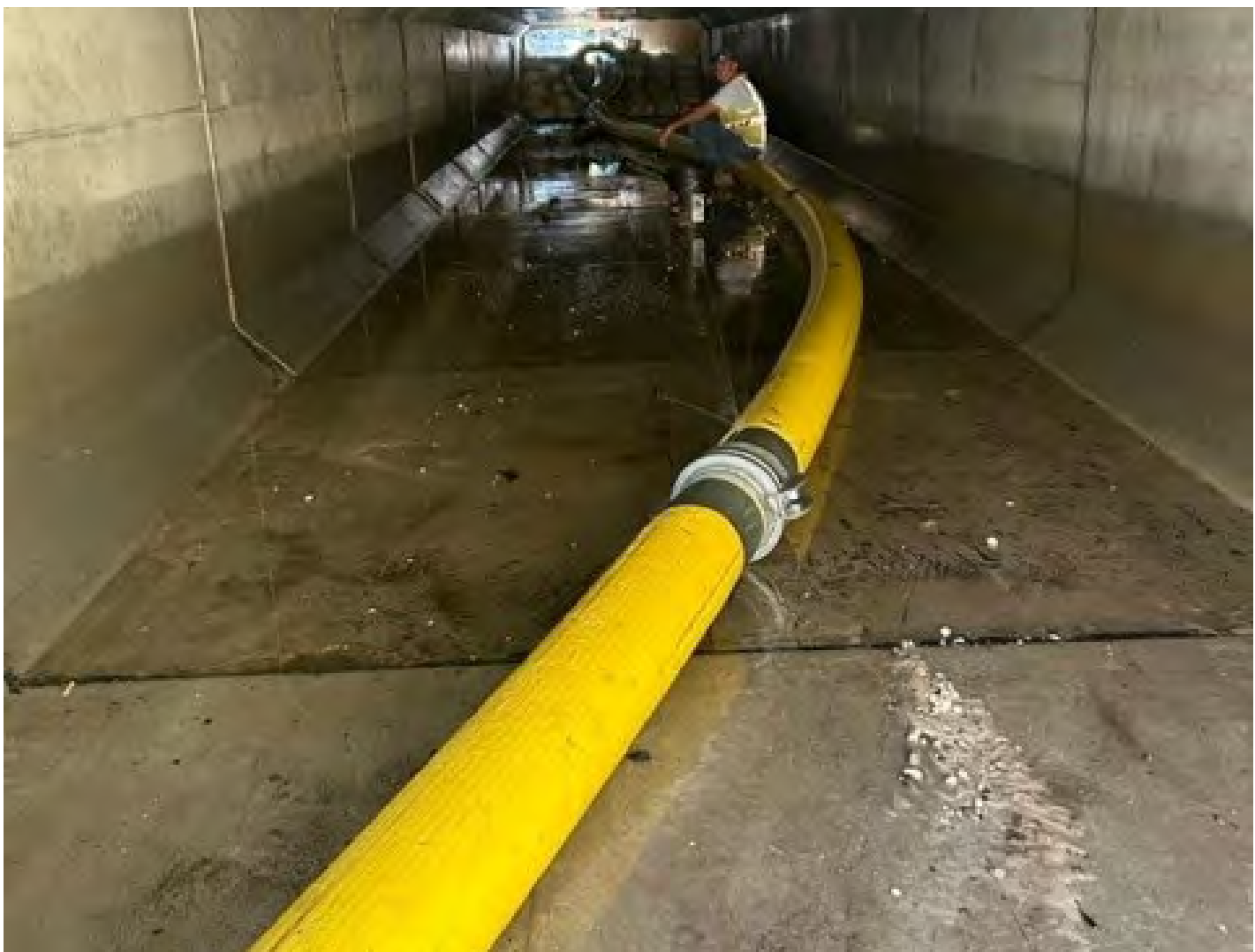
F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete on Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	3

21. TITLE AND LOCATION (City and State) SR 100 Resurfacing Palatka, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2021	2023

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
FDOT District Two	Keith Livingston	904-759-1575

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

This project consisted of 2.5 miles of milling and resurfacing along a heavily traveled section of SR 100 within the Palatka City Limits. Along the center of the project limits an existing culvert crossed under the roadway which required complete removal and replacement. Our team worked with the major stakeholders to enhance the original MOT design creating a safety work zone while also maintaining the required travel lanes through construction. The original culvert was ultimately replaced with a 10'x5' box culvert.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RS&H, Inc.	Jacksonville, FL	Prime

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 on Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	4

21. TITLE AND LOCATION (City and State) SR 15/17 Resurfacing (West River Road to Clay County Line) City of Jacksonville, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2021	2023

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
FDOT District Two	Keith Livingston	904-759-1575

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

The project consists of over 60,000 tons of asphalt paving along with the rehabilitation of failing storm sewer systems.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RS&H, Inc.	Jacksonville, FL	Prime

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 on Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	5

21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
SR 200 (US 301) from Clay County Line to I-10 Baldwin, FL	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	2020	2021

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
FDOT District Two	Robert Gurganius	904-360-5542

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

This project involved seven miles of resurfacing along SR 200, starting from the Clay County Line to I-10. Within the four-lane divided highway our team oversaw 44,000 TN of asphalt placed over the course of the project with nightly productions upward of 3,000 TN. Early in the project, our staff combined efforts with the Contractor to understand potential constraints of the work and developed solutions to ensure the project was finished ahead of schedule. One of the main constraints was the work hour restrictions along this rural highway. Our team analyzed traffic counts at various times throughout the day, which provided data allowing lane closure restrictions to be expanded. This, in turn, helped the project finish months ahead of schedule. This schedule savings reduced the overall project cost, while our team was able to be proactive by identifying potential issues before they impacted the Contractor. This eliminated any additional time to be granted for change orders associated with additional work.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	RS&H, Inc.	Jacksonville, FL	Prime

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 on Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	6

21. TITLE AND LOCATION (City and State) Collins Road Widening City of Jacksonville, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
	2017	2022

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Jacksonville Transportation Authority	Jonathan Page	904-576-0426

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

This project consisted of reconstructing 3.5 miles of the existing 2-lane roadway into a 4-lane roadway. The project included the widening of 800 feet of bridges utilizing Florida Slab Beams, 16,700 tons of asphalt, 15,600 LF of drainage, 11,400 LF water mains and sewer improvements, 12,000 LF of fiber optic cable, signalization, challenging MOT, and public relations.

The project challenges included a high water table, multiple utility relocations, and multi-phasing through a congested corridor within Collins Road. Additionally, multiple residents were impacted through the construction of this project, which required constant communication. Our approach to the project included looking ahead into future phases, ensuring our team was prepared to keep operations progressing while utility relocations took place. Modifications to the design took place through construction, including the removal of additional unsuitable material and inclusion of black base instead of limerock. These modifications enhanced the overall quality of the project, leaving the client satisfied with the end result.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
	RS&H, Inc.	Jacksonville, FL	Prime

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 on Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER
	7

21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
<i>I-295 and Collins Road Interchange Improvement</i> City of Jacksonville, FL	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	2021	Ongoing

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
FDOT District Two	Daniel Lahey	904-360-5553

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

This project calls for widening the southbound lanes of the I-295 exit-ramp approaching the intersection of Collins Road while also widening and resurfacing Collins Road from just west of Parramore Road to Plantation Bay Drive. Work on this project includes milling and resurfacing, widening existing lanes, pavement markings, curb and gutter, signalization, sidewalks, drainage, complex MOT, improvements on two ponds, and a 7,519 SY noise wall. The project consists of approximately 3,000 tons of asphalt pavement, 1,990 LF of pipe culvert pipe, 9,000+ CY of excavation, and 3,407 SY of concrete pavement.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	RS&H, Inc.	Jacksonville, FL	Prime

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 on Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 8
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21. TITLE AND LOCATION <i>(City and State)</i>	22. YEAR COMPLETED	
Sunlake Boulevard Phase 1, Segments 1, 2, & 3 Pasco County, FL	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
	2021	2022

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER	b. POINT OF CONTACT NAME	c. POINT OF CONTACT TELEPHONE NUMBER
Len-Angeline, LLC	Marc Schwartz	727-439-0519

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

The project is located in a corridor east of the Suncoast Parkway, west of US 41, and south of SR 52. The project consists of construction of approximately 4.3 miles of N Sunlake Boulevard, including nine bridges that span environmentally sensitive areas, as well as a round-a-bout just south of the connection with SR 52. RS&H is providing qualified, experienced personnel to administer the construction contract between owner and Contractor and monitor and inspect the work of the Contractor (such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions of the Construction Contract); observe the Contractor's work to determine the progress and quality of work; identify discrepancies, report significant discrepancies to the owner, and direct the Contractor to correct discrepancies; monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the contract documents; maintain detailed records of the Contractor's daily operations; monitor and inspect the Contractor's work zone traffic control; perform sampling and testing of materials to ensure conformance with contract documents; schedule and conduct preconstruction meetings, regular progress meetings and meetings with stakeholders as needed; inspect sedimentation and erosion control devices and work with the Contractor to correct any deficiencies timely; analyze the Contractor's baseline and updated schedules; track quantities of work installed by the Contractor; review and process applications for payment; and review and make recommendations for change orders requesting additional costs and/or time.

Components of construction will include roadway elements such as mass grading, clearing and grubbing, erosion and sedimentation control, drainage, embankment, excavation, stabilization, base, asphalt paving, signing and pavement marking. Bridge construction will include over 2,200 LF of bridges constructed using concrete pile foundations with bent caps, Florida I-Beams, and concrete deck surface. Other construction components include traffic monitoring sites, lighting, landscaping, and utilities.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	RS&H, Inc.	Jacksonville, FL	Prime

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Examples Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jeff Sullivan, PE	Senior Project Engineer	X	X	X	X	X	X	X			
Rory Highstone, PE, LEED AP	Project Administrator	X				X	X	X			
Robert "Bob" Downey, LEED AP	Assistant Project Administrator					X	X				
Arnaldo Larrazabal	Contract Support Specialist								X		
Matt Shrider	Senior Inspector			X	X						
Ryan DeFazio	Senior Inspector	X		X	X						
David Jefferson	Senior Inspector					X					
Sylvester Quezada	Inspector										
James George	Inspector								X		

29. EXAMPLES PROJECTS KEY

No.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	No.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	SR 134 (103rd) Street Resurfacing City of Jacksonville, FL	6	Collins Road Widening City of Jacksonville, FL
2	CEI SR 313 at US 1 (SR 5) St. Johns County, FL	7	I-295 and Collins Road Interchange Improvement City of Jacksonville, FL
3	SR 100 Resurfacing Palatka, FL	8	Sunlake Boulevard Phase 1, Segments 1, 2, & 3 Pasco County, FL
4	SR 15/17 Resurfacing (West River Road to Clay County Line) City of Jacksonville, FL	9	
5	SR 200 (US 301) from Clay County Line to I-10 Baldwin, FL	10	

H. ADDITIONAL INFORMATION

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


All additional information has been included in Tabs 1-10 of our proposal.

ARCHITECT - ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)

PART II - GENERAL QUALIFICATIONS

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

2a. FIRM (OR BRANCH OFFICE) NAME RS&H, Inc.				3. YEAR ESTABLISHED 2020		4. UNIQUE ENTITY IDENTIFIER	
2b. STREET 9850 Lantern Street, Suite 5				5. OWNERSHIP			
2b. CITY Jacksonville				2c. STATE FL		2d. ZIP CODE 32225	
6a. POINT OF CONTACT NAME AND TITLE Shane Rixom, PE, LEED AP, Senior Vice President				7. NAME OF FIRM (If Block 2a is a Branch Office) RS&H, Inc.			
6b. TELEPHONE NUMBER 276-791-2494		6c. E-MAIL ADDRESS shane.rixom@rsandh.com					
8a. FORMER FIRM NAME (S) (if any) Reynolds, Smith and Hills, Inc.				8b. YEAR ESTABLISHED 2021		8c. UNIQUE ENTITY IDENTIFIER Unchanged	
9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS			
a. Function code	b. Discipline	c. No. of Employees		a. Profile code	b. Experience	c. Revenue Index Number (see below)	
		(1) FIRM	(2) BRANCH				
02	Administrative	319	2	A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	9	
06	Architect	74		A06	Airports; Terminals; & Hangers; Freight Handling	8	
08	CADD Technician	32		B02	Bridges	8	
12	Civil Engineer	319	2	C15	Construction Management	10	
15	Construction Inspector	265	14	D04	Design-Build-Preparation of Requests for Proposal	6	
16	Construction Manager	15	1	E02	Educational Facilities: Classrooms	3	
21	Electrical Engineer	12		E07	Energy Conservation; New Energy Sources	5	
24	Environmental Scientist	33		E09	Environmental Impact Studies, Assessments/Stmts	7	
25	Fire Protection Engineer	2			Financial Establishments (Banks)	6	
29	Geographic Information System Spec.	3		H01	Harbors; Jetties; Piers; Ship Terminal Facilities	4	
37	Interior Designer	22		H07	Highways; Streets; Airfield Paving; Parking Lots	10	
39	Landscape Architect	2		H09	Hospitals & Medical Facilities	7	
42	Mechanical Engineer	28		I01	Industrial Buildings; Manufacturing Plant	3	
47	Planners: Urban/Regional	46		L01	Laboratories; Medical Research Facilities	6	
57	Structural Engineer	59		M07	Missile Facilities (Silos; Fuels; Transport)	6	
58	Technician/Analyst	2		O01	Office Building; Industrial Parks	6	
60	Transportation Engineer	1		P05	Planning (Community; Regional; Areawide & State)	8	
62	Water Resources Engineer	31		P06	Planning (Site, Installation and Project)	7	
98	Architecture Associate	56		R03	Railroad and Rapid Transit	4	
99	Engineering Associate	186		S09	Structural Design; Special Structures	6	
	Other Employees	12		S13	Stormwater Handling & Facilities	4	
	Total	1,519	20	T03	Traffic & Transportation Engineering	8	
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)				PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	8	1. Less than \$100,000		6. \$2 million to less than \$5 million			
b. Non-Federal Work	10	2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million			
c. Total Work	10	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 10/31/2023	
c. NAME AND TITLE Shane Rixom, PE, LEED AP, Senior Vice President							

ARCHITECT - ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)


PART II - GENERAL QUALIFICATIONS

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

2a. FIRM (OR BRANCH OFFICE) NAME RS&H, Inc.			3. YEAR ESTABLISHED 1990	4. UNIQUE ENTITY IDENTIFIER
2b. STREET 10748 Deerwood Park Blvd South			5. OWNERSHIP a. TYPE Corporation	
2b. CITY Jacksonville	2c. STATE FL	2d. ZIP CODE 32256	b. SMALL BUSINESS STATUS N/A	
6a. POINT OF CONTACT NAME AND TITLE Shane Rixom, PE, LEED AP, Senior Vice President			7. NAME OF FIRM (If Block 2a is a Branch Office) RS&H, Inc.	
6b. TELEPHONE NUMBER 276-791-2494	6c. E-MAIL ADDRESS shane.rixom@rsandh.com			
8a. FORMER FIRM NAME (S) (if any) Reynolds, Smith and Hills, Inc.			8b. YEAR ESTABLISHED 2021	8c. UNIQUE ENTITY IDENTIFIER Unchanged

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function code	b. Discipline	c. No. of Employees		a. Profile code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	319	113	A05	Airports; Navaid; Airport Lighting; Aircraft Fueling	9
06	Architect	74	16	A06	Airports; Terminals; & Hangers; Freight Handling	8
08	CADD Technician	32	6	B02	Bridges	8
12	Civil Engineer	319	24	C15	Construction Management	10
15	Construction Inspector	265	2	D04	Design-Build-Preparation of Requests for Proposal	6
16	Construction Manager	15	4	E02	Educational Facilities: Classrooms	3
21	Electrical Engineer	12	4	E07	Energy Conservation; New Energy Sources	5
24	Environmental Scientist	33	10	E09	Environmental Impact Studies, Assessments/Stmts	7
25	Fire Protection Engineer	2	2		Financial Establishments (Banks)	6
29	Geographic Information System Spec.	3		H01	Harbors; Jetties; Piers; Ship Terminal Facilities	4
37	Interior Designer	22	9	H07	Highways; Streets; Airfield Paving; Parking Lots	10
39	Landscape Architect	2		H09	Hospitals & Medical Facilities	7
42	Mechanical Engineer	28	14	I01	Industrial Buildings; Manufacturing Plant	3
47	Planners: Urban/Regional	46	2	L01	Laboratories; Medical Research Facilities	6
57	Structural Engineer	59	6	M07	Missile Facilities (Silos; Fuels; Transport)	6
58	Technician/Analyst	2		O01	Office Building; Industrial Parks	6
60	Transportation Engineer	1		P05	Planning (Community; Regional; Areawide & State)	8
62	Water Resources Engineer	31	7	P06	Planning (Site, Installation and Project)	7
98	Architecture Associate	56	15	R03	Railroad and Rapid Transit	4
99	Engineering Associate	186	42	S09	Structural Design; Special Structures	6
	Other Employees	3		S13	Stormwater Handling & Facilities	4
	Total	1,519	290	T03	Traffic & Transportation Engineering	8

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)		PROFESSIONAL SERVICES REVENUE INDEX NUMBER	
a. Federal Work	8	1. Less than \$100,000	6. \$2 million to less than \$5 million
b. Non-Federal Work	10	2. \$100,000 to less than \$250,000	7. \$5 million to less than \$10 million
c. Total Work	10	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 10/31/2023
c. NAME AND TITLE Shane Rixom, PE, LEED AP, Senior Vice President	

ARCHITECT - ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)

PART II - GENERAL QUALIFICATIONS

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

2a. FIRM (OR BRANCH OFFICE) NAME RS&H, Inc.				3. YEAR ESTABLISHED 2023		4. UNIQUE ENTITY IDENTIFIER	
2b. STREET 7490 Palm Parkway				5. OWNERSHIP a. TYPE Corporation			
2b. CITY Orlando		2c. STATE FL	2d. ZIP CODE 32836		b. SMALL BUSINESS STATUS N/A		
6a. POINT OF CONTACT NAME AND TITLE Shane Rixom, PE, LEED AP, Senior Vice President				7. NAME OF FIRM (If Block 2a is a Branch Office) RS&H, Inc.			
6b. TELEPHONE NUMBER 276-791-2494		6c. E-MAIL ADDRESS shane.rixom@rsandh.com					
8a. FORMER FIRM NAME (S) (if any) Reynolds, Smith and Hills, Inc.				8b. YEAR ESTABLISHED 2021		8c. UNIQUE ENTITY IDENTIFIER Unchanged	
9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS			
a. Function code	b. Discipline	c. No. of Employees		a. Profile code	b. Experience	c. Revenue Index Number (see below)	
		(1) FIRM	(2) BRANCH				
02	Administrative	319		A05	Airports; Nav aids; Airport Lighting; Aircraft Fueling	9	
06	Architect	74		A06	Airports; Terminals; & Hangers; Freight Handling	8	
08	CADD Technician	32		B02	Bridges	8	
12	Civil Engineer	319	3	C15	Construction Management	10	
15	Construction Inspector	265	11	D04	Design-Build-Preparation of Requests for Proposal	6	
16	Construction Manager	15	1	E02	Educational Facilities: Classrooms	3	
21	Electrical Engineer	12		E07	Energy Conservation; New Energy Sources	5	
24	Environmental Scientist	33		E09	Environmental Impact Studies, Assessments/Stmts	7	
25	Fire Protection Engineer	2			Financial Establishments (Banks)	6	
29	Geographic Information System Spec.	3		H01	Harbors; Jetties; Piers; Ship Terminal Facilities	4	
37	Interior Designer	22		H07	Highways; Streets; Airfield Paving; Parking Lots	10	
39	Landscape Architect	2		H09	Hospitals & Medical Facilities	7	
42	Mechanical Engineer	28		I01	Industrial Buildings; Manufacturing Plant	3	
47	Planners: Urban/Regional	46		L01	Laboratories; Medical Research Facilities	6	
57	Structural Engineer	59		M07	Missile Facilities (Silos; Fuels; Transport)	6	
58	Technician/Analyst	2		O01	Office Building; Industrial Parks	6	
60	Transportation Engineer	1		P05	Planning (Community; Regional; Areawide & State)	8	
62	Water Resources Engineer	31		P06	Planning (Site, Installation and Project)	7	
98	Architecture Associate	56		R03	Railroad and Rapid Transit	4	
99	Engineering Associate	186		S09	Structural Design; Special Structures	6	
	Other Employees	3		S13	Stormwater Handling & Facilities	4	
	Total	1,519	15	T03	Traffic & Transportation Engineering	8	
11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS (Insert revenue index number shown at right)				PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work		8		1. Less than \$100,000		6. \$2 million to less than \$5 million	
b. Non-Federal Work		10		2. \$100,000 to less than \$250,000		7. \$5 million to less than \$10 million	
c. Total Work		10		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 10/31/2023	
c. NAME AND TITLE Shane Rixom, PE, LEED AP, Senior Vice President							

TAB 1 *Ability and Adequacy of Professional Personnel*

1 - Ability and Adequacy of Professional Personnel

Qualifications of Proposed Team

The RS&H Team consists of seasoned and experienced engineers, compliance specialists, and inspection staff who are well equipped to perform the scope of work for the Citation Boulevard Extension project. Our team was assembled specifically for this work based on each associate's experience, ensuring the project's success. Our team has a wide range of experience from small to large scale projects for FDOT, Clay County, City of Jacksonville, Jacksonville Transportation Authority, and multiple Local Area Projects (LAP) funded by the State of Florida. The following is a brief overview of the team proposed for this project.



