

HAMAL

COMMUNITY DEVELOPMENT DISTRICT

December 13, 2021

BOARD OF SUPERVISORS

REGULAR MEETING

AGENDA

Hamal Community Development District
OFFICE OF THE DISTRICT MANAGER
2300 Glades Road, Suite 410W•Boca Raton, Florida 33431
Phone: (561) 571-0010•Fax: (561) 571-0013•Toll-Free: (877) 276-0889

December 6, 2021

Board of Supervisors
Hamal Community Development District

ATTENDEES: Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.
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Dear Board Members:

The Board of Supervisors of the Hamal Community Development District will hold a Regular Meeting on December 13, 2021 at 6:00 P.M., at the Briar Bay Clubhouse, 3400 Celebration Blvd., West Palm Beach, Florida 33411. The agenda is as follows:

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Public Comments
4. Update on Discussion with County on Jog Road Maintenance Responsibilities and Consideration of Proposed Maintenance Scope
 - A. Maintenance Permit
 - B. Interlocal Agreement
5. Update: RFQ for District Engineering Services
6. Discussion: Consulting Agreement with Giangrande Engineering and Planning
7. Update: Memorandum Regarding Stormwater Reporting Requirements
8. Update: IT Issue Related to Pumphouse Software
9. Discussion: Wall Repairs and General Maintenance
10. Consideration of Resolution 2022-01, Adopting Policies Addressing Damages to District Property; Providing a Severability Clause; and Providing an Effective Date
11. Consideration of Resolution 2022-02, Adopting Prompt Payment Policies and Procedures Pursuant to Chapter 218, Florida Statutes; Providing a Severability Clause; and Providing an Effective Date

- 12. Acceptance of Unaudited Financial Statements as of October 31, 2021
- 13. Approval of September 13, 2021 Public Hearings and Regular Meeting Minutes
- 14. Staff Reports
 - A. District Counsel: *Kutak Rock LLP*
 - I. Ratification of Hopping Green & Sams Transition Letter to Kutak Rock LLP
 - II. Consideration of Kutak Rock LLP Fee Agreement
 - B. District Engineer: *Giangrande Engineering and Planning, LLC*
 - C. Operations Manager: *King's Management Services, Inc.*
 - D. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: February 7, 2022 at 6:00 P.M.

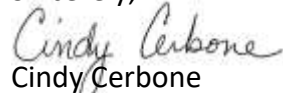
- QUORUM CHECK

Marc DePaul	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Benjamin Cuningham	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Joseph Petrick	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Ione Senior	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
Steven Pincus	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

- 15. Supervisors' Requests
- 16. Public Comments
- 17. Adjournment

Should you have any questions, please do not hesitate to contact me directly at (561) 346-5294 or Jamie Sanchez at (561) 512-9027.

Sincerely,


 Cindy Cerbone
 District Manager

FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE
CALL-IN NUMBER: 1-888-354-0094
PARTICIPANT PASSCODE: 801 901 3513

HAMAL
COMMUNITY DEVELOPMENT DISTRICT

4A

Subject: FW: Jog Road from Snell Grove to 1,425' south of Roebuck Road Median - Landscape and Irrigation Permit LA00078-0504
Attachments: 58860_LA_1029202113143PM.pdf

From: Michelle Rigoni <MichelleR@hgslaw.com>
Sent: Tuesday, November 09, 2021 8:15 PM
To: Debbie Tudor <tudord@whhassociates.com>; Cindy Cerbone <cerbonec@whhassociates.com>
Cc: Sarah Sandy <SarahS@hgslaw.com>
Subject: FW: Jog Road from Snell Grove to 1,425' south of Roebuck Road Median - Landscape and Irrigation Permit LA00078-0504

Hi Debbie, please add the attached PDF under the Jog Road discussion item re Maintenance Permit, along with below email chain. Thank you!

Michelle Rigoni | Hopping Green & Sams, P.A.

