

Blackburn Creek Community Development District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817

Phone 407-723-5900; Fax 407-723-5901

www.blackburncreekcdd.com

The meeting of the Board of Supervisors and the Board of Supervisors Workshop Meeting for the **Blackburn Creek Community Development District** will be held **Tuesday, January 9, 2024, at 11:00 a.m.** located at **6853 Energy Ct, Lakewood Ranch, FL 34240**. The following is the proposed agenda for this meeting.

Call in number: 1-844-621-3956

Passcode: 2538 286 6774 #

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Call to Order
- Roll Call
- Public Comment Period *[for any members of the public desiring to speak on any proposition before the Board]*

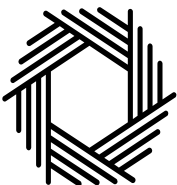
General Business Matters

1. Consideration of Recommendation of the Auditor Selection Committee
2. Consideration of the Minutes of the December 12, 2023, Board of Supervisors' Meeting
3. Review and Consideration of District Engineer RFQ
4. District Engineer Project Update
 - a. Preventative Maintenance Plan
5. Discussion Regarding HOA Turnover
6. Ratification of Payment Authorization No. 210
7. Review of District Financial Statements

Other Business

- Staff Reports
 - District Counsel
 - District Engineer
 - District Manager
 - District Accountant
- Audience Comments
- Supervisors Requests

Adjournment



pfm

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Recommendation of the
Auditor Selection Committee

Blackburn Creek CDD

Auditor Selection - Manager's Recommended Rankings

Criteria	Possible Points	Grau & Associates	Grau Rec. Points
Ability of Personnel	20.0	Qualified, Multiple CPAs on Staff	20.0
Proposer's Experience	20.0	Extensive CDD Experience	20.0
Understanding of Scope of Work	20.0	Sufficient	20.0
Ability to Furnish Required Services	20.0	Capable	20.0
Price for Services for Three Years	20.0	\$4,800 + \$4,900 + \$5,000 = \$14,700	20.0
Total	100.0		100.0

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Minutes of the December 12, 2023,
Auditor Selection Committee Meeting

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION COMMITTEE MEETING MINUTES**

**Wednesday, December 12, 2023, at 11:00 a.m.
6853 Energy Ct., Lakewood Ranch, FL 34240**

Board Members Present via Speaker or in Person:

Kevin Johnson	Committee Member
David Trast	Committee Member
Phil Davis	Committee Member
Kirk Fegley	Committee Member

Also Present via Speaker or in Person:

Venessa Ripoll	District Manager- PFM Group Consulting LLC
Jorge Jimenez	ADM- PFM Group Consulting LLC (via phone)
Rick Montejano	Accountant - PFM Group Consulting LLC (via phone)
Andy Cohen	District Counsel

FIRST ORDER OF BUSINESS

Administrative Matters

Call to Order and Roll Call

The Auditor Selection Committee Meeting for the Blackburn Creek CDD was called to order at 11:01 a.m. by Ms. Ripoll and she proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above either in person or via speaker phone.

Review and Approval of Audit Documents

- **Audit RFP Notice**
- **Instructions to Proposers**
- **Evaluation Criteria – with and without price**

Ms. Ripoll suggested that the Board move forward with pricing and set the date for the Audit meeting. The audits will need to be received by December 29, 2023.

ON MOTION by Mr. Johnson, seconded by Mr. Trast, with all in favor, the December 12, 2023, the Board approved the audit documents and to post evaluation criteria with price.

SECOND ORDER OF BUSINESS

Adjournment

There was no additional business to discuss. Ms. Ripoll requested a motion to adjourn.

ON MOTION by Mr. Trast, seconded by Mr. Johnson, with all in favor, the December 12, 2023, the Meeting of the Auditor Selection Committee for the Blackburn Creek Community Development District was adjourned at 11:04 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Minutes of the December 12, 2023,
Board of Supervisors Meeting

MINUTES OF MEETING

**BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT
BOARD OF SUPERVISORS MEETING MINUTES**

**Wednesday, December 12, 2023, at 11:00 a.m.
6853 Energy Ct., Lakewood Ranch, FL 34240**

Board Members Present via Speaker or in Person:

Kevin Johnson	Chairperson
David Trast	Vice Chairperson
Kirk Fegley	Assistant Secretary
Phil Davis	Assistant Secretary

Also Present via Speaker or in Person:

Venessa Ripoll	District Manager- PFM Group Consulting LLC
Jorge Jimenez	ADM- PFM Group Consulting LLC (via phone)
Rick Montejano	Accountant - PFM Group Consulting LLC (via phone)
Andy Cohen	District Counsel

FIRST ORDER OF BUSINESS

Organizational Matters

Call to Order and Roll Call

The Board of Supervisors' Meeting for the Blackburn Creek CDD was called to order at 11:05 a.m. by Ms. Ripoll and she proceeded with roll call and confirmed quorum to proceed with the meeting. Those in attendance are outlined above either in person or via speaker phone.

Public Comment Period

There were no public comments.

SECOND ORDER OF BUSINESS

General Business Matters

**Consideration of the Minutes of the
November 14, 2023, Board of
Supervisors' Meeting**

The Board reviewed Minutes of the November 14, 2023, Board of Supervisors' Meeting.

ON MOTION by Mr. Johnson seconded by Mr. Davis, with all in favor, the Board approved the Minutes of the November 14, 2023, Board of Supervisors' Meeting.

Resolution 2024-03, Election of Officers

Ms. Ripoll stated that they will be adding PFM employees to the slate of officers as Assistant Treasurers.

ON MOTION by Mr. Trast seconded by Mr. Johnson, with all in favor, the Board approved Resolution 2024-03, Election of Officers with Kevin Johnson as Chair, David Trast as Vice Chair, Venessa Ripoll as Secretary, James Sverapa, Phil Davis, Kirk Fegley, Jorge Jimenez, and Vivian Carvalho as Assistant Secretaries, Amanda Lane as Treasurer, and Jennifer Glasgow, Rick Montejano, Verna Griffith, and Amy Champagne as Assistant Treasurers.

Resolution 2024-04, Designating Authorized Signatories for the District's Bank Account(s)

Ms. Ripoll noted that this would add the recently added Assistant Treasurers as Authorized Signatories for the District.

ON MOTION by Mr. Davis seconded by Mr. Fegley, with all in favor, the Board approved Resolution 2024-04, Designating Authorized Signatories for the District's Bank Account(s).

District Engineer Project Update a. Preventative Maintenance Plan b. Engineer RFQ Update

Ms. Ripoll stated that they have received an RFQ for engineering services, this will be reviewed during the January 9 meeting. The Board requested that PFM send a formal email to the District Engineer asking him to complete the project by December 19.

Discussion Regarding HOA Turnover

Mr. Johnson stated that the Master HOA has been notified that March 6, 2024, will be when the turnover will occur, there are still issues with some deeds including the newly refurbished pool that still shows Neal Communities as the owner. The easements are also not well defined.

Neighborhood 1 also requested that the Master HOA Covenants change to say that all common areas are owned by the Master Association.

Discussion of FY 2022 Audit Report

Mr. Cohen reviewed the 2022 Audit report for the Board. He had spoken to PFM regarding the \$1,800,000. He suggested that the statement be qualified with the new auditor.

ON MOTION by Mr. Fegley seconded by Mr. Johnson, with all in favor, the Board accepted the FY 2022 Audit Report.

Discussion of Board Workshops

Ms. Ripoll mentioned that Mr. Cohen will be putting on multiple workshops for the Board members in order to receive the necessary credits for the mandatory training classes. The first one will take place on January 9 at 12:00 p.m. and will last about 2 hours. Ms. Ripoll will create a notice for the Board.

Ratification of Payment Authorizations 208 – 209

Ms. Carvalho requested a motion to ratify payment authorizations 208 – 209.

ON MOTION by Mr. Fegley seconded by Mr. Trast, with all in favor, the Board ratified Payment Authorizations 208 – 209.

Review of District Financial Statements

The Board reviewed the Financial Statements.

ON MOTION by Mr. Johnson seconded by Mr. Trast, with all in favor, the Board approved the District Financial Statements.

THIRD ORDER OF BUSINESS

Staff Reports

District Counsel – No report.

District Engineer – Not present.

District Manager – Ms. Ripoll noted the next meeting is scheduled for January 9, 2024, at 11:00 a.m.

FOURTH ORDER OF BUSINESS

Audience Comments and Supervisor Requests

Requestion documents were requested to be given to all Board Members.

FIFTH ORDER OF BUSINESS

Adjournment

There was no additional business to discuss. Ms. Ripoll requested a motion to adjourn.

ON MOTION by Mr. Davis, seconded by Mr. Fegley, with all in favor, the December 12, 2023, the Meeting of the Board of Supervisors of the Blackburn Creek Community Development District was adjourned at 11:33 a.m.

Secretary/Assistant Secretary

Chairperson/Vice Chairperson

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

District Engineer RFQ



TECHNICAL PROPOSAL

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT
DISTRICT**

Submitted to: PFM Group Consulting

BDi
BRLETIC DVORAK INC.



December 8, 2023

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December 8, 2023

Venessa Ripoll, District Manager
PFM Group Consulting LLC
3501 Quadrangle Blvd., Suite 270,
Orlando, FL 32817

RE: Request for Qualifications for Professional Engineering Services
Blackburn Creek Community Development District (CDD)

Dear Selection Committee:

A Community Development District (CDD) is integral in providing the residents of the community it serves the highest quality of life possible, ensuring that high standards of development will continue to be met long into the future. Blackburn Creek CDD is no exception. We understand the district is responsible for maintaining its existing infrastructure, providing capital improvements, and improving the quality of the development, all while operating within closely monitored and audited budgets to meet the high expectations for the community they serve. It is crucial to your CDD's continued long-term success that your consulting engineer shares your focus on careful, timely, and cost-conscious fulfillment of the residents' expectations.

Brletic Dvorak, Inc. (BDI) has successfully performed on a myriad of general service contracts based on our reputation for delivering a high-quality product and outstanding service to our partners.

Leading our commitment to the Blackburn Creek CDD is myself, Robert Dvorak, PE. I have over 35 years of civil engineering experience and a strong understanding of the unique needs of a CDD. My ability to develop strong relationships with clients has ensured that the end results exceed the expectations of District Managers through careful coordination of schedules, budgets, and priorities. I am most proud of my reputation of responsiveness when addressing the needs of BDI's clients. The point of contact for this CDD will be myself, Robert Dvorak, with an assistant Project Manager in Jerry Whited, our field manager. We will be responsible for attending District Board meetings, coordinating projects and construction inspection services, and any other engineering tasks.

BDI's staff has a breadth of experience in working with CDDs, which means you benefit by getting professional expertise delivered with a personalized approach and attentiveness to your needs. As the District Engineer for several similar CDDs, we believe we have a thorough understanding of your service requirements.

Our first priority is to establish a personalized team for each individual work assignment undertaken. This process begins with understanding your needs. Based on our coordination and research, we will assign a project team that has the best experience to meet those needs. I will strategically determine how to best utilize our internal resources as well as choose subconsultants, if needed, that would best complete the team. This approach ensures that we have the right resources to exceed your expectations.

Asset Management: BDI can assist the District by developing or updating land ownership and maintenance maps depicting District property and facilities and areas maintained by vendors such as landscapers or aquatic services. Wetlands and buffer areas may also be added as needed to educate residents and vendors of the different

vegetation restrictions that may exist. These maps are living documents that may be updated as your community grows or as vendor needs change. BDI can also provide asset reports cataloging facilities or property, such as stormwater facilities or streets, for condition, suggested maintenance, or replacement so that future capital fund expenditures may be scheduled in advance.

Capital Improvements: BDI can provide the District with planning assistance in determining needed capital improvements including the development of construction plans and permits. BDI can also assist in developing capital improvement budgets so that funding may be planned for long term improvements.