We have proposed a 13-year CEI leader, **Jeff Sullivan, PE**, as the Senior Project Engineer. He is experienced in all aspects of roadway construction including concrete paving, asphalt paving, and roadway rehabilitation as well as bridge construction. He will serve as the primary point of contact for the District and the Contractor. Jeff has the experience of interstate construction, sheet pile installation, signalization enhancements and roadway realignments. Moreover, he brings extensive constructability experience and expertise to his projects and has a working knowledge of the interface between constructability and time/cost savings.



Rory Highstone, PE, LEED AP will serve as the Project Administrator for this project. He has more than 14 years of experience and began his career in the field on a paving crew for a contractor working on projects for both road and bridge construction. He then transitioned to a major east coast railroad performing inspection and moving into project management, leading teams spread across multiple states within his territory. He then returned to highway construction as a Senior Inspector in FDOT District Five and moved up to take on a role as Project Administrator in FDOT District Two. Rory's experience

beginning in inspection and working his way up into project management makes him a strong leader in all disciplines of highway work ranging from emergency response to his most recent project on 103rd St, where his experience is also unmatched.



Robert "Bob" Downey, LEED AP will serve as the Assistant Project Administrator working with Rory Highstone. Bob has more than 22 years of CEI experience is cross trained on roadways with complex MOT on multiple interstate projects, bridges, signalization, and ITS, and has developed a broad-based knowledge of the inspection industry. He supervises and assists the inspectors with daily reports, tracking project quantities, project documentation, and inputting field data into SiteManager. This background provides versatility and quality that is reflected in the award-winning projects that Bob has overseen.



With more than 21 years of experience, **Arnaldo Larrazabal** will serve as the Contract Support Specialist. He has CEI experience as a contract support specialist and project administrator for roadway, bridge, and landscape projects in Broward, Miami-Dade, Monroe, Orange, and Volusia Counties. He has worked on nearly 150 projects, primarily for FDOT, which have been on time, within budget, and free from final estimate errors.

The experience offered by our team is unparalleled, and will allow us to build a dynamic partnering relationship with the District and Contractor at all levels. This will be essential to keeping the project on time and on budget. Our personnel will leverage their expertise and lessons learned to the advantage of the District within the roles they serve. Our team has been hand selected for a specific purpose for the anticipated workload, for the ancillary benefits they bring to the District, and for their CEI expertise to successfully deliver specific elements of this project. As requested, resumes for each person listed are shown on the following pages.

1 - Ability and Adequacy of Professional Personnel



Years of Experience (Total / Firm)

- 13/3

Education

- Bachelor of Science, Civil Engineering, Florida State University

Registrations

- Professional Engineer: FL (90552); also in VA

Florida Certifications

- TIN: S41543086
- Advanced WZTC/MOT
- Asphalt Paving – Levels I & II
- Concrete Field Specification
- Critical Structures
- Earthwork – Levels I & II
- Final Estimates – Levels I & II
- Lane Closure Notification System
- Post-Tensioning Technician – Level I
- QC Manager
- Stormwater Management

National Certifications

- HAZMAT
- Multistrand and Grouted PT Installation – Levels I & II
- NRC Nuclear Gauge Safety
- OSHA Construction Safety & Health

Jeff Sullivan, PE Senior Project Engineer



Jeff is a professional engineer with diverse construction experience on projects with varying contract delivery methods. He is experienced in all aspects of roadway construction including concrete paving, asphalt paving, and roadway rehabilitation as well as bridge construction. Jeff's project experience allows him to identify and mitigate potential issues and determine the best course of action. He excels at a variety of project management tasks, including estimating, forecasting, scheduling, and issue resolution. Jeff ensures work is completed in accordance with all plans and specifications. He brings extensive constructability experience and expertise to his projects and has a working knowledge of the interface between constructability and time/cost savings.

03/22 – Present: Senior Project Engineer on the SR 15/US 17 Resurfacing. The project consists of over 60,000 tons of asphalt paving along with the rehabilitation of failing storm sewer systems.

12/21 – Present: Senior Project Engineer on the SR 100 Resurfacing. The project consists of 2.5 miles of milling and resurfacing along with the replacement of a double 10'x5' box culvert.

11/21 – Present: Senior Project Engineer on the I-95 over the Nassau River Bridge Rehabilitation. The structurally deficient bridge will receive 14 new straddle bent piers with 28 individual 48-inch diameter drilled shafts installed on each bent. Each cap will be post tensioned with the ducts ultimately sealed with flexible filler. This work will replace the existing substructure and foundation of the existing bridge.

08/21 – Present: Senior Project Engineer on the SR 134 (103rd Street) Resurfacing in FDOT District Two. The project consists of resurfacing 1.40 miles of SR 134 from east of I-295 to east of SR 21. The team worked with the contractor to develop an alternative traffic control plan to incorporate an extended lane closure to install the JEA sanitary sewer utility work. The work includes removing and replacing sidewalk and curb ramps, milling and resurfacing, MOT, signalization and lighting improvements, signage, and pavement markings.

03/21 – Present: Consultant Engineer on the 2019 Lake City Hybrid Contract for FDOT District Two. The contract provides CEI support for the Lake City Construction Residency Office by providing inspection staff for construction projects in multiple counties.

02/21 – 05/22: Senior Project Engineer on the I-295 and Collins Road Interchange Improvements in FDOT District Two, part of the JK17 grouping contract. The project widened the southbound lanes of the I-295 exit-ramp approaching the intersection of Collins Road while also widening and resurfacing Collins Road from just west of Parramore Road to Plantation Bay Drive. Work included milling and resurfacing, widening existing lanes, pavement markings, curb and gutter, signalization, sidewalks, drainage, complex MOT, improvements on two ponds, and a 7,519 SY noise wall. The project consisted of approximately 3,000 tons of asphalt pavement, 1,990 LF of culvert pipe, 9,000+ CY of excavation, and 3,407 SY of concrete pavement.

1 - Ability and Adequacy of Professional Personnel



Years of Experience (Total / Firm)

- 14/6

Education

- Bachelor of Science, Civil Engineering, Florida State University

Registrations

- Professional Engineer: FL (80366); also in AL, GA, LA, MS, NC, SC, VA
- LEED Accredited Professional
- FAA Commercial Drone Pilot (1276928-20220118-00677)

Florida Certifications

- TIN: H23572387
- Advanced WZTC/MOT
- Asphalt Paving – Levels I & II
- Asphalt Plant – Level I
- Auger Cast Pile
- Concrete Field – Levels I & II
- Critical Structures
- Concrete Field Specification
- Drilled Shaft
- Earthwork – Levels I & II
- Final Estimates – Level II
- Lane Closure Notification System
- MSE Wall
- Pile Driving
- QC Manager
- Qualified Post-Tensioning Tech- Level I
- Stormwater Management

National Certifications

- ACI Concrete Field – Level I
- ACI CTCL – Level II
- ASBI Flexible Filler
- HAZMAT
- IMSA Traffic Signal Inspector
- NHI/FHWA Fracture Critical Inspection Techniques

Rory Highstone, PE, LEED AP Project Administrator



Rory is a CEI project administrator with extensive experience in the inspection and construction of highway and rail infrastructure, including bridges, roadways (concrete and asphalt), signalization, earthwork, and ITS. He has overseen the construction of complex segmental bridges and conventional bridge replacements on CEI projects. Rory has been responsible for inspecting and maintaining over 700 rail structures for a major Class I railroad. He has also managed inspection and response efforts during a natural disaster for FDOT. Rory proactively identifies and resolves issues in the field. His team approach to issue resolution makes him an ideal leader.

11/22 – Present: Project Administrator on the CR 67 over Yellow Creek in Liberty County for FDOT District Three. This contract consisted of a new bridge (No. 564069) over Yellow Creek. An onsite traffic shift was used onto a temporary ACROW bridge that was constructed to permit the demolition of the old timber supported bridge and construction of the new concrete bridge consisting of driven pile foundations, precast beams, cast-in-place concrete deck, and slip formed traffic railing. This project also included complete reconstruction of the roadway approaches on either end of the bridge which included new drainage structures, guardrail, and other incidental construction of CR 67.

11/21 – Present: Project Administrator on the I-95 over the Nassau River Bridge Rehabilitation. The structurally deficient bridge will receive 14 new straddle bent piers with 28 individual 48-inch diameter drilled shafts installed on each bent. Each cap will be post-tensioned, with the ducts ultimately sealed with flexible filler. This work will replace the existing substructure and foundation of the existing bridge.

08/21 – Present: Project Administrator on the SR 134 (103rd Street) Resurfacing in FDOT District Two. The project consists of resurfacing 1.40 miles of SR 134 from east of I-295 to east of SR 21. The team worked with the contractor to develop an alternative traffic control plan incorporating an extended lane closure to install the JEA sanitary sewer utility work. The work includes removing and replacing sidewalk and curb ramps, milling and resurfacing, MOT, signalization and lighting improvements, signage, and pavement markings.

09/22 – 09/22: Project Administrator on the Emergency Contract Repair I-95 SB over 5th Street Bridge No. 720173. This work involved the removal and replacement of the existing bridge deck in a two-phase process under tight time restrictions. Bridge deck concrete was removed, SIP decking installed, and concrete was placed all within a 30-day timeframe. The project required heavy coordination with all stakeholders consistently keeping all parties up to date on the status of the project.

- for Steel Bridges (NHI 130078)
- NRC Nuclear Gauge Safety
- Oracle P6 Fundamental Training
- OSHA 10 & 30-Hour
- PTI Bonded Post-Tensioning

1 - Ability and Adequacy of Professional Personnel



Years of Experience (Total / Firm)

- 22/22

Education

- Associate of Arts, Civil Engineering, Michigan Technological University

Registrations

- LEED Accredited Professional

Florida Certifications

- TIN: D50077274
- Advanced WZTC/MOT
- Asphalt Paving – Levels I & I
- Auger Cast Pile
- Concrete Field – Levels I & II
- Concrete Field Specification
- Critical Structures
- Drilled Shaft
- Earthwork Inspection – Levels I & II
- Final Estimates – Levels I & II
- Grouting Technician
- MSE Wall
- Pile Driving
- Post-Tensioning Technician – Level I
- QC Manager
- Stormwater Management

National Certifications

- ACI Concrete Field – Level I
- ACI CTCl – Level II
- ASBI Grouting – Level I
- ASBI/PTI Flexible Filler
- HAZMAT
- IMSA Traffic Signal Inspector
- IMSA Traffic Signal Technician – Level II
- NHI-134049 Construction Scheduling and Risk
- NRC Nuclear Gauge Safety
- OSHA Construction Safety & Health

Robert “Bob” Downey, LEED AP

Assistant Project Administrator



Bob has extensive bridge construction experience, from bridge widening to large, award-winning post-tensioned segmental bridges. He is cross trained on bridges, roadways with complex MOT on multiple interstate projects, signalization, and ITS, and developed a broad-based knowledge of the inspection industry. This background provides versatility and quality that is reflected in the award-winning projects that he has overseen. He supervises and assists the inspectors with daily reports, tracking project quantities, project documentation, and inputting field data into SiteManager.

09/20 – Present: Lead Bridge Inspector on the I-10 (SR 8) from I-295 to I-95 Widening Design-Build for FDOT District Two. As one of the two lead inspectors, Bob coordinates each inspector for the project's daily activities in the ever-changing design-build environment. He is responsible for high-level reporting back to office staff on critical issues, tracking and logging all concrete material samples, filling in as needed for other team members, covering 3-5 bridge crews performing bridge widening within the project limits, and being available for critical inspection tasks. Bob is also covering pile driving and most of the structural concrete pours.

09/22 – 09/22: Senior Inspector on the Emergency Contract Repair I-95 SB over 5th Street Bridge No. 720173. This work involved the removal and replacement of the existing bridge deck in a two-phase process under tight time restrictions. Bridge deck concrete was removed, SIP decking installed, and concrete was placed all within a 30-day timeframe. The project required heavy coordination with all stakeholders consistently keeping all parties up to date on the status of the project.

03/18 – 12/20: Lead Inspector on the SR A1A Drainage Improvements from Seagate Avenue to Beach Boulevard for FDOT District Two. Work included milling and resurfacing, base work, drainage improvements, curb and gutter, highway signing, guardrail, box culvert bridges, sidewalks, steel sheet pile installation by non-vibratory and vibratory means, sanitary sewer and water, rigid inclusion, rip-rap rubble, and other incidental construction for the outfall channel serving SR A1A. The project called for the complete reconstruction of five bridges using driven pile and end bent foundations, Florida Slab Beams, stainless steel reinforcement, pre-stressed soil anchors, and column-supported embankment.

05/19 – 03/20: Senior Inspector on the Lakeside Drive Bridge in the City of Jacksonville. This project replaced the existing bridge with a precast box culvert, as well as the realignment of the roadway to provide a safer travel path by decreasing the turning radius and lowering the existing roadway elevation.

06/17 – 12/19: Senior Inspector on the SR 243 Reconstruction from International Airport Boulevard to the I-95 Interchange for FDOT District Two. Work included 88,000 CY of excavation, 80,000 CY of subsoil excavation, 153,000 CY of embankment, 65,000 SY of base, 15,000 TN of asphalt, 8,600 feet of drainage, 95 drainage structures, 19,000 feet of fiber optic cable, 5,500 feet of water main, 5,000 feet of sanitary sewer, signing, pavement markings, signalization, and the construction of retaining wall systems under the existing I-95 bridge.

1 - Ability and Adequacy of Professional Personnel



Years of Experience (Total / Firm)

- 21/9

Education

- Bachelor of Science, Florida International University (in progress)
- Associate of Arts, Miami-Dade College

Florida Certifications

- TIN: L62101368
- Advanced WZTC/MOT
- Asphalt Paving – Levels I & II
- Critical Structures
- Earthwork – Levels I & II
- Final Estimates – Levels I & II
- QC Manager
- Stormwater Management

National Certifications

- ACI Concrete Field – Level I
- HAZMAT
- NRC Nuclear Gauge Safety
- OSHA Construction Safety & Health

Arnaldo Larrazabal Contract Support Specialist



Arnaldo has CEI experience as a contract support specialist and project administrator for roadway, bridge, and landscape projects in Broward, Miami-Dade, Monroe, Orange, and Volusia Counties. He has worked on nearly 150 projects, primarily for FDOT in District Six, which have been on time, within budget, and free from final estimate errors. In 2016, the US 92 Pedestrian Bridge Project won awards for Outstanding Design-Build or CM at Risk by the Florida Institute of Consulting Engineers. In 2013, one of the projects he served earned the Davis Productivity Award for Innovative Fender Pile Redesign Cost Savings and Urban FTBA Award for Best in Construction.

07/23 – Present: Contract Support Specialist on the SR 15/US 98 Resurfacing project in Martin County for FDOT District Four. This project consists of the resurfacing and widening of 2-lane rural SR 15/US 98 from Palm Beach/Martin County line to the Martin/Okeechobee County line.

01/23 – Present: Contract Support Specialist on the SR 263 Capital Circle Multilane project in Leon County for FDOT District Three. The four-year-long construction project is a part of several upcoming Airport Gateway Projects in Leon County connecting Downtown Tallahassee to the Airport. It includes the multilane reconstruction of the roadway, asphalt pavement, base work, drainage improvements, curb and gutter, sidewalk/multi-use path, signing and pavement markings, structures, traffic signals, lighting, and other incidental construction. The project involves the reconstruction of four miles of rural two-lane roadway into an urban six-lane section, drainage work including 275 new structures and over 40,000 LF of drainage pipe, sheet pile walls, MSE walls, two bridge structures, drainage wicks, and surcharge embankment. It also involves extensive utility coordination with a City of Tallahassee LAP project for water and sewer line relocations. The project is located in the Leon Sinks Geological area and the Apalachicola National Forest, requiring protection of sensitive environmental features.

11/22 – Present: Contract Support Specialist on the SR 30 (US 98) Coastal Highway Shared Use-Path from Tower Road to SR 61 (Crawfordville Highway) in Wakulla County for FDOT District Three. The improvements consist of new construction of a 10-foot-wide shared use path, a 1,609 LF boardwalk including two types of piling (steel and timber), the signing and pavement marking along SR 30, and the new construction of a 5-foot-wide concrete sidewalk through Panacea. There are also new drainage improvements, turnout construction, regular and borrow excavation, and gravity wall construction.

02/17 – 10/22: Contractor Support Specialist on the Wekiva Parkway Section 6 Design-Build for FDOT District Five. The project runs from SR 429 to just west of Longwood-Markham Road. The project involves six miles of limited access toll road, which will be constructed in addition to a service road for local travel, three new bridges with cast-in-place segmental main spans over the Wekiva River, and several wildlife bridges for animal travel between Seminole State Forest, Rock Springs Run State Reserve, and Lower Wekiva River Preserve. These wildlife bridges will provide 7,800 feet of safe passage underneath the toll road. A total of 18 bridges will be constructed.