From: Liz Herman <LHerman@pbcgov.org>
Sent: Tuesday, November 9, 2021 10:29 AM
To: Michelle Rigoni <MichelleR@hgslaw.com>; Shannon Fox <SXfox@pbcgov.org>
Cc: Richard Torrance <rtorranc@pbcgov.org>; Cindy Cerbone <cerbonec@whhassociates.com>; Wesley Finch <wesley@kingsmanagement.com>; Carl Bengtson <CBengtso@pbcgov.org>; John Gannotti <JGannotti@pbcgov.org>; Michelle Malkin-Daniels I. <MMALKINDANIELS@pbcgov.org>; Sarah Sandy <SarahS@hgslaw.com>; Shane Cleary <SCleary@pbcgov.org>; Steve Carrier <SCarrier@pbcgov.org>; Joanne Keller M. <JKeller@pbcgov.org>; Vanessa Torres <Vanessa@KBRLegal.com>; Scott Cantor B. <SCantor@pbcgov.org>
Subject: RE: Jog Road from Snell Grove to 1,425' south of Roebuck Road Median - Landscape and Irrigation Permit LA00078-0504

Notice: External

Good Morning, Michelle – to clarify, the proper procedure is to apply for a permit, not enter into an agreement. Attached is a sample form of the County Right of Way Landscaping/Irrigation Permit. As discussed, the Engineering Department is amenable to modifying the standard conditions # 6 and 10, found on page 4 of the attached pdf, as follows:

6. The Permittee, any successors, legal heirs or assigns, shall, upon request and within 30 days after notice by the Office of the County Engineer, remove or relocate the ~~landscaping and~~ irrigation from the right-of-way of the subject road(s) at no expense to Palm Beach County. This request can be initiated by the Office of the County Engineer with or without cause.

10. In the event of widening, repair, or reconstruction of the subject road(s), the Permittee, any successors, legal heirs or assigns, shall upon request and within 30 days after notice by the Office of the County Engineer, remove or relocate the ~~landscaping and/or~~ irrigation within the right-of-way of the subject road(s) at no expense to Palm Beach County.

Best regards,

Liz

Yelizaveta "Liz" Herman

Assistant County Attorney
Palm Beach County Attorney's Office
301 N. Olive Avenue, Suite 601
West Palm Beach, FL 33401
561.355.3965
LHerman@pbcgov.org

From: Michelle Rigoni <MichelleR@hgslaw.com>
Sent: Monday, November 08, 2021 3:46 PM
To: Shannon Fox <SXfox@pbcgov.org>
Cc: Liz Herman <LHerman@pbcgov.org>; Richard Torrance <rtorranc@pbcgov.org>; Cindy Cerbone <cerbonec@whhassociates.com>; Wesley Finch <wesley@kingsmanagement.com>; Carl Bengtson <CBengtso@pbcgov.org>; John Gannotti <JGannotti@pbcgov.org>; Michelle Malkin-Daniels I. <MMALKINDANIELS@pbcgov.org>; Sarah Sandy <SarahS@hgslaw.com>; Shane Cleary <SCleary@pbcgov.org>; Steve Carrier <SCarrier@pbcgov.org>; Joanne Keller M. <JKeller@pbcgov.org>; Vanessa Torres <Vanessa@KBRLegal.com>
Subject: RE: Jog Road from Snell Grove to 1,425' south of Roebuck Road Median - Landscape and Irrigation Permit LA00078-0504
Importance: High

***** Note: This email was sent from a source external to Palm Beach County. Links or attachments should not be accessed unless expected from a trusted source. *****

Good afternoon, Shannon,

I am following up on this request as the Board plans to meet next Monday. Would we have a form of the proposed permit from the County to include in our agenda to be released today?

Additionally, does the County have a preferred form of interlocal agreement for ROW utilization? I assumed the prior 2012 form of agreement may be outdated as I had started to make significant updates in my drafting, but I wanted to defer to your preferred form, if one exists.

As a reminder, the Board will be meeting next Monday to discuss the Jog Road issue, and if forms are available, it would greatly aid in that discussion.

