

**SHERWOOD MANOR  
COMMUNITY DEVELOPMENT DISTRICT  
BOARD OF SUPERVISORS  
LANDOWNERS ELECTION AND REGULAR MEETING  
APRIL 5, 2018**

**SHERWOOD MANOR  
COMMUNITY DEVELOPMENT DISTRICT AGENDA  
THURSDAY, APRIL 5, 2018  
2:00 P.M.**

The Offices of Meritus  
Located at 2005 Pan Am Circle, Suite 120, Tampa, FL 33607

<b>District Board of Supervisors</b>	Chairman Vice-Chairman Supervisor Supervisor Supervisor	Jeff Hills Ryan Motko Nick Dister Albert Viera Vacant
<b>District Manager</b>	Meritus	Brian Lamb
<b>District Attorney</b>	Straley Robin Vericker	John Vericker
<b>District Engineer</b>	Stantec, Inc	Tonja Stewart

*All cellular phones and pagers must be turned off while in the meeting room*

**The District Agenda is comprised of four different sections:**

The meeting will begin at **2:00 p.m.** with the seventh section called **Business Matters**. The business matters section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. If any member of the audience would like to speak on one of the business items, they will need to register with the District Administrator prior to the presentation of that agenda item. Agendas can be reviewed by contacting the Manager's office at (813) 397-5120 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The ninth section is called **Administrative Matters**. The Administrative Matters section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The tenth section is called **Staff Reports**. This section allows the District Administrator, Engineer, and Attorney to update the Board of Supervisors on any pending issues that are being researched for Board action. The final sections are called **Board Members Comments and Public Comments**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to **three (3) minutes** for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT ADMINSTRATOR OUTSIDE THE CONTEXT OF THIS MEETING.**

Public workshops sessions may be advertised and held in an effort to provide informational services. These sessions allow staff or consultants to discuss a policy or business matter in a more informal manner and allow for lengthy presentations prior to scheduling the item for approval. Typically no motions or votes are made during these sessions.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (813) 397-5120, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 1 (800) 955-8770, who can aid you in contacting the District Office.

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

April 5, 2018  
Board of Supervisors  
**Sherwood Manor Community Development District**

*Dear Board Members:*

The Landowners Election and Regular Meeting of Sherwood Manor Community Development District will be held on **April 5, 2018 at 2:00 p.m.** at the Offices of Meritus located at 2005 Pan Am Circle, Suite 120, Tampa, FL 33607. Following is the Agenda for the Meeting:

**Call In Number: 1-866-906-9330**

**Access Code: 4863181**

**LANDOWNERS MEETING/ELECTION**

- 1. CALL TO ORDER**
- 2. APPOINTMENT OF MEETING CHAIRMAN**
- 3. ANNOUNCEMENT OF CANDIDATES/ CALL FOR NOMINATIONS**
- 4. ELECTION OF SUPERVISORS**
- 5. OWNERS REQUEST**
- 6. ADJOURNMENT**

**REGULAR MEETING OF THE BOARD OF SUPERVISORS**

- 1. CALL TO ORDER/ROLL CALL**
- 2. PUBLIC COMMENT ON AGENDA ITEMS**
- 3. OATH OF OFFICE**
- 4. BUSINESS ITEMS**
  - A. Consideration of Resolution 2018-24; Canvassing and Certifying the Results of the Landowners Elections ..... Tab 01
  - B. Consideration of Resolution 2018-25; Re -Designating Officers ..... Tab 02
  - C. Consideration of Master Assessment Methodology Report ..... Tab 03
  - D. Consideration of District Engineer’s Report Date March 28, 2018 ..... Tab 04
  - E. Consideration of Resolution 2018-26; Declaring Special Assessments ..... Tab 05
  - F. Consideration of Resolution 2018-27; Setting Public Hearing for Levying Special Assessments ..... Tab 06
  - G. Consideration of RFQ’s for District Engineer ..... Tab 07
- 5. STAFF REPORTS**
  - A. District Counsel
  - B. District Manager
  - C. District Engineer
- 6. BOARD MEMBERS COMMENTS**
- 7. PUBLIC COMMENTS**
- 8. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 397-5120.

Sincerely,



Brian Lamb, CEO  
Meritus

**RESOLUTION 2018-24**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT CANVASSING AND CERTIFYING THE RESULTS OF THE LANDOWNERS ELECTION OF SUPERVISORS HELD PURSUANT TO SECTION 190.006(2), FLORIDA STATUTES, ADDRESSING SEAT NUMBER DESIGNATIONS ON THE BOARD OF SUPERVISORS, AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, pursuant to Section 190.006(2), Florida Statutes, a landowners meeting is required to be held following the creation of a community development district for the purpose of electing supervisors of the District; and

**WHEREAS**, following proper publication and notice thereof, on April 5, 2018 the owners of land within the District held a meeting for the purpose of electing supervisors to the District’s Board of Supervisors (“Board”); and

**WHEREAS**, at the April 5, 2018 meeting, the below recited persons were duly elected by virtue of the votes cast in their respective favor; and

**WHEREAS**, the Board, by means of this Resolution, desires to canvas the votes, declare and certify the results of the landowner’s election, and announce the Board Members, seat number designations on the Board.

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**SECTION 2.** The following persons are found, certified, and declared to have been duly elected as Supervisors of and for the District, having been elected by the votes cast in their favor as shown, to wit:

Seat 1	_____	Votes _____
Seat 2	_____	Votes _____
Seat 3	_____	Votes _____
Seat 4	_____	Votes _____
Seat 5	_____	Votes _____

**SECTION 3.** In accordance with Section 190.006(2), Florida Statutes, and by virtue of the number of votes cast for the respective Supervisors, they are declared to have been elected for the following terms of office:

Seat 1	_____	Years _____
Seat 2	_____	Years _____
Seat 3	_____	Years _____
Seat 4	_____	Years _____
Seat 5	_____	Years _____

**SECTION 4.** Said terms of office commenced on April 5, 2018.

**SECTION 5.** If any provision of this Resolution is held to be illegal or invalid, the other provisions shall remain in full force and effect. To the extent the provisions of this Resolution conflict with the provisions of any other resolution of the District, the provisions of this Resolution shall prevail.

**PASSED AND ADOPTED** this 5<sup>th</sup> day of April, 2018.

ATTEST:

**BOARD OF SUPERVISORS OF  
SHERWOOD MANOR COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: Secretary/Assistant Secretary

\_\_\_\_\_  
Chairman/Vice Chairman Board of Supervisors

**RESOLUTION 2018-25**

**A RESOLUTION OF THE BOARD OF SUPERVISORS  
DESIGNATING THE OFFICERS OF SHERWOOD MANOR  
COMMUNITY DEVELOPMENT DISTRICT AND  
PROVIDING FOR AN EFFECTIVE DATE.**

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

**WHEREAS**, the initial supervisors have taken and subscribed to the oath of office per F.S. 190.006(4); and

**WHEREAS**, the Board of Supervisors (hereinafter the “Board”) now desires to organize by designating the Officers of the District per F.S. 190.006(6).

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

1. The following persons are elected to the offices shown, to wit:

_____	Chairman
_____	Vice-Chairman
<u>Brian Lamb</u>	Secretary
<u>Eric Davidson</u>	Treasurer
<u>Brian Howell</u>	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary
_____	Assistant Secretary

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

**PASSED AND ADOPTED THIS 5<sup>th</sup> DAY OF APRIL, 2018.**

**ATTEST:**

**SHERWOOD MANOR COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Secretary / Assistant Secretary

\_\_\_\_\_  
Chairman

SHERWOOD MANOR  
COMMUNITY  
DEVELOPMENT  
DISTRICT

MASTER ASSESSMENT  
METHODOLOGY REPORT



**DMS** District  
Management  
Services  
A Meritus Company. Solutions for Better Communities.

Report Date:  
March 28, 2018

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## I. INTRODUCTION

This Master Assessment Methodology Report (the “Master Report”) details the basis of the benefit allocation and assessment methodology to support the financing plan to complete the public infrastructure required within the Sherwood Manor Community Development District (the “District”). The private assessable lands (“Assessable Property”) benefitting from the public infrastructure is generally described within Exhibit A of this Master Report and further described within the Engineer’s Report, dated March 28<sup>th</sup>, 2018 (the “Engineer’s Report”).

The objective of this Master Report is to:

1. Identify the District’s capital improvement program (“CIP”) for the project to be financed, constructed and/or acquired by the District; and
2. Determine a fair and equitable method of spreading the associated costs to the benefiting Assessable Properties within the District pre- and post-development completion; and
3. Provide a basis for the placement of a lien on the Assessable Properties within the District benefiting from the CIP, as outlined by the Engineer’s Report.

The basis of benefit received by Assessable Properties relates directly to the proposed CIP. It is the District’s CIP that will create the public infrastructure that enables Assessable Properties within the District to be developed and improved under current allowable densities. The CIP includes off-site improvements, storm water, utilities (water and sewer), roadways, landscape and hardscape. The Engineers Report identified estimated costs to complete the CIP, inclusive of associated “soft cost” such as legal/engineering services with contingencies to account for commodity and service market fluctuations. This report will further address additional financing cost associated with funding the CIP. Without the required improvements in the CIP, the development of the Assessable Properties could not be undertaken within the current development standards. The main objective of this Master Report is to establish a basis on which to quantify and allocate the special benefit provided by the CIP proportionally to the private property within the District. A detailed allocation methodology and finance plan will be utilized to equitably distribute CIP costs upon the Assessable Properties within the District based upon the level of proportional benefit received.

This Master Report outlines the assignment of benefit, assessment methodology and financing structure for bonds to be issued by the District. As a result of the methodology application, the maximum long-term assessment associated with the current CIP is identified. The District will issue Special Assessment Bonds (the “Bonds”), in one or more series consisting of various amounts of principal debt and maturities to finance the construction and/or acquisition of all or a portion of the CIP.

It is anticipated that the methodology consultant will prepare individual supplemental reports applying the allocation methodology contained herein for the imposition and collection of long-term special assessments on a first platted, first assigned basis for repayment of a specific series of Bonds. The methodology consultant may distribute supplemental reports in connection with updates and/or revisions to the finance plan. Such supplemental reports will be



created to stipulate amended terms, interest rates, developer contributions if any, issuance costs and will detail the resulting changes in the level of funding allocated to the various trust accounts and subaccounts.

The Bonds will be repaid from and secured by non-ad valorem assessments levied on those Assessable Properties benefiting from the public improvements within the District. Non-ad valorem assessments will be levied each year to provide the funding necessary to pay debt service on the Bonds and to fund operations and maintenance costs related to the capital improvements maintained by the District.

In summary, this Master Report will determine the benefit, apportionment and financing structure for the Bonds to be issued by the District in accordance with Chapters 170, 190 and 197, Florida Statutes, as amended, to establish a basis for the levying and collecting of special assessments based on the benefits received and is consistent with our understanding and experience with case law on this subject.

## II. DEFINED TERMS

“Assessable Property:” – all property within the District that receives a special benefit from the CIP.

“Capital Improvement Program” (CIP) – The public infrastructure development program as outlined by the Engineer Report.

“Developer” – Sherwood-Ruskin, LLC.

“Development Plan” – The end-use configuration of Platted Units and Product Types for Unplatted Parcels within the District.

“District” – Sherwood Manor Community Development District, 165.61 gross acres with the Development Plan for 649 Units.

“Engineer Report” – *Engineer’s Report for Sherwood Manor Community Development District*, dated March 28<sup>th</sup> 2018.

“Equivalent Assessment Unit” (EAU) – A weighted value assigned to dissimilar residential lot product types to differentiate assignment of benefit and lien values.

“Maximum Assessments” – The maximum amount of special assessments and liens to be levied against benefiting assessable properties.

“Platted Units” – private property subdivided as a portion of gross acreage by virtue of the platting process.

“Product Type” – Classification assigned by the District Engineer to dissimilar lot products for the development of the vertical construction. Determined in part as to differentiated sizes, setbacks and other factors.

“Assessment Area One” – Identified within the Engineers Report and relates to cost for the first three phases of development that are specific (“Unique”) to Sherwood and details common cost within the CIP that benefit all developable private properties in the District.



“Assessment Area Two” – Identified within the Engineers Report and relates to cost for two phases of development that are specific (“Unique”) to Spencer Creek and provides common cost within the CIP that benefit all developable private properties in the District.

“Unplatted Parcels” – gross acreage intended for subdivision and platting pursuant to the Development Plan.

“Unit(s)” – A planned or developed residential lot assigned a Product Type classification by the District Engineer.

“Master Report” or “Report” – This *Master Assessment Methodology Report*, dated March 28<sup>th</sup> 2018 as provided to support benefit and Maximum Assessments Liens on private developable property within the District.

### III. DISTRICT OVERVIEW

The District area encompasses 165.61 +/- acres and is located in Hillsborough County, Florida, within Sections 8, 9, 16 and 17, Township 32, and Range 19. The primary developer of the Assessable Properties is Sherwood-Ruskin, LLC (the “Developer”), who has created the overall development plan as outlined and supported by the Engineer’s Report. The development plan for the District contemplates three phases consisting of 649 single family lots. The public improvements as described in the Engineer’s Report include off-site improvements, storm water, utilities (water and sewer), roadways and landscape/hardscape.

### IV. PROPOSED IMPROVEMENTS

The District and Developer are undertaking the responsibility of providing the public infrastructure necessary to develop the District’s CIP. As designed, the CIP is an integrated system of facilities. Each infrastructure facility works as a system to provide special benefit to District lands, i.e.: all benefiting landowners of Assessable Properties within the District benefit the same from the first few feet of infrastructure as they do from the last few feet. The CIP costs within Table 1 of this Master Report reflect cost as further detailed within the Engineer’s Report, these costs are exclusive of any financing related costs.

### V. DETERMINATION OF SPECIAL ASSESSMENT

There are three main requirements for valid special assessments. The first requirement demands that the improvements to benefited properties, for which special assessments are levied, be implemented for an approved and assessable purpose (F.S. 170.01). As a second requirement, special assessments can only be levied on those properties specially benefiting from the improvements (F.S. 170.01). Thirdly, the special assessments allocated to each benefited property cannot exceed the proportional benefit to each parcel (F.S. 170.02).

The District’s CIP contains a “system of improvements” including the funding, construction and/or acquisition of off-site improvements, storm water, utilities (water and sewer), roadways, and landscape/hardscape; all of which are considered to be for an approved and assessable purpose (F.S. 170.01) which satisfies the first requirement for a valid special assessment, as described above. Additionally, the improvements will result in all Assessable Property within the



District receiving a direct and specific benefit, thereby making those properties legally subject to assessments (F.S. 170.01), which satisfies the second requirement, above. Finally, the specific benefit to the Assessable Property is equal to or exceeds the cost of the assessments levied on the Assessable Property (F.S. 170.02), which satisfies the third requirement, above.

The first requirement for determining the validity of a special assessment is plainly demonstrable; eligible improvements are found within the list provided in F.S. 170.01. However, the second and third requirements for a valid special assessment require a more analytical examination. As required by F.S. 170.02, and described in the preceding section entitled “Allocation Methodology,” this approach involves identifying and assigning value to specific benefits being conferred upon the various Assessable Property, while confirming the value of these benefits exceed the cost of providing the improvements. These special benefits include, but are not limited to, the added use of the property, added enjoyment of the property, probability of decreased insurance premiums and the probability of increased marketability and value of the property.