1 - Ability and Adequacy of Professional Personnel



Years of Experience (Total / Firm)

- 23/10

Education

- High School Diploma

Florida Certifications

- TIN: S63655584
- Advanced WZTC/MOT
- Asphalt Paving – Levels I & II
- Auger Cast Pile
- Concrete Field – Levels I & II
- Concrete Field Specification
- Critical Structures
- Drilled Shaft
- Earthwork – Levels I & II
- Final Estimates – Level I
- Lane Closure Notification System
- MSE Wall
- Pile Driving
- Stormwater Management

National Certifications

- ACI Concrete – Level I
- ACI CTCl – Level II
- HAZMAT
- IMSA Traffic Signal Inspector
- IMSA Traffic Signal Technician – Level I
- IMSA Signs & Marking Specialist – Level I
- NRC Nuclear Gauge Safety
- OSHA Construction Safety & Health

Matthew Shrider

Senior Inspector



Matthew has more than two decades of transportation construction experience. Prior to joining RS&H, he served as a roadway inspector with FDOT. Currently, Matthew performs inspection of roadway and bridge construction projects, including asphalt paving inspection, MOT, milling, drainage pipes, culverts, clearing and grubbing, sodding, and final measurements.

08/22 – Present: Senior Inspector on the SR 100 Resurfacing (SJRWMD to US 17) and SR 15/US 17 Resurfacing (West River Road to Clay County Line) for FDOT District Two. Matt is responsible for concrete testing, density testing, quantity reviews while assisting the project administrator with various duties.

07/22 – 08/22: Senior Inspector on the Central Florida Expressway Authority 451-767 Systemwide. Matthew provided CEI services of all milling and resurfacing from SR 451 from SR 414 to US 441.

04/20 – 08/22: Senior Inspector on the Wekiva Parkway Section 6 Design-Build for FDOT District Five. The Wekiva Parkway Section 6 Design-Build runs from SR 429 to just west of Longwood-Markham Road. The project involved 6 miles of limited access toll road, which was constructed in addition to a service road for local travel, three new bridges with cast-in-place segmental main spans over the Wekiva River, and several wildlife bridges for animal travel between Seminole State Forest, Rock Springs Run State Reserve, and Lower Wekiva River Preserve. These wildlife bridges will provide 7,800 feet of safe passage underneath the toll road. A total of 18 bridges were constructed. Work also included constructing a multi-use trail, removing portions of SR 46 and building connector roads, roadway widening, medians and turn lanes, lighting, ITS, tolling infrastructure, landscape concept development, drainage, signing and pavement markings, coordination with utilities, and other roadway features.

04/20 – 07/20: Senior Inspector on the Spaceport Infrastructure General Consulting Services Contract for Space Florida. Work included signalization improvements at seven locations/intersections near the Cape Canaveral Spaceport in Brevard County. The locations were on property owned/managed either by NASA, US Air Force, Canaveral Port Authority, and FDOT. The improvements included mobilization, maintenance of traffic, demolition, erosion control, conduit, wire, electrical, traffic signalization equipment, video detection and ancillary components, mast arms, foundations, pavement markings, pavement markings removal, signage, and associated related improvements.

06/19 – 04/20: Senior Inspector on the Continuing Services Group 169 Hybrid CEI Inspection Services Contract for DeLand Operations for FDOT District Five. Matthew worked on a task work order which involved milling and resurfacing on SR 44.

03/17 – 11/19: Inspector on the I-75/Florida's Turnpike Wildwood Interchange Modification and I-75 Widening from MP 20.8 to SR 44 Design-Build project for Florida's Turnpike Enterprise. Improvements included the construction of braided ramps to and from SR 44 to eliminate weaving, widening of I-75, and the construction of auxiliary lanes on northbound I-75 north of SR 44 in Sumter County.

1 - Ability and Adequacy of Professional Personnel



Years of Experience (Total / Firm)

- 8/7

Education

- Bachelor of Science, Civil Engineering, University of North Carolina Charlotte

Florida Certifications

- TIN: D12073792
- Advanced WZTC/MOT
- Asphalt Paving – Levels I & II
- Concrete Field – Level I
- Concrete Field Specification
- Critical Structures
- Drilled Shaft
- Earthwork – Levels I & II
- Final Estimates – Level I
- MSE Wall
- Stormwater Management

National Certifications

- AASHTO PCC Paving Inspection
- ACI Concrete Field – Level I
- ACI CTCL – Level II (pending)
- IMSA Fiber Optic Technician
- IMSA Traffic Signal Inspector
- HAZMAT
- NRC Nuclear Gauge Safety
- OSHA Construction Safety & Health

Ryan DeFazio

Senior Inspector



Ryan's duties include inspection of construction activities, including monitoring and documenting the daily activities of the contractor, reviewing quantities, and analyzing/verifying tests performed by quality control personnel. He also assists senior inspectors, ensures compliance with plans and related contract documents, checks engineering computations, conducts field tests, and quantifies estimates. Ryan facilitates the identification and resolution of project issues and keeps the project manager informed at the same time.

06/22 – 08/23: Senior Inspector on the SR 100 Resurfacing (SJRWMD to US 17) and SR 15/US 17 Resurfacing (West River Road to Clay County Line) for FDOT District Two. Ryan is responsible for concrete testing, density testing, quantity reviews while assisting the project administrator with various duties. 443274-1-62-01/443272-1-62-01; Construction Cost: \$4.9M; Contact: Keith Livingston, 904-759-1575

02/23 – 07/23: Senior Inspector on the 2019 Lake City Hybrid Contract for FDOT District Two. The contract included multiple tasks which varied in size and scope.

- **02/23 – 07/23:** Milling and resurfacing, signage, MOT, erosion control and other services for the construction of I-10 (SR 8) from W of CR 250 to Baker County line.

06/21 – 11/22: Senior Inspector on the SR 313 at Cordova Palms New Road Construction for Dream Finders Homes in St. Augustine. The project involves the construction of the new SR 313, connecting SR 5 (US 1) to the new Cordova Palms development. The project includes construction of embankment, drainage, water main, sanitary sewer, retention ponds, stabilization, base, asphalt paving, and an at-grade railroad crossing.

01/20 – 03/22: Senior Inspector on the SR 5 Resurfacing (Ponce DeLeon Boulevard to Cross Ridge Drive) and SR 5 sidewalk (North of Fairbanks Street to Big Oak Road) in St. Johns County for FDOT District Two. The work included milling and resurfacing, base work, drainage improvement, utilities, curb and gutter, driveway and sidewalk, multi-phased MOT, signalization, and incidental construction. 69,903 tons of asphalt were laid, 7,450 LF of curb, and 1,964 CY of sidewalk and driveway were poured.

11/19 – 02/20: Inspector on the SR 207 Milling and Resurfacing. Work included milling and resurfacing approximately 7.3 miles as well as cross slope correction of SR 207, from SR 206 to the beginning of curb and gutter. Additional work included signing and pavement marking as well and lighting.

01/19 – 03/20: Inspector on the Resurfacing of SR 15 (US 1) from SR 104 to the Nassau County Line in Duval County for FDOT District Two. The work included milling and resurfacing approximately 4.7 miles, widening, guardrail, signing and pavement marking, lighting, and turn lane construction.

1 - Ability and Adequacy of Professional Personnel



Years of Experience (Total / Firm)

- 17/7

Education

- Fire Fighers Academy, Florida State

Florida Certifications

- TIN: J16217267
- Advanced WZTC/MOT
- Concrete Field Specification
- Drilled Shaft
- Earthwork – Levels I & II
- Final Estimates – Level I
- MSE Wall
- ITS Dynamic Message Signs
- ITS Managed Field Ethernet Switch
- ITS Microwave Vehicle Detection
- Stormwater Management

National Certifications

- ACI Concrete Field – Level I (scheduled)
- HAZMAT
- IMSA Traffic Signal Inspector
- NRC Nuclear Radiation
- OSHA Construction Safety & Health

David Jefferson

Senior Inspector



David has experience providing construction materials testing and inspection services, including large FDOT design-build projects. His roadway construction experience includes multiple large projects with 4+ million CY of embankment, concrete pavement (30+ lane miles), MSE, and sound wall construction. He diligently tracks construction activities as well as mentors the inspection team and the contractor's quality control personnel. His duties include inspection of construction activities, including monitoring and documenting the daily activities of the contractor, compiling/reviewing quantities, analyzing/verifying tests performed by quality control personnel, scheduling CEI associates to ensure that the contractor's operations are in compliance, resolving issues in the field with the contractor, and communicating with the contractor and CEI team to ensure that all parties are current on project issues, solutions, and operations. David assures compliance with plans and related contract documents, checks engineering computations, conducts field tests, and documents quantities for pay estimates.

09/20 – Present: Senior Roadway Inspector on the I-10 Widening from I-295 to I-95 for FDOT District Two. The work includes widening the existing 6-lane interstate to add two additional lanes in each direction. The project includes 12 bridge widenings and 2 bridge culvert replacements, concrete pavement, ITS, and signalization enhancements, MSE wall, noise walls, drainage, lighting, overhead signs, drilled shafts and pile foundations. This project calls for widening a high-volume corridor through Jacksonville with limited R/W that includes full replacement of a 4-barrel box culvert and pedestrian tunnel under the interstate and the use of modified beams for the bridge widenings to maintain overhead clearance requirements.

08/22 –09/22: Senior Inspector on the I-95 over the Nassau River Bridge Rehabilitation project. The structurally deficient bridge will receive 14 new straddle bent piers with 28 individual 48-inch diameter drilled shafts installed on each bent. Each cap will be post tensioned with the ducts ultimately sealed with flexible filler. This work will replace the existing substructure and foundation of the existing bridge.

09/22 – 09/22: Senior Inspector on the Emergency Contract Repair I-95 SB over 5th Street Bridge No. 720173. This work involved the removal and replacement of the existing bridge deck in a two-phase process under tight time restrictions. Bridge deck concrete was removed, SIP decking installed, and concrete was placed all within a 30-day timeframe. The project required heavy coordination with all stakeholders consistently keeping all parties up to date on the status of the project.

06/19 – 11/20: Senior Inspector on the SR 13/San Jose Boulevard from Julington Creek Road to Mandarin Road Signals for FDOT District Two. The project consisted of the complete conversion of seven separate intersections, one of which was in front of a fire department. David inspected and oversaw the completion of 23 drilled shafts, directional bores, wiring, loops, cabinet replacement, and ADA compliance upgrades for the completely reconstructed intersections. He completed traffic counts during the COVID-19 pandemic, which allowed the contractor to mitigate night work and advance their schedule through longer work windows not originally permitted by the contract documents.

1 - Ability and Adequacy of Professional Personnel



Sylvester Quezada Inspector

Sylvester is an enthusiastic associate excited to begin his career in construction management and inspection services. His willingness to take on any task to learn and expand his career highlights his motivation to succeed. Sylvester understands the importance of precision and accuracy in this field and takes a methodical approach to every project. He is currently working as an inspector with RS&H gaining valuable experience as he works alongside tenured staff, and becoming well-versed in FDOT District Two policies and procedures.

Years of Experience (Total / Firm)

- 1/1

Education

- Bachelor of Science, Mechanical Engineering, University of Central Florida

Florida Certifications

- TIN: Q23078195
- Advanced WZTC/MOT
- Asphalt Paving – Levels I & II
- Auger Cast Pile
- Concrete Field –Level I
- Concrete Field Specification
- Earthwork –Levels I & II (pending)
- Final Estimates –Levels I & II
- MSE Wall
- Stormwater Management

National Certifications

- ACI Concrete – Level I
- HAZMAT
- OSHA Construction Safety & Health
- NRC Nuclear Gauge Safety
- PCC Paving Inspection

06/23 – Present: Inspector on the CEI Longleaf Pine Widening in St. Johns County. The scope provides CEI services for the current Capital Improvement project for construction of improvements on Longleaf Pine Parkway from east of the intersection of Veterans Parkway to the existing 4-lane roadway at the intersection of Roberts Road, approximately 4.6 miles within existing St. Johns County right-of-way. Sylvester's current responsibilities include density and embankment testing, concrete work, and asphalt paving.

1 - Ability and Adequacy of Professional Personnel



James George Inspector

James has experience in earthwork and concrete testing and inspection in addition to electrical system installations. He has great attention to detail and works hard to obtain quality work from the contractor. James assists the inspection team with verification testing operations and reviews the work to ensure compliance with the Project Plans, Standards and Specifications.

04/23 – Present: Inspector currently shadowing the inspection operations on the I-10 Widening project from I-295 to I-95 for FDOT District Two. The work includes widening the existing 6-lane interstate to add two additional lanes in each direction. The project includes 12 bridge widenings and 2 bridge culvert replacements, concrete pavement, ITS, and signalization enhancements, MSE wall, noise walls, drainage, lighting, overhead signs, drilled shafts and pile foundations. This project calls for widening a high-volume corridor through Jacksonville with limited R/W that includes full replacement of a 4-barrel box culvert and pedestrian tunnel under the interstate and the use of modified beams for the bridge widenings to maintain overhead clearance requirements.

ADDITIONAL EXPERIENCE

2022 – 2023: AE Engineering, Inc.

01/22 – 03/23: Quality Control Technician responsible for providing QC and materials testing for various contractors on multiple projects for both state and private contracts. James provided oversight to ensure quality in roadway construction by monitoring earthwork and concrete materials and construction methods and enforcing specifications set by FDOT.

2015 – 2017: Satilla Electrical Contractor

2015 – 2017: Electrical Apprentice which assisted in the installation of electrical systems for new residential construction for multiple builders. James had to follow strict guidelines and deadlines to ensure the electrical systems were trimmed out and functional upon completion.

Years of Experience (Total / Firm)

- 1/1

Education

- High School Diploma

Florida Certifications

- TIN: 59915491
- Asphalt Paving- Level I
- Auger Cast Pile
- Concrete Field- Level I
- Critical Structures
- Drilled Shaft (pending)
- Earthwork- Levels I & II
- Final Estimates- Level I
- Intermediate WZTC/MOT
- MSE Wall
- Stormwater Management

National Certifications

- ACI Concrete Field- Level I
- HAZMAT
- Nuclear Gauge Safety
- OSHA Construction Safety & Health

1 - Ability and Adequacy of Professional Personnel



Years of Experience (Total / Firm)

- 16/16

Education

- Bachelor of Science, Civil Engineering, Michigan Technological University

Registrations

- Professional Engineer: FL (74593); also in MN
- LEED® Accredited Professional

Florida Certifications

- TIN: E16263082
- Advanced WZTC/MOT
- Asphalt Paving – Levels I & II
- Critical Structures
- Final Estimates – Levels I & II
- MSE Wall
- QC Manager
- Stormwater Management
- Tier I Illicit Discharge Detection

National Certifications

- NRC Nuclear Gauge Safety
- OSHA Construction Safety & Health

Nick Everson, PE, LEED® AP

Additional Resources: Senior Project Engineer

Nick has proven experience managing projects with minimal oversight. He recently served as project engineer on the \$234.5M Wekiva Parkway Section 6 Design-Build project which has provided him a wealth of knowledge in the design-build method of contracting. Nick was responsible for project oversight, monitoring and documenting daily activities of the project team, reviewing quantities, analyzing/verifying tests performed by quality control personnel, and inputting data into the project mainframe. Additional experience included managing numerous projects along 120 miles in the Florida Keys as part of the FDOT District Six Keys Residency for more than five years which provided him with an extensive amount of varying experience in construction, including unique utility projects, environmentally sensitive areas, and close stakeholder coordination.

03/23 – Present: Senior Project Engineer on the CEI Group 228 Space Commerce project for District Five in Brevard County. Improvements under this Contract consist of widening Space Commerce Way from a two-lane undivided roadway to a four-lane divided facility. Including, reconstructing the signalized intersection at Galaxy Way, installing conduit for future ITS systems, subsoil excavation, drainage improvements, lighting improvements, and extensive coordination with NASA and their partners in the space industry located in and around this corridor.

02/17 – 09/22: Project Engineer on the Wekiva Parkway Section 6 Design-Build for FDOT District Five. The Wekiva Parkway Section 6 Design-Build runs from SR 429 to just west of Longwood-Markham Road. The project involves 6 miles of limited access toll road, which was constructed in addition to a service road for local travel, three new bridges with cast-in-place segmental main spans over the Wekiva River, and several wildlife bridges for animal travel between Seminole State Forest, Rock Springs Run State Reserve, and Lower Wekiva River Preserve. These wildlife bridges provided 7,800 feet of safe passage underneath the toll road. A total of 18 bridges were constructed. Work also included constructing a multi-use trail, removing portions of SR 46 and building connector roads, roadway widening, medians and turn lanes, lighting, ITS, tolling infrastructure, landscape concept development, drainage, signing and pavement markings, coordination with utilities, and other roadway features. Nick serves as lead reviewer for submittals to ERC and coordinating with design and contractor operations. His additional responsibilities include materials certifications in MAC, coordinating environmental compliance, reviewing utility permit applications, and mitigating contractor claims. Nick frequently leads presentations and tour groups to interest groups, students, HOAs, and other interested stakeholders.

05/15 – 02/17: Project Engineer on the 2014 Keys Residency in Monroe County for FDOT District Six. Services encompassed approximately 15 separate construction projects, including bridge rehabilitation and repair, landscaping, pushbutton contracts, RRR, sidewalk, and lighting projects. Nick's duties included management of project staff, assurance of environmental permitting requirements, verification of materials and testing acceptance, MOT review, and assessment. He also was involved with quantities tracking and oversight of pay applications, field changes and coordination of plan revisions.

1 - Ability and Adequacy of Professional Personnel



Years of Experience (Total / Firm)

- 3/<1

Education

- Master of Science, Civil Engineering, Texas A&M, Kingsville (in progress)
- Bachelor of Science, Civil Engineering, University of Texas Rio Grand Valley

Registrations

- Engineer-In-Training: TX (77441)

Florida Certifications

- TIN: J65407495
- Advanced WZTC/MOT
- Asphalt Paving – Levels I & II
- Earthwork – Levels I & II
- Final Estimates – Levels I & II
- QC Manager
- Stormwater Management

National Certifications

- HAZMAT
- NRC Nuclear Gauge Safety
- OSHA Construction Safety & Health

Brandon Jaramillo, EIT

Additional Resources: Project Administrator

Brandon is a member of RS&H's Transportation-Construction Management practice and currently serves as a Project Administrator. During his assignment with the Texas Department of Transportation, Brandon worked on pavement construction projects containing wide scopes of work. He can quickly acclimate to the owner's needs, ensuring a successful project delivery.

04/23 – Present: Senior Inspector on the 2020 CEI Continuing Services (Inspection) Bartow Operations Center contract for FDOT District One.

The five-year contract involves providing CEI inspection staff support for FDOT District One on a wide range of construction projects in multiple counties for the Bartow Operations Center and Heartland Operations Center.

- **04/23 – 07/23: Senior Inspector on TWO 06 for the SR 35 (US 17) from North of Bridge No.160233 to South of Lunn Road resurfacing project in Polk County.**
- **04/23 – Present: Senior Inspector on TWO 07 for the SR 655 from Coleman Road to CR 542 resurfacing project in Polk County.**

09/23 – 09/23: Senior Inspector on the CEI for Moderate to Large City Projects for the City of Jacksonville; Independent Drive Realignment Improvements.

During the assignment Brandon was required to maintain open lines of communications with Prime Consulting firm and other shareholders due to the high stakes project location in downtown Jacksonville. Additionally, Brandon was working alongside city officials to maintain an adequate record of project for future use. Project consisted of drainage improvements and the reconstruction of Independent Drive as Phase I of City of Jacksonville plan of developing and constructing community park.