Thank you,

[Michelle Rigoni](#) | [Hopping Green & Sams, P.A.](#)

From: Michelle Rigoni
Sent: Tuesday, October 26, 2021 12:02 PM
To: 'Shannon Fox' <SXfox@pbcgov.org>
Cc: Liz Herman <LHerman@pbcgov.org>; Richard Torrance <rtorranc@pbcgov.org>; Cindy Cerbone <cerbonec@whhassociates.com>; Wesley Finch <wesley@kingsmanagement.com>
Subject: RE: Jog Road from Snell Grove to 1,425' south of Roebuck Road Median - Landscape and Irrigation Permit LA00078-0504

Hi Shannon,

Thank you for providing. Just so I am clear, below proposed language would be incorporated into a new maintenance permit (not an assignment, given there is no current permit issued to Briar Bay or otherwise as we discussed), with the specialized conditions below, along with other permit conditions, right? If so, would you forward a full form of a proposed maintenance permit so we can bring it forward to the entire Board for consideration?

Also not discussed in great detail but mentioned during the meeting/in many correspondences is the possibility of an interlocal agreement that specifies maintenance terms specific to the CDD, given the CDD will be voluntarily taking on this responsibility without an explicit obligation to do so. As previously relayed to the bigger group, I still believe this is a viable option given the two entities involved are both governmental entities and this route may also resolve the County's hesitation toward setting a precedent by entering into a maintenance permit with specialized conditions which deviate from the standard form.

To note, the Board (to date) has only really considered entering into an interlocal agreement, so the idea of applying for and obtaining a maintenance permit will be new to them (hence the request for the full proposed form). But I intend to present to them the proposed permit and an interlocal agreement as available options.

To that end, I can start a draft of the interlocal agreement for purposes of discussion and provide to you and Liz for comments. There is not a rush to finalize before the 11/15 meeting from the District's perspective, as we can always request for the Board to approve it in substantial form and authorize a representative to sign-off on the finalized agreement (so long as it does not substantially deviate from the parameters the Board approves at the meeting). Let me know if this works for you and I will provide a draft; I will likely start from the last version of the form from around 2012 when this was previously presented to both the CDD and the County.

Sincerely,

Michelle Rigoni | Hopping Green & Sams, P.A.

From: Shannon Fox <SXfox@pbcgov.org>
Sent: Friday, October 22, 2021 3:27 PM
To: Michelle Rigoni <MichelleR@hgslaw.com>
Cc: Liz Herman <LHerman@pbcgov.org>; Richard Torrance <rtorranc@pbcgov.org>
Subject: FW: Jog Road from Snell Grove to 1,425' south of Roebuck Road Median - Landscape and Irrigation Permit LA00078-0504

Notice: External

Hi Michelle,

As a follow up to our meeting, staff is interested in your proposal to have your client take over the permit with certain revisions to the standard terms and conditions. Staff has suggested revised language below for your consideration.

Also, as mentioned at the meeting, if your client is agreeable to undertaking a one-time maintenance of the median as soon as possible then that should allow Code to close the pending Code case.

Please let me know when you have any updates from your client on either of the above. While I believe that the first point can be further discussed at our next meeting, it would be great if you are able to have a one-time maintenance completed before then, if it is possible to do so.

Thanks. Have a great weekend.
Shannon

From: Steve Carrier <SCarrier@pbcgov.org>

Sent: Friday, October 22, 2021 10:38 AM

To: Shannon Fox <SXfox@pbcgov.org>

Cc: Liz Herman <LHerman@pbcgov.org>; Joanne Keller M. <JKeller@pbcgov.org>; Scott Cantor B. <SCantor@pbcgov.org>; Carl Bengtson <CBengtso@pbcgov.org>

Subject: RE: Jog Road from Snell Grove to 1,425' south of Roebuck Road Median - Landscape and Irrigation Permit LA00078-0504

Shannon – below is a recap of where Engineering is related to landscaping maintenance of subject road.

Just to clarify, the County is interested in entering into a maintenance permit regarding the subject road rights-of-way or transferring the existing landscaping permit.