The determination has been made that the duty to pay the non-ad valorem special assessments is valid based on the special benefits imparted upon the various Assessable Property. These benefits are derived from the acquisition and/or construction of the District’s CIP. The allocation of responsibility for payment of the on the Bonds has been apportioned according to reasonable estimates of the special benefits provided consistent with each land use category. Accordingly, no acre or parcel of property within the boundary of the properties will be assessed for the payment of any non-ad valorem special assessment greater than the determined special benefit particular to that parcel of the District.

Property within the District that currently is not, or upon future development, will not be subject to the special assessments include publicly owned (State/County/City/CDD) tax-exempt parcels such as: lift stations, road rights-of-way, waterway management systems, common areas, and certain lands/amenities owned by HOA(s). To the extent it is later determined that a property no longer qualifies for an exemption, assessments will be apportioned and levied based on an EAU factor proportionate to acreage density as demonstrated in other use EAU assignment.

## VI. ALLOCATION METHODOLOGY

The CIP benefits all assessable properties within the District proportionally. The level of relative benefit can be compared through the use of defining “equivalent” units of measurement by product type to compare dissimilar development product types. This is accomplished through determining an estimate of the relationship between the product types, based on a relative benefit received by each product type from the CIP. The use of Equivalent Assessment Unit (EAU) methodologies is well established as a fair and reasonable proxy for estimating the benefit received by private benefiting properties. One (1) EAU has been assigned to the 40’ residential use product type as a baseline, with a proportional increase or decrease relative to other planned residential product types and sizes. Table 2 outlines EAUs assigned for residential product types under the current Development Plan. If future assessable property is added or product types are contemplated, this Report will be amended to reflect such change.



The method of benefit allocation is based on the special benefit received from infrastructure improvements relative to the benefiting Assessable Property by use and size in comparison to other Assessable Property within the District. According to F.S. 170.02, the methodology by which special assessments are allocated to specifically benefited property must be determined and adopted by the governing body of the District. This alone gives the District latitude in determining how special assessments will be allocated to specific Assessable Property. The CIP benefit and special assessment allocation rationale is detailed herein and provides a mechanism by which these costs, based on a determination of the estimated level of benefit conferred by the CIP, are apportioned to the Assessable Property within the District for levy and collection. The allocation of benefits and Maximum Assessments associated with the CIP are demonstrated on Table 3 through Table 6. The Developer may choose to pay down or contribute infrastructure on a portion or all of the long-term assessments as evaluated on a per parcel basis, thereby reducing the annual debt service assessment associated with any series of Bonds.

## VII. ASSIGNMENT OF MAXIMUM ASSESSMENTS

This section sets out the manner in which special assessments will be assigned and establish a lien on land within the District. With regard to the Assessable Property liens will be assessed on a gross acreage basis until such time as the developable acreage is platted. The platted parcels will then be reviewed as to use and product types. Pursuant to Section 193.0235, Florida Statutes, certain privately or publicly owned “common elements” such as clubhouses, amenities, lakes and common areas for community use and benefit are exempt from non-ad valorem assessments and liens regardless of the private ownership.

It is useful to consider three distinct states or conditions of development within a community. The initial condition is the “undeveloped state”. At this point the infrastructure may or may not be installed but none of the units in the Development Plan have been platted. This condition exists when the infrastructure program is financed prior to any development. In the undeveloped state all of the lands within the District receive benefit from the CIP and all of the assessable land within the District would be assessed to repay any bonds. While the land is in an “undeveloped state,” special assessments will be assigned on an equal acre basis across all of the gross acreage within the District. Debt will not be solely assigned to parcels which have development rights, but will and may be assigned to undevelopable parcels to ensure integrity of development plans, rights and entitlements.

The second condition is “on-going development”. At this point, if not already in place, the installation of infrastructure has begun. Additionally, the Development Plan has started to take shape. As lands subject to special assessments are platted and fully-developed, they are assigned specific assessments in relation to the estimated benefit that each platted unit receives from the CIP, with the balance of the debt assigned on a per acre basis as described in the preceding paragraph. Therefore, each fully-developed, platted unit would be assigned a Maximum Assessment pursuant to its Product Type classification as set forth in Table 6. It is not contemplated that any unassigned debt would remain once all of the lots associated with the improvements are platted and fully-developed; if such a condition was to occur; the true-up provisions within this Report would be applicable.



The third condition is the “completed development state.” In this condition the entire Development Plan for the District has been platted and the total par value of the Bonds has been assigned as specific assessments to each of the platted lots within the District.

#### VIII. FINANCING

The District intends to finance only a portion of the CIP through the issuance of the Bonds; however this report assumes the financing of 100% of the improvements to identify the full benefit and potential. As the Bonds will be issued in one or more series, the Bonds will be sized at an amount rounded to the nearest \$5,000 and will include items such as debt service reserves, underwriter’s discount, issuance costs and rounding.

For purposes of the Master Report, conservative allowances have been made for a debt service reserve, underwriter’s discount, issuance costs, rounding and collection cost as shown on Table 3. The methodology consultant will issue supplemental report(s) which outline the provisions specific to each bond issue with the application of the assessment methodology contained herein. The supplemental report(s) will detail the negotiated terms, interest rates and costs associated with each series of Bonds representing the market rate at that point in time. The supplemental reports will outline any Developer contributions towards the completion of the CIP applied to prepay any assessments on any one or collective Assessable Properties within the District. The supplemental report(s) will also detail the level of funding allocated to the construction/acquisition account, the debt service reserve account, underwriter’s discount, issuance and collection costs. Additionally, the supplemental report(s) will apply the principles set forth in the Master Report to determine the specific assessments required to repay the Bonds.

#### IX. TRUE-UP MODIFICATION

During the construction period of development, it is possible that the number of residential units built may change, thereby necessitating a modification to the per unit allocation of special assessment principal. In order to ensure the District’s debt does not build up on the unplatted developable land, the District shall apply the following test as outlined within this “true-up methodology.”

The debt per acre remaining on the unplatted land within the District may not increase above its ceiling debt per acre. The ceiling level of debt per acre is calculated as the total amount of debt for each Bond issue divided by the number of gross acres for such phase. Thus, every time the test is applied, the debt encumbering the remaining undivided land must remain equal to or lower than the ceiling level of debt per gross acre. If the debt per gross acre is found to be above the established maximum, the District would require a density reduction payment in an amount sufficient to reduce the remaining debt per acre to the ceiling amount based on the schedule found in Exhibit A, the Preliminary Assessment Roll, which amount will include accrued interest to the first interest payment date on the Bonds which occurs at least 45 days following such debt reduction payment.

True-up tests shall be performed upon the recording of each plat submitted to subdivide developed lands within the District. If upon the completion of any true-up analyses it is found the debt per acre exceeds the established



maximum ceiling debt per gross acre, or there is not sufficient development potential in the remaining acreage of the District to produce the EAU densities required to adequately service Bond debt, the District shall require the immediate remittance of a density reduction payment, plus accrued interest as applicable, in an amount sufficient to reduce the remaining debt per assessable acre to the ceiling amount per acre and to allow the remaining acreage to adequately service Bond debt upon development. The final test shall be applied at the platting of 100% of the development units within the District.

True-up payment requirements may be suspended if the landowner can demonstrate, to the reasonable satisfaction of the District, that there is sufficient development potential in the remaining acreage within the District to produce the densities required to adequately service Bond debt. The Developer and District will enter into a true-up agreement to evidence the obligations described in this section.

All assessments levied run with the land and it is the responsibility of the District to enforce the true-up provisions and collect any required true-up payments due. The District will not release any liens on property for which true-up payments are due, until provision for such payment has been satisfactorily made.

#### X. ADDITIONAL STIPULATIONS

Meritus Districts was retained by the District to prepare a methodology to fairly allocate the special assessments related to the Districts CIP. Certain financing, development and engineering data was provided by members of District Staff and/or the Developer. The allocation Methodology described herein was based on information provided by those professionals. Meritus Districts makes no representations regarding said information transactions beyond restatement of the factual information necessary for compilation of this report. For additional information on the Bond structure and related items, please refer to the Offering Statement associated with this transaction.

Meritus Districts does not represent the District as a Municipal Advisor or Securities Broker nor is Meritus Districts registered to provide such services as described in Section 15B of the Securities and Exchange Act of 1934, as amended. Similarly, Meritus Districts does not provide the District with financial advisory services or offer investment advice in any form.



TABLE 1

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT BUILDOUT COMMUNITY DEVELOPMENT PROGRAM COSTS						
DESCRIPTION	SHERWOOD			SPENCER CREEK		TOTAL PROJECT COSTS
	Phase 1	Phase 2	Phase 3	Phase 1	Phase 2	
Stormwater Management	1,422,000	1,683,000	972,000	1,512,000	252,000	\$ 5,841,000
Utilities	948,000	1,122,000	648,000	1,008,000	168,000	\$ 3,894,000
Roads	1,659,000	1,963,500	1,134,000	1,764,000	294,000	\$ 6,814,500
Parks & Recreation	568,800	673,200	388,800	604,800	100,800	\$ 2,336,400
Off-Site Management	142,200	168,300	97,200	151,200	25,200	\$ 584,100
<b>TOTAL</b>	<b>\$ 4,740,000</b>	<b>\$ 5,610,000</b>	<b>\$ 3,240,000</b>	<b>\$ 5,040,000</b>	<b>\$ 840,000</b>	<b>\$ 19,470,000</b>

TABLE 2

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT PLANNED DEVELOPMENT PROGRAM								
PRODUCT	LOT SIZE	SHERWOOD			SPENCER CREEK		PER UNIT EAU <sup>(2)</sup>	TOTAL
		PHASE 1	PHASE 2	PHASE 3	PHASE 1	PHASE 2		
Single Family	50	158	187	108	0	0	1.00	453
Single Family	55	0	0	0	110	28	1.10	138
Single Family	60	0	0	0	58	0	1.20	58
<b>TOTAL</b>		<b>158</b>	<b>187</b>	<b>108</b>	<b>168</b>	<b>28</b>		<b>649</b>

<sup>(1)</sup> EAU factors assigned based on Product Type as identified by district engineer and do not reflect front footage of planned lots.

<sup>(2)</sup> Any development plan changes will require recalculations pursuant to the true-up provisions within this report.



TABLE 3

DEVELOPMENT PROGRAM COST/BENEFIT ANALYSIS	
PROJECT COSTS	\$19,470,000
TOTAL PROGRAM EAUS	674.40
TOTAL COST/BENEFIT	<u><u>\$28,870</u></u>

Table 3 Notations:

1) Benefit is equal to or greater than cost as assigned per Equivalent Assessment Unit ("EAU") as described above.

TABLE 4

DEVELOPMENT PROGRAM *NET* COST/BENEFIT ANALYSIS					
PRODUCT TYPE	EAU FACTOR	PRODUCT COUNT	EAUs	NET BENEFIT	
				PER PRODUCT TYPE	PER PRODUCT UNIT
50	1.00	453	453.00	\$19,392	\$42.81
55	1.10	138	151.80	\$6,498	\$47.09
60	1.20	58	69.60	\$2,980	\$51.38
		<u>649</u>	<u>674.40</u>	<u>\$28,870</u>	

Table 4 Notations:

1) Table 4 determines only the anticipated construction cost, net of finance and other related costs.



TABLE 5

CONSTRUCTION COST AND BENEFIT						
PRODUCT TYPE	EAU FACTOR	PRODUCT COUNT	EAUs	PERCENTAGE OF EAUs	TOTAL AMOUNT PER PRODUCT TYPE	TOTAL AMOUNT PER LOT
50	1.0	453	453.00	67.2%	\$13,078,158	\$28,870
55	1.1	138	151.80	22.5%	\$4,382,482	\$31,757
60	1.2	58	69.60	10.3%	\$2,009,360	\$34,644
		<b>649</b>	<b>674.40</b>	<b>100%</b>	<b>\$19,470,000</b>	

TABLE 6

CONSTRUCTION COST FUNDING SOURCES					
PRODUCT TYPE	PRODUCT COUNT	PER PRODUCT TYPE		PER UNIT	
		DEVELOPER FUNDED	SERIES 2018 BONDS	DEVELOPER FUNDED	SERIES 2018 BONDS
50	453	\$3,598,928	\$9,479,231	\$7,944.65	\$20,925.45
55	138	\$1,205,998	\$3,176,484	\$8,739.12	\$23,018.00
60	58	\$552,948	\$1,456,412	\$9,533.59	\$25,110.54
	<b>649</b>	<b>\$5,357,875</b>	<b>\$14,112,126</b>		



TABLE 7

SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT CDD ASSESSMENT ANALYSIS		
FINANCING INFORMATION - SERIES 2018 LONG TERM BONDS		
Coupon Rate <sup>(1)</sup>		6.00%
Term (Years)		31
Principal Amortization Installments		30
<b>ISSUE SIZE</b>		<b>\$16,540,000</b>
Construction Fund		\$14,112,126
Capitalized Interest (Months) <sup>(2)</sup>	12	\$992,400
Debt Service Reserve Fund		\$950,904
Underwriter's Discount	2.00%	\$330,800
+ Premium / - Discount		\$0
Cost of Issuance		\$150,000
Rounding		\$3,770
<b>ANNUAL ASSESSMENT</b>		
Annual Debt Service (Principal plus Interest)		\$950,904
Collection Costs and Discounts @	6.00%	\$60,696
<b>TOTAL ANNUAL ASSESSMENT</b>		<b>\$1,011,600</b>
<p><sup>(1)</sup> Based on conservative interest rate, subject to change based on market conditions.</p> <p><sup>(2)</sup> Based on capitalized interest 36 months.</p>		



TABLE 8

**SHERWOOD MANOR  
 COMMUNITY DEVELOPMENT DISTRICT  
 CDD ASSESSMENT ANALYSIS**

ALLOCATION METHODOLOGY - SERIES 2018 LONG TERMBONDS (1)								
PRODUCT	PER UNIT EAU	TOTAL EAUs	% OF EAUs	UNITS	PRODUCT TYPE		PER UNIT	
					TOTAL PRINCIPAL	ANNUAL ASSMT. (2)	TOTAL PRINCIPAL	ANNUAL ASSMT. (2)
Single Family 50'	1.00	453.00	67.17%	453	\$11,110,053	\$679,500	\$24,526	\$1,500
Single Family 55'	1.10	151.80	22.51%	138	\$3,722,972	\$227,700	\$26,978	\$1,650
Single Family 60'	1.20	69.60	10.32%	58	\$1,706,975	\$104,400	\$29,431	\$1,800
<b>TOTAL</b>		<b>674.40</b>	<b>100%</b>	<b>649</b>	<b>16,540,000</b>	<b>1,011,600</b>		

(1) Allocation of total bond principal (i.e., assessment) based on equivalent assessment units. Individual principal and interest assessments calculated on a per unit basis. 12 month Capitalized Interest Period.

(2) Includes principal, interest and collection costs.



EXHIBIT A

The maximum par amount of Bonds that may be borrowed by the District to pay for the public capital infrastructure improvements is \$16,540,000.00 payable in 30 annual installments of principal of \$5,741.83 per gross acre. The maximum par debt is \$99,873.20 per gross acre and is outlined below.

Prior to platting, the debt associated with the Capital Improvement Plan will initially be allocated on a per acre basis within the District. Upon platting, the principal and long term assessment levied on each benefited property will be allocated to platted lots and developed units in accordance with this Report.