08/23 – 08/23: Senior Inspector on the post-let CEI support services for the DEC #3 DDI Savannah I-16 at SR 307 project for GDOT. During the assignment, Brandon was responsible for managing day-to-day operations which included the development of Bridge B, and the construction of Ramps A, C, and D. Ramps were rehabilitated, and the intersection was reconstructed as concrete pavement. In addition to structure items, ADA components were installed at arterial roadways.

05/23 – 06/23: Project Administrator on the Sunlake Boulevard Phase 1, Segments 1, 2, and 3 projects for Len-Angeline in Pasco County.

The project was in a corridor east of the Suncoast Parkway, west of US 41, and south of SR 52. The project consisted of construction of approximately 4.3 miles of N. Sunlake Boulevard, including nine bridges that span environmentally sensitive areas, as well as a roundabout just south of the connection with SR 52. Components of construction included roadway elements such as mass grading, clearing and grubbing, erosion and sedimentation control, drainage, embankment, excavation, stabilization, base, asphalt paving, signing and pavement marking. Bridge construction included over 2,200 LF of bridges constructed using concrete pile foundations with bent caps, Florida I-Beams, and concrete deck surface. Other construction components included traffic monitoring sites, lighting, landscaping, and utilities.

1 - Ability and Adequacy of Professional Personnel



Years of Experience (Total / Firm)

- 20/5

Education

- High School Diploma

Florida Certifications

- TIN: B65216384
- Advanced WZTC/MOT
- Asphalt Paving – Levels I & II
- Auger Cast Pile
- Concrete Field – Levels I & II
- Concrete Field Specification
- Critical Structures
- Drilled Shaft
- Earthwork – Levels I & II
- Final Estimates – Level I
- Lane Closure Notification System
- Pile Driving
- Stormwater Management

National Certifications

- ACI Concrete Field – Level I
- ACI CTCL – Level II (pending)
- HAZMAT
- NRC Nuclear Gauge Safety
- OSHA Construction Safety & Health
- PTI Bonded Post Tensioning – Level I

Coy Brinkley

Additional Resources: Assistant Project Administrator

Coy has worked on a variety of roadway and bridge projects for FDOT. As senior inspector, he ensures that work is completed in accordance with plans and specifications. Coy works closely with clients regarding work progress and issue resolution, trains junior-level inspection staff, and oversees construction inspection activities for large, complex projects.

07/23 – Present: Senior Inspector on the CEI Services for Various LAP Projects for FDOT District Two.

- 07/23 – Present: Senior Inspector for TWO 1 on Safety Improvement on CR 220 at Town Center Parkway for District Two.

02/22 – 07/23: Senior Inspector on the SR 100 Resurfacing (SJRWMD to US 17) and SR 15/US 17 Resurfacing (West River Road to Clay County Line) for FDOT District Two. The project included utilities, drainage, pipe, concrete box culvert, wing walls, signals, traffic detection loops, and a special detour. Coy is responsible for all aspects of roadway including, asphalt, concrete testing, density testing, quantity reviews while assisting the project administrator with various duties.

10/21 – 07/22: Senior Inspector on the SR 313 at Cordova Palms New Road Construction project for Dream Finders Homes in St. Augustine. The project involved the construction of the new SR 313, connecting SR 5 (US 1) to the new Cordova Palms development. The project included construction of embankment, drainage, water main, sanitary sewer, retention ponds, stabilization, base, asphalt paving, and an at-grade railroad crossing.

12/18 – 04/22: Senior Inspector on the Collins Road Reconstruction from Rampart Road to Old Middleburg Road for the Jacksonville Transportation Authority. The project involved reconstructing the roadway to 4 lanes with raised medians as well as constructing bicycle lanes and sidewalks. Work also included water, sewer, electric, fiber installation and drainage improvements. Coy oversaw all bridge and roadway operations including drainage, earthwork, lighting, and utilities.

ADDITIONAL EXPERIENCE

08/17 – 10/18: American Lighting and Signalization, Inc., FL

08/17 – 10/18: Superintendent. Responsible for all aspects of construction projects which included signing, lighting, bridge, and roadway work elements.

- Superintendent on the SR 10 (US 90) Corridor Management Improvement project involving miscellaneous construction in Milton for FDOT District Three. Coy oversaw the roadway widening portion which involved 12 miles of median widening as well as additional turn lanes.
- Superintendent on the US 98 and US 441 Intersection project in Okeechobee for FDOT District One. Coy oversaw work including widening the intersection, adding drainage, lighting, and sidewalk widening.

1 - Ability and Adequacy of Professional Personnel



Claudine Stanton

Additional Resources: Assistant Contract Support Specialist

Claudine has construction-related experience with bridge, new construction, reconstruction, and rehabilitation projects. She is proficient in computer programs including Microsoft Office, SiteManager, MAC, EDMS/Hummingbird, Prolog and PrC and is responsible for training inspectors on this new system. Claudine assists management staff with preparing monthly pay estimates, supplemental agreements, and work orders for documenting changes and amendments to construction contracts. She is also adept in EEO contract compliance-related procedures and documentation. Claudine works under the supervision of the senior project engineer and exercises initiative to relieve the supervisor of clerical detail.

Years of Experience (Total / Firm)

- 16/10

Education

- High School Diploma

Florida Certifications

- TIN: S35311368
- Final Estimates – Levels I & II
- MSE Wall Inspector
- QC Manager

National Certifications

- Notary Public, Florida
- OSHA Construction Safety & Health

05/23 – Present: Contract Support Specialist on the CEI Longleaf Pine Widening project in St. Johns County. The scope provides CEI services for the current Capital Improvement Project for construction of improvements on Longleaf Pine Parkway from east of the intersection of Veterans Parkway to the existing 4-lane roadway at the intersection of Roberts Road, approximately 4.6 miles within existing St. Johns County right-of-way.

05/23 – Present: Contract Support Specialist on the CEI Services for CR 361 Bridge Replacement over Spring Warrior Creek Bridge No. 380037 and Bridge No. 380038 project for FDOT District Two in Taylor County. The construction of the new bridge consists of steel pipe, concrete caps, and flat slab beams for the bridge deck.

07/22 – Present: Contract Support Specialist on the CEI Services for US 90 Resurfacing (CR 49 to Columbia County Line) in Suwannee County for FDOT District Two. The improvements consist of milling and resurfacing, base work, shoulder treatment, traffic signals, highway signing, automated machine guidance and other incidental construction.

04/22 – Present: Contract Support Specialist on the CEI Services for SR 100 Resurfacing (SJRWMD to US 17) and SR 15/US 17 Resurfacing (West River Road to Clay County Line) projects for FDOT District Two. The improvements consist of milling and resurfacing, base work, shoulder treatment, drainage improvement, curb and gutters, traffic signals, highway signing, guardrail, box culverts, sidewalks and other incidental construction.

01/20 – 05/23: Contract Support Specialist on the I-10 Rest Area Improvements project for FDOT District Two. The I-10 Baker County rest area project consists of force main pipe and effluent conveyance improvements from the I-10 eastbound rest area, westward to US 441 where it will connect to City of Lake City's existing sewer line. The I-10 Suwannee and Columbia County rest areas near the county line are being demolished and replaced. The rest areas involve new construction of buildings, outbuildings, picnic pavilions, and concrete pavement to provide increased vehicular and heavy truck parking capacities. In addition, the projects include hardscape, lighting, water/sewer utility, and ITS improvements complete with a truck parking availability system (TPAS).

1 - Ability and Adequacy of Professional Personnel

NAME	TIN #	ROLE	ACI Concrete Field Level 1	ACI CTCl (Level 2)	FDOT Critical Structures	FDOT MSE Wall Inspector	ATSSA WZTC/MOT	FDOT/CTQP Asphalt Paving Level 1	FDOT/CTQP Asphalt Paving Level 2	FDOT/CTQP Concrete Field Level 1	FDOT/CTQP Concrete Field Level 2	FDOT/CTQP Concrete Field Specification	FDOT/CTQP Drilled Shaft	FDOT/CTQP Earthwork Level 1	FDOT/CTQP Earthwork Level 2	FDOT/CTQP Final Estimates Level 1	FDOT/CTQP Final Estimates Level 2	FDOT/CTQP Pile Driving	FDOT/CTQP QC Manager	FDEP Stormwater Management Inspector	HAZMAT	IMSA Traffic Signal	NRC Nuclear Gauge Safety	OSHA Construction Safety & Health
Jeff Sullivan, PE	S41543086	Senior Project Engineer			●		●	●	●			●		●	●	●	●		●	●	●		●	●
Rory Highstone, PE, LEED AP	H23572387	Project Administrator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Robert "Bob" Downey, LEED AP	D50077274	Assistant Project Administrator	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●	●
Arnaldo Larrazabal	L62101368	Contract Support Specialist	●		●		●	●	●					●	●	●	●		●	●	●		●	●
Matt Shrider	S63655584	Senior Inspector	●	●	●	●	●	●	●	●	●	●	●	●	●	●		●		●	●	●	●	●
Ryan DeFazio	D12073792	Senior Inspector	●		●	●	●	●	●	●		●	●	●	●	●				●	●	●	●	●
David Jefferson	S63655584	Senior Inspector	●			●	●					●	●	●	●	●				●	●	●	●	●
Sylvester Quezada	Q23078195	Inspector	●			●	●	●	●	●		●		●	●	●	●			●	●		●	●
James George	59915491	Inspector	●		●	●	●	●		●			●	●	●	●				●	●		●	●
Nick Everson, PE, LEED AP	E16263082	Additional Resources: Senior Project Engineer			●	●	●	●	●							●	●		●	●			●	●
Brandon Jaramillo, EIT	J65407495	Additional Resources: Project Administrator					●	●	●					●	●	●	●		●	●	●		●	●
Coy Brinkley	B65216384	Additional Resources: Assistant Project Administrator	●	●	●		●	●	●	●	●	●	●	●	●	●	●	●		●	●		●	●
Claudine Stanton	S35311368	Additional Resources: Contract Support Specialist				●										●	●		●					●

TAB 2 *Inspector's Past Performance and Experience*

2 - Inspector's Past Performance and Experience

RS&H Experience

RS&H is eager to perform **Construction Engineering Inspection Services for the District's Citation Boulevard Extension Project**. Our proposed team is comprised of high-performing industry professionals who have extensive experience working together on significant projects. RS&H's long-standing relationship with key stakeholders in Florida will promote continuous communication, decrease potential delays, and improve project quality. We constantly work to resolve all project issues efficiently and at the lowest possible level. The RS&H team qualifications, issue resolution track record, and comprehensive approach to professional engineering services will lead to the successful completion of the project.

For **82 years**, RS&H has performed professional engineering services in Florida. We are committed to working as an extension of your staff to ensure cost-effective and quality services that will enable you to fulfill your goals. Our team is committed to responsive service and technical excellence.

RS&H has more than 39 years of experience performing construction engineering and inspection services in Florida

Our team possesses the necessary experience to assist the District with all aspects of construction engineering and inspection. We believe in becoming a true extension of the Owner and the long-term relationships we have with clients is a testament to that success. **Our proposed staff of experienced professionals possess the knowledge and skills required to provide oversight on this project.**



39+ Years 
CEI Experience in Florida

 **82+ Years**
in Business

Employee 
Owned Firm

 **1,500+**
Total Staff

78 
Offices Nationwide

2 - Inspector's Past Performance and Experience

Reference and Contact Information

FDOT D2
Daniel Lahey
1109 South Marion Street
Lake City, FL 32025
904-360-5553
daniel.lahey@dot.state.fl.us

Dates

08/2021 – Ongoing

Cost

\$4.6M



SR 134 (103rd) Street Resurfacing

City of Jacksonville, FL

As part of the JK17 grouping contract, this project calls for resurfacing 1.40 miles of SR 134 from east of I-295 to east of SR 21. The work on this project includes removing and replacing sidewalk and curb ramps, milling and resurfacing, MOT, signalization and lighting improvements, signage, and pavement markings. JEA sewer work will also be a part of this project. The project duration is 325 days.

Reference and Contact Information

St. Johns County
Tommy Mashburn
1625 State Road 16
St. Augustine, FL 32084
904-209-0184
tmashburn@sjcfl.us

Dates

05/2020 – 02/2022

Cost

\$4.6M



CEI SR 313 at US 1 (SR 5)

St. Johns County, FL

The SR 313 at SR 5 (US 1) improvements project for St. Johns County in St. Augustine, FL involved the full reconstruction of the northbound and southbound lanes of US 1 to allow for the construction of a new intersection and associated at-grade railroad crossing for the new state road, SR 313. Multiple MOT phases were utilized to minimize impacts on the traveling public while the northbound and southbound lanes were closed for reconstruction. The project included milling and paving, embankment, drainage, utility, and signalization. The project duration was 395 days.

2 - Inspector's Past Performance and Experience

Reference and Contact Information

FDOT D2
Keith Livingston
105 Yelvington Road
East Palatka, FL 32131
904-759-1575
scott.livingston@dot.state.fl.us

Dates

12/2021 – 05/2023

Cost

\$4.7M



SR 100 Resurfacing

Palatka, FL

This project consisted of 2.5 miles of milling and resurfacing along a heavily traveled section of SR 100 within the Palatka City Limits. Along the center of the project limits an existing culvert crossed under the roadway which required complete removal and replacement. Our team worked with the major stakeholders to enhance the original MOT design creating a safety work zone while also maintaining the required travel lanes through construction. The original culvert was ultimately replaced with a 10'x5' box culvert.

Reference and Contact Information

FDOT D2
Keith Livingston
105 Yelvington Road
East Palatka, FL 32131
904-759-1575
scott.livingston@dot.state.fl.us

Dates

12/2021 – 10/2023

Cost

\$9.3M



SR 15/17 Resurfacing (West River Road to Clay County Line)

City of Jacksonville, FL

The project consists of over 60,000 tons of asphalt paving along with the rehabilitation of failing storm sewer systems.

2 - Inspector's Past Performance and Experience

Reference and Contact Information

FDOT D2

Robert Gurganious

2198 Edison Avenue

Jacksonville, FL 32204

904-360-5542

robert.gurganious@dot.state.

fl.us

Dates

11/2020 – 08/2021

Cost

\$5.8M



SR 200 (US 301) from Clay County Line to I-10 Baldwin, FL

This project involved seven miles of resurfacing along SR 200, starting from the Clay County Line to I-10. Within the four-lane divided highway our team oversaw 44,000 TN of asphalt placed over the course of the project with nightly productions upward of 3,000 TN. Early in the project, our staff combined efforts with the Contractor to understand potential constraints of the work and developed solutions to ensure the project was finished ahead of schedule. One of the main constraints

was the work hour restrictions along this rural highway. Our team analyzed traffic counts at various times throughout the day, which provided data allowing lane closure restrictions to be expanded. This, in turn, helped the project finish months ahead of schedule. This schedule savings reduced the overall project cost, while our team was able to be proactive by identifying potential issues before they impacted the Contractor. This eliminated any additional time to be granted for change orders associated with additional work.

Reference and Contact Information

Jacksonville Transportation Authority (JTA)

Jonathan Page

100 La Villa Center Drive

Jacksonville, FL 32204

904-576-0426

jpage@jtafla.com

Dates

09/2017 – 06/2022

Cost

\$19.9M



Collins Road Widening Jacksonville, FL

This project calls for widening the southbound lanes of the I-295 exit-ramp approaching the intersection of Collins Road while also widening and resurfacing Collins Road from just west of Parramore Road to Plantation Bay Drive. Work on this project includes milling and resurfacing, widening existing lanes, pavement markings, curb and gutter, signalization, sidewalks, drainage, complex MOT, improvements on two ponds, and a 7,519 SY noise wall. The project consists of approximately 3,000 tons of asphalt pavement, 1,990 LF of pipe culvert pipe, 9,000+ CY of excavation, and 3,407 SY of concrete pavement.

2 - Inspector's Past Performance and Experience

Reference and Contact Information

FDOT D2

Daniel Lahey

1109 South Marion Street

Lake City, FL 32025

904-360-5553

daniel.lahey@dot.state.fl.us

Dates

02/2021 – Ongoing

Cost

\$6.4 M



I-295 and Collins Road Interchange Improvements

Jacksonville, FL

This project calls for widening the southbound lanes of the I-295 exit-ramp approaching the intersection of Collins Road while also widening and resurfacing Collins Road from just west of Parramore Road to Plantation Bay Drive. Work on this project

includes milling and resurfacing, widening existing lanes, pavement markings, curb and gutter, signalization, sidewalks, drainage, complex MOT, improvements on two ponds, and a 7,519 SY noise wall. The project consists of approximately 3,000 tons of asphalt pavement, 1,990 LF of pipe culvert pipe, 9,000+ CY of excavation, and 3,407 SY of concrete pavement.

Sunlake Boulevard Phase 1, Segments 1, 2, & 3

Pasco County, FL

The project is located in a corridor east of the Suncoast Parkway, west of US 41, and south of SR 52. The project consists of construction of approximately 4.3 miles of N Sunlake Boulevard, including nine bridges that span environmentally sensitive areas, as well as a round-a-bout just south of the connection with SR 52. RS&H is providing qualified, experienced personnel to administer the construction contract between owner and Contractor and monitor and inspect the work of the Contractor (such that the project is constructed in reasonable conformity with the plans, specifications, and special provisions of the Construction Contract); observe the Contractor's work to determine the progress and quality of work; identify discrepancies, report significant discrepancies to the owner, and direct the Contractor to correct discrepancies; monitor the Contractor's on-site construction activities and inspect materials entering into the work in accordance with the contract documents; maintain detailed records of the Contractor's daily operations; monitor

and inspect the Contractor's work zone traffic control; perform sampling and testing of materials to ensure conformance with contract documents; schedule and conduct preconstruction meetings, regular progress meetings and meetings with stakeholders as needed; inspect sedimentation and erosion control devices and work with the Contractor to correct any deficiencies timely; analyze the Contractor's baseline and updated schedules; track quantities of work installed by the Contractor; review and process applications for payment; and review and make recommendations for change orders requesting additional costs and/or time.

TAB 3 *Project Approach*

3 - Project Approach

Project Approach - Project Management

RS&H has a proven record of making sound decisions and resolving issues at the project level, acting in our clients best interest. Over the past three decades, RS&H's goal has been to serve as a trusted partner to administer, monitor, and inspect the construction contract according to the best practices built over years. We identify and communicate deficiencies to our clients while also providing solutions to the table for efficient resolutions. Our team is diversified with associates who have worked as Contractors, CEI inspectors, and as employees of the Department, giving each individual unmatched experience. Our associates are experts at constructability reviews, interpreting contract documents, and performing schedule reviews, all of which are tools we use to maintain the project schedule. While our daily discussions with the Contractor help the team monitor the project's schedule for deviations from their original plan, we also take pride in building a working relationship with our counterparts to ensure the project is an overall success. Each of our associates will be prepared to work as a team adjusting as it best benefits all parties.



Our constant coordination, discussion, and involvement with daily activities will ensure our team remains in tune with all potential issues, but most importantly, discuss each item and recommended solutions with your team. We believe early involvement is required allowing our team to hit the ground running. We have completed a constructability review, performed several site visits, reached out to our partners,

discussed details with contractors, and spoken to other CEI firms as it pertains to the projects scope of work. Through this level of investigation, we were able to develop a full understanding of the project scope but also allow our team to provide suggestions on potential problems and solutions.