Roadway Improvements: BDI can provide the District with traffic analyses to identify vehicle circulation, intersection sight distances, offsite signal warrants, pedestrian crosswalk safety, sidewalk ADA compliance, striping and signing, and street lighting studies and improvement plans.

Drainage Improvements: BDI will identify any nuisance drainage problems, identify potential solutions, and provide cost estimates for each alternative. Sometimes simple regrading or modifications to curbs or landscaping can correct standing water on streets or in grassy areas.

Permitting: BDI will inspect existing ponds in accordance with Southwest Florida Water Management District (SWFWMD) maintenance schedules and all inspection reports will be filed and cataloged by our staff. Our long-term partnership with SWFWMD and our continuing services contracts for reviewing SWFWMD ERP permits and past work on NPDES and Drainage Connection permits for FDOT District 7 have been invaluable in serving the stormwater needs of the following clients:

- Arbor Greene CDD in Tampa, Florida
- Bobcat Trail CDD in North Port, Florida
- Ballentrae Hillsborough CDD in Hillsborough County, Florida
- Country Walk CDD in Wesley Chapel, Florida
- Del Webb Bexley CDD in Wesley Chapel, Florida
- Diamond Hill CDD in Valrico, Florida
- Fishhawk Ranch CDD in Valrico, Florida
- Fishhawk IV CDD in Valrico, Florida
- Forest Brooke CDD in Wimauma, Florida
- Harbour Isles CDD in Apollo Beach, Florida
- Heritage Springs CDD in Trinity, Florida
- Highlands CDD in Wimauma, Florida
- Lexington Oaks CDD in Wesley Chapel, Florida
- Meadow Pointe II CDD in Zephyrhills, Florida
- Mira Lago CDD in Apollo Beach, Florida
- Lynwood CDD in Ruskin, Florida
- Oak Creek CDD in Wesley Chapel, Florida
- Oakstead CDD in Land O'Lakes, Florida
- River Bend CDD in Ruskin, Florida
- South Fork CDD in Riverview, Florida
- South Fork East CDD in Riverview, Florida
- Spring Ridge CDD in Brooksville, Florida
- Sterling Hill CDD in Spring Hill, Florida
- Talavera CDD in Spring Hill, Florida
- The Bridgewater CDD in Lakeland, Florida
- The Groves CDD in Land O' Lakes, Florida
- The Preserve at South Branch CDD in Odessa, Florida
- The Preserve at Wilderness Lake CDD in Land O'Lakes, Florida
- The Woodlands CDD in North Port, Florida
- University Place CDD in Apollo Beach, Florida
- Waterset North CDD Apollo Beach, Florida
- Westchase CDD in Tampa, Florida
- Wesbridge CDD in Wesley Chapel, Florida

Teamwork, integrity, responsibility, and hard work are the cornerstones of our corporate culture and the reason we have earned repeat business and referrals from satisfied clients. Our focus is to ensure that our partners get the positive results and successful projects that they want and deserve. These core values are at the heart of every service we perform.

We are confident that the information in this Request for Proposal and the client testimonials substantiate our capabilities and our commitment of quality and integrity to our clients. We look forward to working with the Blackburn Creek CDD to enhance your community.

Very truly yours,
Brletic Dvorak, INC.

A handwritten signature in blue ink, appearing to read 'R. Dvorak', written in a cursive style.

Robert Dvorak, P.E.
Project Manager





ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

FIRM PROFILE

Brletic Dvorak, Inc. (BDI) Brletic, Dvorak, Inc. (BDI) is a multidisciplinary engineering firm serving clients throughout the southwest Florida Area. We provide an array of community development district (CDD) services tailored to our clients' needs. BDI serves numerous CDDs throughout southwest Florida. BDI is a recognized leader in providing engineering services and solutions to communities.

We apply our extensive expertise across a wide variety of disciplines including land development, roadway and traffic design, stormwater management, and construction administration. Our employees are committed to and take pride in helping community development districts improve the quality of life in our communities. We assign the appropriate resources of our firm to perform each project efficiently. BDI is a one-stop shop for all your community's desired projects, assisting you from start to finish and staying within budget and schedule.

SERVICE OFFERINGS INCLUDE:

- Civil Engineering
- Water Resources
- Transportation and Traffic Planning and Design
- Community Engineering
- Construction Management and Inspection

BDI's client base consists of a wide range of public and private organizations with an equal range of project types. With a primary focus on projects requiring civil site development and transportation services combined with a keen desire to work closely with our clients, BDI's service base has grown. Among our specialties are stormwater management facility design, roadway and sidewalk design, roadways, waterways, wetlands and community facilities.

BDI's office is in downtown St. Petersburg with convenient access to the Interstate system and expressways. Our office is a functional, exciting environment that enhances BDI's values. BDI also strives to stay at or ahead of the curve with state-of-the-art software and hardware systems that allow our staff to provide the highest quality deliverables in a timely manner.



SELECT KEY PERSONNEL

BDI consists of dedicated, high quality staff with reputations for excellence and integrity. As previously mentioned, we take great pride in the caliber of our staff and our internal "teamwork" culture. We have reviewed the Request for Qualifications in detail and performed a cursory site review to assure we have the appropriate staff both in quality and quantity. We have assembled a team of professionals consisting of key staff members, that are listed in this section, for the anticipated service areas. With this team, BDI will deliver outstanding services to Blackburn Creek Community Development District (CDD).



STEPHEN BRLETIC, PE

Stephen Brletic serves as the District Engineer for 18 (CDDs) community development districts providing engineering and consulting services to resident boards in southwest Florida including one of Florida's largest CDDs, Fishhawk Ranch. Mr. Brletic has over 10 years of experience in project management, design, and construction for projects including land development, stormwater management, roadway improvements, and community amenities for not only (CDDs) community development districts, but also local, state, and federal municipalities, and school boards.

Mr. Brletic was born in St. Petersburg, FL and graduated from the University of North Florida in 2011. He has been working in the southwest Florida for the entirety of his career and has continued involvement in the community whether that be through being a part of the Leadership Tampa Bay organization or coaching his son's local sports teams.



ROBERT DVORAK, PE

Robert Dvorak serves as the District Engineer for 10 (CDDs) community development districts located throughout southwest Florida. Mr. Dvorak has over 35 years of civil engineering experience primarily in the field of water resources. Robert's responsibilities include project management, lead technical engineer, for the planning, design and permitting services for a wide range of public and private projects.

Mr. Dvorak graduated from the University of Florida in 1984 and started his engineering career at the Southwest Florida Water Management District in Brooksville, Florida. He has been working in the Tampa Bay area his entire career and in addition to consulting for CDD's, he has supported FDOT, City of Tampa and Pinellas County working as an extension of their staff through various general service contracts.

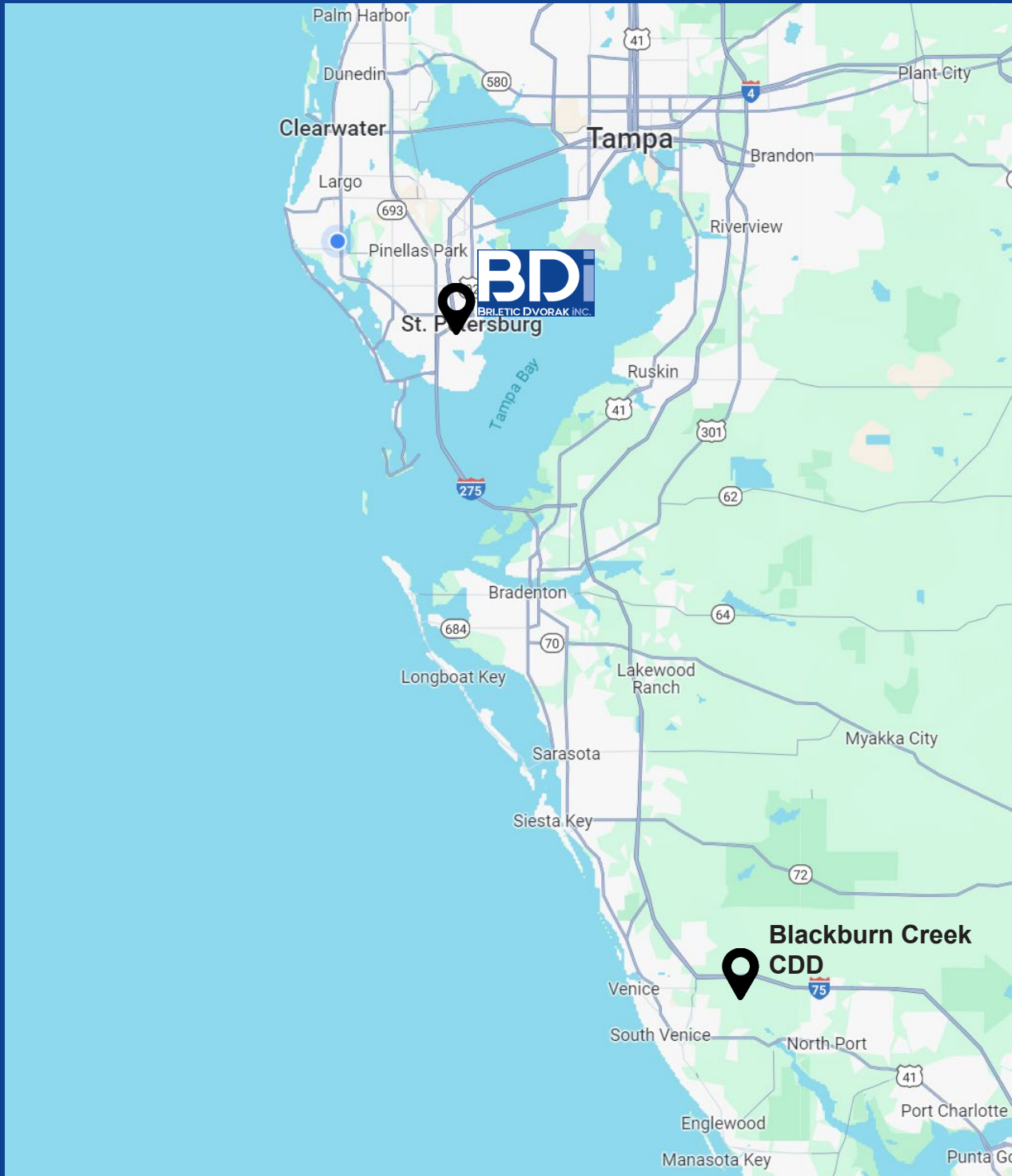
Robert number one core value is relationships based on mutual respect with the primary objective of being the best possible advocate for his clients.

GEOGRAPHIC LOCATION

Brletic Dvorak, Inc.

536 4th Ave. S, Unit 4 St.

Petersburg, FL 33701



PAST PERFORMANCE

CONCORD STATION COMMUNITY DEVELOPMENT DISTRICT (CDD)

Land O' Lakes, FL

Splash Pad. Stephen Brletic performed project management, permitting, and construction administration services in relation to construction of a splash pad amenity and hardscape improvements at the CDD clubhouse. *(Construction budget: \$150,000)*

CDD Common Area Drainage Improvements. Stephen Brletic aided in provided survey, design, permitting and construction administration services to address extensive ponding issues on CDD property that was affecting private property.



Splash Pad at Concord Station CDD

BOBCAT TRAIL COMMUNITY DEVELOPMENT DISTRICT (CDD)

North Port, FL

Roadway Assessment. Robert Dvorak and Stephen Brletic provided a proposal to research the composition of the original roadway asphalt design and performed a site visit to observe existing pavement conditions. BDI will evaluate pavement conditions based on current pavement surface rating guidelines and document the findings, including pictures, in a written report with construction cost estimates.

STERLING HILL COMMUNITY DEVELOPMENT DISTRICT (CDD)

Spring Hill, FL

Permit Inventory and Inspection Scheduling.

Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Sterling Hill Community pond location, inspection time, and Hernando County parcel number.

Splash Pad. Stephen Brletic provided project management services for the CDD selected contractor and Engineer of Record for a splash pad project at the Sterling Hill South clubhouse facility. This also required permit modifications to the community's SWFWMD Environmental Resource Permit.

HERITAGE OAK PARK COMMUNITY DEVELOPMENT DISTRICT (CDD)

Port Charlotte, FL

Clubhouse Acoustics Project. Due to poor sound quality and reverberation in the main hall of the clubhouse, the board requested Robert Dvorak to research specialist acoustic consultants, procure proposals, and provide a summary and recommendation for the boards review and approval. The project was successfully implemented and consisted of 21 acoustic panels placed on walls throughout the clubhouse covered in matching fabric.

Pool Deck Improvement Project. Robert Dvorak prepared plans and specifications for improvements to the clubhouse pool deck which was experiencing subsidence due to poor underlying soils. BDI also prepared and issued an RFP package, solicited proposals from contractors, and held a pre-proposal meeting on-site. This project is ongoing.

DIAMOND HILL COMMUNITY DEVELOPMENT DISTRICT (CDD)

Valrico, FL

Brilliant Cut Way Drainage Improvements. Stephen Brletic performed survey, design, permitting, and construction administration

to improve drainage and alleviate nuisance flooding in yards adjacent to CDD ponds and residential properties. *(Construction budget: \$20,000)*

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the Southwest Florida Water Management District (SWFWMD) office and developed a detailed map and spreadsheet indicating each permit, Diamond Hill Community pond location, inspection time, and parcel number.

Pond Repairs. Stephen Brletic assessed the conditions of a stormwater detention pond and examined recent repairs to its drainage structure and inflow pipe foundation for this two-phase project. Staff collected data, evaluated and researched permits, and performed hydraulic and hydrologic calculations. For Phase I, BDI published a report outlining feasible improvements and cost estimates. For Phase II, BDI developed construction documents for competitive bid and designed a much-improved energy dissipating structure with sand cement armoring and regrading along the bottom and side slopes of the pond.



Pond Repairs at Diamond Hill CDD

HARBOUR ISLES COMMUNITY DEVELOPMENT DISTRICT (CDD)

Apollo Beach, FL

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Harbour Isles Community pond location, inspection time, and Hillsborough County parcel number.

New Fitness Center. Stephen Brletic aided in completed site design and permitting for a new community fitness center. Staff obtained permits from Hillsborough County and SWFWMD. BDI prepared contract documents, including general conditions, assisted in the bid phase, and provided construction phase services. *(Construction budget: \$119,000)*

Night Swimming Assessment. Stephen Brletic performed light readings and made lighting recommendations regarding the availability of the community swimming pool during dark hours.

Traffic Analyses. Stephen Brletic reviewed a Signal Warrant Study from the Florida Department of Transportation (FDOT) for the intersection of US 41/SR 45 at Spindle Shell Way. BDI is currently working with FDOT and a neighboring development to discuss their review.

Miscellaneous Assistance. Stephen Brletic provides ongoing miscellaneous assistance regarding CDD assets such as reclaimed water assessment and construction, pool paver subsidence, nuisance flooding around the pool and landscaping, utility valve subsidence, decorative lighting assistance, and monitoring the County's progress extending reclaimed water to the development within the next two years.



Pond Restoration at Harbour Isles CDD



Sidewalk Repairs at Fishhawk Ranch CDD

FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT (CDD)

Lithia, FL

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Fishhawk Ranch Community pond location, inspection time, and Hillsborough County parcel number.

Engineer Transition. This task required coordination with the past Engineer-of-Record for the community to retain and update all documents during a transition and merger of three CDDs including maintenance and inventory data and maps, clubhouse equipment inventory, and past CDD owned improvement project data.

Trail Evaluation/Repair Projects. This task required field evaluation of specific sections of the Fishhawk Ranch community trail which experienced drainage issues or failure. Stephen Brletic provided design and permitting to address the trail issues in some cases. Stephen Brletic also performed construction administration services related to the construction and improvements to the trails.

Fishhawk Aquatic Center Vault Replacement. This task required evaluation of an aging underground vault that housed pumps and equipment for the waterfall feature pool at the Aquatic Center that was failing. handled soliciting an RFP to contractors along with construction administration services related to the vault replacement. *(Construction budget: \$75,000)*

Fishhawk Tennis Club Drainage Improvements. This task required design and construction administration services to address ponding and drainage impendence surrounding the existing clay tennis courts while maintaining the aesthetics and landscaping in the area. *(Construction budget: \$12,000)*

MIRA LAGO COMMUNITY DEVELOPMENT DISTRICT (CDD)

Apollo Beach, FL

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Mira Lago Community pond location, inspection time, and Hillsborough County parcel number.

Pond Bank Restoration. Stephen Brletic performed design, and construction administration tasks for the reconstruction and restoration of the pond banks on numerous stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality. *(Construction budget: \$70,000)*

Adjacent Development Impact Management. This task required coordination with state permit agencies and private developers to coordinate impacts to the existing community caused by the new construction of a subdivision adjacent to the CDD owned properties and residential lots.



Pond Bank Restoration at Mira Lago CDD

RIVER BEND COMMUNITY DEVELOPMENT DISTRICT (CDD)

Ruskin, FL

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, River Bend Community pond location, inspection time, and Hillsborough County parcel number.

Amenity Center Drainage Improvements. The River Bend CDD has experience chronic flooding due to rapid expansion of the amenities within the parcel without accommodating additional stormwater runoff. Stephen Brletic performed survey, design, permitting, and construction administration services to address existing flooding occurring at the access, parking lot, playground, tennis court, pool equipment area, and open spaces. The improvements will accommodate future amenity projects through total buildout of the parcel. *(Construction budget: \$119,000)*

Basketball/Tennis Court Replacement. Stephen Brletic performed survey, design, permitting, and construction administration for a basketball/tennis court with associated fencing and security adjacent to their clubhouse pool to replace the existing failed courts. *(Construction budget: \$135,000)*

Pool Heating Analysis and Construction. Stephen Brletic prepared a comparative analysis of heating the District's pool using natural gas, electricity, or propane. Stephen Brletic also performed all construction administration services associated with implementing an electrical heat pump system. *(Construction budget: \$65,000)*



Basketball/Tennis Court Replacement at River Bend CDD



Pond Bank Restoration at Bridgewater of Wesley Chapel CDD

BRIDGEWATER AT WESLEY CHAPEL COMMUNITY DEVELOPMENT DISTRICT (CDD)

Wesley Chapel, FL

Pond Bank Restoration. Stephen Brletic performed surveying, design, and construction administration tasks for the reconstruction and restoration of the pond banks on numerous stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality. *(Construction performed to date: \$70,000)*

Pond Maintenance Plan. The objective of this task was to determine the extent of repair needed for each pond, establish an estimated cost, and prioritize each pond based on the functional performance requirements. Inspections were performed for each pond site noting any issue that would require maintenance or repair. Numerous ponds had erosion on the side slopes and several had control structures that were not functioning as designed due to skimmer settlement or foundation/ embankment erosion. A report was prepared and presented to the CDD Board for additional action and as a planning tool to eventually address all the ponds.

Sidewalk Evaluation. This task required a walkthrough of the entire community to evaluate the ADA compliance of the CDD maintained sidewalks. A full inventory with picture documentation was then presented to the board with cost estimates of the repairs. BDI also performed construction administration services in relation to the repair project. *(Construction budget: \$30,000)*

HERITAGE SPRINGS COMMUNITY DEVELOPMENT DISTRICT (CDD)

Trinity, FL

Hole #17 Drainage Improvement Project. Robert Dvorak designed regrading for a section of the community golf course that was already filled and partially blocking the free flow of water over a 250-foot weir. The new design created a compromise, providing a dry landing area for golfers without inhibiting the flow of water during flood conditions. BDI included rip-rap to stabilize areas within high-flow zones, along with a stone-filled Geoweb containment system. *(Construction budget: \$35,000)*

Pond Inspections and Report Writing. Robert Dvorak conducts inspections and writes reports as part of this as-needed professional engineering assignment. There are 39 water management facilities in the CDD which require inspection and certification compliance for the SWFWMD. BDI researched each file to establish a list of facilities and prioritize their inspection and certification needs. Currently, Robert Dvorak is conducting several inspections quarterly to maintain a satisfactory schedule with the District.

Warrington Way Drainage Project. Warrington Way has historically flooded due to low elevations in the roadway, causing standing water during peak flood conditions in adjacent wetlands. This project required a bypass drainage system to capture and route water away from the Warrington Way storm sewer system, thereby alleviating flood water and providing another outfall to the wetland. BDI updated the Master Drainage Analysis and provided a hydrologic and hydraulic modeling analysis, ensuring the proposed project would not adversely impact downstream properties. Robert Dvorak also obtained a modification to the approved Environmental Resource Permits (ERP) from SWFWMD and provided construction management services, handling everything from bidding to construction observations and final close-outs. *(Construction budget: \$150,000)*

Pond Repairs. Robert Dvorak provides ongoing pond inspections and develops plans for specific repairs to banks, gabions, weirs, and flumes. Robert Dvorak also ensures water can flow freely from the development by clearing potential obstructions around structures in the wetlands.

Grass Carp Research. Robert Dvorak developed research literature regarding grass carp to control nuisance vegetation in stormwater detention ponds and presented a full report with recommendations to the Board.

LEXINGTON OAKS COMMUNITY DEVELOPMENT DISTRICT (CDD)

Wesley Chapel, FL

Pond Bank Restoration. Stephen Brletic performed design, and construction administration tasks to reconstruct and restore numerous stormwater management pond banks within the community. This project restored eroded banks and repaired drainage structures, thereby improving safety and functionality. *(Construction performed to date: \$450,000)*

Permit Inventory and Inspection Scheduling. Stephen Brletic researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Lexington Oaks Community pond location, inspection time, and Hillsborough County parcel number.

Pond Maintenance Plan. Stephen Brletic performed inspections for several pond sites to determine potential issues requiring maintenance or repair. Stephen found numerous ponds with eroded side slopes and dysfunctional control structures due to skimmer settlement and foundation/embankment erosion. Stephen prepared a report for the CDD to use as a planning tool for future pond maintenance and repair.

Amenities Center Drainage Improvements. Stephen Brletic performed design services to alleviate extensive flooding which kept residents from using playcourts and fields and prohibited maintenance. *(Construction budget: \$40,000)*

ADA Facility Compliance. Stephen Brletic developed a list of necessary ADA facility improvement requirements and developed plans for the first set of new sidewalks scheduled for improvement in the near future.

Reserve Study. Stephen Brletic has prepared two updates to the CDD's Reserve Study.

Court Resurfacing. Stephen Brletic prepared plans for the resurfacing of two tennis courts and one basketball court. *(Construction budget: \$15,000)*

Pool Heating Analysis. Stephen Brletic prepared an analysis comparing natural gas and propane heating for the District's pool.

SOUTH FORK COMMUNITY DEVELOPMENT DISTRICT (CDD)

Riverview, FL

Permit Inventory and Inspection Scheduling. Robert Dvorak researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, South Fork Community pond location, inspection time, and Hillsborough County parcel number.

Pond Bank Restoration. Robert Dvorak performed design, and construction administration tasks for the reconstruction and restoration of the pond banks on three stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality. *(Construction budget: \$209,000)*

Pond Maintenance Plan. The objective of this task was to determine the extent of repair needed for specific ponds, establish an estimated cost, and prioritize the immediate needs for each pond based on the functional performance requirements. Inspections were performed for each pond site noting any issue requiring maintenance or repair. Numerous ponds had erosion on the side slopes, and several had drainage structures that were not functioning as designed due to becoming dislodged from embankment erosion. A report was prepared and presented to the CDD Board for alternative measures to address the pond issues and RFP packages were prepared for bidding purposes.