ASSESSMENT ROLL

TOTAL ASSESSMENT:	\$16,540,000.00		
ANNUAL ASSESSMENT:	<u>\$950,904.00</u>	(30 Installments)	
TOTAL GROSS ASSESSABLE ACRES +/-:	<u>165.61</u>		
TOTAL ASSESSMENT PER ASSESSABLE GROSS ACRE:	<u>\$99,873.20</u>		
ANNUAL ASSESSMENT PER GROSS ASSESSABLE ACRE:	<u>\$5,741.83</u>	(30 Installments)	
		PER PARCEL ASSESSMENTS	
<u>Landowner Name, Lee County Folio ID &amp; Address</u>	<u>Gross Unplatted Assessable Acres</u>	<u>Total PAR Debt</u>	<u>Total Annual</u>
Sherwood-Ruskin, LLC Folio IDs 055322-0000/0100; 055333-0000; 055334-0000; 055347-0000; 055348-0000; 055349-0000/0100/1000; 055355-0000; 055356-0000; 055357-0000; 055359-0000 III S. Armenia Avenue, Suite 200 Tampa, FL 33609	119.00	\$11,884,910.33	\$683,277.43
Spencer Farms Inc. Folio IDs 055588-0000; 055589-0000; 055601-0000; 055602-0000; 055603-0000; 055604-0000 III S. Armenia Avenue, Suite 200 Tampa, FL 33609	46.61	\$4,655,089.67	\$267,626.57
Totals:	<u>165.61</u>	<u>\$16,540,000.00</u>	<u>\$950,904.00</u>



**Sherwood Manor Community  
Development District**

Report of the District Engineer



Prepared for:  
Board of Supervisors  
Sherwood Manor Community  
Development District

Prepared by:  
Stantec Consulting Services Inc.  
777 S. Harbour Island Boulevard  
Suite 600  
Tampa, FL 33602  
(813) 223-9500

March 28, 2018

## **1.0 INTRODUCTION**

The Sherwood Manor Community Development District (“the District”) encompasses approximately 165.61 acres in Hillsborough County, Florida. The District is located within Sections 8, 9, 16 and 17, Township 32 South, Range 19 East and is generally located between 6<sup>th</sup> Street SE and 15<sup>th</sup> Street SE and north of 21<sup>st</sup> Avenue SE, in Hillsborough County, Florida.

See Appendix A for a Vicinity Map and Legal Description of the District.

## **2.0 PURPOSE**

The District was established by Hillsborough County Ordinance 18-7 effective on February 13, 2018 for the purpose of constructing and/or acquiring, maintaining, and operating all or a portion of the public improvements and community facilities within the District. The purpose of this Report of the District Engineer is to provide a description and estimated costs of the public improvements and community facilities being planned within the District.

## **3.0 THE DEVELOPER AND DEVELOPMENT**

The property owners Sherwood - Ruskin LLC and Spencer Farms Inc. currently plans to build 649 residential units. The Hillsborough County Board of County Commissioners has approved up to 864 units within the District boundary through Zoning Verification ZV 13-0294, and zoning modifications PRS 17-1387 and PRS 17-1388.

The possible major public improvements and community facilities include, but are not limited to, water management and control, water supply, sewer and wastewater management, roads, parks and recreation, and landscaping/hardscaping/irrigation.

## **4.0 PUBLIC IMPROVEMENTS AND COMMUNITY FACILITIES**

Detailed descriptions of the proposed public improvements and community facilities are provided in the following sections.

## **4.1 WATER MANAGEMENT AND CONTROL**

The design criteria for the District's water management and control is regulated by Hillsborough County and the Southwest Florida Water Management District (SWFWMD). The water management and control plan for the District focuses on utilizing newly constructed ponds within upland areas and on-site wetlands for stormwater treatment and storage.

Any excavated soil from the ponds is anticipated to remain within the development for use in building public infrastructure including roadways, landscape berming, drainage pond bank fill requirements, utility trench backfill, and filling and grading of public property.

The primary objectives of the water management and control for the District are:

1. To provide stormwater quality treatment.
2. To protect the development within the District from regulatory-defined rainfall events.
3. To maintain natural hydroperiods in the wetlands and connecting flow ways.
4. To insure that adverse stormwater impacts do not occur upstream or downstream as a result of constructing the District improvements during regulatory-defined rainfall events.
5. To satisfactorily accommodate stormwater runoff from adjacent off-site areas which may naturally drain through the District.
6. To preserve the function of the flood plain storage during the 100 year storm event.

Water management and control systems will be designed in accordance with Hillsborough County technical standards. The District is anticipated to own and maintain these facilities.

## **4.2 WATER SUPPLY**

The District is located within the Hillsborough County utilities service area which will provide water supply for potable water service and fire protection to the property. The water supply improvements are anticipated to include 8" looped water mains which will supply potable water and service and fire protection to the District. Off-site improvements may be required to provide service to the District.

The water supply systems will be designed in accordance with Hillsborough County technical standards. It is anticipated that Hillsborough County will own and maintain these facilities.

### **4.3 SEWER AND WASTEWATER MANAGEMENT**

The District is located within the Hillsborough County utilities service area which will provide sewer and wastewater management service to the District. The sewer and wastewater management improvements are anticipated to include an 8" gravity sanitary sewer system within the road rights of way and pumping stations that will connect to an existing force main located north of the District. Off-site improvements may be required to provide service to the District.

All sanitary sewer and wastewater management facilities will be designed in accordance with Hillsborough County technical standards. It is anticipated that Hillsborough County will own and maintain these facilities.

### **4.4 DISTRICT ROADS**

District Roads include the roadway asphalt, base, and subgrade, roadway curb and gutter, and sidewalks within rights of way abutting common areas.

All roads will be designed in accordance with the Hillsborough County technical standards and are anticipated to be owned and maintained by the Hillsborough County.

### **4.5 PARKS AND RECREATIONAL FACILITIES**

Parks and recreation facilities are planned throughout the community and will be owned and maintained by the District.

### **4.6 LANDSCAPING/ HARDSCAPE/IRRIGATION**

Community entry monumentation and landscape buffering and screening will be provided at several access points into the District. Irrigation will also be provided in the landscaped common areas.

It is anticipated that these improvements will be owned and maintained by the District.

### **4.7 PROFESSIONAL SERVICES AND PERMITTING FEES**

Hillsborough County and SWFWMD impose fees for construction permits and plan reviews. These fees vary with the magnitude and size of the development. Additionally, engineering, surveying, and architecture services are needed for the subdivision, landscape, hardscape, and community amenity's design, permitting, and construction. As well, development/construction management services are required for the design, permitting, construction, and maintenance acceptance of the public improvements and community facilities.

Fees associated with performance and warranty financial securities covering Hillsborough County infrastructure may also be required.

These fees associated with public improvements may be funded by the District.

## **5.0 PUBLIC IMPROVEMENTS AND COMMUNITY FACILITIES COSTS**

See Appendix B for the Construction Cost Estimate of the Public Improvements and Community Facilities.

## **6.0 SUMMARY AND CONCLUSION**

The District, as outlined above, is responsible for the functional development of the lands within the District and, except as noted above in this report, such public improvements and facilities are located within the boundary of the District.

The planning and design of the District will be in accordance with current governmental regulatory requirements.

Items of construction cost in this report are based on our review and analysis of the conceptual site plans for the development and recent costs expended in similar projects of nature and size. It is our professional opinion that the estimated infrastructure costs provided herein for the development are conservative to complete the construction of the Public Improvements and Community Facilities described herein. All such infrastructure costs are public improvements or community facilities as set forth in Section 190.012(1) and (2) of the Florida Statutes.

The estimate of the construction costs is only an estimate and not a guaranteed maximum cost. The estimated cost is based on historical unit prices or current prices being experienced for on-going and similar items of work in Hillsborough County. The labor market, future costs of equipment and materials, and the actual construction process are all beyond our control. Due to this inherent possibility for fluctuation in costs, the total final cost may be more or less than this estimate.

The professional service for establishing the Construction Cost Estimate are consistent with the degree of care and skill exercised by members of the same profession under similar circumstances.

---

Tonja L. Stewart, P.E.  
Florida License No. 47704

**SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT**

Appendix A Legal Description of the District and site plan  
March 28, 2018

**Appendix A LEGAL DESCRIPTION OF THE DISTRICT AND SITE  
PLAN**

# THIS IS NOT A BOUNDARY SURVEY

## DESCRIPTION:

8 Parcels of land lying within Sections 9, 16 and 17, Township 32 South, Range 19 East, Hillsborough County, Florida being more particularly described as follows:

### PARCEL 1:

Lot 175, RUSKIN COLONY FARMS, according to the Plat thereof as recorded in Plat Book 5, Page 63, Public Records of Hillsborough County, Florida.

and

### PARCEL 2:

Lots 182, 183 and 184, RUSKIN COLONY FARMS, according to the map or plat thereof as recorded in Plat Book 5, Page 63, Public Records of Hillsborough County, Florida, together with the North 1/2 of the vacated right-of-way South of abutting Lots 183 and 184.

and

### PARCEL 3:

Lots, 185, 186, 191 and 192, MAP OF RUSKIN COLONY FARMS, according to the map or plat thereof recorded in Plat Book 5, Page 63, of the Public Records of Hillsborough County, Florida, TOGETHER WITH the South 1/2 of the vacated right of way lying North of and abutting Lots 185 and 186.

and

### PARCEL 4:

Lot 187, RUSKIN COLONY FARMS, according to the map or plat thereof recorded in Plat Book 5, Page 63, of the Public Records of Hillsborough County, Florida,

and

Part of Lot 188, RUSKIN COLONY FARMS, according to the map or plat thereof recorded in Plat Book 5, Page 63, of the Public Records of Hillsborough County, Florida, beginning 100 feet West of the Northeast corner of Lot 188, thence West 110 feet, thence South 200 feet, thence East 110 feet, thence North 200 feet to the Point of Beginning,

and

Beginning at the Southwest corner of the North 1/2 of Lot 188, RUSKIN COLONY FARMS, according to the map or plat thereof recorded in Plat Book 5, Page 63, of the Public Records of Hillsborough County, Florida, and run thence North along the lot line, 120 feet; thence East, parallel to the North line of said Lot, 363 feet; thence South, parallel to the West line of said lot, 120 feet; thence West 363 feet to the Point of Beginning,

and

The East 100 feet of the North 200 feet of Lot 188, RUSKIN COLONY FARMS, according to the map or plat thereof recorded in Plat Book 5, Page 63, of the Public Records of Hillsborough County, Florida,

and

The South 1/2 of Lot 188, RUSKIN COLONY FARMS, according to the map or plat thereof recorded in Plat Book 5, Page 63, of the Public Records of Hillsborough County, Florida.

and

### PARCEL 5:

Lot 174, RUSKIN COLONY FARMS, as recorded in Plat Book 5, Page 63, of the Public Records of Hillsborough County, Florida, LESS that portion of the above described parcel lying within the following metes and bounds description:

Commence at the Northeast corner of said Lot 174 for the Point of Beginning; thence on the North boundary thereof, West a distance of 23 feet; thence Southerly to the Southeast corner of said Lot 174, thence Northerly to the Point of Beginning.

and

### PARCEL 6:

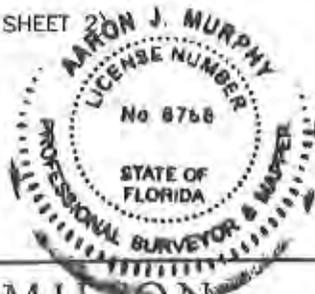
The West 431 feet of Lot 173 of MAP OF RUSKIN COLONY FARMS, together with a portion of Lot 174 of MAP OF RUSKIN COLONY FARMS, described as: Commence at the NE corner of Lot 174 for a Point of Beginning; thence on the East boundary thereof, South, a distance of 634.67 feet to the SE corner of Lot 174, thence North 02°04'31" W, a distance of 635.09 feet to a point on the North boundary of Lot 174; thence N 89°54'12" E, a distance of 23 feet to the Point of Beginning, as recorded in Plat Book 5, Page 63, of the Public Records of Hillsborough County, Florida,

and

The East 209 feet of Lot 173 of MAP OF RUSKIN COLONY FARMS, as per map or plat thereof recorded in Plat Book 5, Page 63, of the Public Records of Hillsborough County, Florida.

and

(CONTINUED ON SHEET 2)



2/7/18

Aaron J. Murphy, PSM  
Date  
Florida Professional Surveyor and Mapper No. 8768  
for Hamilton Engineering and Surveying, Inc.  
Certificate of Authorization No. LB7013



## SHERWOOD MANOR CDD

3409 W. LEMON STREET  
Tampa, FL 33609

LB#7013

Tel (813) 250-3535  
Fax (813) 250-3838

SEC TWP RGE  
8, 9, 16 & 17-  
32-19

JOB NUMBER  
03263.0005

SCALE  
AS SHOWN

DATE  
10/03/2017

SHEET  
1/8

**THIS IS NOT A BOUNDARY SURVEY**

**DESCRIPTION: (CONTINUED)**

PARCEL 7:

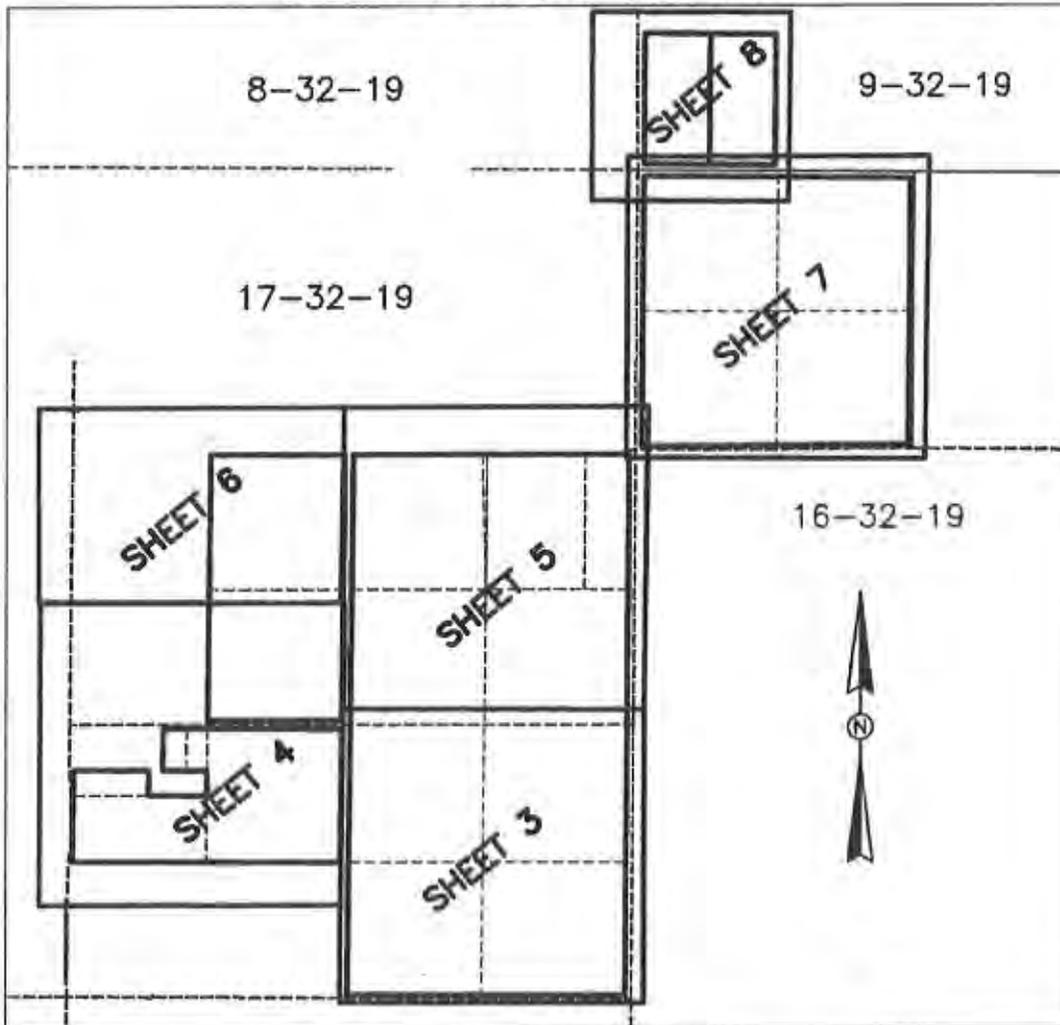
Lots 341, 342, 343, 344, inclusive, RUSKIN COLONY FARMS, according to the Plat thereof as recorded in Plat Book 5, Page 63, Public Records of Hillsborough County, Florida.

and

PARCEL 8

Lots 329 and 330, inclusive, RUSKIN COLONY FARMS, according to the Plat thereof as recorded in Plat Book 5, Page 63, Public Records of Hillsborough County, Florida.