Project Approach - Quality Assurance

When selected, our CEI team has a goal to achieve the highest level of Quality Assurance. While it may be difficult to determine exactly how this goal is measured, it is noticeable when a team exceeds expectations. For a firm to exceed expectations and achieve the highest level of quality assurance, it must follow a plan which each member of its team has adopted without reluctance. At RS&H, each member of our team has bought into our main principles established to develop a reputation unprecedented to others.

Communicate the Inspection Plan: In many situations, our seasoned inspectors have prior experience bolstering them with an understanding of the expectations they **MUST** meet. While key individuals are constantly used as the anchor staff through our projects, our team will continue to develop and grow, requiring continual internal training. **Jeff Sullivan, Rory Highstone, and Arnaldo Larrazabal** will be responsible for communicating the expectations to our inspection team. While detailing a list of items our inspection team is required to perform is sizable, it boils down to a few main buckets:

- Inspect the work as it is being installed.
- Provide the necessary documentation for the specific operation (i.e., pile driving logs, drilled shaft logs) and submit to the necessary parties within the required timeframe.
- Track and submit quantities daily.
- Provide accurate and complete daily work reports in a timely manner.

Develop Tools to Track the Process: When it is time to start a project, our team develops tracking logs used by our field staff to ensure we have performed the necessary checks and balances. These tools have been consistently used across all of our projects, and specifically can be seen on the **I-95 over the Nassau River project** where

3 - Project Approach

we developed a checklist to be used during the construction of each pier. Due to the repetitive nature of this work, this checklist is maintained by our inspection staff, which includes documenting critical information such as the date of installation for each drilled shaft, results of the Thermal Integrity Testing, placement of the cap concrete, temperature readings following the mass concrete placements, the date which formwork can be removed, date each tendon was filled with strands, date each tendon was tensioned with results, and date each tendon was filled. Along with the detailed process of constructing the substructure, our team will use this checklist, giving our associates an added tool to ensure the work is completed in sequence and within the timeframes allowed by the specifications.

Correct Deficiencies/Prevent Further Issues:

Although our staff's goal is to find all deficiencies prior to taking place, it's rare that a project goes without one. When a deficiency is found, our team communicates with the Contractor immediately to brainstorm solutions. This collaboration allows the team to make suggestions through each step of the project, addressing minor issues as they arise, ultimately reducing items on the final

punchlist. Oftentimes the projects we work on have a lot of similarities. If a deficiency occurs, we define each situation, and develop a plan to prevent it moving forward. A comparable event occurred on our **I-295 and Collins Road project** where the Contractor set a storm sewer manhole and began laying pipe to the next structure. Using RS&H's state-of-the-art GPS technology, our team checked the invert of the structure and found the elevation was off by 2'. Our strong relationship with the contractor allowed our team to communicate the error immediately, minimizing rework and schedule impacts



Project Approach - Project Management

Our team brings a diverse project management perspective by using new technology and forward-thinking.

1. Drones: While many teams boast about their use of drones, not many have the capability to use the sophisticated programs to provide 3D models, surfaces to provide areas (specifically useful for sod quantities), overlaying multiple-phases and having the ability to bring this together as a tool that is communicated with the Contractor.

2. Electronic Field Books: As we are always forward-thinking, our team developed an electronic field book to ensure our final estimate documentation is clear, concise, and easy to follow. Additionally, this tool allows our field staff to input data while they are in the field keeping the project current all the time.

3. State-of-the-Art GPS Systems: Our team took part in the first 3D modeling resurfacing project from the Lake City Residency. As we are aware these tools are part of our future, we



UAV Drone Documentation

3 - Project Approach

have invested in the most state-of-the-art GPS instrumentation.

4. Independent Project Controls Group: RS&H has an established Project Controls group who specialize in CPM schedule reviews. While this group is not intended to replace the reviews performed by the project team, they will be enlisted in situations that require additional horsepower or specialization/unique skill sets.

5. Project Specific Checklists: The construction industry has many requirements when it comes to testing and inspection. While there are tools widely known to the industry, nothing compares to project specific checklists which provide clear guidance to the inspection team and project administration. We continue to develop our checklists through lessons learned on each of our projects ultimately giving our team guidance through each process they encounter.

Project Approach- Issue Resolution

Each project our team has been involved with has its own unique challenges; however, it is our culture to mitigate claims at the project level using the same basic principles. Examples of these situations can be found on many of our previous projects.

Issue 1: An MSE wall subcontractor submitted an NOI indicating there was inadequate information provided in the design plans. Our team reacted immediately, and through an in-depth evaluation, provided a response that disproved the NOI. As a result, the Contractor submitted a retraction keeping the issue at the project level.

Issue 2: An unknown utility was found to be in direct conflict with a storm drain. The team reacted to the situation immediately, shot elevations of the existing utility and adjusted the proposed storm drain elevation without the need to relocate the utility. As a precaution, based on the proximity of the utility and storm drain, we determined to encase the utility in concrete for added protection.

Issue 3: An unknown utility was found in direct conflict with the new roadway. The project team performed survey on the existing utility finding it to be located within the 12” of stabilized subgrade.

Our team modified the design to incorporate 6” of limerock in lieu of 12” of stabilized subgrade clearing the utility and avoiding the conflict.

Issue 4: While performing a routine field walk, we noticed existing overhead utilities within the clear zone of the new roadway alignment. Our team performed survey of the line and found there was a conflict; however, no utility work schedule was incorporated at that point. Through the relationships developed on previous projects, we notified the utility, who then met with our team and agreed they would raise the line, avoiding project delays before opening the new roadway.

Project Approach - Facilitating Issue Resolution

With the fast-moving pace of construction, using sound engineering judgment to keep the Contractor moving will be especially important. The following situations are examples of how our team has exercised engineering judgment on our past projects:

Issue 1: Within our **I-95 over the Nassau River project**, the Contractor was required to perform pilot holes at each drilled shaft location; however, during the design phase, geotechnical bores were performed within close proximity to each drilled shaft location. While the intent of performing pilot holes is to confirm the geology within the shaft footprint, at certain locations, we omitted the pilot hole requirement as the boring completed during the design development was used in its place.



I-95 over the Nassau River

3 - Project Approach



Issue 2: The I-295 and Collins Road project incorporated many phases throughout construction. During one of the initial phases, the Contractor was to reconstruct the concrete traffic railing, junction slab, and concrete sidewalk. During this process we found the old junction slab was thicker than anticipated creating additional work for the Contractor. Proactively looking ahead, our team sought an alternative plan to eliminate this issue from occurring in a later phase. Using engineering judgment, we altered the design by placing an additional 2' section of concrete adjacent to the existing sidewalk increasing its overall width and accommodating the design's intent to create a mixed-use path.

Issue 3: Following the installation of the initial MOT phase on our SR 100 Resurfacing project, traffic was observed weaving into adjacent lanes. To enhance safety, additional MOT devices were installed, including tubular markers, signage,



and reduced speed limit signs. Additionally, we determined to shift the box culvert by 5' improving constructability and final conveyance of storm water beyond the roadway.

Issue 4: Recently in advance of opening the roadway into a new alignment, our team recognized permanent signage could be incorporated, enhancing safety for the public. Our team reviewed the field conditions while putting ourselves into the seat of the public to understand how motorist would react when driving through the new alignment. MOT devices, including additional pavement markings, tubular markers, and chevron signs were added to enhance awareness to the traveling public. We also coordinated with our client daily during the implementation of the new signalization, helping to optimize each traffic signal to keep busy intersections moving smoothly.

Issue 5: When designing systems for our roadways, at times there is not a perfect solution for every situation. This occurred on a previous project during the installation of a guardrail end treatment. If installed per plan, a vehicle could have been put into a hazardous situation due to the sharp radius. However, if modified with a standard end treatment, a clear zone issue would be present. Our team used engineering judgment and determined, while not typically used, a double-faced treatment would be the safest system resulting in enhanced roadway.

Project Approach - Closeout

Our RS&H project team members have worked together several times in the past. As a standard, our team has developed a project closeout checklist using documents provided by our previous experience, and we have bolstered it with the experience each individual has obtained throughout their career. Weekly Tuesday and Thursday meetings will be organized following the final acceptance to the Contractor, ensuring our team is meeting the critical deadlines leading up to our offer of final payment.

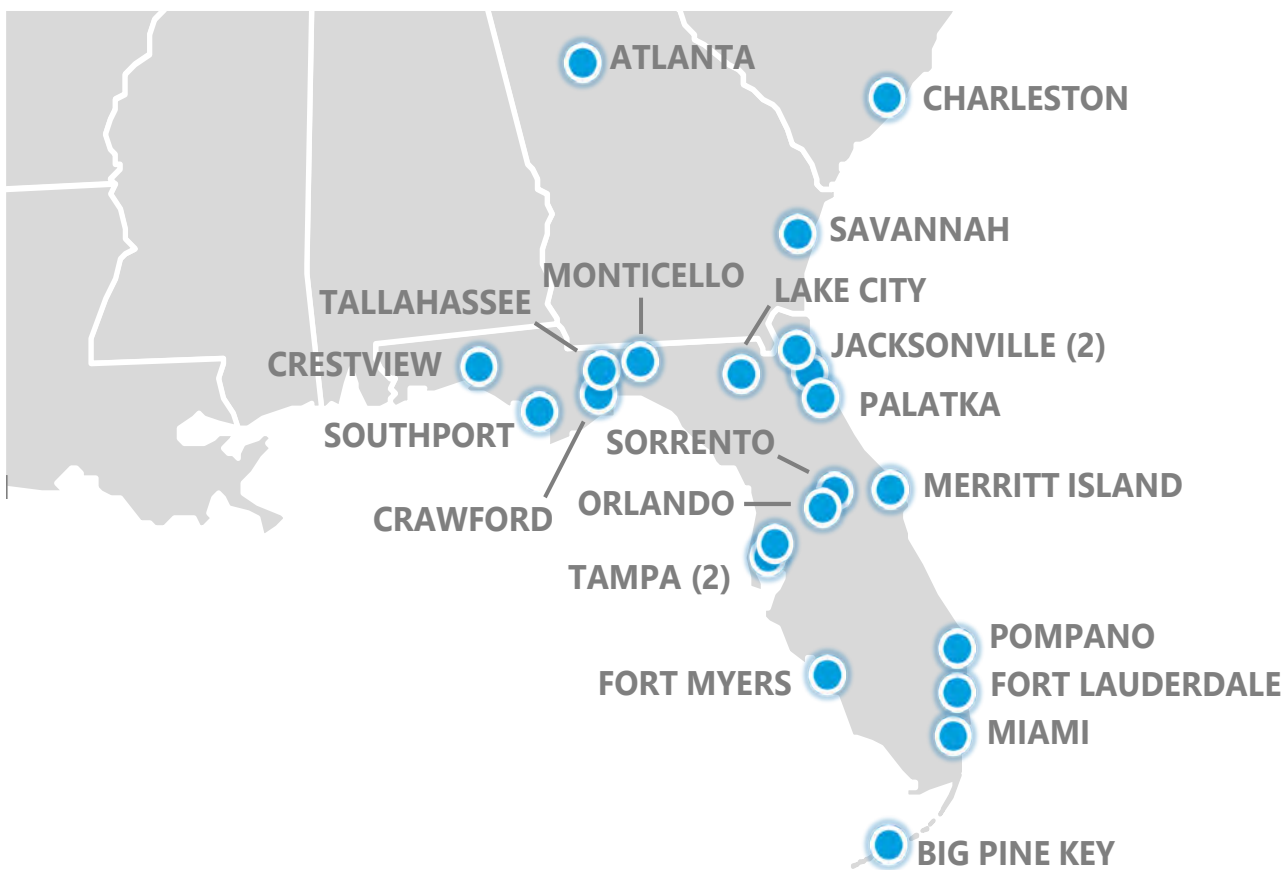
TAB 4 *Geographic Location*

4 - Geographic Location

Firm's Office Location

RS&H's headquarters has been located in Jacksonville since 1941. We combine global reach with strong, local roots to realize all of your project needs – wherever they may be. RS&H has 18 offices throughout Florida, and 78 across the United States. Below is a snapshot of our local, established CEI offices:

Address	Number of Associates
Headquarters: 10748 Deerwood Park Boulevard South, Jacksonville, FL 32256	290
9850 Lantern Street, Suite 5, Jacksonville, FL 32225	78
19 SW 2nd Street, Suite 202, Gainesville, FL 32601	3
1410 W. Broadway Street, Suite 108, Oviedo, FL 32765	10
7490 Palm Parkway, Orlando, FL 32836	15
157 SW McFarlane Avenue, Lake City, FL 32025	11



TAB 5 *Ability to Meet Time and Budget Requirements*

5 - Ability to Meet Time and Budget Requirements

RS&H staff stands ready to perform services for the Seminole Palms Community Development District. **The project team assembled for this effort is 100% available for the duration of this project.** Our team will manage the budget and adjust our staffing levels to match the effort of the Contractor, thus ensuring our team is staffed appropriately through the life of the project. RS&H performs detailed tracking of our costs and compares it to both the budget and construction progress to ensure our team remain under budget. Discussions are held with the Contractor to develop a thorough understanding when work may slow down or accelerate, allowing our team to adjust accordingly.



SCHEDULE

Projects typically experience periods of increased effort in the initial thirty days and final thirty days of a project. This is to accommodate the project start-up for documentation, pre-construction conference and meetings, thorough plan reviews, and coordination with utility companies and the Contractor. The last month of the project involves the final close-out of the contract and addressing any outstanding issues with the Contractor. The period in between typically allows flexibility of staffing hours for office personnel barring any unforeseen circumstances as the Contractor proceeds with the work.

EFFICIENCY

RS&H implements technology in the office and the field to save our clients time and money by improving workflow and ultimately communication between our internal team and even stakeholders. Our team is equipped with the most advanced tools in the industry, including GPS Topcon Rovers, digital field books, GoPro cameras and commercial-grade drones. Our team strives to always exceed the Clients' expectations as evident by our status as a trusted consultant and advisor.

PROVEN QUALITY REVIEWS

Our quality control services are performed in compliance with lesson's learned and selecting the most beneficial guidelines from our previous experience along with key Senior Project Engineers throughout the state. Utilizing our 40-page Standard Operating Procedures and a checklist tailored to each contract, these professionals provide focused and extensive quality reviews, reports, and quality assurance on each contract.

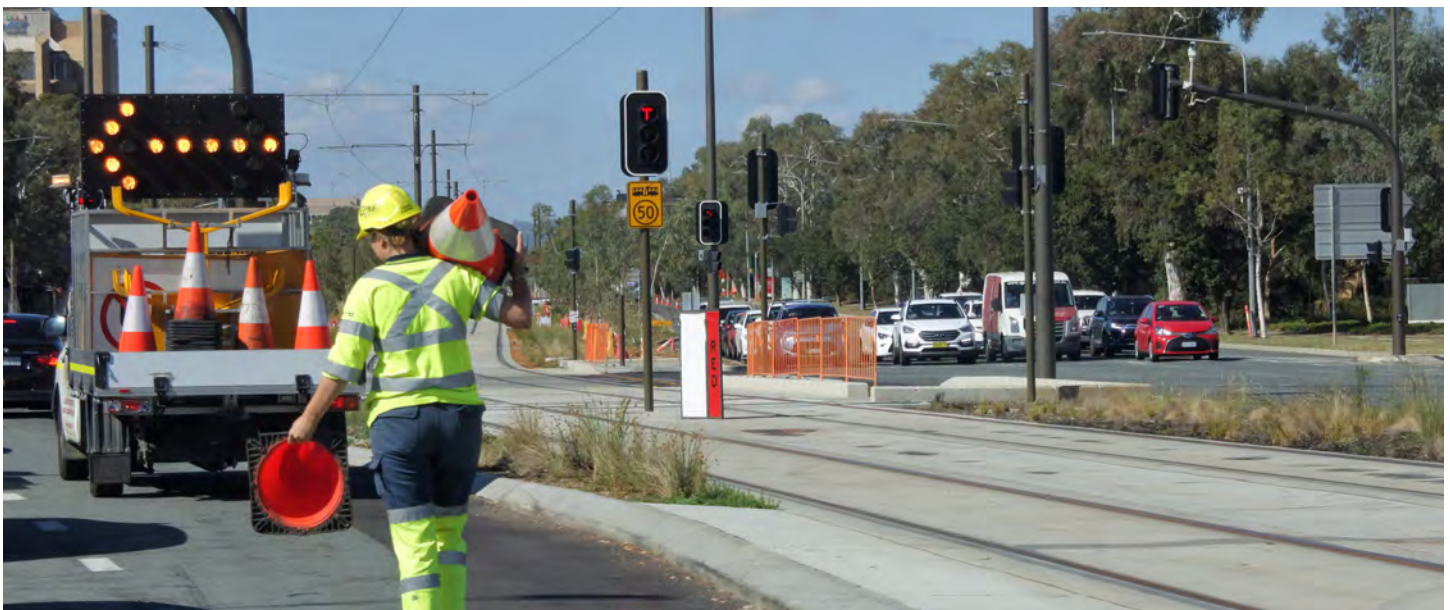
TAB 6 *Recent, Current and Projected Workloads*

6 - Recent, Current and Projected Workloads

RS&H has been performing CE&I services since 1984. Over that time, we have successfully delivered construction projects to more than 50 clients in 12 states and are still expanding. Our team possesses the necessary experience to assist Seminole Palms Community Development District with all aspects of construction engineering and inspection. RS&H proudly serves many long-term clients for roadway and bridge projects, including the client we started our CE&I group with. We believe in becoming a true extension of the Owner and the long-term relationships we have with clients is a testament to that success. Our proposed staff of experienced professionals possess the knowledge and skills required to provide oversight on this Citation Boulevard Extension project.

The chart shown below highlights our teams current workload and availability.

AVAILABILITY FOR 2023-2024		
STAFF	ROLE	% AVAILABLE
Jeff Sullivan, PE	Senior Project Engineer	75%
Rory Highstone, PE, LEED AP	Project Administrator	75%
Robert “Bob” Downey, LEED AP	Assistant Project Administrator	100%
Arnaldo Larrazabal	Contract Support Specialist	75%
Matt Shrider	Senior Inspector	100%
Ryan DeFazio	Senior Inspector	100%
David Jefferson	Senior Inspector	100%
Sylvester Quezada	Inspector	100%
James George	Inspector	100%
Nick Everson, PE, LEED AP	Additional Resources: Senior Project Engineer	75%
Brandon Jaramillo, EIT	Additional Resources: Project Administrator	100%
Coy Brinkley	Additional Resources: Assistant Project Administrator	100%
Claudine Stanton	Additional Resources: Contract Support Specialist	75%



TAB 7 *Volume of Work Previously Awarded
to Inspector by District*

7 - Volume of Work Previously Awarded to Inspector by District

RS&H, Inc. has not been previously awarded any work by the District.

TAB 8 *Financial Capacity*

8 - Financial Capacity

RS&H, Inc.

We have a deep commitment to ensuring ample resources, human and financial, are available at all times. Please refer to our bank reference from Wells Fargo as evidence of our firm's financial stability.



North Florida Commercial Banking
Wells Fargo Center
One Independent Drive, 25th floor
MAC Z3094-250
Jacksonville, FL 32202

April 5, 2023

RS&H, Inc.
10748 Deerwood Park Blvd. South
Suite 300
Jacksonville, Florida 32256

Re: RS&H, Inc.