Clubhouse Parking Lot Expansion. Robert Dvorak performed design, and permitting tasks to add six parking spaces and incorporate an inlet and pipe system to alleviate an ongoing problem with standing water in the driveway.



Pedestrian Boardwalk at Oak Creek CDD

OAK CREEK COMMUNITY DEVELOPMENT DISTRICT (CDD)

Wesley Chapel, FL

Permit Inventory and Inspection Scheduling. Robert Dvorak researched and inventoried permit documents from the SWFWMD office and developed a detailed map and spreadsheet indicating each permit, Oak Creek Community pond location, inspection time, and Pasco County parcel number.

Basketball Court. Robert Dvorak performed survey, design, permitting, and construction administration for a new basketball court adjacent to their clubhouse pool. The court will also be striped for a dual use for two pickleball courts. *(Construction budget: \$36,000)*

Trail Boardwalks. Robert Dvorak performed design, permitting, and construction administration for a pedestrian boardwalk in two locations within the community to connect existing trails through wetlands and over creeks to provide residents with safe access to the natural uplands to utilize as a picnic or walking trail amenity. *(Construction budget: \$63,000)*

Playground Expansion. Robert Dvorak performed design, and permitting to expand the existing playground to accommodate a new swing set area for toddlers while maintaining safe ADA access.



Pond Bank Restoration at South Fork CDD | Photo credit: James Griffin and Griffin Brothers Civil Construction

SPRING RIDGE COMMUNITY DEVELOPMENT DISTRICT (CDD)

Brooksville, FL

Community Lighting Analysis and Planning. Stephen Brletic performed an evaluation of the current street lighting within the Spring Ridge community and provided a planning site plan to the local electricity provider to add light poles to increase coverage of light during the night as an increase to safety.

Clubhouse Parking Improvements/Crosswalks. Stephen Brletic provided design, and construction administration services in relation to drainage improvements, providing additional parking, and designing walkways to ADA standards. This task also included implementing crosswalks throughout the community to FDOT standards.

THE WOODLANDS COMMUNITY DEVELOPMENT DISTRICT (CDD)

North Port, FL

SWFWMD ERP and WUP Permit Map. The board requested Robert Dvorak to produce a map showing the limits covered by each SWFWMD ERP and WUP permit within the development.

Robert Dvorak researched SWFWMD files to identify stormwater management facilities and wells and pumps and developed separate spreadsheet to identify the the permittees and operation and maintenance entities. This map will be used a useful resource for current and future board members, the community's vendors and the CDD staff.

Pond Equalizer Pipe. Robert Dvorak provided construction observation and an as-built survey for a stormwater pipe project designed to equalized water levels between two existing master drainage ponds. The project allowed for an increase in surface water withdrawal used for irrigation throughout the development.

WESTCHASE COMMUNITY DEVELOPMENT DISTRICT (CDD)

Tampa, FL

CDD Common Area Drainage Improvements. Robert Dvorak performed design, and construction administration services to address ponding issues on CDD property that was affecting private property. The project included replacing a collapsed plastic pipe and inlet system with equivalent concrete units. This project is ongoing and the CDD staff are soliciting proposals to perform the work.

Asset/Landscape Maintenance Maps. Robert Dvorak was tasked to update the existing community maps in relation to landscape maintenance and CDD ownership to the most recent records. These maps will be used as a useful resource for current and future board members, the community's vendors, and the CDD staff. The landscape map is currently being used in their current RFP for landscaping services.

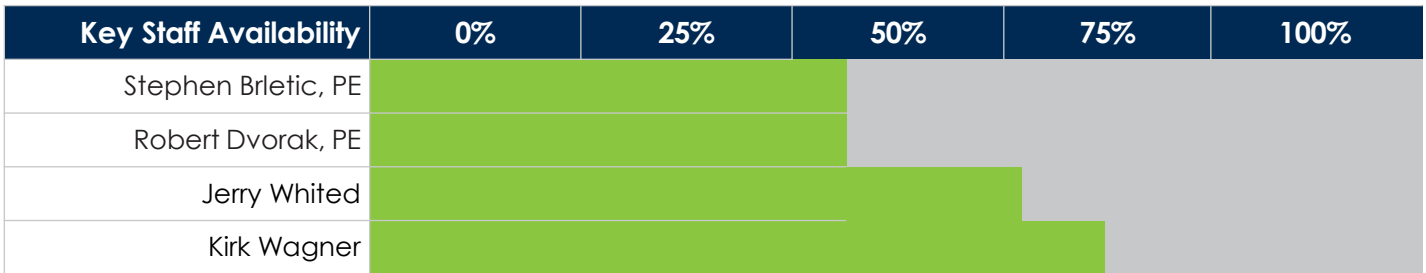


Pond Restoration at Westchase CDD

CURRENT / PROJECT WORKLOAD

The BDI team is available and has the capacity, technical expertise, range of services, and uniquely qualified personnel to provide Blackburn Creek CDD with all the services required. Our availability means you can expect stellar responsiveness, quality products, and projects delivered on or ahead of schedule.

All the key personnel are ready to begin work immediately. The chart below graphically depicts the workload commitments and availability over the next twelve months for the key personnel.



 = Availability

 = Current Workload

WORK PREVIOUSLY AWARDED

BDI has not been selected previously to provide services to the CDD.

MINORITY BUSINESS ENTERPRISE

BDI is not a Minority Business Enterprise (MBE). We routinely partner with experienced and proven MBE's to provide complimentary services on a wide range of projects.

PROJECT MANAGEMENT TOOLS

Our goal is a long-term partnership with the Blackburn Creek CDD. As partners, you can count on us to deliver desired results based on adherence to our corporate culture:

- **Teamwork** – We take pride in our ability to assemble the best team to accomplish your specific objectives. Every member of our team commits to exceeding your expectations. In order to achieve this, we will be actively involved in your organization and challenge ourselves to anticipate your future needs.
- **Integrity** – We have maintained long-term relationships with many of our clients. These relationships continue to thrive because our clients know that the BDI team can be trusted to act in their best interest at all times while achieving win-win solutions for all the stakeholders.
- **Responsibility** – As we enter into a new partnership, our commitment to you is that we take full responsibility for the end result. That means that you can rely on us to be proactive, to anticipate any potential challenges, and to offer solutions.

- **Hard work** – Every member of our team understands that hard work is the foundation for every project. Once we mutually agree on an approach, our team focus is on delivering superior service and a project that surpasses your quality, schedule, and budget requirements.
- **Community Involvement** – Among our core values is a serious commitment to community involvement..

We understand that every aspect of our culture needs to be adhered to daily to guarantee results for your organization. We look forward to the opportunity to become partners with Blackburn Creek CDD CDD and to help you achieve all your objectives.

The following sections address BDI's particular approach to meeting schedule and budget expectations.



MANAGING PROJECTS TO MEET SCHEDULE AND BUDGET



The BDI team is committed to meet and exceed Blackburn Creek CDD's schedule and budget requirements, whether our project budget is \$5,000 or \$500,000. Astute, prudent management of financial and human resources is one of our core business values. We routinely deliver our projects ahead of schedule through a targeted, well-orchestrated effort of the entire team, including CDD staff. The depth of our team gives us the ability to add considerable resources to meet any schedule and to handle multiple assignments simultaneously, as we have proven on numerous general services contracts.

As Project Manager, Robert Dvorak, PE, will follow these **guidelines to successfully accomplish each assignment**:

- Identify the right team to efficiently deliver each assignment.
- Develop a well-defined scope.
- Keep the same people on the project team for the duration of the task.
- Conduct team meetings, typically weekly or bi-weekly.
- Proactively anticipate potential schedule or budget challenges and resolve them in advance.

All BDI project managers have been formally trained in BDI's approach to project management and for each project, the PM follows a detailed **Project Management Plan** procedures that describes the scope and deliverables and details the schedule, milestones, work breakdown structure, task assignments, and Quality Control Plan, including specific responsibilities for each key team member. The PMP and in-house PM tools save significant time. Some of the tools used to maintain control of the schedule and budget are described in the next sections.

SCHEDULE & BUDGET CONTROLS

Schedule: With our depth of staff and vast array of multi-disciplined experience, BDI has the capability to fast track any project. This expertise provides the client with a **one-stop shop** for any project – whether we are serving as program manager, project manager, design support, or construction manager. We provide a complete array of engineering and management services integrated to our client's needs.

Between the level of expertise and the personnel available that have previous experience working on similar contracts for other local agencies, we have the capacity and expertise to maintain accelerated task order schedules. **Our depth of staff in the required disciplines ensures that each task assignment will be given the manpower necessary to provide Blackburn Creek CDD's with a quality end product within the project budget and schedule.**

Our schedules are developed in great detail, describing every activity involved in every phase. Moreover, activities are linked so that we are in essence creating a critical path project schedule. This schedule is one of several that our task order manager reviews for compliance on a weekly basis. He will review the level of completeness of every activity with the individuals performing the work and confirm that the project is on schedule.

We have the capacity and expertise to complete all assignments for this project on time. We recognize that a major element used to evaluate the effectiveness of our services is the degree to which schedules are completed. Our project efforts are directed toward a high level of schedule control and our project management policies have been devised to support this objective. We also realize that effective, timely response to the unexpected requests from the board, often on a moment's notice, is both art and science. We are confident that our team can easily respond to such assignments under this contract within the required number of days. Rapid, effective response to unforeseen situations is a skill that our team members have developed through years of experience and practice of putting our clients' immediate needs first and foremost. These values and high-performance expectations are ingrained into our culture. This Team maintains an attitude that all work schedules can be compressed saving time and man-hours for other assignments saving valuable community dollars.

Our web-based project management and accounting tools, in conjunction with scheduling software, regular team communications, corporate procedures for project execution, and sound judgment, allow our task order managers to identify problems early, so expedient correction can minimize schedule or cost overruns.

Budget: Keeping in mind the CDD's budget for each assignment, we will develop an appropriate scope to satisfy the budget constraints. Once underway, BDI focuses on cost control using a state-of-the-art integrated accounting and resource planning software and a collaborative team approach. During the performance of the project we track the hours and dollars expended on each project phase. All employee timesheets are input electronically at least weekly, so up-to-date project costs are available on each PM's dashboard.

PROPOSED BILLING STRUCTURE

For each assignment, our project managers prepare a monthly progress report describing for each phase the percent of work completed, work performed during the report period, status with respect to schedule, unusual problems, delays, approval action, information required, and potential schedule slippage with recommendations. Project team meetings are held weekly or bi-weekly to discuss the progress of the project. Each phase is reviewed for progress, manpower allocations, budget, and schedule. Any issues are discussed and a strategy for their resolution is addressed. Invoices will be prepared by the Project Manager based on the hours worked on each assignment at hourly rates established in the contract.

PERSONNEL ASSIGNMENT & PROJECT EFFICIENCY

The success of any project depends on utilizing the right personnel – those who possess the needed technical knowledge, successful project experience, specialized equipment, and collaboration skills.

Once notified of an assignment and based on the type and scope of work, Stephen will assemble the right project team in terms of team size and expertise, with the objective of keeping the team as small as possible to

meet the schedule and keeping the team intact throughout the entire project.

Clear expectations and close collaboration from the start of each assignment will enhance efficiency and minimize delays. BDI's focus is always on the end result: accurate, concise, and clear deliverables.

We have repeatedly demonstrated our ability to perform complex assignments on time and within budget, and to be proactively aware of and promptly responsive to the CDD's needs. The proof of our willingness and ability to meet schedule and budget expectations is in our performance.

State of Florida

Department of State

I certify the attached is a true and correct copy of the Articles of Incorporation of BRLETIC DVORAK, INC., a Florida corporation, filed electronically on December 05, 2022 effective January 03, 2023, as shown by the records of this office.