Both the options above require the permittee to maintain the ‘green’ areas within the road right-of-way.

As discussed at the meeting, the County would be willing to revise the standard conditions regarding the removal/relocation of the landscaping and irrigation at permittee’s expense – as drafted below (removing the reference to above ground landscaping and leaving in the irrigation portion);

7. The Permittee, any successors, legal heirs or assigns, shall, upon request and within 30 days after notice by the Office of the County Engineer, remove or relocate the ~~landscaping and~~ irrigation from the right-of-way of the subject road(s) at no expense to Palm Beach County. This request can be initiated by the Office of the County Engineer with or without cause.

11. In the event of widening, repair, or reconstruction of the subject road(s), the Permittee, any successors, legal heirs or assigns, shall upon request and within 30 days after notice by the Office of the County Engineer, remove or relocate the ~~landscaping and/or~~ irrigation within the right-of-way of the subject road(s) at no expense to Palm Beach County.

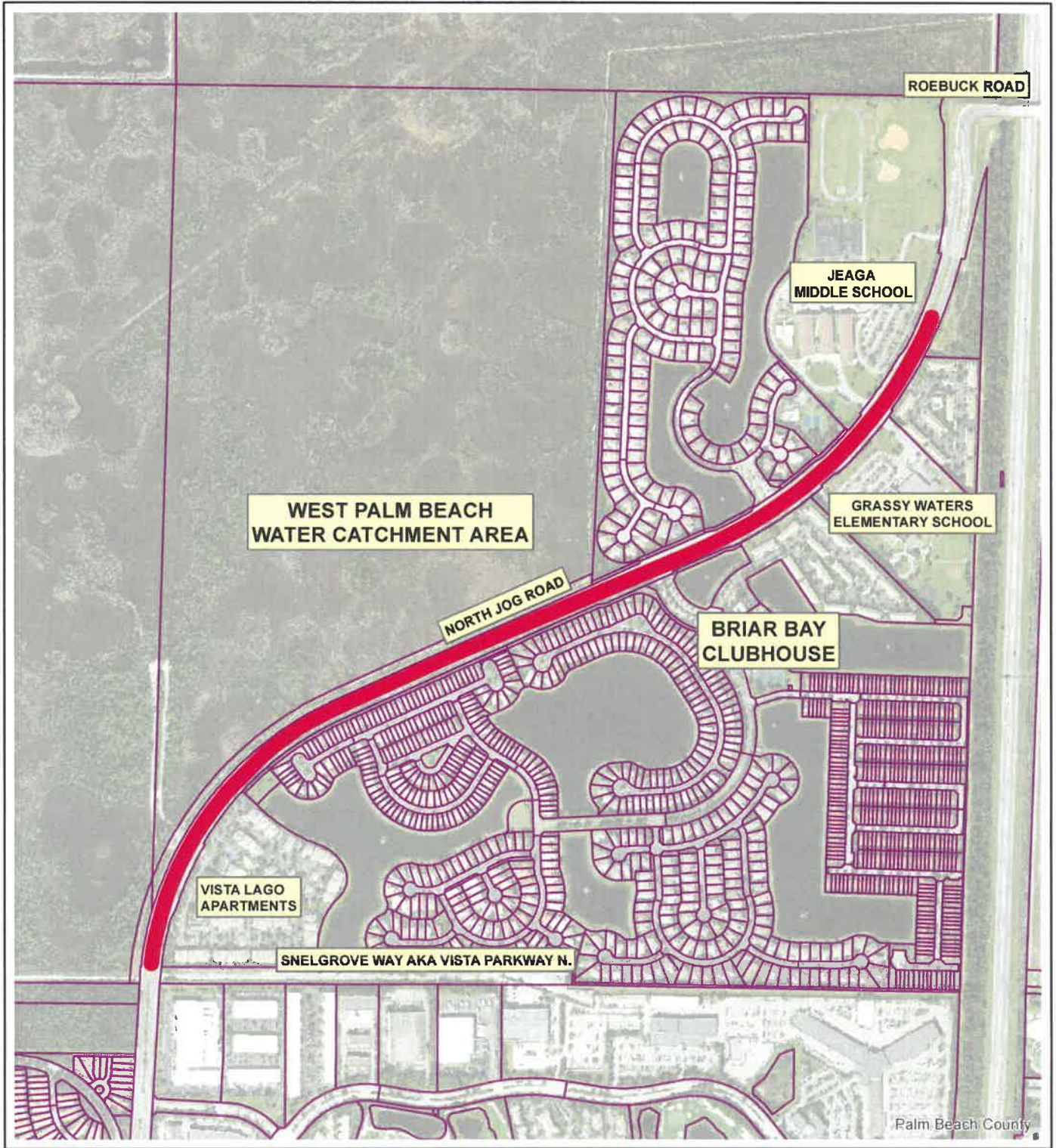
Also still very interested in the permittee / previous entity continuing the maintenance of the area or even a one-time maintenance event ASAP. Would this also bring them into compliance and stop the code enforcement action?