To Whom It May Concern:

This letter serves to confirm that RS&H, Inc. ("Company") has maintained a commercial deposit relationship with Wells Fargo Bank, N.A. ("Bank") since March 1998. This relationship currently includes one or more deposit accounts and various treasury management-related services. As of the date hereof, Company's depository and treasury management relationship has been maintained satisfactorily according to Bank's own internal and subjective standards. As of the date hereof, the Company has commercial depository accounts with average aggregate balances in the low seven-figure range and a line of credit available in the low eight-figure range.

This letter is strictly confidential and is given in good faith, without legal liability. This letter only pertains to Bank's experience with regard to Company's relationship described above and should not be considered reliable for any other purpose. Bank and its affiliates do not undertake or accept any responsibility, liability or obligation that may arise from reliance being placed upon information contained in this letter or for any loss or damage that may result from reliance being placed upon it. Our statements herein do not constitute a guarantee or other credit support of any nature.

This letter is addressed to you solely for your own use and is strictly limited to the information set forth above. Bank undertakes no duty to update this letter in the event Bank's experience or circumstance with Company should change.

Sincerely,

A handwritten signature in blue ink, appearing to read "Beth Gordon".

Beth Gordon
Relationship Manager
North Florida Middle Market Banking

Wells Fargo Bank, N.A.



8 - Financial Capacity



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/31/2023

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

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

PRODUCER Brown & Brown of Florida, Inc. 10151 Deerwood Park Blvd Bldg 100, Ste 100 Jacksonville FL 32256	CONTACT NAME: Lori Duvall CIC PHONE (A/C, No, Ext): (904) 565-1952 FAX (A/C, No): (904) 565-2440 E-MAIL ADDRESS: Lori.Duvall@bbrown.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: Zurich American Insurance Company INSURER B: American Guarantee and Liability Insurance Company INSURER C: Travelers Property Casualty Company of America INSURER D: Continental Insurance Company INSURER E: INSURER F:
INSURED RS&H, Inc 10748 Deerwood Pk Blvd S Jacksonville FL 32256	NAIC # 16535 26247 25674 35289

COVERAGES

CERTIFICATE NUMBER: 23.24

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Blkt AI - Prim & Non Contrib <input checked="" type="checkbox"/> Blkt WOS GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		GLO1466409-01	06/28/2023	06/28/2024	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 2,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Blkt AI <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Blkt WOS	Y		BAP1469564-01	06/28/2023	06/28/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ PIP-Basic \$ 10,000
	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			see attached	06/28/2023	06/28/2024	EACH OCCURRENCE \$ 29,000,000 AGGREGATE \$ 29,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	WC0411471-01	06/28/2023	06/28/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

Project #3001-XXXX-XXX
 Project Name: Seminole Palms Community Development District COI

Seminole Palms Community Development District, the District's officers, supervisors, agents, staff, and representatives – and the City of Palm Coast and its City Council, agents, staff and representatives is included as additional insured with respect to the General Liability and Auto policy when required by written contract.

CERTIFICATE HOLDER Seminole Palms Community Development District Vesta District Services 250 International Pkwy, Ste 208 Lake Mary FL 32746	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
--	--

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ACORD 25 (2016/03)

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8 - Financial Capacity

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page ____ of ____

AGENCY Brown & Brown of Florida, Inc.		NAMED INSURED RS&H, Inc	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 **FORM TITLE:** Certificate of Liability Insurance: Notes

Umbrella - Total Limit \$29,000,000
 Primary \$9M Policy #AUC-1469558-01 American Guarantee and Liability Insurance Company
 \$10M XS \$9M Policy #EX-6T35064A-23-NF Travelers Property Casualty Company of America
 \$10M XS \$19M Policy #7039681430 Continental Insurance Company

8 - Financial Capacity

Additional Named Insureds	
Other Named Insureds	
REYNOLDS, SMITH AND HILLS ARCHITECTS-ENGINEERS PLAN	Additional Named Insured
REYNOLDS, SMITH AND HILLS CS, INCORPORATED	Additional Named Insured
Reynolds, Smith and Hills, Inc.	Additional Named Insured
RS&H ALABAMA, INC.	Additional Named Insured
RS&H ARCHITECT AND ENGINEER, P.C.	Additional Named Insured
RS&H ARCHITECTS-ENGINEERS-PLANNERS, INC.	Additional Named Insured
RS&H CALIFORNIA, INC.	Additional Named Insured
RS&H COMMERCIAL REALTY, INC.	Additional Named Insured
RS&H IDAHO, P.C.	Additional Named Insured
RS&H ILLINOIS, INC.	Additional Named Insured
RS&H IOWA, P.C.	Additional Named Insured
RS&H MARYLAND, INC.	Additional Named Insured
RS&H MASSACHUSETTS, INC.	Additional Named Insured
RS&H MICHIGAN, INC.	Additional Named Insured
RS&H MISSISSIPPI, P.C.	Additional Named Insured
RS&H MONTANA, P.C.	Additional Named Insured
RS&H NEVADA, INC.	Additional Named Insured
RS&H OHIO, INC.	Additional Named Insured
RS&H OREGON, ARCHITECTS-ENGINEERS-PLANNERS, P.C.	Additional Named Insured
RS&H PENNSYLVANIA, INC.	Additional Named Insured
TSIOUVARAS SIMMONS HOLDERNESS, INC.	Additional Named Insured
RS&H Arkansas Inc	Additional Named Insured
OFAPPINF (02/2007)	COPYRIGHT 2007, AMS SERVICES INC

8 - Financial Capacity



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/31/2023

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

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PRODUCER Greyling Ins Brokerage/EPIC Master Chart Of Accounts To Copy to New Divisions New York NY 10019	CONTACT NAME: Sharon Brubaker PHONE (A/C, No, Ext): 770.756.6599 FAX (A/C, No): E-MAIL ADDRESS: greylingcerts@greyling.com	
	INSURER(S) AFFORDING COVERAGE	
INSURED RS&H, Inc. 10748 Deerwood Park Blvd South Jacksonville, FL 80237-0000	INSURER A : Lloyd's of London	NAIC # 85202
	INSURER B :	
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES **CERTIFICATE NUMBER:** 1323317914 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab Incl. Pollution			B0146LDUSA2304894	6/28/2023	6/28/2024	Per Claim Aggregate \$5,000,000 \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
 Project # 3001-XXXX-XXX
 Project Name: Seminole Palms Community Development District COI

CERTIFICATE HOLDER Seminole Palms Community Development District Vesta District Services 250 International Parkway Suite 208 Lake Mary FL 32746	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

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8 - Financial Capacity

Information relating to whether, over the past 10 years, Applicant has been terminated from any contract, and, if so, the reasons for such termination, and, if no such conditions exist, applicant shall affirmatively disclose the same:

RS&H has only been terminated from a contract for lack of client funding. RS&H has never been removed or relieved from a contract for performance or non-performance related reasons.

Information relating to whether, over the past 10 years, Applicant has defaulted on any contract or is in arrears on any contract, or for failure to demonstrate proper licensure and business organization, and, if no such conditions exist, Applicant shall affirmatively disclose the same:

RS&H has not defaulted on any contract, nor is RS&H in arrears on any contract.

Information relating to whether, over the past 10 years, Applicant has been involved in any litigation involving any contract or work and the status and/or results of such litigation, and, if no such conditions exist, Applicant shall affirmatively disclose the same:

Resolved:

Redwine, Heath, et al. v. TxDOT, RS&H, Inc., et al.

RS&H contracted with TxDOT to provide CEI services on a bridge replacement project. Plaintiff was injured when he was hit head-on by another driver along the roadway under construction. Plaintiff filed suit alleging a temporary traffic control device malfunctioned leading to the accident. This case is settled.

Take v. RS&H, FDOT, et al.

RS&H contracted with FDOT to perform CEI services for a roadway project. Plaintiff brought a personal injury suit related to a motorcycle accident at or near construction on the project. The case is settled.

Echols, William as administrator of the Estate of Darwin Torres v. Williams Brothers Construction, RS&H, Inc., et al.

RS&H contracted with TxDOT to provide CEI services along a portion of I-45. Plaintiff brought a wrongful death action on behalf of the decedent related to a 2019 motor vehicle accident in which the decedent left the road and collided with a high mast illumination pole. This case is settled.

Timothy Royston, as Representative of the Estate of Toni Royston, v. Old Castle Materials Texas, Inc., et al.

RS&H contracted with TxDOT to provide CEI services along a portion of SH-12. Plaintiff filed a personal injury suit alleging that a pothole caused a fatal motorcycle accident. Plaintiff voluntarily dismissed RS&H.

Atkins North America, Inc., v. RS&H, Inc.

RS&H's contract with FDOT included an indemnification provision. Plaintiff alleged it was an agent of FDOT and therefore entitled to indemnification under this provision. Summary judgment was granted in favor of RS&H.

8 - Financial Capacity

Clay County v. RS&H, Inc., Haskell Company, et al.

This suit pertained to a MSE wall in a marshy area that began to settle and moved out of plumb. RS&H was the Engineer of Record and also performed CEI services. **The case is settled.**

Dionne v. RS&H, Inc., Sema Construction, et al.

Plaintiff alleged that RS&H improperly designed MOT, failed to properly sequence traffic, and failed to inspect the traffic pattern. RS&H performed CEI services only for TxDOT and had no responsibility for the main allegations in the complaint. **The case was dismissed.**

1661 Riverside Condominium Association v. RS&H, Inc., et al.

The plaintiff brought suit against RS&H and 31 other defendants alleging numerous defects in the construction of a condominium that RS&H designed. The General Contractor went bankrupt during construction and the project was completed by a firm hired by the surety. **The case is settled.**

Phoenix Construction v. City of Pensacola and RS&H, Inc.

RS&H was the Engineer of Record and Construction Administrator for a runway widening project at Pensacola Airport. The Contractor filed a claim for additional compensation, alleging design errors while RS&H contended the error was on the part of the Contractor's surveyor. **The case is settled.**

Pending:

Dionicio Reyes v. TxDOT, Hays County, RS&H, Inc., et al.

RS&H contracted with Hays County in 2016 to perform CEI services for a project relating to replacing an old water line at a project site. Plaintiff was injured during the relocation of the waterpipe and brought suit against alleging failure to monitor and ensure a safe installation of the pipe and failure to inspect safety procedures. **The case is pending.**

Lybarger, Diane v. Skanska-Granite-Lane, RS&H, Inc., et al.

RS&H contracted with FDOT to provide owner's rep services for the I-4 Ultimate Corridor Project. Plaintiff brought a wrongful death action on behalf of the decedent related to a 2018 motor vehicle accident in which the deceased rear-ended a slow-moving dump truck on I-4 in Florida. **The case is pending.**

Aldridge, Roger v. Okaloosa County and RS&H, Inc., et al.

RS&H contracted with Okaloosa County to design an air traffic control tower at the County's airport. After construction was complete, Plaintiff fell in the tower and filed a bodily injury lawsuit alleging inadequate lighting. **The case is pending.**

Martinez, Daniel M. v. Condotte America, Inc., RS&H, Inc., et al.

Plaintiff alleges he struck a cone that was left in the roadway by or on behalf of Condotte America, Inc. while driving his motorcycle, which caused him to lose control of his motorcycle and suffer serious injuries. **The case is pending.**

Marchitto, Linda v. San Luis Obispo County Regional Airport, et al.

Plaintiff filed suit alleging that a wheel stop was protruding from under a motor vehicle in the handicap parking lot at the airport, which caused her to trip and fall. **The case is pending.**

8 - Financial Capacity

Information relating to whether, over the past 10 years, Applicant has been the subject of any governmental action of any kind (e.g., investigation, proceeding, penalty, licensure issue, etc.) and the status and/or results of such action, and, if no such conditions exist, Applicant shall affirmatively disclose the same:

RS&H has not been subject to any licensure issues, penalties, or investigations related to our regulatory compliance.

TAB 9 & 10 *Local Preference & Certified
Minority Business Enterprise*

9 - Local Preference

RS&H, Inc. does not qualify as a local business to the City of Palm Coast.

10 - Certified Minority Business Enterprise

RS&H, Inc. does not qualify as a certified minority business enterprise under the Florida Small and Minority Business Assistant Act.

FORMS

AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF Florida
COUNTY OF Flagler

Before me, the undersigned authority, appeared the affiant, William Downey, PE, LEED AP, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of Vice President for RS&H, Inc. ("Applicant"), and am authorized to make this Affidavit of Acknowledgments on behalf of Applicant.

2. I assisted with the preparation of, and have reviewed, the Applicant's Qualification Statement ("Qualification Statement") provided in response to the Seminole Palms Community Development District Request for Qualifications for Construction Engineering Inspection Services. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Applicant to constitute good cause for rejection of the Qualification Statement.

3. I do hereby certify that the Applicant has submitted only a single Qualification Statement and has not, either directly or indirectly, participated in collusion relating to the submission of the Qualification Statement.

4. The Applicant agrees through submission of the Qualification Statement to honor its Qualification Statement for one hundred and twenty (120) days from the opening of the Qualification Statements, and if awarded the contract on the basis of this Qualification Statement and further negotiations with the District, to enter into and execute the contract in a form substantially similar to that included in the Selection Manual.

5. The Applicant acknowledges the receipt of the complete Selection Manual as provided by the District and as described in the Selection Manual's Table of Contents, and, to the extent that Addendums have been issued, the receipt of the following Addendum No.'s: #1.

6. By signing below, and by not filing a protest within the seventy-two (72) hour period after the Submittal Deadline, the Applicant acknowledges that (i) the Applicant has read, understood, and accepted the Selection Manual; (ii) the Applicant has had an opportunity to consult with legal counsel regarding the Selection Manual; (iii) the Applicant has agreed to the terms of the Selection Manual; and (iv) the Applicant has waived any right to challenge any matter relating to the Selection Manual, including but not limited to any protest relating to the Qualification Statement notice, instructions, the contract form, the scope of work, the evaluation criteria, the evaluation process established in the Selection Manual, or any other issues or items relating to the Selection Manual.

7. The Applicant authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Seminole Palms Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Qualification Statement, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Applicant.

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

4871-3366-1314.1

Forms

Dated this 25th day of October, 2023

Applicant: RS&H, Inc.

By: William Downey William Downey, PE, LEED AP

Title: Vice President

STATE OF Florida
COUNTY OF Seminole

The foregoing instrument was sworn and subscribed before me this 25 day of October, 2023, by William Downey of RS&H, Inc., who is personally known to me or who has produced _____ as identification, and did [] or did not [] take the oath.

[Signature]
Notary Public, State of Florida
Print Name: Britneigh Johnson
Commission No.: GG 965749
My Commission Expires: 03/04/2024



**SWORN STATEMENT UNDER SECTION 287.133,
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

This sworn statement is submitted to Seminole Palms Community Development District.

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of Vice President for RS&H, Inc. ("Applicant"), and am authorized to make this Sworn Statement on behalf of Applicant.
2. Applicant's business address is 9850 Lantern Street, Suite 5, Jacksonville, FL 32225
3. Applicant's Federal Employer Identification Number (FEIN) is 59-2986466.
(If the Applicant has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
4. I understand that a "public entity crime" as defined in Section 287.133(1)(g), *Florida Statutes*, means "a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation."
5. I understand that "convicted" or "conviction" as defined in Section 287.133(1)(b), *Florida Statutes*, means "a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere."
6. I understand that an "affiliate" as defined in Section 287.133(1)(a), *Florida Statutes*, means:

A predecessor or successor of a person convicted of a public entity crime;
or

An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

4871-3366-1314.1

7. I understand that a "person" as defined in Section 287.133(1)(e), *Florida Statutes*, means "any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term 'person' includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity."
8. Based on information and belief, the statement which I have marked below is true in relation to the Applicant submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

(Signatures on Following Page)

Forms

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133, *Florida Statutes*, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this 25th day of October, 2023.

Applicant: RS&H, Inc.

By: William Downey, PE, LEED AP

Title: Vice President

STATE OF Florida
COUNTY OF Seminole

The foregoing instrument was sworn and subscribed before me this 25 day of October, 2023, by William Downey of RS&H Inc., who is personally known to me or who has produced as identification, and did [] or did not [] take the oath.

[Signature]
Notary Public, State of Florida
Print Name: Britneigh Johnson
Commission No.: GG 965749
My Commission Expires: 03/04/2024



4871-3366-1314.1



RS&H

9850 Lantern Street, Suite 5
Jacksonville, FL 32225

386-527-5281
rsandh.com

EXHIBIT 11



ARCHITECT - ENGINEER QUALIFICATIONS

PART 1 - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

1. TITLE AND LOCATION (City and State)

Request for Qualifications for Construction Engineering and Inspection Services – Seminole Palms Community Development District

2. PUBLIC NOTICE DATE

N/A

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Allan Wander, PE, CCM - Florida CEI Manager

5. NAME OF FIRM

SAI Consulting Engineers, Inc.