SHEET LAYOUT NOT TO SCALE



**HAMILTON**  
ENGINEERING & SURVEYING, INC.

3409 W. LEMON STREET  
Tampa, FL 33609

LB#7013

Tel (813) 250-3535  
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**SHERWOOD MANOR CDD**

SEC TWP RGE  
8, 9, 16 & 17-  
32-19

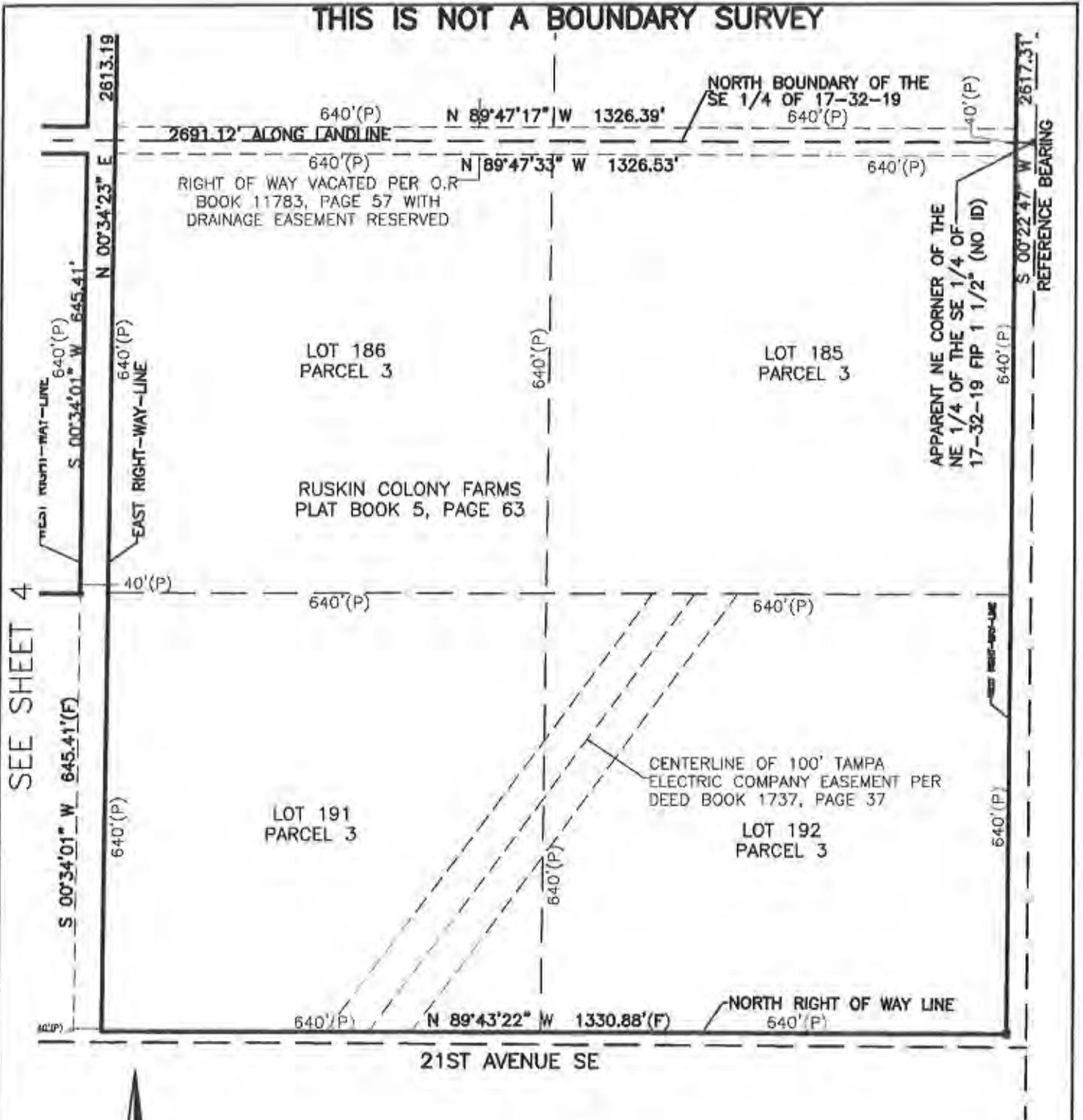
JOB NUMBER  
03263.0005

SCALE  
AS SHOWN

DATE  
10/03/2017

SHEET  
2/8

**THIS IS NOT A BOUNDARY SURVEY**



SEE SHEET 4

S 00°34'01" W 645.41'(F)

2613.19

N 00°34'23" E

2691.12' ALONG LANDLINE

640'(P)

N 89°47'17" W

1326.39'

NORTH BOUNDARY OF THE SE 1/4 OF 17-32-19

640'(P)

40'(P)

2617.31'

S 00°22'47" W REFERENCE BEARING

RIGHT OF WAY VACATED PER O.R. BOOK 11783, PAGE 57 WITH DRAINAGE EASEMENT RESERVED

LOT 186 PARCEL 3

LOT 185 PARCEL 3

RUSKIN COLONY FARMS PLAT BOOK 5, PAGE 63

APPARENT NE CORNER OF THE NE 1/4 OF THE SE 1/4 OF 17-32-19 FIP 1 1/2" (NO ID)

EAST RIGHT-WAY-LINE

640'(P)

640'(P)

LOT 191 PARCEL 3

CENTERLINE OF 100' TAMPA ELECTRIC COMPANY EASEMENT PER DEED BOOK 1737, PAGE 37

LOT 192 PARCEL 3

640'(P)

640'(P)

640'(P)

640'(P)

640'(P)

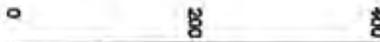
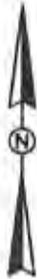
N 89°43'22" W

1330.88'(F)

NORTH RIGHT OF WAY LINE

640'(P)

21ST AVENUE SE



SCALE 1 INCH = 200 FEET



**HAMILTON**  
ENGINEERING & SURVEYING, INC.

**SHERWOOD MANOR CDD**

3408 W. LEMON STREET  
Tampa, FL 33609

LB#7013

Tel (813) 250-3535  
Fax (813) 250-3836

SEC TWP RGE  
8, 9, 16 & 17-  
32-19

JOB NUMBER  
03263.0005

SCALE  
AS SHOWN

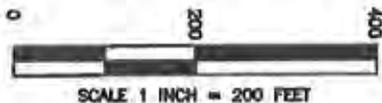
DATE  
10/03/2017

SHEET  
3/8

**THIS IS NOT A BOUNDARY SURVEY**

SEE SHEET 6

S 00°33'24" W 2



LOT 175  
PARCEL 1

RUSKIN COLONY FARMS  
PLAT BOOK 5, PAGE 63

LOT 182  
PARCEL 2

RUSKIN COLONY FARMS  
PLAT BOOK 5, PAGE 63

NW CORNER OF THE NW 1/4  
OF THE SE 1/4 OF 17-32-19  
FPKN&D LB #4887

SEE SHEET 5

SEE SHEET 3

6TH STREET SE

N 00°34'00" E 443.18'0/A

120.0'(D) NORTH

EAST RIGHT-WAY-LINE

NOT INCLUDED

NOT INCLUDED

PARCEL 4

PARCEL 4

NOT INCLUDED

S 89°47'50" E 363.00'

N 89°48'06" W 363.00'

N 89°48'06" W 840.09'0/A

120.85'

500'34'00" W

120.83'

N 00°33'04" E

201.41'

N 89°47'50" W 210.00'

S 89°48'06" E 275.00'

N 00°33'16" E

120.83'

N 89°45'26" W 1280.01'

640'(P)

**HAMILTON**  
ENGINEERING & SURVEYING, INC.

3409 W. LEMON STREET  
Tampa, FL 33609

LB#7013

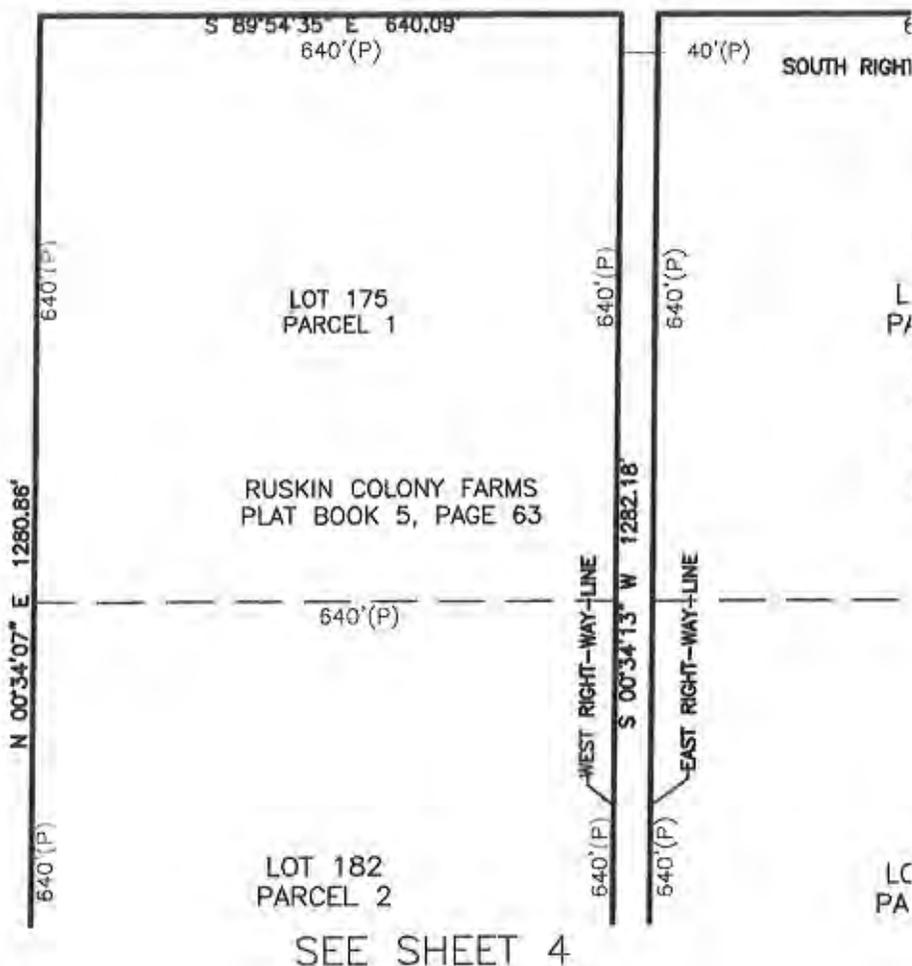
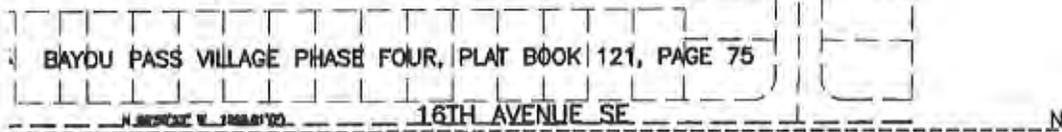
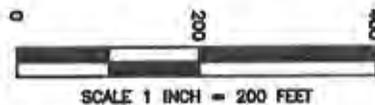
Tel (813) 250-3535  
Fax (813) 250-3636

**SHERWOOD MANOR CDD**

SEC TWP RGE 8, 9, 16 & 17 32-19	JOB NUMBER 03263.0005	SCALE AS SHOWN	DATE 10/03/2017	SHEET 4/8
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THIS IS NOT A BOUNDARY SURVEY



3409 W. LEMON STREET  
Tampa, FL 33609

LB#7013

Tel (813) 250-3535  
Fax (813) 250-3636

SHERWOOD MANOR CDD

SEC TWP RGE  
8, 9, 16 & 17-  
32-19

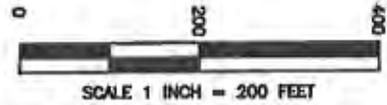
JOB NUMBER  
03263.0005

SCALE  
AS SHOWN

DATE  
10/03/2017

SHEET  
6/8

**THIS IS NOT A BOUNDARY SURVEY**



SEE SHEET 8

S 89°30'25" E 630.00'

14TH AVENUE SE

2-19

N 89°30'33" W 1288.02'

640'(P)

640'(P)

SE CORNER OF THE SE  
1/4 OF THE SE 1/4 OF  
8-32-19 FPKN (NO ID)

30'(P)

20'(P)

LOT 342  
PARCEL 7

LOT 341  
PARCEL 7

640'(P)

640'(P)

640'(P)

RUSKIN COLONY FARMS  
PLAT BOOK 5, PAGE 63

12TH STREET SE

S 00°22'41" W 1304.11'

640'(P)

640'(P)

N 00°20'56" E 1287.58'

15TH STREET SE

640'(P)

LOT 343  
PARCEL 7

LOT 344  
PARCEL 7

640'(P)

640'(P)

640'(P)

N 89°45'21" E 1288.75'

40'(P)

640'(P)

FIR 1/2" (NO ID)  
APPARENT SW CORNER OF  
THE NE 1/4 OF THE NW 1/4  
OF SECTION 16-32-19

SEE SHEET 5



**HAMILTON**  
ENGINEERING & SURVEYING, INC.

3409 W. LEMON STREET  
Tampa, FL 33809

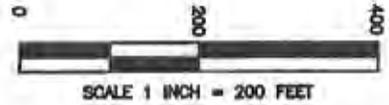
LB#7013

Tel (813) 250-3535  
Fax (813) 250-3636

**SHERWOOD MANOR CDD**

SEC TWP RGE 8, 9, 16 & 17- 32-19	JOB NUMBER 03263.0005	SCALE AS SHOWN	DATE 10/03/2017	SHEET 7/8
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THIS IS NOT A BOUNDARY SURVEY



SEE SHEET 7



3409 W. LEMON STREET  
Tampa, FL 33609

LB#7013

Tel (813) 250-3535  
Fax (813) 250-3636

SHERWOOD MANOR CDD

SEC TWP RGE	JOB NUMBER	SCALE	DATE	SHEET
8, 9, 16 & 17-32-19	03263.0005	AS SHOWN	10/03/2017	8/8



**Appendix B CONSTRUCTION COST ESTIMATE OF PUBLIC IMPROVEMENTS AND COMMUNITY FACILITIES**

**Sherwood Manor  
Community Development District  
Proposed Infrastructure Costs and Timeline**

<u>Description</u>	<u>District Estimated Cost</u>
Stormwater Management	\$ 5,841,000
Utilities	\$ 3,894,000
Roads	\$ 6,814,500
Parks & Recreation	\$ 2,336,400
Off-Site Management	\$ 584,100
<b>TOTAL</b>	<b>\$ 19,470,000</b>

**RESOLUTION NO. 2018-26**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; INDICATING THE LOCATION, NATURE AND ESTIMATED COST OF THE IMPROVEMENTS WHICH COST IS TO BE DEFRAIDED IN WHOLE OR IN PART BY THE SPECIAL ASSESSMENTS; PROVIDING THE PORTION OF THE ESTIMATED COST OF THE IMPROVEMENTS TO BE DEFRAIDED IN WHOLE OR IN PART BY THE SPECIAL ASSESSMENTS; PROVIDING THE MANNER IN WHICH SUCH SPECIAL ASSESSMENTS SHALL BE MADE; PROVIDING WHEN SUCH SPECIAL ASSESSMENTS SHALL BE MADE; DESIGNATING LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT; AUTHORIZING THE PREPARATION OF A PRELIMINARY ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (the "**Board**") of Sherwood Manor Community Development District (the "**District**") has determined to construct and/or acquire certain public improvements (the "**Project**") set forth in the plans and specifications described in the Report of the District Engineer dated March 28, 2018, which is available for review at the offices of Meritus Districts, 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607; and

**WHEREAS**, the Board finds that it is in the best interest of the District to pay the cost of the Project by imposing, levying, and collecting special assessments pursuant to Chapters 170 and 190, Florida Statutes (the "**Assessments**"); and

**WHEREAS**, the District is empowered by Chapter 190, Uniform Community Development Act, and Chapter 170, Supplemental Alternative Method of Making Local and Municipal Project, of Florida Statutes, to finance, fund, plan, establish, acquire, construct or reconstruct, enlarge or extend, equip, operate, and maintain the Project and to impose, levy, and collect the Assessments; and

**WHEREAS**, the District hereby determines that benefits will accrue to the property improved, the amount of those benefits, and that the Assessments will be made in proportion to the benefits received as set forth in the District's Master Assessment Methodology Report dated March 28, 2018, (the "Assessment Report") incorporated by reference as part of this Resolution and on file in the offices of Meritus Districts, 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607; and

**WHEREAS**, the District hereby determines that the Assessments to be levied will not exceed the benefits to the property improved.