Steven B. Carrier, P.E.
Assistant County Engineer
561-684-4016
561-684-4167 (Fax)
scarrier@pbcgov.org

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



HAMAL CDD LANDSCAPE AND IRRIGATION MAINTENANCE
NORTH JOG ROAD FROM NORTH OF SNELGROVE WAY
TO 1,425 FEET SOUTH OF ROEBUCK ROAD



LEGEND	N.T.S.
 RIGHT OF WAY (ROW)	
 HAMAL CDD ROW LANDSCAPING MAINTENANCE LIMITS	
Aerial Flight Dates: 1/5/2021 – 2/10/2021	

CONDITIONS FOR RIGHT-OF-WAY LANDSCAPING AND/OR IRRIGATION

1. **The Construction Coordination Division (561) 684-4180 and Streetscape Section (561) 684-4100** shall be contacted 48 hours before commencement of work to establish the start date and establish a timeline when field review(s) of the work are required. Construction shall be done Monday through Friday. Weekend work shall be approved by Construction Coordination 48 hours before Saturday. Plans bearing the approval stamp of the County Engineer and the approved permit shall be at the work site. The work may proceed beyond the permit expiration date if a start date was established and work started prior to the permit expiration date. When work is complete and the Landscape Architect/Irrigation Designer/Engineer (as applicable) has submitted the certification of completion to the Land Development Division, the permittee/representative/Landscape Architect/ Irrigation Designer/Engineer (as applicable) shall schedule a final review with Construction Coordination and Streetscape. If a permitted project has been completed but does not require a certification of completion, the permittee/representative (as applicable) shall submit a letter to the Land Development Division indicating the work is complete and ready for final field review. Land Development will notify the permittee/representative to schedule final field reviews with Construction Coordination and Streetscape.
2. The landscaping and/or irrigation within the right-of-way of the subject road(s) as granted by this permit shall be owned and maintained by the Permittee, any successors, legal heirs and assigns. The maintenance area shall be the entire swale or median in which the landscaping and/or irrigation are permitted, within the limits permitted. The drainage facilities (swales, inlets, etc.) shall be kept clear of grass clippings, branches, leaves, etc. The landscaping and/or irrigation may be replaced in like kind without a permit. If road pavement/sidewalk is disturbed or changes are proposed to the landscaping/irrigation a permit from the Office of the County Engineer is required.
3. Any transfer of this Permit shall require the approval of the Office of the County Engineer.
4. Sight obstructions for the traveling public on the subject road(s) shall not be caused by the landscaping and/or irrigation.
5. Irrigation systems shall comply with the current "Palm Beach County Water and Irrigation Conservation Ordinance". Irrigation includes all materials associated with the system, including electrical, controllers, etc.
6. The Permittee, any successors, legal heirs or assigns, shall, upon request and within 30 days after notice by the Office of the County Engineer, remove or relocate the irrigation from the right-of-way of the subject road(s) at no expense to Palm Beach County. This request can be initiated by the Office of the County Engineer with or without cause.
7. The Permittee, any successors, legal heirs or assigns, shall indemnify and hold Palm Beach County harmless from any and all claims, liability, losses and causes of action which may arise specifically out of its negligent, improper or non compliant performance of this Permit. The Permittee, any successors, legal heirs or assigns shall pay all claims and losses of any nature whatsoever in connection herewith, and shall defend all suits in the name of Palm Beach County where applicable, and shall pay all costs of judgments which may arise thereon.
8. The Permittee, any successors, legal heirs or assigns shall, at its expense, promptly correct any failure of the landscaping and/or irrigation within the right-of-way of the subject road(s). If in the Office of the County Engineer's opinion the landscaping and/or irrigation caused or contributed to the damage or failure of any part of the subject road(s), the Permittee, any successors, legal heirs or assigns, shall in such case also at their expense, repair the damage or failure sustained by the subject road(s) within 48 hours of notification by the Office of the County Engineer. In the event that the Permittee any successors, legal heirs or assigns fail to repair said damage or failure within the 48 hour period, Palm Beach County shall have the right to make any and all repairs, and in the event Palm Beach County should exercise and give effect to such right, the Permittee, any successors, legal heirs or assigns, shall be liable to pay and indemnify Palm Beach County upon completion of said repairs. The total cost may include engineering and legal fees.