6. TELEPHONE NUMBER

239.410.2201

7. FAX NUMBER

412.392.8785

8. E-MAIL ADDRESS

awander@saiengr.com

C. PROPOSED TEAM

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

	(Check)			9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V PARTNER	SUBCON-TRACTOR			
a.	<input checked="" type="checkbox"/>			SAI Consulting Engineers, Inc. <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	735 Primera Boulevard Suite 220 Lake Mary, FL 32746	Prime Consultant – Construction Engineering and Inspection Services.
b.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

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

12. NAME Allan Wander, PE, CCM	13. ROLE IN THIS CONTRACT CEI Senior Project Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 41	b. WITH CURRENT FIRM 30

15. FIRM NAME AND LOCATION (City and State)
SAI Consulting Engineers, Inc. – Lake Mary, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION) MS – Civil Engineering BS – Civil Engineering	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) FL, PA, VA – PE Civil Engineering CCM – Certified Construction Manager
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

FDOT CTQP Certifications (TIN #W53601656) 2008 FDOT Construction Academy FDOT-Approved Instructor for Intermediate MOT Radiation Safety Officer Stormwater Inspector Certification FDEP-Qualified Stormwater Management Instructor (Instructor No. 538) FDOT – Construction Claims	FDOT Advanced Temporary Traffic Control CTQP Final Estimates Levels 1 and II OSHA 10-Hour Safety Training FDOT – CPPR and LIMS FDOT – Supplemental Agreements Critical Structure Issues – Self-Study Course
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19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Various Roadway Improvements-Local Agency project for Brooker, Florida	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Project Engineer on this project, which is funded with a SCOP Grant. Project includes paving and reconstruction of various roadways in Brooker.	PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) Present
		<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) Central Florida Transportation Authority (LYNX) Orlando, Florida	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Part-Time Senior Project Engineer on this project, in which SAI provided CEI services for the LYNX LOC Expansion Design-Build project, Bus Parking and Bus Wash Facility for LYNX Paratransit Operations. Project consisted of concrete paving, earthwork, new bus wash facility, Metal Frame Building.	PROFESSIONAL SERVICES 2022	CONSTRUCTION (If applicable) 2022
		<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) Central Florida Transportation Authority (LYNX) Orlando, Florida	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Part-Time Senior Project Engineer on this project in which SAI is providing CEI services for bus shelter sites throughout Central Florida. The project includes multiple shelter types, earthwork, concrete, reinforcing bars, maintenance of traffic.	PROFESSIONAL SERVICES On-going	CONSTRUCTION (If applicable) On-going
		<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) Seminole Woods Intersection Project City of Palm Coast, Florida	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Construction Cost: \$254,735-Project Administrator/Senior Project Engineer on this FDOT LAP project, which consisted of construction of a left turn lane on the south side of Seminole Woods Boulevard. SAI provided documentation to assure that all in compliance with the FDOT LAP requirements, EEO compliance, Buy American requirements, E-Verify system and assured that all requirements of the FDOT LAP were followed through accurate record keeping, timely production of reports and documentation.	PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2019
		<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION (City and State) Lakeview Multi-Use Trail City of Palm Coast, Florida	(2) YEAR COMPLETED	
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Construction Cost: \$487,151-Project Administrator/Senior Project Engineer on this FDOT LAP project which consisted of an 8-ft. wide concrete multi-use path on the West side of Lake View Boulevard from south of LaMancha Drive to London Drive. SAI provided documentation to assure the City was in compliance with the FDOT LAP requirements, EEO compliance, Buy American requirements, E-Verify system and assured that all requirements of the FDOT LAP were followed through accurate record keeping, timely production of reports and documentation.	PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) 2018
		<input checked="" type="checkbox"/> Check if project performed with current firm	

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

12. NAME Martine Burnham	13. ROLE IN THIS CONTRACT CEI Project Administrator	14. YEARS EXPERIENCE	
		a. TOTAL 29.0	b. WITH CURRENT FIRM 3.0

15. FIRM NAME AND LOCATION (City and State)
SAI Consulting Engineers, Inc. – Lake Mary Florida

16. EDUCATION (DEGREE AND SPECIALIZATION) A.S.-Civil Engineering Technology	17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)

FDOT CTQP Certifications (TIN Number: B65554068) Certified Stormwater Inspector (4243909) FDOT Advanced Temporary Traffic Control 10-Hour OSHA Training Earthwork, Levels I and II QC Manager IMSA Traffic Signal Technician Level I Advanced MOT Nuclear Density Gauge Authorized User	MSE Wall Training Critical Structure Construction Issues ACI Concrete Technician, Level I Asphalt Paving Levels I and II Final Estimates, Levels I and II Pile Driving Inspection FNGLA Certified Landscape Technician ACI Concrete Transportation Construction
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19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Various Roadway Improvements-Local Agency project for Brooker, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) Present
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Administrator on this project, which is funded with a SCOP Grant. Project includes paving and reconstruction of various roadways in Brooker.	<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) LYNX Bus Shelter Program Orlando, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) Present
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Administrator on this project in which duties included reviewing the project plans, providing information and interpretation of the contract documents to field personnel and contractor as needed, and overseeing the inspection staff. Part-time as needed,	<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) FDOT SCRAP Grant Project, CR 832 (Sonora Avenue/Davidson Road) from WC Owen Avenue to Twin Lake Drive Intersection Hendry County, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) 2021
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Project Administrator on this project consisting of 1.10 miles of general improvements including milling and resurfacing, and necessary safety upgrades that include ADA compliance on sidewalks throughout the project limits. Conducted reviews of the project plans, provided interpretation of the contract documents, conducted progress meetings, provided change orders, punch lists and reviewed the contractor's schedule.	<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) LYNX Construction Project LOC Design Build	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2021	CONSTRUCTION (If applicable) 2022
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Construction Contract Costs: \$4.3 Million; Project Administrator on this project which consisted of six bay and one oil room Maintenance facility, two fuel pumps, two fuel tanks, two bus wash, concrete parking lot for 170 buses, landscaping, fence, water, sewer, storm drain, electricity, fibre communication cables and one prefab administration building. Duties included conducting progress meetings, reviewing the project plans, providing information and interpretation of the contract documents to field personnel and contractors as needed, reviewing the contractor's construction schedule, progress payment and overseeing the inspection staff.	<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION (City and State) FDOT District 5, Brevard Operations Center – Project Oversight 1 on US 192 Wickham and Minton Intersection	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) 2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Construction Costs: \$38.8 Million: FDOT Project Oversight on this project, duties included processing estimates, reviewing submittals, work orders, supplemental agreements, conducting project meetings, reviewing plans, providing information to field personnel and engineers as needed and overseeing the CEI consultant group.	<input checked="" type="checkbox"/> Check if project performed with current firm	

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

12. NAME Benalla (Ben) Abdallah	13. ROLE IN THIS CONTRACT CEI Senior Inspector	14. YEARS EXPERIENCE	
		a. TOTAL 54.0	b. WITH CURRENT FIRM 9.0
15. FIRM NAME AND LOCATION (City and State) SAI Consulting Engineers, Inc. – Lake Mary, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION)		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
FDOT CTQP Certifications (TIN #B54000047)		Critical Structure Issues	
ACI Concrete Technician, Level I		Nuclear Density Gauge Authorized User	
FDOT-Approved Instructor for Intermediate MOT		Asphalt Roadway Reporting Classroom Training	
Asphalt Paving, Levels I and II		Earthwork, Levels I and II	
Final Estimates, Levels I and II		Quality Control Manager (Self-Study Course)	
FDOT Auger Cast Pile (CBT)		IMSA Traffic Signal Inspector	
OSHA 10-Hour Training		NPDES Stormwater Inspector	

19. RELEVANT PROJECTS

a.	(1) TITLE AND LOCATION (City and State) Various Roadway Improvements-Local Agency project for Brooker, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2023	CONSTRUCTION (If applicable) 2023
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Inspector on this project, which is funded with a SCOP Grant. Project includes paving and reconstruction of various roadways in Brooker.	<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	(1) TITLE AND LOCATION (City and State) Lakeview Multi-Use Trail City of Palm Coast, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2018	CONSTRUCTION (If applicable) 2018
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Construction Cost: \$487,151 – Senior Inspector on this FDOT LAP project which consisted of an 8-ft. wide concrete multi-use path on the West side of Lake View Boulevard from south of LaMancha Dr. to London Dr. SAI provided documentation to assure the City was in compliance with the FDOT LAP requirements, EEO compliance, Buy American requirements, E-Verify system and assured that all requirements of the FDOT LAP were followed through accurate record keeping, timely production of reports and documentation	<input type="checkbox"/> Check if project performed with current firm	
c.	(1) TITLE AND LOCATION (City and State) Central Florida Transportation Authority (LYNX) Central Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES On-going	CONSTRUCTION (If applicable) On-going
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Inspector- SAI provided CEI services for bus shelter sites throughout Central Florida. The project included multiple shelter types, earthwork, concrete, reinforcing bars, maintenance of traffic.	<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	(1) TITLE AND LOCATION (City and State) Seminole Woods Intersection Project City of Palm Coast, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2019	CONSTRUCTION (If applicable) 2019
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Construction Cost: \$254,735–Senior Inspector on this FDOT LAP project, which consisted of construction of a left turn lane on the south side of Seminole Woods Boulevard. SAI provided documentation to assure the City was in compliance with the FDOT LAP requirements, EEO compliance, Buy American requirements, E-Verify system and assured that all requirements of the FDOT LAP were followed through accurate record keeping, timely production of reports and documentation.	<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	(1) TITLE AND LOCATION (City and State) FDOT District 5 – Various Projects Various Counties, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES 2012	CONSTRUCTION (If applicable) 2012
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE Senior Inspector – Assigned to various projects in FDOT District 5 and Florida Turnpike inspecting drainage pipe liner, desilting, liner installation, ground voids pressure grouting, and MOT in the Orlando area.	<input checked="" type="checkbox"/> Check if project performed with current firm	

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1
21. TITLE AND LOCATION <i>(City and State)</i> CEI Services for Various Roadway Improvements Brooker, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES 2023 CONSTRUCTION <i>(If applicable)</i> 2023

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Brooker, Florida	b. POINT OF CONTACT Gene Melvin, Mayor	c. POINT OF CONTACT TELEPHONE NUMBER 352.214.9603
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT

SAI provided CEI services for this project funded under the Small County Outreach Program (SCOP), which included roadway improvements, milling and resurfacing, widening with the addition of new shoulders, drainage, earthwork, clearing and grubbing, Maintenance of Traffic, concrete driveways, signs, pavement markings and landscaping.

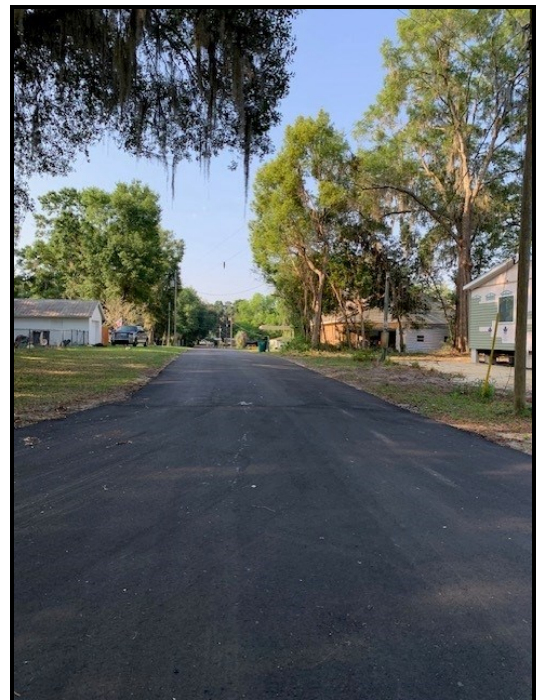
Year Completed: 2023.

The physical features of this project Included:

- Milling and Resurfacing
- Erosion Control
- Drainage
- Maintenance of Traffic

Other features of this project Included:

- Performance Turf – Sod
- Geotextile Stabilization Fabric



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME SAI Consulting Engineers, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Lake Mary, FL	(3) ROLE Prime Consultant - Civil Engineering and Inspection Services
b.	(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
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21. TITLE AND LOCATION <i>(City and State)</i> CEI Services for LYNX LOC Expansion (Sub to Kimley-Horn) Central Florida Transportation Authority	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i> 2021

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Central Florida Regional Transportation Authority d.b.a. LYNX	b. POINT OF CONTACT Jeff Reine, DBIA LYNX, Project Manager	c. POINT OF CONTACT TELEPHONE NUMBER 407.254.6046
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT

SAI provided CEI services for eh LYNX Loc Expansion Design-Build project: Bus Parking and Bus Wash Facility for LYNX Paratransit Operations.

The physical features of this project include:

- Concrete Paving for Parking Lot
- Earthwork
- New Bus Wash Facility
- Metal Frame Building
- Water and Sewer Construction
- Waste Disposal
- Fiber Optic Construction
- Utility Relocation and Coordination



Significant Scope of Work Items:

- √ Earthwork
- √ Drainage
- √ Materials Testing
- √ Concrete Placement
- √ Water and Sewer Construction
- √ Waste Disposal
- √ Fiber Optic Construction
- √ New Construction
- √ Utility Relocation and Coordination



Construction Cost: \$268,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME SAI Consulting Engineers, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Lake Mary, FL	(3) ROLE Subconsultant- Civil Engineering and Inspection Services
b.	(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
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21. TITLE AND LOCATION <i>(City and State)</i> CEI Services for LYNX Bus Shelter Program (Sub to Kimley-Horn) Central Florida Transportation Authority	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES On Going	CONSTRUCTION <i>(If applicable)</i> On Going

23. PROJECT OWNER'S INFORMATION
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a. PROJECT OWNER Central Florida Transportation Authority	b. POINT OF CONTACT Jeff Reine, DBIA, LYNX Project Manager	c. POINT OF CONTACT TELEPHONE NUMBER 407.254.6046
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT

SAI provides CEI services for bus shelter sites throughout Central Florida. This multi-year project includes multiple shelter types and manufacturers.

Year Completed: On Going

The physical features of this project include:

- Multiple Shelter Types
- Earthwork
- Concrete
- Reinforcing Bars
- Maintenance of Traffic



Construction Cost \$156,000

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT
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b	(1) FIRM NAME SAI Consulting Engineers, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Lake Mary, FL	(3) ROLE Subconsultant - Civil Engineering and Inspection services
b.	(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> Continuing Engineering/Inspection Services for Lakeview Multi-Use Trail City of Palm Coast, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2018	CONSTRUCTION <i>(If applicable)</i> 2018
23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER City of Palm Coast, Florida	b. POINT OF CONTACT Alena Dvornikova, PMP City Project Manager (Now with LYNX)	c. POINT OF CONTACT TELEPHONE NUMBER 386.338.7685

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT

SAI provided CEI services for this **FDOT LAP-funded project** which consisted of an 8-ft. wide concrete multi-use path on the west side of Lake View Boulevard from south of La Mancha Drive to London Drive. SAI provided documentation to assure the city was in compliance with the FDOT LAP requirements, EEO Compliance, Buy American requirements, E-Verify system and assured that all requirements of the FDOT LAP were followed through accurate record keeping, timely production of reports and documentation and assurance with compliance issues.



Year Completed: 2018

The physical features of this project include:

- 8-ft. Wide Concrete Multi-Use Path
- Erosion Control
- Drainage
- Maintenance of Traffic
- Excavation
- Pavement Markings
- Benches and Waste
- Pedestrian Ramps and Detectable Warning Mats



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME SAI Consulting Engineers, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Lake Mary, FL	(3) ROLE Prime Consultant - Civil Engineering and Inspection Services
b.	(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
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21. TITLE AND LOCATION <i>(City and State)</i> CEI Services for Seminole Woods Intersection Improvements City of Palm Coast, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2019

23. PROJECT OWNER'S INFORMATION
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a. PROJECT OWNER City of Palm Coast, Florida	b. POINT OF CONTACT Alena Dvornikova, PMP City Project Manager (now with LYNX)	c. POINT OF CONTACT TELEPHONE NUMBER 386.338.7685
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT

SAI provided CEI services for this FDOT LAP-funded project which consisted of construction of a left turn lane on the south side of Seminole Woods Boulevard. SAI provided documentation to assure the City was in compliance with the FDOT LAP requirements, EEO compliance, Guy American requirements, E-Verify system and assured that all requirements of the FDOT LAP were followed through accurate record keeping, timely production of reports and documentation and assurance with compliance issues.

Year Completed: 2019

The physical features of this project included:

- Site Work
- Erosion Control
- Maintenance of Traffic
- Excavation and Embankment
- Pavement Markings
- Traffic Signal Upgrades and Pedestrian Signals
- Pedestrian Ramps and Detectable Warning Mats



Wednesday, October 24, 2018 13:05:30



Construction Cost \$254,735

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT
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a.	(1) FIRM NAME SAI Consulting Engineers, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Lake Mary, FL	(3) ROLE Prime Consultant - Construction Engineering and Inspection Services
b.	(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> CEI Services for CR 13 Widening and Resurfacing Osceola County, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES: 2017 CONSTRUCTION <i>(If applicable)</i> : 2017

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Flagler County, Florida	b. POINT OF CONTACT Alexander Spiller, PE County Project Manager	c. POINT OF CONTACT TELEPHONE NUMBER 386.313.4051
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT

SAI provided CEI services for this FDOT LAP-funded project under the Small County Outreach Program (SCOP), which included roadway improvements, milling and resurfacing, widening with the addition of new shoulders, drainage, earthwork, clearing and grubbing, Maintenance of Traffic, concrete driveways, guardrail, signs, pavement markings and landscaping.
Year Completed: 2017

The physical features of this project included:

- Milling and Resurfacing
- Erosion Control
- Drainage
- Maintenance of Traffic



Other features of this project included:

- Community Awareness
- Performance Turf – Sod

Construction Cost \$2.4 Million

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME SAI Consulting Engineers, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Lake Mary, FL	(3) ROLE Prime Consultant - Construction Engineering and Inspection Services
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT
(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER
7

21. TITLE AND LOCATION *(City and State)*
 US 192 from Aeronautical Boulevard to Budinger Avenue
 FDOT Osceola County, Florida

22. YEAR COMPLETED	
PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
2019	2019

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER
 Florida Department of Transportation,
 District 5

b. POINT OF CONTACT
 Uvendra (Ray) Gopan FDOT Project
 Manager

c. POINT OF CONTACT TELEPHONE NUMBER
 407.384.4633

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT

SAI was responsible for providing full CEI services for this project, which included widening US 192 from four to six lanes, reconstruction of US 192, milling and resurfacing, earthwork, deep drainage, relocation of the City of St. Cloud water and sewer facilities and utility coordination and widening the bridge over the St. Cloud Canal.



The physical features of this project included:

- Milling and resurfacing Utilizing FC-5 Friction Course
- Heavy Vehicular Traffic
- Residential and Business Areas
- Reconstruction, Widening 4 Lanes To 6 Lanes
- Box Culvert Extensions
- Drainage
- Traffic
- Bridge Widening

Other features of this project Included:

- Erosion Control
- Maintenance of Traffic
- Signing, Including Multi-Post Signs
- Thermoplastic Pavement Markings
- Traffic Signals, Including Loop Detectors and Traffic Count Loops

Construction Cost \$37.6 Million

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	SAI Consulting Engineers, Inc.	Lake Mary, FL	Prime Consultant - Construction Engineering and Inspection Services
b.			

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
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21. TITLE AND LOCATION <i>(City and State)</i> US 192 from Eastern Avenue to Nova Road Osceola County, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2017	CONSTRUCTION <i>(If applicable)</i> 2017

23. PROJECT OWNER'S INFORMATION		
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a. PROJECT OWNER Florida Department of Transportation District 5	b. POINT OF CONTACT Uvendra (Ray) Gopal FDOT Project Manager	c. POINT OF CONTACT TELEPHONE NUMBER 407.384.4633
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT

SAI was responsible for providing full CEI services for this project, which included widening US 192 from four to six lanes, reconstruction of US 192, milling and resurfacing, earthwork, deep drainage, relocation of the City of St. Cloud water and sewer facilities and utility coordination.

Year Completed: 2017

The physical features of this project include:

- Milling and Resurfacing Utilizing FC-5 Friction Course
- Heavy Vehicular Traffic
- Residential and Business Areas
- Reconstruction, Widening 4 Lanes to 6 Lanes
- Box Culvert Extensions
- Drainage
- Traffic
- Coordination with the City of St. Cloud For Relocation of the Water and Sewage Facilities



Other features of this project include:

- Erosion Control
- Maintenance of Traffic
- Signing, Including Multi-Post Signs
- Thermoplastic Pavement Markings
- Traffic Signals, Including Loop Detectors and Traffic Conduit Loops

Key Scope of Work Items: <ul style="list-style-type: none"> ✓ Roadway Widening and Reconstruction ✓ Raised Medians ✓ Additional Turn Lanes ✓ Bike Lanes ✓ ADA Compliant Curb Ramps ✓ New Traffic and Pedestrian Signals ✓ New Intersection Lighting ✓ Coordination with the City of St. Cloud for Water and Sewage Relocation
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Construction Cost: \$16 Million

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
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a.	(1) FIRM NAME SAI Consulting Engineers, Inc.	(2) FIRM LOCATION <i>(City and State)</i> Lake Mary, FL	(3) ROLE Prime Consultant - Civil Engineering and Inspection Services
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Allan Wander, PE, CCM	CEI Senior Project Engineer	X	X	X	X	X	X	X	X		
Martine Burnham	CEI Project Administrator	X	X	X	X	X	X	X	X		
Benalla (Ben) Abdallah	CEI Senior Inspector	X	X	X	X	X	X	X	X		

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Various Roadway Improvements, Brooker, FL	6	CR 13 Widening and Resurfacing, Osceola County, FL
2	LYNX LOC Expansion (Sub to Kimley-Horn), Central Florida Transportation Authority	7	US 192 from Aeronautical Boulevard to Budinger Avenue, Osceola County, FL
3	LYNX Bus Shelter Program (Sub to Kimley-Horn), Central Florida Transportation Authority	8	US 192 from Eastern Avenue to Nova Road, FDOT Osceola County, FL
4	Lakeview Multi-Use Trail, City of Palm Coast, FL	9	
5	Seminole Woods Intersection Improvements, City of Palm Coast, FL	10	

H. ADDITIONAL INFORMATION

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

SAI Consulting Engineers, Inc. Corporate Overview

SAI launched our public works service with assignments for highway and bridge design and bridge inspection in 1964. Since then, we have earned a reputation for our civil engineering expertise.