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

1. The foregoing recitals are hereby incorporated as the findings of fact of the Board.
2. Assessments shall be levied to defray a portion of the cost of the Project.
3. The nature of the Project generally consists of master improvements consisting of stormwater management facilities, public roadways, and water/wastewater facilities, all as described more particularly in the plans and specifications on file in the offices of Meritus Districts, 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607, which are by specific reference incorporated herein and made part hereof.
4. The general locations of the Project are as shown on the plans and specifications referred to above.
5. The estimated cost of the Project is approximately \$19,470,000 (hereinafter referred to as the "**Estimated Cost**").
6. The Assessments will defray approximately \$16,540,000 of the expenses, which includes a portion of the Project, plus financing related costs, capitalized interest, a debt service reserve and contingency, all which shall be financed by the District's proposed 2018 special assessment bond issue (the "**2018 Bonds**").
7. The manner in which the Assessments shall be made is based upon an allocation of the benefits among the parcels or real property benefited by the Project as set forth in the Assessment Report. As provided in further detail in the Assessment Report, the Assessments will be levied initially on a per acre basis since the Project increases the value of all the lands within the District. On and after the date benefited lands within the District are specifically platted, the Assessments as to platted lots will be levied in accordance with the Assessment Report, that is, on a combination of a front foot basis and a per unit basis. Until such time that all benefited lands within the District are specifically platted, the manner by which the Assessments will be imposed on unplatted lands shall be on a per acre basis in accordance with the Assessment Report.
8. In the event the actual cost of the Project exceeds the Estimated Cost, such excess shall also be paid by the District from its general revenues if available or additional assessments or contributions from other entities.
9. The Assessments shall be levied in accordance with the Assessment Report referenced above on all lots and lands, within the District, which are adjoining and contiguous or bounding and abutting upon the Project or specially benefited thereby and further designated by the assessment plat hereinafter provided for.
10. There is on file in the offices of Meritus Districts, 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607, an assessment plat showing the area to be assessed, with the plans and specifications describing the Project and the Estimated Cost, all of which shall be open to inspection by the public.

11. The Chair of the Board has caused the District Manager to prepare a preliminary assessment roll, a copy of which is attached in the Assessment Report, which shows the lots and lands assessed, the amount of benefit to and the assessment against each lot or parcel of land and the number of annual installments into which the assessment is divided. The preliminary assessment roll is part of the Assessment Report which is on file at the District Manager's office.

12. In accordance with the Assessment Report and commencing with the year in which the District is obligated to make payment of a portion of the Estimated Cost of the Project acquired by the District, the Assessments shall be paid in not more than thirty annual installments payable at the same time and in the same manner as are ad valorem taxes and as prescribed by Chapter 197, Florida Statutes; provided, however, that in the event the non-ad valorem assessment method of collecting the Assessments is not available to the District in any year, or the District determines not to utilize the provision of Chapter 197, F.S. the Assessments may be collected as is otherwise permitted by law.

**PASSED AND ADOPTED** this 5th day of April, 2018.

**ATTEST:**

**SHERWOOD MANOR COMMUNITY  
DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Name: \_\_\_\_\_  
Chair of the Board of Supervisors

Attachments:  
Master Assessment Methodology Report dated March 28, 2018  
Report of the District's Engineer dated March 28, 2018

**RESOLUTION NO. 2018-27**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT SETTING A PUBLIC HEARING TO BE HELD ON 7TH DAY, JUNE, 2018 AT 2:00 P.M. AT THE OFFICES OF MERITUS, 2005 PAN AM CIRCLE, SUITE 120, TAMPA, FLORIDA 33607, FOR THE PURPOSE OF HEARING PUBLIC COMMENT ON IMPOSING A SPECIAL ASSESSMENT ON CERTAIN PROPERTY WITHIN THE DISTRICT GENERALLY DESCRIBED AS SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT IN ACCORDANCE WITH CHAPTERS 170, 190 AND 197, FLORIDA STATUTES.**

WHEREAS, the Board of Supervisors of Sherwood Manor Community Development District, (the "**Board**") has previously adopted Resolution No. 2018-26 entitled

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT DECLARING SPECIAL ASSESSMENTS; INDICATING THE LOCATION, NATURE AND ESTIMATED COST OF THE IMPROVEMENTS WHICH COST IS TO BE DEFRAYED IN WHOLE OR IN PART BY THE SPECIAL ASSESSMENTS; PROVIDING THE PORTION OF THE ESTIMATED COST OF THE IMPROVEMENTS TO BE DEFRAYED IN WHOLE OR IN PART BY THE SPECIAL ASSESSMENTS; PROVIDING THE MANNER IN WHICH SUCH SPECIAL ASSESSMENTS SHALL BE MADE; PROVIDING WHEN SUCH SPECIAL ASSESSMENTS SHALL BE MADE; DESIGNATING LANDS UPON WHICH THE SPECIAL ASSESSMENTS SHALL BE LEVIED; PROVIDING FOR AN ASSESSMENT PLAT; AUTHORIZING THE PREPARATION OF A PRELIMINARY ASSESSMENT ROLL; AND PROVIDING FOR AN EFFECTIVE DATE.**

WHEREAS, in accordance with Resolution No. 2018-26 a preliminary assessment roll has been prepared and all other conditions precedent set forth in Chapters 170, 190 and 197, Florida Statutes; to the holding of the aforementioned public hearing have been satisfied, and the roll and related documents are available for public inspection at the offices of Meritus Districts, 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607 ("**District Records Office**").

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF SHERWOOD MANOR COMMUNITY DEVELOPMENT DISTRICT:**

1. There is hereby declared a public hearing to be held on **7th day, June, 2018 at 2:00 p.m., at the offices of Meritus, 2005 Pan Am Circle, Suite 120, Tampa, Florida 33607**, for the purpose of hearing comment and objection to the proposed special assessment program for District improvements as identified in the preliminary assessment roll, a copy of which is on

file. Affected parties may appear at that hearing or submit their comments in writing prior to the meeting to the office of the Meritus Districts at the address listed above.

2. Notice of said hearing shall be advertised in accordance with Chapters 170, 190 and 197 Florida Statutes, and the District Manager is hereby authorized to place said notice in a newspaper of general circulation within Hillsborough County (by two publications one week apart with the first publication at least twenty (20) days prior to the date of the hearing established herein). The District Manager shall file a publisher's affidavit with the District Secretary verifying such publication of notice. The District Manager is further authorized and directed to give (30) thirty days written notice by mail of the time and place of this hearing to the owners of all property to be assessed and include in such notice the amount of the assessment for each such property owner, a description of the areas to be improved and notice that information concerning all assessments may be ascertained at the District Records Office. The District Manager shall file proof of such mailing by affidavit with the District Secretary.

3. This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 5<sup>th</sup> day of April, 2018.

**ATTEST:**

**SHERWOOD MANOR COMMUNITY  
DEVELOPMENT DISTRICT**

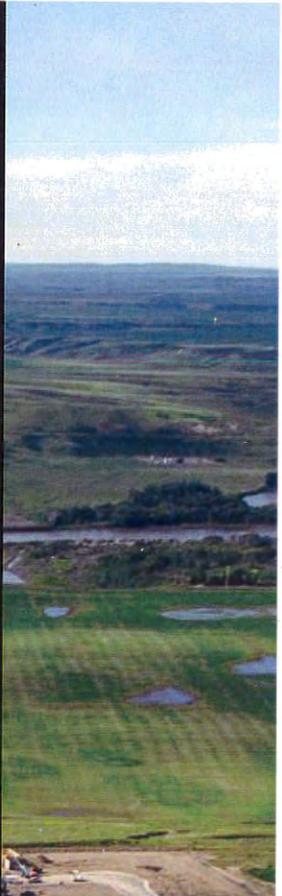
\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Secretary/ Assistant Secretary

\_\_\_\_\_  
Name: \_\_\_\_\_  
Chair of the Board of Supervisors



# The Sherwood Manor Community Development District

Request for Proposal Professional Engineering Services  
March 29, 2018





Stantec Consulting Services Inc.  
777 S. Harbour island Blvd.  
Tampa, Florida 33602

March 29, 2018

Attention: Brian Lamb, District Manager  
The Sherwood Manor Community Development District c/o Meritus  
2005 Pan Am Circle Suite 120  
Tampa, Florida 33607

Dear Brian,

Reference: Request for Qualifications for Engineering Services, Sherwood Manor Community Development District

Stantec Consulting Services Inc. (Stantec) appreciates the opportunity to submit its qualifications for Professional Engineering Services for the Sherwood Manor Community Development District (CDD), in response to your recent request for additional firm information. In short, the Stantec team is qualified to perform this project due to the following:

- **Previous experience providing district engineering services for numerous West Central Florida-based CDD's/** familiarity with development and staff.
- A seasoned firm, specializing in community development district engineering contracts that **offers an experienced set of eyes for this community's needs.**
- Extensive professional experience with community development districts throughout the Central Florida Region; **over 30 current contracts with CDD's.**
- **A broad range of in-house capabilities and resources** including planning, civil/site engineering, structural engineering, transportation and roadway engineering, survey, GIS, and ecological capabilities.
- **A local Tampa office.**

Stantec is currently providing numerous West Central Florida-based CDD's with professional consulting engineering services and we would really value continuing this relationship with Development Planning and Financing Group, Inc. (DPFG). Having worked with Development Planning and Financing Group for numerous years, we have accumulated a depth of knowledge and history of how you prefer your CDD contracts to be managed. We care about the community and want to make every attempt to provide high quality, reasonably priced consulting services for the District. This commitment truly separates Stantec from all the competing firms. Stantec has staff that exclusively provides services to CDD's, and this commitment means that there is no other priority, and our response time to residents' questions, Board of Supervisors' requests, and District Manager issues is immediate. Also, due to the number of CDD clients, Stantec provides the most efficient services at the most competitive cost.

Stantec is also proud that many CDD clients are fully resident controlled and that we have broad experience in providing the necessary services for infrastructure maintenance needed by the resident board, as well as design services for new projects. Stantec offers community development districts a full scope of services that includes, but is not limited to, the following:

- Stormwater Management Systems and Facilities (including erosion repair)
- Water and Sewer Systems and Facilities
- Landscaping, Street Lighting Design and Plans
- Environmental Permitting
- Government Permitting
- Cost Estimates and Bidding Assistance
- Water Conservation Studies and Design/NPDES Experience

- Water Supply Studies
- Contract Management and Inspection Services
- Expert Witness Testimony
- Irrigation System Plans and Design
- Roadways/Traffic Control Measures

Since 1956, Stantec has grown with Florida, serving both private and public sector clients statewide. With over 400 employees strategically located throughout Florida, Stantec has the talent, flexibility, and resources to provide exceptional services to the Sherwood Manor CDD.

Each of the key members of Stantec’s project team has extensive experience in the engineering, planning, design, and construction of residential projects. Key personnel for the project would include David A. Kemper, P.E., as Principal-in-Charge; Tonja L. Stewart, P.E., as District Engineer/ Senior Project Manager; Keith Diaz, EI as Engineering Technician, Lea Del Tosto, RLA as Landscape Architect and Mark H. Foster, PSM as Surveyor; and other Stantec administrative, CAD, and technical support personnel, as needed.

**TONJA L. STEWART, P.E. - Project Manager**

A Senior Project Manager at Stantec and a Florida-registered Professional Engineer, Ms. Stewart offers more than 30 years of experience in a broad range of civil engineering projects, including managing over 30 CDD District Engineering contracts within the Tampa Bay region. She has been responsible for residential, commercial, and industrial site design; including stormwater management, drainage, roadway, water transmission systems, wastewater collection systems, and wetland and flood plain mitigation. Ms. Stewart’s credentials include construction management for many of her projects which have entailed inspections, testing, and certification. Her responsibilities include providing coordination with project consultants, including geotechnical engineers, environmental scientists, surveyors, archaeologists, attorneys, and title companies. She also provides support services for re-zonings, annexations, DRIs, and land-use amendments.

Stantec looks forward to hearing from you regarding your selection, and we look forward to continuing to serve as District Engineer for the Sherwood Manor Community Development District.

Sincerely,



David A. Kemper, P.E., Senior Principal



# Our Firm

## Firm Overview

The Stantec community unites more than 22,000 specialists working in over 400 locations. We collaborate across disciplines and industries to make buildings, infrastructure, and energy and resource projects happen. Our work—professional consulting in planning, engineering, architecture, interior design, landscape architecture, surveying, environmental sciences, project management, and project economics—begins at the intersection of community, creativity, and client relationships.

Since 1954, our local strength, knowledge, and relationships, coupled with our world-class expertise, have allowed us to go anywhere to meet our clients' needs in more creative and personalized ways. With a long-term commitment to the people and places we serve, Stantec has the unique ability to connect to projects on a personal level and advance the quality of life in communities across the globe.

At Stantec we understand innovation, collaboration, and a strong vision are necessary to create successful projects in the Single and Multi-Unit Family Residential Developments Sector. Our goal in each project is to provide social, environmental, and economic benefits in keeping with the physical site conditions, public expectations, and market realities of the project.

We offer the complete range of professional planning and design services necessary to carry property through planning, approvals and permitting, to design and construction. Stantec's team of experts includes urban planners, civil engineers, and environmental scientists. This team designs distinguished new towns and communities and provides ongoing support to include Community Development District Engineering Contracts. We have earned a strong reputation for helping nationally recognized clients realize the maximum potential of their vision and investment.