9. The Office of the County Engineer shall be the sole and final authority as to the placement of the landscaping and/or irrigation and the quality and quantities of materials used in the installation. Adjustments to the landscaping and/or irrigation may be required as deemed necessary by the Office of the County Engineer.
10. In the event of widening, repair, or reconstruction of the subject road(s), the Permittee, any successors, legal heirs or assigns, shall upon request and within 30 days after notice by the Office of the County Engineer, remove or relocate the irrigation within the right-of-way of the subject road(s) at no expense to Palm Beach County.
11. If the irrigation is not removed or relocated pursuant to Conditions 6 and 10 of this Permit, Palm Beach County shall have the right to remove or relocate said irrigation, and the Permittee agrees to pay all costs thereby incurred by Palm Beach County.
12. The permittee shall be responsible for coordinating the installation of the landscaping and/or irrigation with existing utilities/cable TV. Should damage occur to the existing utility/cable TV facilities during installation or in the future due to the landscaping or irrigation, the permittee shall be responsible for repair costs.
13. Permittee assumes full responsibility to maintain all areas under construction safe for the public and to properly route and direct traffic through the construction area. All Traffic control operations shall be done in accordance with the current Manual on Uniform Traffic Control Devices (Part VI). Supplements to this manual are the Florida Department of Transportation Road and Bridges Standard Plans (Index 102-100 through 102-600) and Standard Specifications to Road and Bridge Construction (latest edition). No obstruction to the travel lanes between 7:00 a.m. to 9:00 a.m. and 3:00 p.m. to 7:00 p.m. Monday through Friday, unless approved by the Palm Beach County Traffic Engineering Division. No time restrictions for local and subdivision roads or for construction down Saturday or Sunday, unless noted otherwise from Palm Beach County Engineering Traffic Division. Working hours are subject to change due to proximity to schools, traffic signals, special events or the type of MOT required.
14. Florida Statute 336.048 – Temporary closing traveling lane of road: Whenever any road on the county road or city street system is repaired, reconstructed, or otherwise altered in a manner that necessitates the closing of one or more traveling lanes of the road for a period of time exceeding 2 hours, the party performing such work shall give notice to the appropriate local law enforcement agency within whose jurisdiction such road is located prior to commencing work on the project. However, when the closing of one or more lanes is required because of emergency conditions, such notice shall be waived.
15. Permittee hereby acknowledges the COUNTY'S right to inspect the area governed by this permit at any time prior to final acceptance by the COUNTY to assure compliance with all plans and specifications. All reviews, however, shall be performed at the COUNTY'S discretion and are strictly to assure compliance with project plans and specifications. **PERMITTEE HEREBY ACKNOWLEDGES THAT THE COUNTY VIA SAID REVIEWS IS NOT THE EMPLOYER, SUPERVISOR, PRINCIPAL OR AGENT OF PERMITTEE.** Permittee is at all times an independent contractor with full responsibility for all obligations and responsibilities imposed under this permit and imposed by law.
16. If previously approved construction is underway in the same location as indicated on this permit, the permittee shall obtain permission to work from the contractor doing the underway construction. If not granted, the construction under this permit shall not be done until the underway construction is finalized by the Palm Beach County Construction Coordination Division.
17. Issuance of this permit does not in any way create any rights on the part of the applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the County for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.
18. All applicable state or federal permits must be obtained before any development is commenced.
19. Provide a minimum cover of 36 inches in the right-of-way of Thoroughfare Plan Roads and a minimum of 30 inches for all others. Maintain a minimum clearance of 12 inches over or under drainage facilities.