I further certify that this is an electronically transmitted certificate authorized by section 15.16, Florida Statutes, and authenticated by the code noted below.

The document number of this corporation is P22000090017.

Authentication Code: 221207110639-500398548025#1

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this the
Seventh day of December, 2022




Cord Byrd
Secretary of State



Ron DeSantis, Governor

Melanie S. Griffin, Secretary



FBPE
FLORIDA BOARD OF
PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

DVORAK, ROBERT EDWIN III

536 4TH AVENUE SOUTH
UNIT 4
ST. PETERSBURG FL 33701

LICENSE NUMBER: PE40962

EXPIRATION DATE: FEBRUARY 28, 2025

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Ron DeSantis, Governor

Melanie S. Griffin, Secretary



FBPE
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PROFESSIONAL ENGINEERS

STATE OF FLORIDA

BOARD OF PROFESSIONAL ENGINEERS

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

BRLETIC, STEPHEN DANIEL

10938 87TH AVE
SEMINOLE FL 33772

LICENSE NUMBER: PE81281

EXPIRATION DATE: FEBRUARY 28, 2025

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ARCHITECT – ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

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

Blackburn Creek CDD, Sarasota County, FL

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

N/A

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Robert Dvorak, PE

5. NAME OF FIRM

Brletic Dvorak, Inc. (BDI)

6. TELEPHONE NUMBER

(727) 420-0804

7. FAX

8. E-MAIL ADDRESS

Rdvorak@bdienigneers.com

C. PROPOSED TEAM

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

	(Check)				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	J-V	PARTNER	SUBCON-TRACTOR			
a.	X				Brletic Dvorak, Inc. (BDI) <input checked="" type="checkbox"/> CHECK IF BRANCH OFFICE	536 4th Ave. S, Unit 4 St. Petersburg, FL 33701	Civil Engineering
b.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.					<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

12. NAME Stephen Brletic, PE	13. ROLE IN THIS CONTRACT Senior Engineer	14. YEARS EXPERIENCE	
		a. TOTAL 12	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION (City and State) Brletic Dvorak, Inc. (BDI) St. Petersburg, FL			
16. EDUCATION (DEGREE AND SPECIALIZATION) BS in Civil Engineering, University of North Florida, 2011		17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer, Florida (81281)	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Mr. Brletic has over 12 years of experience in land development engineering in the Tampa Bay area. His project experience includes design and permitting for a wide range of projects, including residential subdivisions, commercial developments, and borrow pits. He routinely performs the functions necessary to design and permit land development projects.			

19. RELEVANT PROJECTS

a.	1) TITLE AND LOCATION (City and State) Lexington Oaks Community Development District Engineering Support Pasco County, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) Varies
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. BDI provides engineering services on a work order basis to serve as District Engineer for the Lexington Oaks CDD. The District is an approximately 800-acre master planned golf course development consisting of over 500 residential units and commercial buildings. Work orders included addressing pond erosion problems and sinkhole concerns, analysis of parking lot flooding, negotiations with the county for safety improvements to roadways, and assistance in repair for walls.		
b.	1) TITLE AND LOCATION (City and State) Oak Creek Community Development District Engineering Support Wesley Chapel, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) Varies
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Design Engineer. BDI provides engineering services to the Oak Creek CDD in Wesley Chapel on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. Various tasks completed for the Oak Creek community include: Basketball Court: BDI is preparing plans to construct a basketball court to add to the existing amenities in the vicinity of the clubhouse pool. BDI will also oversee contractor bidding and construction phase services. Trail Boardwalks: BDI is preparing plans to construct a pedestrian boardwalk in two locations within the community to connect existing trails through wetlands and over creeks to provide residents with access to the natural uplands to utilize as a picnic or walking trail amenity.		
c.	1) TITLE AND LOCATION (City and State) Westchase Community Development District (CDD) Engineering Support Tampa, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) Varies
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Design Engineer. BDI is providing engineering services to the Westchase Community Development District (CDD) in Tampa, Florida, on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. BDI provided a signing and marking inspection and certification for the CDD.		
d.	1) TITLE AND LOCATION (City and State) Fishhawk Ranch Community Development District Engineering Support Lithia, FL	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES Ongoing	CONSTRUCTION (if applicable) Varies
	(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE		

(3) BRIEF DESCRIPTION (*Brief scope, size, cost, etc.*) AND SPECIFIC ROLE

Check if project performed with current firm

Project Manager. BDI provides engineering services to the Fishhawk Ranch CDD on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Various tasks completed for the Fishhawk Ranch community include: **Permit Inventory and Inspection Scheduling**—This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County. **Engineer Transition**—This task required coordination with the past EOR for the community to retain and update all documents during a transition and merger of 3 CDDs including maintenance and inventory data and maps, clubhouse equipment inventory, and past CDD owned improvement project data.

12. NAME Robert Dvorak, PE		13. ROLE IN THIS CONTRACT Project Manager		14. YEARS EXPERIENCE	
				a. TOTAL 38	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION (City and State) Brletic Dvorak, Inc. (BDI) St. Petersburg, FL					
16. EDUCATION (DEGREE AND SPECIALIZATION) BSE, Agricultural Engineering, University of Florida, 1984			17. CURRENT PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer, FL 40962		
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organizations, Training, Awards, etc.) Mr. Dvorak is responsible for managing the water resource projects for Brletic Dvorak, Inc. as well as the design, hydrologic and hydraulic modeling, and regulatory permitting for a wide range and variety of projects. His experience with the implementation of local and state regulations has enhanced his ability to expedite the permitting process with the ACOE, the DEP, the regional WMD's, and the FDOT.					

19. RELEVANT PROJECTS

1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
Oak Creek Community Development District Engineering Support Wesley Chapel, FL		Ongoing	Varies
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. BDI provides engineering services to the Oak Creek CDD in Wesley Chapel on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. Various tasks completed for the Oak Creek community include: Basketball Court – BDI is preparing plans to construct a basketball court to add to the existing amenities in the vicinity of the clubhouse pool. BDI will also oversee contractor bidding and construction phase services. Trail Boardwalks – BDI is preparing plans to construct a pedestrian boardwalk in two locations within the community to connect existing trails through wetlands and over creeks to provide residents with access to the natural uplands to utilize as a picnic or walking trail amenity.			
Heritage Springs Community Development District Engineering Support Pasco County, FL		Ongoing	Varies
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. BDI serves as District Engineer for the Heritage Springs CDD and our recent tasks have been varied, including permit inventory and inspections, coordination of and recommendations for maintenance of wetland and mitigation areas, design of drainage improvements, and repair of erosion and scour problems on stormwater ponds, open conveyances, and weirs. For most projects, in addition to design and permitting services, BDI has provided construction support including RFP development, bidding assistance through construction observation and project close-out. BDI also completed a synthesis of research literature regarding the use of grass carp to control nuisance vegetation in stormwater detention ponds. A report with recommendations was presented to the Board.			
South Fork Community Development District (CDD) Engineering Support Riverview, FL		Ongoing	Varies
(3) BRIEF DESCRIPTION (Brief scope, size, cost, etc.) AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager. BDI is providing engineering services to the South Fork Community Development District (CDD) in Riverview, Florida, on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. Various tasks completed for the South Fork community include Permit Inventory and Inspection Scheduling, Pond Bank Restoration, Traffic Analyses, and Pond Maintenance Plan. BDI provided traffic counts for the US 301 and Ambleside Boulevard intersection for the CDD.			
1) TITLE AND LOCATION (City and State)		(2) YEAR COMPLETED	



**Westchase Community Development District (CDD)
Engineering Support**
Tampa, FL

PROFESSIONAL SERVICES
Ongoing

CONSTRUCTION *(if applicable)*
Varies

(3) BRIEF DESCRIPTION *(Brief scope, size, cost, etc.)* AND SPECIFIC ROLE

Check if project performed with current firm

- d. **Project Manager.** BDI is providing engineering services to the **Westchase Community Development District (CDD)** in Tampa, Florida, on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. BDI provided a signing and marking inspection and certification for the CDD.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Jerry Whited	13. ROLE IN THIS CONTRACT Senior Inspector	14. YEARS EXPERIENCE	
		a. TOTAL 10	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION <i>(City and State)</i> Brletic Dvorak, Inc. (BDI) St. Petersburg, FL			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> N/A		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Stormwater Operator	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Mr. Whited is responsible for performing inspections on a variety of stormwater management facilities throughout southwest Florida for as-builts and recertification compliance. He also participates in advisory committee and association meetings to keep abreast of water management, environment surface water, and water use current and future issues and concerns. He has also performed inspections and surveys on numerous projects throughout southwest Florida. Jerry is also a FSA certified Stormwater Operator Level 1.			

19. RELEVANT PROJECTS

1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
Waterset North Community Development District (CDD) Engineering Support Apollo Beach, FL	Ongoing	Varies
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. Inspector. BDI is providing engineering services to the Waterset North Community Development District (CDD) in Apollo Beach, Florida, on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. Various tasks completed for the South Fork community include Permit Inventory and Inspection Scheduling, Pond Bank Restoration, Traffic Analyses, and Pond Maintenance Plan.		
Country Walk Community Development District Engineering Support Pasco County, FL	Ongoing	N/A
b. Inspector. Pond Inspections and Report Writing – BDI team conducts inspections and writes reports as part of a professional engineering services as-needed basis assignment. There are 39 water management facilities located in the HSCDD that require inspection and certification of compliance for SWFWMD. BDI was tasked to research the files at SWFWMD to establish a list of facilities and to prioritize the need for inspection and certification. Currently, BDI is conducting several inspections per quarter year to maintain a satisfactory schedule with SWFWMD.		
Lexington Oaks Community Development District Engineering Support Pasco County, FL	Ongoing	Varies
c. Inspector. BDI provided engineering services on a work order basis to serve as District Engineer for the Lexington Oaks CDD. The District is an approximately 800-acre master planned golf course development consisting of over 500 residential units and commercial buildings. Work orders included addressing pond erosion problems and sinkhole concerns, analysis of parking lot flooding, negotiations with the county for safety improvements to roadways, and assistance in repair for walls.		
Fishhawk Ranch Community Development District Engineering Support Lithia, FL	Ongoing	Varies
d. Inspector. BDI provides engineering services to the Fishhawk Ranch CDD on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Various tasks completed for the Fishhawk Ranch community include: Permit Inventory and Inspection Scheduling –This task required research of		

SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County. **Engineer Transition**– This task required coordination with the past EOR for the community to retain and update all documents during a transition and merger of 3 CDDs including maintenance and inventory data and maps, clubhouse equipment inventory, and past CDD owned improvement project data.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Kirk Wagner	13. ROLE IN THIS CONTRACT Senior Inspector	14. YEARS EXPERIENCE	
		a. TOTAL 25	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION <i>(City and State)</i> Brletic Dvorak, Inc. (BDI) St. Petersburg, FL			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> BS in Computer Science, LFSU		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> N/A	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Mr. Wagner is responsible for performing inspections on a variety of stormwater management facilities throughout southwest Florida for as-builts and recertification compliance. He also participates in advisory committee and association meetings to keep abreast of water management, environment surface water, and water use current and future issues and concerns. He has also performed inspections and surveys on numerous projects throughout southwest Florida. Kirk also holds certifications including FDEP Stormwater Erosion and Sedimentation Control Inspector –Inspector # 46681, FDACS Pesticide applicators license for category 5A – Aquatics, and FSA Stormwater Operator Level 1 certification.			