## Transforming Land

Developing land into a residential or mixed-use community or a public space with parks and trails requires a mix of technical skill and creative vision, as well as insight into development. We merge this expertise to create value for our clients and community.

Our knowledge of the industry runs deep; we know our communities, the local political climate, and the policies that impact a project's progress so we can guide you through the development process. And, we're with you from beginning to end.

Our surveyors, engineers, and transportation experts lay the groundwork for infrastructure, while our planners create designs using knowledge of local regulations to navigate approvals. Our environmental scientists restore and preserve sites. Our public participation experts engage stakeholders to build consensus. And our landscape architects, and project managers bring designs to life. Together, we cover all aspects of land development while balancing what's important to the community and the environment.

We develop spaces of distinct and local character through the following suite of services:

- Planning
- Civil Engineering
- Landscape Architecture
- Surveys/Geomatics
- Urban Design
- Public Consultation
- Architecture/Buildings Engineering
- Construction Administration
- Environmental Management & Infrastructure
- Geotechnical Engineering
- Transportation Planning & Traffic Engineering

### Ability of Applicants Professional Personnel

Stantec offers a team that Meritus' staff is familiar through our other district engineering at South Fork III, Carlton Lakes, Summit at Fern Hill and Ventana to name a few. **Tonja Stewart** will be our Project Manager, and she personally brings over two decades of experience in the management of over 30 community development district engineering contracts. She truly embodies the specific expertise to successfully execute this contract. She is joined by a team of professionals that have worked with her on previous community development district contracts, and thus, the entire Stantec team knows how to successfully execute task orders for this type of contract.

### Time and Budget Requirements

We give our contract manager full authority to directly commit staff and resources throughout the company.

The contract manager also acts as the "traffic cop" for task assignments and is able to internally coordinate the assigning of tasks to the most qualified personnel, expediting the process and qualifying the assigned staff simultaneously. If the schedule or scope changes during the delivery of any project, our contract manager can coordinate the necessary changes directly with the CDD staff to provide immediate response to your needs, and minimize the effect on the schedule, budget, and quality of work. One of our main objectives is to facilitate the CDD Project Manager's oversight of the projects- be an extension of YOUR staff. This commitment includes four basic concepts:

- Identify, understand, and utilize available technical information (don't reinvent the wheel).
- Maintain the same core team throughout each project to improve efficiency and quality of project delivery.
- Identify the critical path at the proposal phase, and develop realistic schedule and budget.
- Emphasize strong project management to implement a quality project within the agreed upon schedule and budget.

### Preparation and Use of a Task-Specific Detailed Work Plan

At Stantec we call our plan for project success a "Work Plan". This job specific work plan includes a fully detailed, resources-loaded schedule that includes all tasks, production activities, permitting milestones, and deliverables included in the scope of work for each task assignment. This work plan also includes both personnel and equipment resources that will be needed, along with their cost elements. This will allow the work plan to be balanced against the project budget. In this way as changes are made to the schedule, financial impacts of those changes can be evaluated. The work plan is the way

Tonja as our Project Manager and team leaders can assure the CDD staff that we will deliver each project as contracted. We have an internal checks and balances system of QA/QC that ensures redundancy at every stage and allows for senior staff to oversee the quality of documents and execution of design during construction.

### Past Experience and Performance

Stantec has provided district engineering services for over 50 CDD's in the state of Florida. Our experience in these types of contracts is unparalleled by other professional service firms. Please see SF 330 for further detailed information.

### Commitment to Community

Stantec's key qualifications in the comprehensive planning and design of residential developments include:

- Over \$1 billion of capitalization in Florida
- Prime consultant for more than 12 Developments of Regional Impact (projects larger than 1,000 residential units) and over 60 Planned Communities, encompassing more than 50,000 acres and 80,000 residential units.
- District Manager for over 50 community development districts in the state of Florida
- New town developments have included site work for housing, recreation and commercial components.



We create the communities that we'd want to call home.

Our reputation for planning, design and scientific expertise is unparalleled in Florida. We work closely with state and federal governmental agencies early in the design process to obtain their input and concerns. We are particularly strong in offering close relationships with Hillsborough County, SWFWMD, and other local permitting agencies.

Applying experience and leading technologies, our professionals and technical staff transform land into viable projects, creating a responsible fit between physical site conditions, fiscal requirements, and environmental constraints.

Our services are provided on projects around the world through approximately 22,000 employees operating out of more than 400 locations in North America and 4 locations internationally. Our multiple office locations allow for easy management of projects in multiple locations (we have 13 in Florida alone). **These types of projects are a specialty at Stantec.** We understand how CDD's operate because we've experienced large, single-family development from the planning stages, through design, permitting and ultimately, construction. These types of developments are truly at the core of what we do as a firm.

#### **Commitment to Providing District Engineering for Communities**

We offer The Timber Creek Community Development District the expertise of a team that has worked on over 50 Community Development Districts providing District Engineering services. Our track record is unsurpassed in the state for managing district engineering contracts and our Project Manager, Tonja Stewart, is personally known to you and has dedicated her over two decades of experience in managing these types of contracts.

We are a full-service team, available in-house and are ready to serve this contract. The following is a list of our current CDD Contracts, all managed by our local staff.

- Arbor Greene CDD, City of Tampa
- Ballantrae CDD, Pasco County
- Bridgewater CDD, Polk County
- Bridgewater of Wesley Chapel, Pasco County
- Cheval West CDD, Hillsborough County
- Concord Station CDD, Pasco County
- Cypress Creek CDD, Hillsborough County
- Eastlake Oaks CDD, Pinellas County
- Epperson Ranch CDD, Pasco County
- Estancia at Wiregrass CDD, Hillsborough County
- Gramercy Farms CDD, Osceola County

- Grand Hampton CDD, City of Tampa
- The Hammocks CDD, City of Tampa
- Heritage Harbor CDD, Hillsborough County
- Hidden Creek, Hillsborough County
- K Bar Ranch CDD, City of Tampa
- Meadow Pointe CDD, Pasco County
- Meadow Pointe III CDD, Pasco County
- Meadow Pointe IV CDD, Pasco County
- Northwood CDD, Pasco County
- Oakstead CDD, Pasco County
- Park Creek CDD, Hillsborough County
- Panther Trace I, II CDD, Hillsborough County
- Park Place CDD, Hillsborough County
- Parkway Center CDD, Hillsborough County
- Rivercrest CDD, Hillsborough County
- River Bend CDD, Hillsborough County
- South Fork CDD, Hillsborough County
- Sterling Hill CDD, Hernando County
- Tampa Palms CDD, Hillsborough County
- Union Park CDD, Pasco County
- Westchase CDD, Hillsborough County
- Zephyr Lakes, Pasco County

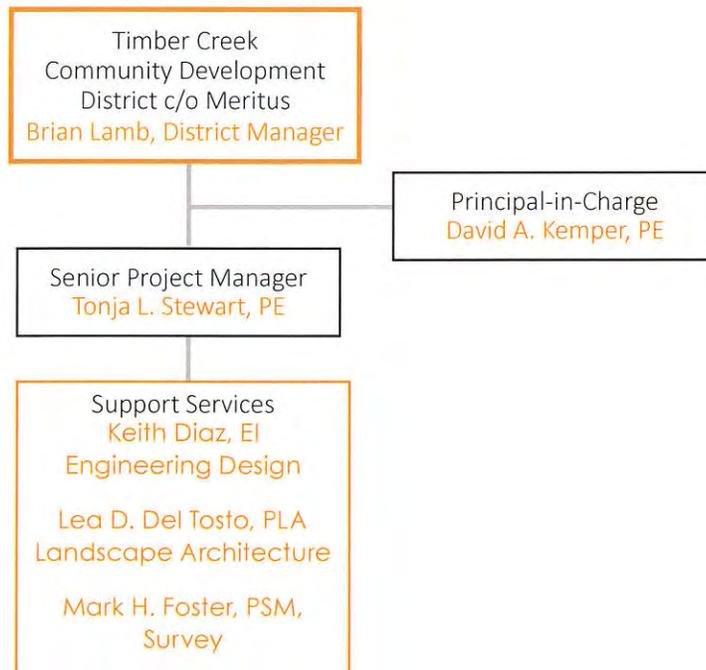
We are confident that we can continue to provide high quality service to Timber Creek for the Professional Engineering Contract. You are familiar with our team and we pride ourselves on adhering to the utmost standard on client service. The following pages showcase our areas of expertise necessary to fully execute our high level of service to Sherwood Manor and they are representative of our Tampa office's staff capabilities.

1.5 million acres  
our land planners,  
landscape  
architects, and other  
professionals have  
master planned



# Team Organization

The organization chart below indicates the names of specific staff proposed for this project. Our team offers local, site-specific experience and expertise in community development district engineering contracts. Our proposed Project Manager Tonja Stewart, is personally known and respected by your organization and staff, along with the local community. We will have no learning curve working together on this district engineering contract.



## Key Personnel Overview

### **Tonja Stewart, PE** **Project Manager**

Tonja is highly experienced in a broad range of civil engineering projects that include a specialty in managing community development district engineering contracts. Her responsibilities in managing the contracts include providing coordination with key disciplines like environmental scientists, surveyors, archaeologists, attorneys, and title companies. She has experience with residential, commercial, and industrial site design, including stormwater management, drainage, roadway, water transmission systems, wastewater collection systems, and wetland and flood plain mitigation. She is highly respected for the work she has done on over 30 community development districts within the Tampa Bay Region.

### **David Kemper, PE** **Principal-In-Charge**

Dave's professional experience includes management and design of residential, office, commercial, industrial, institutional, recreational, and mixed-use projects. He has extensive experience in coordinating the efforts of a multi-disciplined team to address all aspects of the site development including planning/zoning, survey, geotechnical, environmental, biology, traffic, and landscape architecture. This includes a particular emphasis on providing the engineering design after large scale and complex projects have been conceptualized.

### **Keith Diaz, EI** **Engineering Technician/Designer**

As a Civil Engineering Intern, Keith has experience with many different project types. He has worked public and private sectors in the preparation of construction documents and the permitting approval process. His work ranges from research of local agencies to client interaction to design of water, wastewater, and stormwater facilities.

### **Lea Del Tosto, PLA** **Landscape Architect**

With more than 20 years as a landscape architect, Lea has nationwide experience in all facets of the profession including project planning, and management, community involvement, design development, contract documents and construction phase services. She is National Charrette Institute trained and provides charrette planning services to projects which include public involvement.

### **Mark Foster, PSM** **Land Surveyor**

Mark has served in various surveying roles throughout his career, including survey party chief, survey technician, field crew supervisor, project surveyor and survey project manager. His current responsibilities include client coordination, preparation of proposals, management of projects, supervision of field and office personnel and preparation of survey maps and reports.



# Why Stantec?

- **Our staff understands the local area**  
We live and work in the Tampa area. Our staff understands this area and the permitting process and have a thorough understanding of Sherwood Manor.
- **Our similar projects exemplify our expertise and ability to overcome challenges**  
We've done this before. We've provided community development district engineering services to over 50 CDD's in the Central Florida Region. We offer you proven solutions and creative design.
- **Project Manager with over two decades of providing district engineering services**  
Can you trust that the firm you select is not only knowledgeable in community development districts, but offers a project manager that has personally led the efforts on over 50 community development district contracts? Our team is proven in these areas- you can trust us.
- **A commitment to Meritus**  
We understand the staff at Meritus and how they desire their selected district engineer to perform. Our reputation and high level of client services is proven to your staff.

## ARCHITECT – ENGINEER QUALIFICATIONS

### PART I – CONTRACT SPECIFIC QUALIFICATIONS

#### A. CONTRACT INFORMATION

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

Engineering Services for the Sherwood Manor Community Development District

2. PUBLIC NOTICE DATE

March 8, 2018

3. SOLICITATION OR PROJECT NUMBER

N/A

#### B. ARCHITECT – ENGINEER POINT OF CONTACT

4. NAME AND TITLE

David A. Kemper, P.E., Senior Principal

5. NAME OF FIRM

Stantec Consulting Services Inc.

6. TELEPHONE NUMBER

813.223.9500

7. FAX NUMBER

813.223.0009

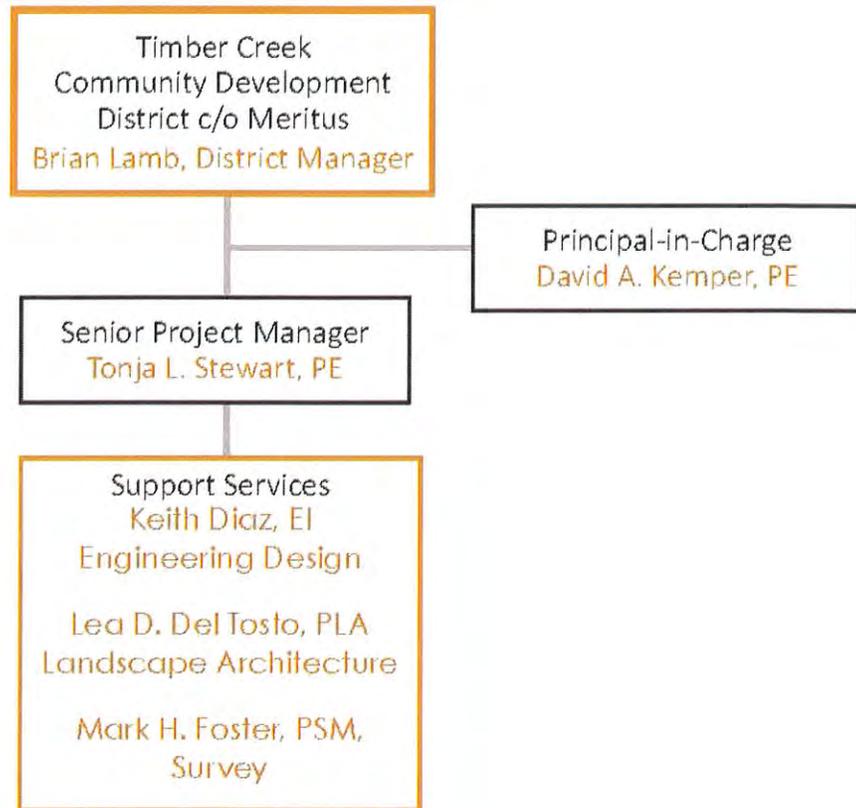
8. E-MAIL ADDRESS

Dave.kemper@stantec.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	J-V	SUBCON-			
a.	<input checked="" type="checkbox"/>			Stantec Consulting Services Inc.  <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	777 S. Harbour Island Blvd, Suite 600 Tampa, Florida 33602	District Engineering Services
b.				CHECK IF BRANCH OFFICE		
c.				CHECK IF BRANCH OFFICE		
d.				CHECK IF BRANCH OFFICE		
e.				CHECK IF BRANCH OFFICE		
f.				CHECK IF BRANCH OFFICE		



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
David A. Kemper, PE		Principal In Charge		a. TOTAL	b. WITH CURRENT FIRM
				35	15
15. FIRM NAME AND LOCATION <i>(City and State)</i>					
Stantec, Tampa, Florida					
16. EDUCATION <i>(Degree and Specialization)</i>			17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>		
<ul style="list-style-type: none"> <li>Bachelor of Science, Civil Engineering, Missouri University of Science &amp; Technology, Rolla, Missouri, 1979</li> <li>Master of Science, Engineering Management, Missouri University of Science &amp; Technology, Rolla, Missouri, 1984</li> </ul>			<ul style="list-style-type: none"> <li>Professional Engineer #36271, State of Florida</li> </ul>		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>					
<ul style="list-style-type: none"> <li>2011 Engineer of the Year, American Society of Civil Engineers, West Coast Branch</li> <li>2004 FES/FICE Leadership Institute, Graduate</li> </ul>					