In 1996 the employees of SAI purchased the company, and SAI became an ESOP Corporation. An employee-owned professional consulting engineering firm, SAI has over 135 professionals and support staff with a corporate office in Pittsburgh, Pennsylvania, and three additional offices in Harrisburg, Pennsylvania, Newton Square, Pennsylvania and Lake Mary, Florida.

A leader in the field of transportation design and construction management, SAI has provided government and private sector clients with innovative, accurate, and reliable design and consulting engineering services.

Our areas transportation prequalification include:

Group 10 Construction Engineering Inspection

- 10.1 – Roadway Construction Engineering Insp.
- 10.3 – Construction Materials Inspection
- 10.4 – Minor Bridge & Misc. Structures CEI
- 10.5.2 – Major Bridge CEI - Steel

SAI offers client-centric services to all our clients. Whether roadways or bridges, SAI provides value and can identify ways to enhance your project's efficiency while bringing creative CEI solutions to the Citation Boulevard project.

SAI has played an integral role in the design, inspection, and construction management of vital transportation projects since 1975, conquering most every type of challenge presented to us. This vast experience has equipped us with the knowledge and expertise to solve any construction management challenge both economically and efficiently. Thereby providing SAI with the ability to improve our clients' construction and business process while saving them valuable time and money, and ultimately assisting them in achieving their organizational goals.

Project Approach

The Seminole Palms Community Development District (District) is seeking a qualified firm to provide Construction Engineering and Inspection services for the extension of Citation Boulevard. The community will be located on Citation Boulevard on the west side of Seminole Woods Boulevard, south of the Flagler County Executive Airport and north of Grand Landings. Citation Boulevard will be extended to Seminole Woods Boulevard.

SAI's team provides the following direct benefits to the District:

- **We are local and responsive:** Many of our team members reside and work in Central Florida and can be onsite within an hour if needed.
- **We are experts in this role:** We are one of the premier CEI firms in Florida and have been providing these services in Florida for over 15 years and corporate wide for over 30 years. We have selected our subconsultants to bolster our available staff with highly qualified personnel to assure we can fulfill any needs the District may have under this contract.
- **Additional added-value services:** Not only can we provide CM/CEI services, but we can also provide other services such as risk management, dispute resolution, scheduling, and partnering.
- **We bring highly qualified individuals:** Our team brings experienced professionals with strengths that match the requested services as well as relevant project experience. Several of our proposed team members have worked on FDOT projects around the Central Florida Area and members of our proposed team have worked on projects for the City of Palm Coast and are familiar with the local area. **Through our previous project for the City of Palm Coast on Seminole Woods Boulevard with have coordinated with the Flagler County Executive Airport.**
- **We are familiar with the Engineer of Record:** Our team has worked with Kimley-Horn on various projects for the Central Florida Transportation Authority (LYNX) since 2016 and has an excellent working relationship with Kimley-Horn.

We are confident that SAI's team is the right choice for this opportunity, and we look forward to working with the District. We have developed this section to cover the requirements and illustrate our knowledge of the scope of services and how to manage this contract. SAI approaches every CEI project with the philosophy of the project being constructed on time and within budget with safety in the forefront and in strict accordance with the project documents. We plan our approach to every project to ensure that local government clients are not "blindsided" with unexpected events or conditions that could jeopardize project funding, affect project schedules, or adversely impact residents. We maintain a firm but fair policy with respect to our interactions with project Contractors and provide them as much assistance as possible to assure project requirements are met. SAI's primary role for this contract is to take charge, lead, and manage each assignment to a successful completion, utilizing independent professional judgment, while at all times, serving as an extension of your staff and meeting all budget/schedule controls for the project. Our qualified, full service CEI staff is experienced in providing construction administration and inspection services on projects similar to the Citation Boulevard Extension project. This project will

H. ADDITIONAL INFORMATION

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

All timesheets and invoicing will be submitted to the District in a timely manner with supporting documentation.

Commitment to Satisfy the District's Needs: Our team has reviewed the requirements for this contract and has become familiar with the scope of work. We are determined to satisfy all the District's needs on this contract. SAI will maintain open communication with the District. Prior to the start of construction, we will meet with the District representatives to establish lines of communications and discuss concerns and how we can best satisfy those needs.

GEOGRAPHIC LOCATION

SAI's Office Location;
735 Primera Blvd. Suite 220,
Lake Mary FL. 32746

ABILITY TO MEET TIME AND BUDGET REQUIREMENTS

CEI Budget Tracking: When possible, we utilize dual and part-time roles for our staff. We utilize Deltek software for tracking our budget in real-time, this program can also be used to construct scenarios to determine how future staffing changes may affect our overall budget.

Utilizing the Contractor's schedule and work plan we can assure we have the appropriate staffing on site, and we can make changes by either increasing or decreasing staff size as needed on short notice. Overtime can be reduced by staggering or overlapping work shifts as needed to optimize our staffing levels for maximum performance.

CPM Scheduling – Because **SAI** has in-house CPM scheduling capability, our in-house scheduling specialist can provide an independent review of the Contractor's schedules. We understand the importance of an accurate, relevant project schedule, both for monitoring monthly progress and for claims analysis. Our project team has reviewed the CPM schedules on dozens of FDOT projects, and we have developed in-house checklists for both the baseline schedule as well as monthly updates based on the specification requirements. Our Senior Project Engineer will be responsible for oversight of the schedule review utilizing P6 software on our office computers. We will formally review and respond by letter to the Contractor's preliminary schedule and the monthly updates.

Our staff will also review the schedule with the Contractor at the progress meetings, and we will have an item on our agenda to discuss the schedule. Our staff will review the schedule daily to assure the Contractor is pursuing the work and has sufficient staffing on the controlling items of work. If the project falls behind schedule, we will work with the Contractor to develop a recovery schedule.

RECENT, CURRENT AND PROJECTED WORKLOADS

Current and Projected Workload of proposed staff						
Name and Position	Current Assignment			Availability for this Project		
	Current assignment	Percent commitment	End Date	Date	Percentage	Comments
Allan Wander PE, CCM Senior Project Engineer	Town of Brooker	10	Oct-23	Immed.	20%	We anticipate this to be a part time position
Martine Burnham Project Administrator	Town of Brooker	50	Oct-23	Immed.	100%	Ms. Burnham is currently available
Abdallah (Ben) Benalla, Senior Inspector	Town of Brooker	100	1-Oct	Immed.	100%	Mr. Benalla is currently available

VOLUME OF WORK PREVIOUSLY AWARDED TO SAI BY THE DISTRICT

SAI Consulting Engineers Inc. has not previously done any work for the District.

FINANCIAL CAPACITY

SAI Consulting Engineers Inc. has the financial capacity to complete this project. Please see attached our Bank Letter of Good Standing.

Also please see attached our insurance certificate verifying that we can meet the insurance requirements of this project.

LOCAL PREFERENCE

SAI Consulting Engineers Inc. has a Florida office location in Lake Mary Florida. We are also a registered vendor for the City of Palm Coast.

Certified Minority Business Enterprise

SAI Consulting Engineers is not a certified minority business.

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

November 2, 2023

33. NAME AND TITLE

Kevin Lettrich, PE – Vice President-Construction

SAI Consulting Engineers, Inc.

State, Federal and Local licenses and the status of the same:

SAI Consulting Engineers Inc. is a Pennsylvania Corporation authorized to do business in Florida.

SAI Consulting Engineers Inc. is Licensed by the Florida Board of Professional Engineers

SAI is prequalified by the Florida Department of Transportation in the following work groups for Group 10, Construction Engineering and Inspection:

Group 10 Construction Engineering Inspection

10.1 – Roadway Construction Engineering Inspection

10.3 – Construction Materials Inspection

10.4 – Minor Bridge & Miscellaneous Structures CEI

10.5.2 – Major Bridge CEI – Steel

Over the past Ten Years SAI Consulting Engineers Inc. has not been terminated from any contract.

Over the past Ten Years SAI Consulting Engineers Inc. has not defaulted on any contract, is not in arrears on any contract and has not failed to demonstrate proper licensure and business organization.

Over the past Ten Years SAI Consulting Engineers Inc. has not been the subject of governmental action of any kind.

SIMILAR PROJECT EXPERIENCE - REFERENCES

PROJECT NAME:	Seminole Woods Intersection Improvements		
DESCRIPTION:	SAI provided CEI services for this FDOT LAP-funded project which consisted of construction of a left turn lane on the south side of Seminole Woods Boulevard. SAI provided documentation to assure the City was in compliance with the FDOT LAP requirements, EEO compliance, Buy American requirements, E-Verify system and assured that all requirements of the FDOT LAP were followed through accurate record keeping, timely production of reports and documentation and assurance with compliance issues		
CLIENT'S NAME:	City of Palm Coast		
CONTACT PERSON:	Alena Dvornikova PMP	PHONE NO:	386-338-7685
E-MAIL ADDRESS:	advornikova@golynx.com		
CONTACT PERSON:		PHONE NO:	
E-MAIL ADDRESS:	Note: Ms. Dvornikova is now with the Central Fl. Transportation Authority		

PROJECT NAME:	LYNX LOC Paratransit Operations Center Expansion		
DESCRIPTION:	SAI provided CEI services for the LYNX LOC Expansion Design-Build project: Bus Parking and Bus Wash Facility for LYNX Paratransit Operations. The physical features of this project include: Concrete paving for parking lot, Earthwork, New Bus Wash facility, Metal Frame Building, Water and Sewer Construction, Waste Disposal, Fiber Optic Construction, Utility relocation and coordination.		
CLIENT'S NAME:	Central Florida Transportation Authority (LYNX)		
CONTACT PERSON:	Jeff Reine, DBIA	PHONE NO:	407-254-6046
E-MAIL ADDRESS:	jrenie@golynx.com		
CONTACT PERSON:		PHONE NO:	
E-MAIL ADDRESS:			

PROJECT NAME:	Roadway Improvements		
DESCRIPTION:	SAI provided full CEI services on this project which resurfaced various roads in the Town of Brooker Florida, This project was funded by a FDOT SCOP Grant.		
CLIENT'S NAME:	Town of Brooker		
CONTACT PERSON:	Gene Melvin, Mayor	PHONE NO:	352-214-9603
E-MAIL ADDRESS:	Brookerclerk1022@windstream.net		
CONTACT PERSON:		PHONE NO:	
E-MAIL ADDRESS:			



SAI Consulting Engineers, Inc.

Litigation: SAI maintains professional liability insurance and this insurance carrier handles all claims.

For confidentiality reasons we have not included actual claimant names, but the following table, describes the nature of such claims and presents a fair picture of SAI's professional liability claims history over the past 5 years.

YEAR	CLAIMANT	CLAIM STATUS	CLAIM DESCRIPTION	CLAIM DISSOLUTION
2019	Individual versus the URA	Closed	SAI was notified of a Praecipe for Entry of Appearance regarding a landslide that occurred in a redevelopment area where SAI performed CI/CM. No cost estimate is associated with this claim. The individual settled the claim.	Closed



August 1, 2022

RE: Bank Letter of Good Standing for SAI Consulting Engineers, Inc.

To Whom It May Concern:

Pursuant to your request, this letter will confirm that PNC Bank, National Association has had a deposit and lending relationship with **SAI Consulting Engineers, Inc.** for over 40 years. The average checking and savings account balance over the last 12 months has been 7 figures. SAI also has a lending relationship with PNC including a working capital line of credit for \$500,000, the current outstanding balance is \$0. All of **SAI Consulting Engineers, Inc.** accounts are in good standing and they are in good standing with PNC Bank, NA.

Please feel free to give me a call at (412) 956-1558 should you require any additional information.

Sincerely,

PNC BANK, N. A.

A handwritten signature in blue ink that reads "R. T. Klasnick".

Robert T. Klasnick
Senior Vice President
PNC Corporate Banking



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
10/25/2023

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

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

PRODUCER Willis Towers Watson Northeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C. No. Ext): 1-877-945-7378 E-MAIL ADDRESS: certificates@willis.com		FAX (A/C. No): 1-888-467-2378
	INSURER(S) AFFORDING COVERAGE		NAIC #
INSURED SAI Consulting Engineers, Inc. 1350 Penn Avenue, Suite 300 Pittsburgh, PA 15222	INSURER A: Valley Forge Insurance Company		20508
	INSURER B: Continental Insurance Company		35289
	INSURER C: Evanston Insurance Company		35378
	INSURER D:		
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER: W30794993

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			7017823413	12/01/2022	12/01/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			7017823380	12/01/2022	12/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			7017823394	12/01/2022	12/01/2023	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						<input type="checkbox"/> Y <input type="checkbox"/> N N/A PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Professional Liability Coverage Claims Made Basis			MKL7V7PL0005622	12/01/2022	12/01/2023	Each Claim Limit \$1,000,000 Aggregate Limit \$1,000,000 Deductible Each Claim \$50,000

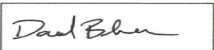
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CEI Seminole Palms Community Development District - 4871-3366-1314 v 4884- 3546-2277

Umbrella Liability is follow form of the underlying General Liability, Auto Liability and Employers Liability policies.

Seminole Palms Community Development District, and the District's officers, supervisors, agents, staff, and

CERTIFICATE HOLDER**CANCELLATION**

Vesta District Services 250 International Parkway Suite 208 Lake Mary, FL 32746	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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AFFIDAVIT OF ACKNOWLEDGMENTS

STATE OF Pennsylvania
COUNTY OF Allegheny

Before me, the undersigned authority, appeared the affiant, Kevin W. Lettrich, PE, and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of Vice President of Construction for SAI Consulting Engineers, Inc. (“**Applicant**”), and am authorized to make this Affidavit of Acknowledgments on behalf of Applicant.

2. I assisted with the preparation of, and have reviewed, the Applicant’s Qualification Statement (“**Qualification Statement**”) provided in response to the Seminole Palms Community Development District Request for Qualifications for Construction Engineering Inspection Services. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Applicant to constitute good cause for rejection of the Qualification Statement.

3. I do hereby certify that the Applicant has submitted only a single Qualification Statement and has not, either directly or indirectly, participated in collusion relating to the submission of the Qualification Statement.

4. The Applicant agrees through submission of the Qualification Statement to honor its Qualification Statement for one hundred and twenty (120) days from the opening of the Qualification Statements, and if awarded the contract on the basis of this Qualification Statement and further negotiations with the District, to enter into and execute the contract in a form substantially similar to that included in the Selection Manual.

5. The Applicant acknowledges the receipt of the complete Selection Manual as provided by the District and as described in the Selection Manual’s Table of Contents, and, to the extent that Addendums have been issued, the receipt of the following Addendum No.’s: 1.

6. By signing below, and by not filing a protest within the seventy-two (72) hour period after the Submittal Deadline, the Applicant acknowledges that (i) the Applicant has read, understood, and accepted the Selection Manual; (ii) the Applicant has had an opportunity to consult with legal counsel regarding the Selection Manual; (iii) the Applicant has agreed to the terms of the Selection Manual; and (iv) the Applicant has waived any right to challenge any matter relating to the Selection Manual, including but not limited to any protest relating to the Qualification Statement notice, instructions, the contract form, the scope of work, the evaluation criteria, the evaluation process established in the Selection Manual, or any other issues or items relating to the Selection Manual.

7. The Applicant authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Seminole Palms Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Qualification Statement, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Applicant.

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

Dated this 2nd day of November, 2023.

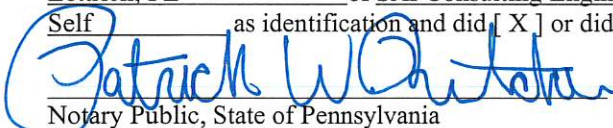
Applicant: Kevin W. Lettrich, PE

By: 

Title: Vice President - Construction

STATE OF Pennsylvania
COUNTY OF Allegheny

The foregoing instrument was sworn and subscribed before me this 2nd day of November 2023, by Kevin Lettrich, PE of SAI Consulting Engineers, Inc., who is personally known to me or who has produced Self as identification and did or did not take the oath.



Notary Public, State of Pennsylvania
Print Name: Patrick W. Ritchie
Commission No.: 1138360
My Commission Expires: October 29, 2027

Commonwealth of Pennsylvania - Notary Seal
Patrick W. Ritchie, Notary Public
Allegheny County
My commission expires October 29, 2027
Commission number 1138360
Member, Pennsylvania Association of Notaries

**SWORN STATEMENT UNDER SECTION 287.133,
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

***THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR
OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.***

This sworn statement is submitted to Seminole Palms Community Development District.

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of Vice President of Construction for SAI Consulting Engineers, Inc. (“Applicant”), and am authorized to make this Sworn Statement on behalf of Applicant.
2. Applicant’s business address is 1350 Penn Avenue, Suite 300, Pittsburgh, PA 15222
3. Applicant’s Federal Employer Identification Number (FEIN) is 25-1289019
(If the Applicant has no FEIN, include the Social Security Number of the individual signing this sworn statement: _____.)
4. I understand that a "public entity crime" as defined in Section 287.133(1)(g), *Florida Statutes*, means “a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid, proposal, reply, or contract for goods or services, any lease for real property, or any contract for the construction or repair of a public building or public work, involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.”
5. I understand that "convicted" or "conviction" as defined in Section 287.133(1)(b), *Florida Statutes*, means “a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.”
6. I understand that an "affiliate" as defined in Section 287.133(1)(a), *Florida Statutes*, means:

A predecessor or successor of a person convicted of a public entity crime;
or

An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
7. I understand that a "person" as defined in Section 287.133(1)(e), *Florida Statutes*, means “any natural person or entity organized under the laws of any state or of the United States with the legal

power to enter into a binding contract and which bids or applies to bid on contracts let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term 'person' includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity."

8. Based on information and belief, the statement which I have marked below is true in relation to the Applicant submitting this sworn statement. (Please indicate which statement applies.)

 X Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

 The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

 There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

 The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

 The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

(Signatures on Following Page)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133, *Florida Statutes*, Regarding Public Entity Crimes and all of the information provided is true and correct.

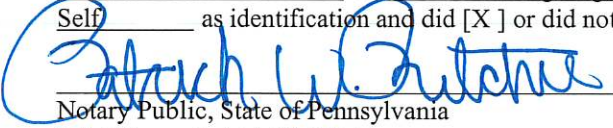
Dated this 2nd day of November, 2023.

Applicant: Kevin W. Lettrich, PE

By: 
Title: Vice President - Construction

STATE OF Pennsylvania
COUNTY OF Allegheny

The foregoing instrument was sworn and subscribed before me this 2nd day of November, 2023, by Kevin Lettrich of SAI Consulting Engineers, Inc., who is personally known to me or who has produced Self as identification and did or did not take the oath.



Notary Public, State of Pennsylvania
Print Name: Patrick W. Ritchie
Commission No.: 1138360
My Commission Expires: 10/29/27

Commonwealth of Pennsylvania - Notary Seal
Patrick W. Ritchie, Notary Public
Allegheny County
My commission expires October 29, 2027
Commission number 1138360
Member, Pennsylvania Association of Notaries