19. RELEVANT PROJECTS

1) TITLE AND LOCATION <i>(City and State)</i> Spring Ridge Community Development District (CDD) Engineering Support Brooksville, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> Varies
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm a. Inspector. BDI is providing engineering services to the Spring Ridge Community Development District (CDD) in Brooksville, Florida, on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager. Various tasks completed for the Spring Ridge community include Permit Inventory and Inspection Scheduling, Pond Bank Restoration, Traffic Analyses, and Clubhouse Improvements.		
1) TITLE AND LOCATION <i>(City and State)</i> Westchase Community Development District Engineering Support Hillsborough County, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> N/A
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm b. Inspector. Pond Inspections and Report Writing – BDI team conducts inspections and writes reports as part of a professional engineering services as-needed basis assignment. There are a number of water management facilities located in the Westchase CDD that require inspection and certification of compliance for SWFWMD. BDI was tasked to research the files at SWFWMD to establish a list of facilities and to prioritize the need for inspection and certification. Currently, BDI is conducting several inspections per quarter year to maintain a satisfactory schedule with SWFWMD.		
1) TITLE AND LOCATION <i>(City and State)</i> Lexington Oaks Community Development District Engineering Support Pasco County, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> Varies
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm c. Inspector. BDI provided engineering services on a work order basis to serve as District Engineer for the Lexington Oaks CDD. The District is an approximately 800-acre master planned golf course development consisting of over 500 residential units and commercial buildings. Work orders included addressing pond erosion problems and sinkhole concerns, analysis of parking lot flooding, negotiations with the county for safety improvements to roadways, and assistance in repair for walls.		
1) TITLE AND LOCATION <i>(City and State)</i> Fishhawk Ranch Community Development District Engineering Support Lithia, FL	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(if applicable)</i> Varies

(3) BRIEF DESCRIPTION (*Brief scope, size, cost, etc.*) AND SPECIFIC ROLE

Check if project performed with current firm

Inspector. BDI provides engineering services to the Fishhawk Ranch CDD on an as-needed basis to assist the community in maintaining and improving their infrastructure assets. Various tasks completed for the Fishhawk Ranch community include: **Permit Inventory and Inspection Scheduling**—This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County. **Engineer Transition**—This task required coordination with the past EOR for the community to retain and update all documents during a transition and merger of 3 CDDs including maintenance and inventory data and maps, clubhouse equipment inventory, and past CDD owned improvement project data.

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person.)

12. NAME Cliff Wilson	13. ROLE IN THIS CONTRACT Transportation Designer	14. YEARS EXPERIENCE	
		a. TOTAL 41	b. WITH CURRENT FIRM 1
15. FIRM NAME AND LOCATION <i>(City and State)</i> Brletic Dvorak, Inc. (BDI) St. Petersburg, FL			
16. EDUCATION <i>(DEGREE AND SPECIALIZATION)</i> University of Florida, College of Architecture		17. CURRENT PROFESSIONAL REGISTRATION <i>(STATE AND DISCIPLINE)</i> Florida Institute of Consulting Engineers – Certified in Advanced Work Zone Traffic Control	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Mr. Wilson has 41 years of experience in the transportation and traffic engineering field. His transportation experience includes roadway design, traffic control plans, transportation planning, drainage design, signing and pavement marking design and utility relocation plans using Microstation and Geopak			

19. RELEVANT PROJECTS

	1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
a.	Harbour Isles Community Development District Engineering Support Hillsborough County, Florida	Ongoing	Varies
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Designer. BDI serves as the District Engineer for this community. Assignments have included: design, permitting, and construction phase services for a new fitness center; night swimming assessment; traffic analyses; SWFWMD permit reviews; and assistance with nuisance flooding, pool paver subsidence, and planning for reclaimed water.		
b.	Diamond Hill Community Development District Engineering Support Hillsborough County, Florida	Ongoing	Varies
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Senior Designer. BDI serves as the District Engineer for this community. Assignments have included pond repairs, pond inspections, and assistance with minor maintenance issues.		
c.	Autumn Leaves Drive Drainage Improvements Hillsborough County, Florida	2014	2014
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Senior Designer. Autumn Leaves Drive and the immediate vicinity has experienced street flooding during heavy rainfall events. However, during drought periods, the water level in the Autumn Leaves Drive stormwater pond was below that desired by some of the neighborhood residents. The alternative selected for construction included conveyance upgrades, an overbank weir, an additional outfall pipe, and control structure modifications.		
d.	State Road 580 Sidewalk Design Pinellas County, Florida	2008	2009
	(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input type="checkbox"/> Check if project performed with current firm Designer. This project for FDOT District 7 involved sidewalk design along SR 580 in Hillsborough County including drainage design and pedestrian enhancements at each intersection.		

TEAM'S	F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 1
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21. TITLE AND LOCATION <i>(City and State)</i> Harbour Isles Community Development District (CDD) Hillsborough County, FL	22. YEAR COMPLETED		
	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%; padding: 5px;">PROFESSIONAL SERVICES Ongoing</td> <td style="width: 50%; padding: 5px;">CONSTRUCTION <i>(If applicable)</i> Varies</td> </tr> </table>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies
PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies		

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Inframark IMS	b. POINT OF CONTACT NAME Angle Montagna	c. POINT OF CONTACT TELEPHONE NUMBER (813) 991-1116

BDI provides engineering services to the **Harbour Isles Community Development District (CDD)** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity and each has a specific scope and schedule which is coordinated through the Board and District Manager.

Various tasks completed for the Harbour Isles community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **New Fitness Center** – BDI recently completed the site design and permitting for a new fitness center adjacent to the existing clubhouse. Permits were obtained from Hillsborough County and the Southwest Water Management District. We prepared the contract documents, including general conditions, assisted in the bid phase, and provided construction phase services as well. *(Construction budget: \$119,000)*
- **Night Swimming Assessment** – BDI performed light readings and made lighting recommendations with respect to the availability of the community swimming pool during dark hours.
- **Traffic Analyses** – BDI has reviewed the Signal Warrant Study provided by the Florida Department of Transportation for the intersection of US 41/SR 45 at Spindle Shell Way. Discussion with FDOT and the neighboring development are underway.
- **Miscellaneous Assistance** – BDI provides miscellaneous assistance regarding CDD assets, such as:
 - Reclaimed water assessment and construction
 - Pool paver subsidence
 - Nuisance flooding around landscaped areas and pool area
 - Utility valve subsidence
 - Monitoring progress of County's plans to extend reclaimed water to the development within the next two years
 - Decorative lighting assistance

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Engineering,

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 2
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21. TITLE AND LOCATION <i>(City and State)</i> Diamond Hill Community Development District (CDD) Hillsborough County, FL	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Inframark IMS	b. POINT OF CONTACT NAME David Wenck	c. POINT OF CONTACT TELEPHONE NUMBER (813) 608-8230

BDI provides engineering services to the **Diamond Hill Community Development District (CDD)** in **Valrico** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Diamond Hill community include:

- **Brilliant Cut Way Drainage Improvements** – BDI performed survey, design, permitting, and construction administration for drainage improvement to alleviate nuisance yard flooding adjacent to CDD ponds and residential properties. *(Construction budget: \$20,000)*
- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **Pond Repairs** - BDI reviewed the stormwater detention pond conditions and performance. Specific concerns were recent repairs to drainage structures and inflow pipe foundations. Data collection and permit evaluation and research as well as hydraulic and hydrologic calculations were specific tasks. The final deliverable was a report addressing probable improvements and cost estimates for Phase I. Phase II consisted of developing construction documents for competitive bid. The design improvements consisted of an energy dissipating structure with sand cement armoring and regrading around the pond bottoms and side slopes.
- **Pond Inspections** – BDI reviewed all the permits for the development's 23 ponds and developed an inspection schedule to comply with SWFWMD requirements. BDI performs the necessary pond inspections.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Engineering

TEAM'S	F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 3
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21. TITLE AND LOCATION <i>(City and State)</i> Fishhawk Ranch Community Development District (CDD) Lithia, Hillsborough County, FL	PROFESSIONAL SERVICES Ongoing	22. YEAR COMPLETED CONSTRUCTION <i>(If applicable)</i> Varies
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23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Halifax Solutions	b. POINT OF CONTACT NAME Eric Dailey	c. POINT OF CONTACT TELEPHONE NUMBER (813) 244-4388

BDI provides engineering services to the **Fishhawk Ranch Community Development District (CDD)** in **Lithia** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Fishhawk Ranch community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **Engineer Transition** – This task required coordination with the past EOR for the community to retain and update all documents during a transition and merger of 3 CDDs including maintenance and inventory data and maps, clubhouse equipment inventory, and past CDD owned improvement project data.
- **Various Pond Restoration/Drainage Improvements** – BDI performed surveying, design and construction administration tasks for the reconstruction and restoration of the pond banks on numerous stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality.
- **Palmetto Club Building Repairs** – BDI performed construction assistance and project management for the CDD from start to finish for the Palmetto Club repairs associated with storm damage.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Engineering, Survey

TEAM'S	F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED	20. EXAMPLE PROJECT KEY NUMBER 4
QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		

21. TITLE AND LOCATION <i>(City and State)</i> Mira Lago West Community Development District (CDD) Ruskin, Hillsborough County, FL	22. YEAR COMPLETED
	PROFESSIONAL SERVICES Ongoing
	CONSTRUCTION <i>(If applicable)</i> Varies

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Inframark IMS	b. POINT OF CONTACT NAME Jennifer Goldyn	c. POINT OF CONTACT TELEPHONE NUMBER (813) 652-2454

BDI provides engineering services to the **Mira Lago West Community Development District (CDD)** in **Ruskin** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Mira Lago West community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **Pond Bank Restoration** – BDI performed surveying, design and construction administration tasks for the reconstruction and restoration of the pond banks on numerous stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality.
- **Adjacent Development Impact Management** – This task required coordination with state permit agencies and private developers to coordinate impacts to the existing community caused by the new construction of a subdivision adjacent to the CDD owned properties and residential lots.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Engineering,

TEAM'S F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED QUALIFICATIONS FOR THIS CONTRACT <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 5
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21. TITLE AND LOCATION <i>(City and State)</i> Sterling Hill Community Development District (CDD) Spring Hill, FL	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 <i>(If applicable)</i> Varies</td> </tr> </table>	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies
PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Varies		

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER Rizzetta & Company, Inc.	b. POINT OF CONTACT NAME Jillian Minichino	c. POINT OF CONTACT TELEPHONE NUMBER (813) 994-1001

BDI provides engineering services to the **Sterling Hill Community Development District (CDD)** in **Spring Hill** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Sterling Hill community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **Splash Pad** – This task required project management of the CDD selected contractor and EOR for a splash pad project at the Sterling Hill South clubhouse facility. This also required permit modifications to the community's SWFWMD Environmental Resource Permit.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE Engineering

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

6

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

**Heritage Springs Community Development District (CDD)
Wesley Chapel, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Varies

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

INFRAMARK

b. POINT OF CONTACT NAME

Andrew Mendenhall

c. POINT OF CONTACT TELEPHONE NUMBER

(813) 991-1116

BDI provides engineering services to the **Heritage Springs Community Development District (CDD)** in **Trinity** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Heritage Springs community include:

- **Hole #17 Drainage Improvement Project** – This project involved the design for the regrading of an area of the golf course which had been filled, partially blocking the free flow of water over a 250-foot weir. This design was a compromise between the need to move the water during flood conditions and the need for a dry landing area for golfers. Rip-rap will be used to stabilize areas within the high flow zones along with a stone-filled Geoweb containment system. *(Construction budget: \$35,000)*
- **Pond Inspections and Report Writing** – The BDI team conducts inspections and writes reports as part of a professional engineering services as-needed basis assignment. There are 39 water management facilities located in the CDD that require inspection and certification of compliance for SWFWMD. BDI was tasked to research the files at SWFWMD to establish a list of facilities and to prioritize the need for inspection and certification. Currently, BDI is conducting several inspections per quarter year to maintain a satisfactory schedule with SWFWMD.
- **Warrington Way Drainage Project** – This project was comprised of a bypass drainage system to capture and route water away from the Warrington Way storm sewer system to alleviate flooding problems. Warrington Way has historically flooded due to elevations in the roadway which are too low, allowing standing water when the flood stage in the adjacent wetlands reaches its peak. The drainage project allows for another outfall to the wetland thus reducing flooding in Warrington Way. This project required BDI to update the Master Drainage Analysis for the development and to provide a hydrologic and hydraulic modeling analysis demonstrating that the proposed project would not adversely impact downstream properties. A modification to the approved ERP was obtained from the Southwest Florida Water Management District. BDI also provided construction management services and handled everything from bidding to construction observation to final close-out. *(Construction budget: \$150,000)*
- **Pond Repairs** – This task included ongoing inspection of the ponds and developing plans for specific repairs. These repairs included numerous bank erosions, erosion along the edges of gabions, weir repairs, and flume repairs. BDI also assisted in the project to clear around structures in wetlands to provide for free flow of water out of the development.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Brletic Dvorak, Inc. (BDI)	Tampa, FL	Engineering,