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	<b>Bexley Ranch Land DRI, Pasco County, Florida</b>		
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	DRI engineering studies, master water, wastewater and master drainage planning, floodplain studies, and preliminary cost estimating. Stantec has completed extensive site analysis and design alternatives to assist the property owner and developer, Newland Communities, with the future development and use of this site located in central Pasco County directly adjacent to the Suncoast Parkway.		
b.	<b>Eagle Brooke Golf and Country Club, Polk County, Florida</b>		
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Provided civil/site engineering and environmental permitting for this 400-acre residential golf course community. Services included establishment of a Community Development District (CDD). <input type="checkbox"/>		
c.	<b>The Preserve at Wilderness Lakes Community Development District, Pasco County, Florida</b>		
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Responsible for overall project and team management for a range of engineering services associated with serving as the Community Development District (CDD) District Engineer for this development of 850 lots on +/- 578 acres. The CDD assets include a high end recreation facility, roadways, security gates, stormwater management systems, landscape/hardscape, and irrigation systems.		
d.	<b>Toulon Master Planned Community, Hillsborough County, Florida</b>		
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Responsible for overall client interface and project and team management. Stantec was retained as a multi-disciplinary consultant in the development of the Toulon Development. The site is a 218-acre, multi-phased, 232-unit, single-family residential subdivision.		
e.	<b>Bella Verde (f.k.a. Cannon Ranch), Pasco County, Florida</b>		
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE	CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Responsible for overall client interface and team management. for the planning, design, landscape architecture, and permitting services for Bella Verde, a 2,005-acre master planned community consisting of approximately 4,200 single-family units, major roadways, 18-hole Arnold Palmer signature golf course and clubhouse, 200,000 s.f. of commercial/retail/office space, and recreational parks.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
Tonja Stewart, PE		Senior Project Manager		a. TOTAL	b. WITH CURRENT FIRM
				28	9
15. FIRM NAME AND LOCATION (City and State)					
Stantec, Tampa, Florida					
16. EDUCATION (Degree and Specialization))			17. CURRENT PROFESSIONAL REGISTRATION(State and Discipline)		
<ul style="list-style-type: none"> <li>Bachelor of Science, Civil Engineering, University of Alabama, Tuscaloosa, Alabama, 1987</li> </ul>			<ul style="list-style-type: none"> <li>Registered Engineer #47704, State of Florida</li> </ul>		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)					
<ul style="list-style-type: none"> <li>2009 Tampa Bay Builders, Associate of the Year</li> <li>1997 Hillsborough County Chamber of Commerce, Leadership Hillsborough</li> </ul>					

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
b.	<b>Northwood Community Development District, Land O' Lakes, Florida</b>		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO (IF PROJECT PERFORMED WITH CURRENT FIRM)	
	Responsible for ongoing client and project coordination, account management, and project scheduling. Stantec serves as District Engineer and has been responsible for the design, permitting, and construction administration of a 2,000 s.f. clubhouse, as well as Southwest Florida Water Management District periodic inspections of the community stormwater facilities.		
i.	<b>The Preserve at Wilderness Lakes Community Development District, Land O' Lakes, Florida</b>		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO (IF PROJECT PERFORMED WITH CURRENT FIRM)	
	Responsible for ongoing client and project coordination, account management, and project scheduling. Stantec has provided a range of engineering services associated with serving as the Community Development District (CDD) District Engineer for this development of 850 lots on +/- 578 acres. The CDD assets include a high end recreation facility, roadways, stormwater management systems, landscape/hardscape, and irrigation systems.		
j.	<b>Ballantrae Community Development District, Land O' Lakes, Florida</b>		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO (IF PROJECT PERFORMED WITH CURRENT FIRM)	
	Responsible for ongoing client and project coordination, account management, and project scheduling. Ballantrae is a residential community that was completed in 2007. The community contains certain infrastructure, i.e. recreation facilities, stormwater management systems, landscaping and irrigation systems that are operated and maintained by the CDD. Stantec is the CDD Engineer, providing ongoing services as needed by the Board of Supervisors and District Manager.		
l.	<b>Union Park Community Development District, Wesley Chapel, Florida</b>		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO (IF PROJECT PERFORMED WITH CURRENT FIRM)	
	Responsible for ongoing client and project coordination, account management, and project scheduling. Concord Station CDD manages a partially completed planned community containing single family units, a recreation facility, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure.		
n.	<b>Meadow Pointe Community Development District, Land O' Lakes, Florida</b>		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> YES/ <input type="checkbox"/> NO (IF PROJECT PERFORMED WITH CURRENT FIRM)	
	Responsible for ongoing client and project coordination, account management, and project scheduling. Stantec serves as District Engineer and has been responsible for the design, permitting and construction administration of a 3,800 s.f. fitness center, as well as periodic inspections of the community stormwater facilities.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

(Complete one Section E for each key person.)

12. NAME	13. ROLE IN THIS CONTRACT	14. YEARS EXPERIENCE	
Keith Diaz, EI	Engineering Technician/Designer	a. TOTAL	b. WITH CURRENT FIRM
		3	3
15. FIRM NAME AND LOCATION (City and State)			
Stantec, Tampa, Florida			
16. EDUCATION (Degree and Specialization))		17. CURRENT PROFESSIONAL REGISTRATION (State and Discipline)	
<ul style="list-style-type: none"> <li>Bachelor of Science, Civil Engineering, University of Central Florida, Orlando, Florida, 2012</li> <li>Associate of Arts, Engineering, College of Central Florida, Orlando, Florida, 2009</li> </ul>			
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.)			
<ul style="list-style-type: none"> <li>Member, American Society of Civil Engineers</li> </ul>			

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION (City and State)	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
a.	<b>Meadow Pointe I, III, IV Community Development District, Pasco County, Florida</b>		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Responsible for assisting the District Engineer on civil engineering tasks. Stantec serves as District Engineer and has been responsible for the design, permitting and construction administration of a 3,800 s.f. fitness center, as well as periodic inspections of the community stormwater facilities for Meadow Pointe I. Stantec is serving Meadow Pointe III that contains a park site, park/recreation area, and a total of 1,788 units and associated infrastructure. Stantec is providing CDD services on Meadow Pointe IV as well.		
b.	<b>Heritage Harbor Community Development District, Hillsborough County, Florida</b>		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Responsible for assisting the District Engineer on civil engineering tasks. Heritage Harbor CDD contains approximately 600 single family units, a public golf course, stormwater management facilities, landscape/hardscape and irrigation systems. Stantec provides ongoing, as needed, engineering services for proper operation and maintenance of District assets. Stantec also assisted in the development of a water conservation plan for the golf course.		
c.	<b>Oakstead Community Development District, Pasco County, Florida</b>		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Responsible for assisting the District Engineer on civil engineering tasks. Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which included roads, stormwater management facilities and recreation facilities. The CDD is fully controlled by a Resident Board of Supervisors.		
d.	<b>Concord Station Community Development District, Pasco County, Florida</b>		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Responsible for assisting the District Engineer on civil engineering tasks. Concord Station CDD manages a partially completed planned community containing single family units, a recreation facility, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure.		
e.	<b>South Fork Community Development District, Pasco County, Florida</b>		
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE	<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
	Responsible for assisting the District Engineer on civil engineering tasks. South Fork CDD manages a completed planned community containing single family units, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
Lea Del Tosto, PLA		Landscape Architect		a. TOTAL	b. WITH CURRENT FIRM
				31	11
15. FIRM NAME AND LOCATION <i>(City and State)</i> Stantec, Tampa, Florida					
16. EDUCATION <i>(Degree and Specialization)</i>			17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>		
<ul style="list-style-type: none"> <li>Bachelor of Landscape Architecture, University of Florida, Gainesville, Florida, 1984</li> </ul>			<ul style="list-style-type: none"> <li>Landscape Architect #874, Council of Landscape Architectural Registration Boards</li> <li>Technical Specialist, National Charrette Institute</li> <li>Registered Landscape Architect #LA0001133, State of Florida</li> </ul>		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>					
<ul style="list-style-type: none"> <li>Member, Transportation Committee, The Tampa Downtown Partnership</li> <li>Member, American Society of Landscape Architects</li> <li>2012 Florida ASLA, Award of Honor, Washington Street Park</li> <li>2012 Hillsborough County, City-County Planning Commission, Award of Excellence, Washington Street Park</li> <li>2010 Florida Redevelopment Association, Out of the Box Award, Imagine North Port, A Citizens Master Plan</li> <li>2009 NAIOP Outstanding Office Building, MetWest International</li> </ul>					
19. RELEVANT PROJECTS					
a.	(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED		
	Channel District Strategic Action Plan, Hillsborough County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2007-2009		
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM			
The plan included streetscape and park concepts as well as design guidelines. We prepared a Strategic Action Plan for this 200-acre urban Community Redevelopment Area located adjacent to the Central Business District. The study area is a former heavy industrial port warehouse district that is evolving with tourist destinations and high-density residential use. Stantec analyzed existing infrastructure, developed alternative development scenarios, and established conceptual public realm design elements.					
b.	(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED		
	Heritage Square Mixed Use, Hillsborough County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM			
Responsible for alternative concept development for the open spaces on this redevelopment project. This project was a proposal for the redevelopment of Fort Homer Hesterly into a mixed-use redevelopment that combined retail, office, hotel and spa facilities. At the center of the design was a large urban plaza with water features and different scales of pedestrian spaces. The plaza was flanked on three sides by retail market, offices, and hotel/spa facilities.					
c.	(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED		
	Kennedy Residence on Channelside Rezoning & Park Design, Hillsborough County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM			
Responsible for leading a multi-disciplinary design team for the conceptual design and property rezone. We coordinated the rezoning process for an urban residential, mixed-use redevelopment project in the Channel District. The project is a mixed-use, 25-story high rise structure with 393 residential units or hotel rooms and 57,000sf. ground floor and second floor retail/office uses. We prepared the rezoning application for the development and designed the streetscape, plaza and adjacent park.					
d.	(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED		
	Washington Park Neighborhood Master Plan - Study to Target Potential Development, Hillsborough County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM			
Responsible for managing the Washington Park neighborhood study in Bradenton's Central Park Community Redevelopment District. The City of Bradenton Central Community Redevelopment Agency selected us to complete a redevelopment plan for the Washington Park neighborhood. The project combined focused market research, real estate analysis, public involvement, market-driven site planning and superior urban design graphic representations to produce a developer-oriented plan document.					
e.	(1) TITLE AND LOCATION <i>(City and State)</i>		(2) YEAR COMPLETED		
	West Bay Drive Community Redevelopment District Update, Pinellas County, Florida		PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)	
			2008-2009		
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM			
Design Team Member for review and development of alternative design concepts for West Bay Drive CDD. Originally approved in 1997, the District included Largo's historic downtown and Central Park areas located along East and West Bay Drive. The update expanded the CRD to 440-acres, and included the re-evaluation of character districts design guidelines, pedestrian mobility, building massing and land use build-out for the area.					

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME		13. ROLE IN THIS CONTRACT		14. YEARS EXPERIENCE	
Mark H. Foster, PSM		Land Surveyor		a. TOTAL	b. WITH CURRENT FIRM
				30	11
15. FIRM NAME AND LOCATION <i>(City and State)</i>					
Stantec, Tampa, Florida					
16. EDUCATION <i>(Degree and Specialization)</i>			17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>		
			<ul style="list-style-type: none"> <li>Professional Land Surveyor #5535, State of Florida</li> </ul>		
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>					
<ul style="list-style-type: none"> <li>Point of Contact, Society of American Military Engineers, Tampa Bay Post</li> </ul>					

**19. RELEVANT PROJECTS**

a.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Lake Toscana Conservation Subdivision, Hillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2003-2007	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
Responsible for project surveying activities to include the boundary surveys associated with the acquisition of property, surveys of Ordinary High Water Line of the Little Manatee River to document the limits of Sovereignty Submerged Lands, and subdivision plat preparation for a 102-lot subdivision located on the site of an old 510-acre dairy farm on the banks of the Little Manatee River in southern Hillsborough County.			
b.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Winthrop Village Traditional Neighborhood Design (TND), Hillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2006-2008	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
Responsible for the preparation of boundary surveys to support property acquisition, subdivision platting, construction layout, and as-built surveys for a 256-unit, traditional neighborhood design (TND) project. Special care was also required at the project boundaries to ensure compatibility with the surrounding developments.			
c.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Westlake Village, Hillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2005-2008	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
Responsible for the preparation of surveys with associated on-site geotechnical investigations and for the off-site route survey needed to support the design of transportation improvements for this proposed development near the Sun City Center.			
d.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Toulon Master Planned Community, Hillsborough County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2004-2007	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
Responsible for the platting and construction related efforts for this phased master planned development. The site is a 218-acre, multi-phased, 232-unit, single-family residential subdivision.			
e.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Bay Pines Mobile Home Park, City of Seminole, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2007-2008	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
Responsible for project surveying activities, research, computations, and document production required to provide planning, design and engineering services for the residential infill redevelopment of a 57-acre mobile home park located in City of Seminole near the Boca Ciega Bay.			
f.	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	Manatee River Ranch, Manatee County, Florida	PROFESSIONAL SERVICES	CONSTRUCTION (If applicable)
		2006-2007	
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE		<input checked="" type="checkbox"/> CHECK IF PROJECT PERFORMED WITH CURRENT FIRM	
Responsible for overall project surveying activities, research, computations, and document production including establishment of control to support photogrammetric data acquisition; boundary surveys; topographic surveys; and jurisdictional limits for this 1,143-acre, 182-unit, rural single family equestrian residential subdivision.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects. If not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b> 1
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<b>21. TITLE AND LOCATION (City and State)</b> <b>Bridgewater Community Development District, City of Lakeland, FL</b>	<b>22. YEAR COMPLETED</b> PROFESSIONAL SERVICES: Ongoing CONSTRUCTION (if Applicable):
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<b>23. PROJECT OWNER'S INFORMATION</b>		
a. PROJECT OWNER Bridgewater CDD	b. POINT OF CONTACT NAME Anthony Jeancole, Rizzetta & Co.	c. POINT OF CONTACT TELEPHONE NUMBER 407.472.2471

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

Stantec is providing District Engineering services to operate and maintain CDD infrastructure, including stormwater management systems. Responsible for civil engineering tasks. Bridgewater CDD manages a planned community containing single family units, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure, as well as annual consulting engineering reports.



<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>		
a. (1) FIRM NAME Stantec	(2) FIRM LOCATION (City and State) Tampa, FL	(3) ROLE Surveying, civil engineering, construction administration support

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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> <b>Meadow Pointe IV Community Development District</b> <b>Pasco County, FL</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Meadow Pointe IV CDD	b. POINT OF CONTACT NAME Clifton Fischer, Rizzetta & Co.	c. POINT OF CONTACT TELEPHONE NUMBER 813.994.1001
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

District Engineering services includes the operation and maintenance of District infrastructure, including roads and stormwater management systems.

The District was also responsible for the bidding and construction management of SR 56, a \$26 million roadway and utility project crossing Wiregrass Ranch to Meadow Pointe Boulevard. New ADA regulations require compliance by March 15, 2012, and we assisted the District to budget and become compliant.