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

7

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

**Lexington Oaks Community Development District (CDD)
Wesley Chapel, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Varies

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

INFRAMARK

b. POINT OF CONTACT NAME

Bob Nanni

c. POINT OF CONTACT TELEPHONE NUMBER

(813) 991-1116

BDI provides engineering services to the **Lexington Oaks Community Development District (CDD)** in **Wesley Chapel** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Lexington Oaks community include:

- **Pond Bank Restoration** – BDI performed surveying, design and construction administration tasks for the reconstruction and restoration of the pond banks on numerous stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality. *(Construction performed to-date: \$450,000)*
- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Pasco County.
- **Pond Maintenance Plan** – The objective of this task was to determine the extent of repair needed for each pond, establish an estimated cost, and prioritize each pond based on the functional performance requirements. Inspections were performed for each pond site noting any issue that would require maintenance or repair. Numerous ponds had erosion on the side slopes and several had control structures that were not functioning as designed due to skimmer settlement or foundation/embankment erosion. A report was prepared and presented to the CDD Board for additional action and as a planning tool to eventually address all the ponds.
- **Amenities Center Drainage Improvements** – BDI performed survey and design to alleviate extensive flooding that kept residents from utilizing playcourts and fields as well as prohibiting maintenance. *(Construction budget: \$40,000)*
- **Court Resurfacing** – BDI prepared plans for the resurfacing of two tennis courts and one basketball court. *(Construction budget: \$15,000)*
- **Pool Heating Analysis** – BDI prepared a comparative analysis of heating the District's pool using natural gas or propane.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

(1) FIRM NAME

a. Brletic Dvorak, Inc. (BDI)

(2) FIRM LOCATION *(City and State)*

Tampa, FL

(3) ROLE

Engineering,

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

8

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

**South Fork Community Development District (CDD)
Riverview, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Varies

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

INFRAMARK

b. POINT OF CONTACT NAME

Mark Vega

c. POINT OF CONTACT TELEPHONE NUMBER

(813) 991-1116

BDI provides engineering services to the **South Fork Community Development District (CDD)** in **Riverview** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.



Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the South Fork community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- **Pond Bank Restoration** – BDI performed surveying, design and construction administration tasks for the reconstruction and restoration of the pond banks on three stormwater management ponds within the community. The objective of the project was to restore the eroded banks to the permitted side slopes and repair drainage structures required for safety and functionality. *(Construction budget: \$209,000)*
- **Traffic Analyses** – BDI has reviewed the Signal Warrant Study provided by the Florida Department of Transportation for the intersection of Ambleside Boulevard at US 301. BDI provided updated traffic counts to determine if the recent development in the area had increased traffic volumes to the point of warranting a signal at this location.
- **Pond Maintenance Plan** – The objective of this task was to determine the extent of repair needed for specific ponds, establish an estimated cost, and prioritize the immediate needs for each pond based on the functional performance requirements. Inspections were performed for each pond site noting any issue requiring maintenance or repair. Numerous ponds had erosion on the side slopes, and several had drainage structures that were not functioning as designed due to becoming dislodged from embankment erosion. A report was prepared and presented to the CDD Board for alternative measures to address the pond issues and RFP packages were prepared for bidding purposes.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Brletic Dvorak, Inc. (BDI)	Tampa, FL	Engineering

F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT

(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)

20. EXAMPLE PROJECT KEY NUMBER

9

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

**Oak Creek Community Development District (CDD)
Pasco County, FL**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

Ongoing

CONSTRUCTION *(If applicable)*

Varies

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

INFRAMARK

b. POINT OF CONTACT NAME

Mark Vega

c. POINT OF CONTACT TELEPHONE NUMBER

(813) 991-1116, 104

BDI provides engineering services to the **Oak Creek Community Development District (CDD)** in **Wesley Chapel** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the Oak Creek community include:

- **Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Pasco County.
- **Basketball Court** – BDI performed survey, design, permitting, and construction administration for a basketball court adjacent to their clubhouse pool. The court will also be striped for a dual use for two pickleball courts. *(Construction budget: \$36,000)*
- **Trail Boardwalks** – BDI performed survey, design, permitting, and construction administration for a pedestrian boardwalk in two locations within the community to connect existing trails through wetlands and over creeks to provide residents with safe access to the natural uplands to utilize as a picnic or walking trail amenity. *(Construction budget: \$63,000)*
- **Playground Expansion** – BDI performed survey, design, and permitting to expand the existing playground to accommodate a new swing set area for toddlers while maintaining safe ADA access.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Brletic Dvorak, Inc. (BDI)	Tampa, FL	Engineering,

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

23. PROJECT OWNER'S INFORMATION		
a. PROJECT OWNER GMS	b. POINT OF CONTACT NAME Jordan Lansford	c. POINT OF CONTACT TELEPHONE NUMBER (813) 344-4844

BDI provides engineering services to the **River Bend Community Development District (CDD)** in **Ruskin** on an as-needed basis to assist the community in maintaining and improving their infrastructure assets.

Engineering tasks are established by the CDD Board of Supervisors and assigned to the engineer to accomplish the specific objectives. The tasks vary in size and complexity, and each has a specific scope and schedule that is coordinated through the Board and District Manager.

Various tasks completed for the River Bend community include:

- Permit Inventory and Inspection Scheduling** – This task required research of SWFWMD permit documents archived at the central Brooksville office of SWFWMD. A map and spreadsheet were developed to indicate the numerous permits, where the ponds were located within the community, when the pond inspections were to be completed, and the parcel number for Hillsborough County.
- Amenity Center Drainage Improvements** – The River Bend CDD has experience chronic flooding due to rapid expansion of the amenities within the parcel without accommodating additional stormwater runoff. BDI performed survey, design, permitting, and construction administration services to address existing flooding occurring at the access, parking lot, playground, tennis court, pool equipment area, and open spaces. The improvements will accommodate future amenity projects through total buildout of the parcel. *(Construction budget: \$119,000)*

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT		
a. (1) FIRM NAME Brletic Dvorak, Inc. (BDI)	(2) FIRM LOCATION <i>(City and State)</i> Tampa, FL	(3) ROLE 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 participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Robert Dvorak, PE	Project Engineer	●	●	●	●	●	●	●	●	●	●
Stephen Brletic, PE	Project Manager	●	●	●	●	●	●	●	●	●	●
Cliff Wilson	Designer	●	●	●	●	●	●	●	●	●	●
Jerry Whited	Senior Inspector	●		●	●			●	●	●	
Kirk Wagner	Senior Inspector		●	●			●	●			

29. EXAMPLE PROJECTS KEY

NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)	NO.	TITLE OF EXAMPLE PROJECT (FROM SECTION F)
1	Harbour Isles Community Development District (CDD)	6	Heritage Springs Community Development District (CDD)
2	Diamond Hill Community Development District (CDD)	7	Lexington Oaks Community Development District (CDD)
3	Fishhawk Ranch Community Development District (CDD)	8	South Fork Community Development District (CDD)
4	Mira Lago Community Development District (CDD)	9	Oak Creek Community Development District (CDD)
5	Sterling Hill Community Development District (CDD)	10	River Bend Community Development District (CDD)

H. ADDITIONAL INFORMATION

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

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

N/A

I. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

31. SIGNATURE



32. DATE

12/4/23

33. NAME AND TITLE

Robert Dvorak | Project Manager

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

District Engineer Project Update

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Preventative Maintenance Plan

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Discussion Regarding HOA Turnover

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

Payment Authorization
No. 210

BLACKBURN CREEK COMMUNITY DEVELOPMENT DISTRICT

Payment Authorization 210

PA #	Description	Amount	Total
210	Berher, Toombs	\$ 4,085.00	
	Kimley-Horn & Associates	\$ 4,740.28	
	Persson, Cohen, Mooney, Fernandez & Jackson	\$ 2,979.50	
	PFM Financial Advisors	\$ 625.00	
	PFM Group Consulting	\$ 3,750.00	
		\$ 3,025.00	
		\$ 3.27	
			\$19,208.05
		Total	\$19,208.05

**BLACKBURN CREEK
COMMUNITY DEVELOPMENT DISTRICT**

Payment Authorization No. 210

12/12/2023

Item No.	Payee	Invoice No.	General Fund
1	Berger, Toombs, FY22 Audit	364142	\$ 4,085.00
2	Kimley-Horn & Associates District Engineer Operations Through 10/31/2023	26468513	\$ 4,740.28
3	Persson, Cohen, Mooney, Fernandez & Jackson District Counsel through 11/30/2023	4430	\$ 2,979.50
4	PFM Financial Advisors Re-amortization Services; S2015A1, S2018A, S2018B, S2019A1, S2019A2	128375	\$ 625.00
5	PFM Group Consulting FY24 Q1 Dissemination S2013A/S2015A1/2015A2, S2018AA/A2, S2019A1/A2 December District Management Fee October Postage Fees	126941 DM-12-2023-04 OE-EXP-11-2023-04	\$ 3,750.00 \$ 3,025.00 \$ 3.27
TOTAL			<u>\$ 19,208.05</u>

Secretary / Assistant Secretary

Chairman / Vice Chairman

Rick Montejano

From: Kevin Johnson <kjohnson4@blackburncreekcdd.com>
Sent: Thursday, December 14, 2023 4:12 PM
To: Rick Montejano
Subject: Re: PA 210

ALERT: This message is from an external source. **BE CAUTIOUS** before clicking any link or attachment

Rick,
Approved for processing for payment (Payment Authorization request #210). May you and your family have the happiest of Christmas and a joyous new year. Thank you for all your efforts on behalf of Blackburn Creek CDD Board and staff.
regards
Kevin

On 12/14/2023 11:59 AM EST Rick Montejano <montejanor@pfm.com> wrote:

Hi Kevin –

Attached is the latest payment authorization for review and approval.

Thank you,

Rick Montejano

District Accountant

PFM Group Consulting LLC

407.723.5900 ext. 5951

3501 Quadrangle Blvd., Suite 270 | Orlando, FL 32817

MontejanoR@pfm.com

=====

*Kevin J Johnson
Chair, Seat 4*

**BLACKBURN CREEK COMMUNITY
DEVELOPMENT DISTRICT**

District Financial Statements

Blackburn Creek CDD
Statement of Financial Position
As of 12/31/2023

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Long Term Debt Group	Total
<u>Assets</u>							
<u>Current Assets</u>							
General Checking Account	\$287,304.32						\$287,304.32
Money Market Account	39,215.84						39,215.84
Assessments Receivable	41,365.68						41,365.68
Assessment Receivable - Off Roll	33,673.70						33,673.70
Assessments Receivable		\$26,329.37					26,329.37
Debt Service Reserve 2019A Bond		163,410.00					163,410.00
Revenue 2019A Bond		235,890.85					235,890.85
Interest 2019A1 Bond		1,010.34					1,010.34
Interest 2019A2 Bond		465.34					465.34
Sinking Fund 2019A1 Bond		0.02					0.02
Sinking Fund 2019A2 Bond		0.01					0.01
Prepayment 2019A1 Bond		4,109.21					4,109.21
Prepayment 2019A2 Bond		674.30					674.30
Assessment Receivable - Off Roll		86,950.13					86,950.13
Assessments Receivable			\$36,329.22				36,329.22
Debt Service Reserve 2015A1 Bond			228,000.00				228,000.00
Debt Service Reserve 2015A2 Bond			81,406.25				81,406.25
Revenue 2015A Bond			399,028.52				399,028.52
Prepayment 2015A1 Bond			1,263.25				1,263.25
Prepayment 2015A2 Bond			4,427.22				4,427.22
Assessment Receivable - Off Roll			16,932.22				16,932.22
Revenue 2018A Bond				\$591,184.71			591,184.71
Prepayment 2018A1 Bond				392,216.88			392,216.88
Debt Service Reserve 2018A1 Bond				246,773.85			246,773.85
Prepayment 2018A2 Bond				108,000.89			108,000.89
Assessments Receivable				76,696.00			76,696.00
Assessment Receivable - Off Roll				135,445.03			135,445.03
Revenue 2023 Bond					\$266,980.21		266,980.21
Prepayment 2023 Bond					11,825.18		11,825.18
Interest 2023 Bond					628.52		628.52
Assessment Receivable (23)					36,260.17		36,260.17
Total Current Assets	<u>\$401,559.54</u>	<u>\$518,839.57</u>	<u>\$767,386.68</u>	<u>\$1,550,317.36</u>	<u>\$315,694.08</u>	<u>\$0.00</u>	<u>\$3,553,797.23</u>
<u>Investments</u>							
Amount Available in Debt Service Funds						\$2,737,295.55	\$2,737,295.55
Amount To Be Provided						18,994,704.45	18,994,704.45
Total Investments	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$21,732,000.00</u>	<u>\$21,732,000.00</u>
Total Assets	<u><u>\$401,559.54</u></u>	<u><u>\$518,839.57</u></u>	<u><u>\$767,386.68</u></u>	<u><u>\$1,550,317.36</u></u>	<u><u>\$315,694.08</u></u>	<u><u>\$21,732,000.00</u></u>	<u><u>\$25,285,797.23</u></u>

Liabilities and Net Assets

Current Liabilities

Deferred Revenue	41,365.68						41,365.68
Deferred Revenue - Off Roll	33,673.70						33,673.70
Deferred Revenue		\$26,329.37					26,329.37
Deferred Revenue - Off Roll		86,950.13					86,950.13
Deferred Revenue			\$36,329.22				36,329.22
Deferred Revenue - Off Roll			16,932.22				16,932.22
Deferred Revenue				\$76,696.00			76,696.00
Deferred Revenue - Off Roll				135,445.03			135,445.03
Deferred Revenue (23)					\$36,260.17		36,260.17
Total Current Liabilities	\$75,039.38	\$113,279.50	\$53,261.44	\$212,141.03	\$36,260.17	\$0.00	\$489,981.52

Long Term Liabilities

Revenue Bonds Payable - Long-Term						\$21,732,000.00	\$21,732,000.00
Total Long Term Liabilities	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$21,732,000.00	\$21,732,000.00

Total Liabilities

	\$75,039.38	\$113,279.50	\$53,261.44	\$212,141.03	\$36,260.17	\$21,732,000.00	\$22,221,981.52
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Net Assets

Net Assets, Unrestricted	(\$2,698.24)						(\$2,698.24)
Net Assets - General Government	86,860.93						86,860.93
Current Year Net Assets - General Govt	242,357.47						242,357.47
Net Assets, Unrestricted		\$333,037.59					333,037.59
Current Year Net Assets, Unrestricted		72,522.48					72,522.48
Net Assets, Unrestricted			\$583,696.99				583,696.99
Current Year Net Assets, Unrestricted			130,428.25				130,428.25
Net Assets, Unrestricted				\$637,006.45			637,006.45
Current Year Net Assets, Unrestricted				701,169.88			701,169.88
Net Assets, Unrestricted					\$65,566.83		65,566.83
Current Year Net Assets, Unrestricted					213,867.08		213,867.08

Total Net Assets

	\$326,520.16	\$405,560.07	\$714,125.24	\$1,338,176.33	\$279,433.91	\$0.00	\$3,063,815.71
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Total Liabilities and Net Assets

	\$401,559.54	\$518,839.57	\$767,386.68	\$1,550,317.36	\$315,694.08	\$21,732,000.00	\$25,285,797.23
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Blackburn Creek CDD
Statement of Activities
As of 12/31/2023

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Projects Fund - 2023	Long Term Debt Group	Total
Revenues								
On-Roll Assessments	\$284,290.63							\$284,290.63
Off-Roll Assessments	11,082.76							11,082.76
On-Roll Assessments		\$180,951.68						180,951.68
Off-Roll Assessments		29,447.03						29,447.03
Inter-Fund Group Transfers In		(4,906.75)						(4,906.75)
On-Roll Assessments			\$249,676.94					249,676.94
Off-Roll Assessments			5,843.90					5,843.90
On-Roll Assessments				\$527,102.26				527,102.26
Off-Roll Assessments				34,175.39				34,175.39
Other Assessments				516,556.73				516,556.73
On-Roll Assessments					\$249,202.29			249,202.29
Interfund Transfer In					15,511.42	(\$10,604.67)		4,906.75
Total Revenues	\$295,373.39	\$205,491.96	\$255,520.84	\$1,077,834.38	\$264,713.71	(\$10,604.67)	\$0.00	\$2,088,329.61
Expenses								
Supervisor Fees	\$2,000.00							\$2,000.00
Public Officials' Insurance	2,943.00							2,943.00
Trustee Services	5,647.02							5,647.02
Management	9,075.00							9,075.00
Engineering	4,740.28							4,740.28
Disclosure Agent	3,750.00							3,750.00
District Counsel	6,917.75							6,917.75
Assessment Administration	15,000.00							15,000.00
Reamortization Schedules	625.00							625.00
Postage & Shipping	3.27							3.27
Legal Advertising	305.25							305.25
Web Site Maintenance	270.00							270.00
Dues, Licenses, and Fees	175.00							175.00
General Insurance	4,252.00							4,252.00
Principal Payment - 2013A1, 2019A1		\$10,000.00						10,000.00
Principal Payment - 2019A2		5,000.00						5,000.00
Interest Payments - 2013A1, 2019A1		82,375.00						82,375.00
Interest Payments - 2019A2		37,940.00						37,940.00
Principal Payments - 2015A1 bond			\$15,000.00					15,000.00
Interest Payments - 2015A1 bond			85,206.25					85,206.25
Interest Payments - 2015A2 bond			29,531.25					29,531.25
Principal Payment - 2018A1 Bond				\$70,000.00				70,000.00
Principal Payment - 2018A2 Bond				15,000.00				15,000.00
Interest Payment - 2018A1 Bond				249,925.25				249,925.25
Interest Payment - 2018A2 Bond				45,872.50				45,872.50
Interest Payment - 2023 Bond					\$51,244.84			51,244.84
Trustee Fees						\$5,925.00		5,925.00
Total Expenses	\$55,703.57	\$135,315.00	\$129,737.50	\$380,797.75	\$51,244.84	\$5,925.00	\$0.00	\$758,723.66

Blackburn Creek CDD
Statement of Activities
As of 12/31/2023

	General Fund	Debt Service Fund 2019	Debt Service Fund - 2015	Debt Service Fund - 2018	Debt Service Fund - 2023	Capital Projects Fund - 2023	Long Term Debt Group	Total
<u>Other Revenues (Expenses) & Gains (Losses)</u>								
Interest Income	\$2,687.65							\$2,687.65
Interest Income		\$2,345.52						2,345.52
Interest Income			\$4,644.91					4,644.91
Interest Income				\$4,133.25	\$398.21			4,531.46
Interest Income						\$120.64		120.64
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$2,687.65</u>	<u>\$2,345.52</u>	<u>\$4,644.91</u>	<u>\$4,133.25</u>	<u>\$398.21</u>	<u>\$120.64</u>	<u>\$0.00</u>	<u>\$14,330.18</u>
Change In Net Assets	\$242,357.47	\$72,522.48	\$130,428.25	\$701,169.88	\$213,867.08	(\$16,409.03)	\$0.00	\$1,343,936.13
Net Assets At Beginning Of Year	<u>\$84,162.69</u>	<u>\$333,037.59</u>	<u>\$583,696.99</u>	<u>\$637,006.45</u>	<u>\$65,566.83</u>	<u>\$16,409.03</u>	<u>\$0.00</u>	<u>\$1,719,879.58</u>
Net Assets At End Of Year	<u><u>\$326,520.16</u></u>	<u><u>\$405,560.07</u></u>	<u><u>\$714,125.24</u></u>	<u><u>\$1,338,176.33</u></u>	<u><u>\$279,433.91</u></u>	<u><u>\$0.00</u></u>	<u><u>\$0.00</u></u>	<u><u>\$3,063,815.71</u></u>

Blackburn Creek CDD
 Budget to Actual
 For the Month Ending 12/31/2023

	Year To Date			FY 2024 Adopted Budget
	Actual	Budget	Variance	
<u>Revenues</u>				
On/Off Roll Assessments	\$295,373.39	\$92,499.99	\$202,873.40	\$370,000.00
Carry Forward Revenue	25,002.75	25,002.75	-	100,010.96
Net Revenues	\$320,376.14	\$117,502.74	\$202,873.40	\$470,010.96
<u>General & Administrative Expenses</u>				
Supervisor Fees	\$2,000.00	\$3,000.00	\$(1,000.00)	\$12,000.00
Public Officials' Insurance	2,943.00	778.26	2,164.74	3,113.00
Trustee Services	5,647.02	3,999.99	1,647.03	16,000.00
Management	9,075.00	9,075.00	-	36,300.00
Engineering	4,740.28	2,499.99	2,240.29	10,000.00
Disclosure Agent	3,750.00	3,750.00	-	15,000.00
District Counsel	6,917.75	5,000.01	1,917.74	20,000.00
Assessment Administration	15,000.00	3,750.00	11,250.00	15,000.00
Reamortization Schedules	625.00	249.99	375.01	1,000.00
Audit	-	1,374.99	(1,374.99)	5,500.00
Arbitrage Calculation	-	249.99	(249.99)	1,000.00
Postage & Shipping	3.27	112.50	(109.23)	450.00
Legal Advertising	305.25	875.01	(569.76)	3,500.00
Bank Fees	-	62.49	(62.49)	250.00
Miscellaneous	-	50.01	(50.01)	200.00
Office Supplies	-	62.49	(62.49)	250.00
Web Site Maintenance	270.00	705.00	(435.00)	2,820.00
Dues, Licenses, and Fees	175.00	43.74	131.26	175.00
Reserve Study	-	1,875.00	(1,875.00)	7,500.00
Stormwater Reserve	-	53,938.74	(53,938.74)	215,755.00
Stormwater Maintenance	-	17,447.67	(17,447.67)	69,790.67
General Insurance	4,252.00	1,124.25	3,127.75	4,497.00
Hardscape Maintenance	-	7,477.62	(7,477.62)	29,910.29
Total General & Administrative Expenses	\$55,703.57	\$117,502.74	\$(61,799.17)	\$470,010.96
Total Expenses	\$55,703.57	\$117,502.74	\$(61,799.17)	\$470,010.96
Income (Loss) from Operations	\$264,672.57	\$0.00	\$264,672.57	\$0.00
<u>Other Income (Expense)</u>				
Interest Income	\$2,687.65	\$0.00	\$2,687.65	\$0.00
Total Other Income (Expense)	\$2,687.65	\$0.00	\$2,687.65	\$0.00
Net Income (Loss)	\$267,360.22	\$0.00	\$267,360.22	\$0.00