Meadow Pointe IV includes:

- Whisenton Place
- Parkmonte
- Shellwood Place
- Fenwood Crossing
- Windsor
- Meridan



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
	Stantec	Tampa, FL	Civil Engineering

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <b>3</b>
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<b>21. TITLE AND LOCATION (City and State)</b> <b>Gramercy Farms Community Development District</b> <b>City of St. Cloud, FL</b>	<b>22. YEAR COMPLETED</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">PROFESSIONAL SERVICES Ongoing</td> <td style="width: 50%; padding: 2px;">CONSTRUCTION (if Applicable)</td> </tr> </table>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)
PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)		

<b>23. PROJECT OWNER'S INFORMATION</b>		
<b>a. PROJECT OWNER</b> Gramercy Farms CDD	<b>b. POINT OF CONTACT NAME</b> Anthony Jeancola, Rizzetta and Co.	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 407.472.2471

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

Stantec is providing District Engineering services includes the operation and maintenance of District infrastructure, including stormwater management systems.

Our team has been responsible for ongoing client and project coordination, account management, and project scheduling.



<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>					
<b>a.</b>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">(1) FIRM NAME Stantec</td> <td style="width: 50%; padding: 2px;">(2) FIRM LOCATION (City and State) Tampa, FL</td> </tr> </table>	(1) FIRM NAME Stantec	(2) FIRM LOCATION (City and State) Tampa, FL	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">(3) ROLE Civil Engineering</td> </tr> </table>	(3) ROLE Civil Engineering
(1) FIRM NAME Stantec	(2) FIRM LOCATION (City and State) Tampa, FL				
(3) ROLE Civil Engineering					

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <b>4</b>
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<b>21. TITLE AND LOCATION (City and State)</b> <b>Bridgewater of Wesley Chapel Community Development District</b> <b>Pasco County, FL</b>	<b>22. YEAR COMPLETED</b> <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">PROFESSIONAL SERVICES Ongoing</td> <td style="width: 50%; padding: 2px;">CONSTRUCTION (if Applicable)</td> </tr> </table>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)
PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)		

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> Bridgewater of Wesley Chapel CDD	<b>b. POINT OF CONTACT NAME</b> Angel Montagna - Rizzetta & Co.	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 813.994.1001
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT (Include scope, size, and cost)**

Bridgewater is a multi-phased master planned community with 760 single-family lots on 325 acres. Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which includes roads and stormwater management facilities.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	(1) FIRM NAME Stantec	(2) FIRM LOCATION (City and State) Tampa, FL	(3) ROLE Engineering, Surveying, Construction Management
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<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <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 <b>5</b>
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21. TITLE AND LOCATION <i>(City and State)</i> <b>Oakstead Community Development District Pasco County, FL</b>	22. YEAR COMPLETED <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 2px;">PROFESSIONAL SERVICES Ongoing</td> <td style="width: 50%; padding: 2px;">CONSTRUCTION (if Applicable)</td> </tr> </table>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)
PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)		

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Oakstead CDD	b. POINT OF CONTACT NAME Andy Mendenhall, Severn Trent	c. POINT OF CONTACT TELEPHONE NUMBER 813.991.1116

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

Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which includes roads, stormwater management facilities and recreation facilities.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
a.	(1) FIRM NAME Stantec	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Surveying, civil engineering, construction administration support

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>  6
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<b>21. TITLE AND LOCATION (City and State)</b> <b>Union Park Community Development District</b> <b>Pasco County, FL</b>	<b>22. YEAR COMPLETED</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES Ongoing</td> <td style="width: 50%;">CONSTRUCTION (if Applicable)</td> </tr> </table>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)
PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)		

<b>23. PROJECT OWNER'S INFORMATION</b>		
<b>a. PROJECT OWNER</b> Union Park CDD	<b>b. POINT OF CONTACT NAME</b> Paul Cusmano, DPGF	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 813.418.7473 ext 104

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

Union Park CDD manages a partially completed planned community containing single family units, a recreation facility, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure, as well as annual public facilities reports.

	(1) FIRM NAME	25. FIRM'S PROJECT LOCATION	26. FIRMS PROMISES OR SERVICES INVOLVED WITH THIS PROJECT
<b>a.</b>	Stantec	Tampa, FL	Surveying, civil engineering, construction administration support

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>  7
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21. TITLE AND LOCATION <i>(City and State)</i> <b>Ballantrae Community Development District</b> <b>Pasco County, FL</b>	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Ballantrae CDD	b. POINT OF CONTACT NAME Paul Cusmano, DPGF	c. POINT OF CONTACT TELEPHONE NUMBER 813.418.7473 ext 104
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Stantec is the CDD Engineer, providing ongoing services as needed by the Board of Supervisors and District Manager. We are providing District Engineering services to maintain District owned and maintained infrastructure, including wet detention stormwater ponds.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Stantec	Tampa, FL	Civil engineering

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b>  <b>8</b>
<b>21. TITLE AND LOCATION (City and State)</b> <b>Northwood Community Development District</b> <b>Pasco County, FL</b>		<b>22. YEAR COMPLETED</b> PROFESSIONAL SERVICES 2010
CONSTRUCTION (if Applicable)		

<b>23. PROJECT OWNER'S INFORMATION</b>		
<b>a. PROJECT OWNER</b> Northwood CDD	<b>b. POINT OF CONTACT NAME</b> Debby Hukill, Meritus Districts	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 813.873.7300

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

We served as District Engineer and have been responsible for the design, permitting, and construction administration of a 2,000 s.f. clubhouse, as well as Southwest Florida Water Management District periodic inspections of the community stormwater facilities.

<b>25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT</b>			
<b>a.</b>	<b>(1) FIRM NAME</b> Stantec	<b>(2) FIRM LOCATION (City and State)</b> Tampa, FL	<b>(3) ROLE</b> Civil engineering

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>  9
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<b>21. TITLE AND LOCATION (City and State)</b> <b>South Fork Community Development District</b> <b>Hillsborough County, FL</b>	<b>22. YEAR COMPLETED</b> <table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">PROFESSIONAL SERVICES Ongoing</td> <td style="width: 50%;">CONSTRUCTION (if Applicable)</td> </tr> </table>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)
PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if Applicable)		

23. PROJECT OWNER'S INFORMATION		
<b>a. PROJECT OWNER</b> South Fork CDD	<b>b. POINT OF CONTACT NAME</b> Mark Vega, Severn Trent	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> 813.991.1116

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

South Fork CDD manages a completed planned community containing single family units, stormwater management systems, and common areas. Stantec provides engineering services for proper operation and maintenance of CDD infrastructure.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT			
<b>a.</b>	<b>(1) FIRM NAME</b> Stantec	<b>(2) FIRM LOCATION (City and State)</b> Tampa, FL	<b>(3) ROLE</b> Civil engineering

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects. If not specified. Complete one Section F for each project.)</i>	<b>20. EXAMPLE PROJECT KEY NUMBER</b>  10
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21. TITLE AND LOCATION <i>(City and State)</i> <b>Rivercrest Community Development District                  Hillsborough County, FL</b>	22. YEAR COMPLETED <table border="1" style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">PROFESSIONAL SERVICES 2005-Ongoing</td> <td style="width:50%;">CONSTRUCTION (if Applicable)</td> </tr> </table>	PROFESSIONAL SERVICES 2005-Ongoing	CONSTRUCTION (if Applicable)
PROFESSIONAL SERVICES 2005-Ongoing	CONSTRUCTION (if Applicable)		

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Rivercrest CDD	b. POINT OF CONTACT NAME Brian Howell, Meritus Districts	c. POINT OF CONTACT TELEPHONE NUMBER 813.873.7300

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

District Engineering services includes the operation and maintenance of District infrastructure, including stormwater management systems and clubhouse facilities. The Rivercrest CDD is a completed community with infrastructure that includes open space, stormwater management, and landscaped common areas and irrigation systems.

The Stantec team is responsible for ongoing client and project coordination, account management, and project scheduling. Stantec was selected for annual district engineering services to assist the District Manager and Board of Supervisors to properly budget, operate, and maintain CDD infrastructure, which includes stormwater management facilities and recreation facilities.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Stantec	Tampa, FL	Civil Engineering

**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
David A. Kemper, PE	Principal	X	X	X	X	X	X	X	X	X	X
Tonja L. Stewart, PE	Project Manager	X	X	X	X	X	X	X	X	X	X
Jesse L. Blackstock, PE	Project Engineer					X			X		
Keith Diaz, EI	Engineering Designer/Technician	X	X			X	X			X	
Lea Del Tosto, PLA	Sr. Landscape Architect										
Mark H. Foster, P.S.M.	Lead Surveyor	X	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	<b>Bridgewater Community Development District</b>	6	<b>Concord Station Community Development District</b>
2	<b>Meadow Pointe IV Community Development District</b>	7	<b>Ballantrae Community Development District</b>
3	<b>Gramercy Farms Community Development District</b>	8	<b>Northwood Community Development District</b>
4	<b>Bridgewater of Wesley Chapel Community Development District</b>	9	<b>South Fork Community Development District</b>
5	<b>Oakstead Community Development District</b>	10	<b>Rivercrest Community Development District</b>

H. ADDITIONAL INFORMATION

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

Stantec provides engineering, planning, permitting, and cost estimating services for Community Development Districts (CDDs), dependent and independent districts, Municipal Service Taxing Units/Benefit Units (MSTU/BU), and other special assessment districts. We have a current working relationship with Rizzetta, and have worked with several fully- developed CDD's within Pasco and Hillsborough Counties and the City of Tampa. We offer a total scope of services that includes, but is not limited to, the following:

- General Consultation on District Issues
- Master Planning of Infrastructure
- Water Management Systems and Facilities
- Water and Sewer Systems and Facilities
- Roads, Landscaping and Street Lighting Design and Plans
- Existing Systems Studies and Analysis
- Environmental Permitting
- Cost Estimates for Plan Implementation
- Bidding and Contractor Selection
- Government Permitting
- Water Conversation Studies and Design
- Water Supply Studies
- Construction Phase Observation
- Contract Management and Inspection Services
- Expert Witness Testimony
- Utility Rate Studies
- Potable Water System Plans and Design
- Irrigation System Plans and Design
- Wastewater Collection System Plans and Design
- Engineering Reports for Bonding

The following represents Stantec's additional prior experience in CDD's, Independent Districts and MSTU/BUS:

- Ballantrae CDD, Pasco County
- Bridgewater of Wesley Chapel, Pasco County
- Chapel Creek CDD, Pasco County
- Concord Station CDD, Pasco County
- Eastlake Oaks CDD, Pinellas County
- Meadow Point I CDD, III, IV CDD, Pasco County
- New River CDD, Pasco County
- Northwood CDD, Pasco County
- Oakstead CDD, Pasco County
- Preserve @ Wilderness Lake CDD, Pasco County
- Bridgewater CDD, Polk County
- Union Park CDD, Pasco County
- Arbor Greene CDD, City of Tampa
- Cheval West CDD, Hillsborough County
- Cypress Creek CDD, Hillsborough County
- Grand Hampton CDD, City of Tampa
- Hammocks CDD, City of Tampa
- Hawk's Point CDD, Hillsborough County
- Heritage Harbor CDD, Hillsborough County
- Heritage Isles CDD, City of Tampa
- K Bar Ranch CDD, City of Tampa
- Panther Trace I, II CDD, Hillsborough County
- Park Place CDD, Hillsborough County
- River Bend CDD, Hillsborough County
- Rivercrest CDD, Hillsborough County
- South Fork CDD, Hillsborough County
- Waterchase CDD, Hillsborough County
- Westchase CDD, Hillsborough County
- Parkway Center CDD, Hillsborough County

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

31. SIGNATURE

32. DATE

March 29, 2018

33. NAME AND TITLE

David A. Kemper, P.E., Senior Principal

ARCHITECT - ENGINEER QUALIFICATIONS				1. SOLICITATION NUMBER (If any)		
<b>PART II – GENERAL QUALIFICATIONS</b> (If a firm has branch offices, complete for each specific branch office seeking work.)						
2a. FIRM (OR BRANCH OFFICE) NAME <b>Stantec Consulting Services Inc.</b>			3. YEAR ESTABLISHED 2012		4. UNIQUE ENTITY IDENTIFIER 07-872-1737	
2b. STREET 777 S Harbour Island Boulevard, Suite 600			<b>5. OWNERSHIP</b>			
2c. CITY Tampa		2d. STATE FL	2e. ZIP CODE 33602-3921		a. TYPE <b>Corporation</b>	
6a. POINT OF CONTACT NAME AND TITLE David A. Kemper, PE, Senior Principal			b. SMALL BUSINESS STATUS <b>N/A</b>			
6b. TELEPHONE NUMBER (813) 223-9500		6c. E-MAIL ADDRESS dave.kemper@stantec.com		7. NAME OF FIRM (If block 2a is a branch office) <b>Stantec Inc.</b>		
8a. FORMER FIRM NAME(S) (If any)			8b. YEAR ESTABLISHED		8c. UNIQUE ENTITY IDENTIFIER	
MWH Americas Inc. Wilson Miller, Inc.			1993 1956		14-865-2431 55-683-5408	
<b>9. EMPLOYEES BY DISCIPLINE</b>				<b>10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS</b>		
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	3606	31	B02	Bridges	9
06	Architect	958	0	C15	Construction Management	8
07	Biologist	247	1	C16	Construction Surveying	7
08	CAD Technician	662	6	E02	Educational Facilities, Classrooms	10
10	Chemical Engineer	60	1	E09	EIS, Assessments of Statements	10
12	Civil Engineer	2071	16	E12	Environmental Remediation	10
15	Construction Inspector	256	1	H07	Highways; Streets; Airfield Paving; Parking Lots	10
21	Electrical Engineer	671	2	H09	Hospital & Medical Facilities	10
23	Environmental Engineer	471	2	H11	Housing (Residential, Multi-Family, Apts, Condos)	10
24	Environmental Scientist	842	2	I01	Industrial Buildings, Manufacturing Plants	9
29	GIS Specialist	171	3	O01	Office Buildings, Industrial Parks	8
34	Hydrologist	83	1	P05	Planning (Comm., Regional, Areawide and State)	8
38	Land Surveyor	423	18	P06	Planning (Site, Installation, and Project)	8
39	Landscape Architect	204	3	R04	Recreation Facilities (Parks, Marinas, Etc.)	8
42	Mechanical Engineer	600	1	S04	Sewage Collection, Treatment and Disposal	9
47	Planner, Urban/Regional	262	4	S10	Surveying, Platting, Mapping, Flood Plain Studies	8
48	Project Manager	765	9	S13	Storm Water Handling & Facilities	7
57	Structural Engineer	654	2	T03	Traffic & Transportation Engineering	10
58	Technician/Analyst	1948	2	T04	Topographic Surveying and Mapping	4
60	Transportation Engineer	282	3	U02	Urban Renewals; Community Development	8
	Other	1732	0	W02	Water Resources, Hydrology, Ground Water	9
<b>Total</b>		<b>16968</b>	<b>108</b>	<b>W03</b>	Water Supply, Treatment and Distribution	10
<b>11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS</b> (insert revenue index number shown at right)		<b>PROFESSIONAL SERVICES REVENUE INDEX NUMBER</b>				
a. Federal Work	10	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			
<b>12. AUTHORIZED REPRESENTATIVE</b> The foregoing is a statement of facts.						
a. SIGNATURE 				b. DATE <b>January 1, 2018</b>		
c. NAME AND TITLE <b>David A. Kemper, PE, Senior Principal</b>						

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Design with  
community in mind