HAMAL
COMMUNITY DEVELOPMENT DISTRICT

5

HAMAL COMMUNITY DEVELOPMENT DISTRICT

REQUEST FOR QUALIFICATIONS
Engineering Services (CCNA)



Craig A. Smith and Associates, Inc.
Consulting Engineers • Surveyors • Locators

OCTOBER 4, 2021

Corporate Office: 21045 Commercial Trail, Boca Raton, FL 33486
Tel: (561) 314 4445 Email: ssmith@craigasmith.com
www.craigasmith.com



Craig A. Smith & Associates

Engineers • Surveyors • Subsurface Utility Engineering
3D Subsurface Imaging • Utility Coordination

TABLE OF CONTENTS

1. Letter of Interest
2. Firm Overview
3. Ability and Adequacy of Professional Personnel/Org Chart
4. Past Performance/Experience
5. Geographic Location
6. Willingness to Meet Time and Budget Requirements
7. Certified Minority Business Enterprise
8. Recent, Current and Projected Workloads
9. Volume of Work Previously Awarded by District
10. SF330
11. Licenses/Insurance



October 4, 2021

Hamal Community Development District
c/o Wrathell Hunt & Associates
2300 Glades Road, 401W
Boca Raton, FL 33431

**RE: RFQ ENGINEERING SERVICES – HAMAL COMMUNITY DEVELOPMENT DISTRICT
CAS PROPOSAL NO. 4213**

Dear Selection Committee:

For your consideration, Craig A. Smith & Associates (CAS) is pleased to submit this proposal in response to your Request for Qualifications for professional engineering services on a continuing basis for the district's stormwater systems and other public improvements as identified for the Hamal Community Development District.

EXPERIENCE

CAS has the experience needed to provide these services and currently acts as **District Engineer for Sunshine Water Control District, Spring Lake Improvement District, Walnut Creek Community Development District and Sun 'n Lake Improvement District.** CAS also services numerous municipalities in south Florida such as **Village of El Portal, Town of Golden Beach, City of Sweetwater, City of Oakland Park, Town of Pembroke Park, City of Pompano Beach, City of Lake Worth Beach, City of Belle Glade, City of Sunny Isles Beach and City of Hallandale Beach and City of Margate.**

FIRM OVERVIEW

CAS is a 40-year established Civil/Utility Engineering, Utility Locating, Surveying, and Construction Management firm located at 21045 Commercial Trail, Boca Raton, Palm Beach County, Florida. CAS has 43+ dedicated staff members consisting of registered professional engineers, registered professional surveyors, GIS specialists, CADD drafting personnel, certified field inspectors, utility locators, as well as exceptional administrative, clerical and accounting personnel. CAS retains the expertise required to provide the requested services as needed and will attend district meetings as requested. CAS understands the scope of work requested by the district and has extensive experience in performing such duties.

CAS specializes in serving South Florida municipal districts and governments and understands the infrastructure needs of such communities. We are a client-oriented firm and our emphasis is on providing exemplary service.

CURRENT WORKLOAD

CAS is currently reaching completion on many projects and is **available to accept new projects.** Please refer to the project list showing workload with percentage of completion in Section 8 - Recent, Current and Projected Workload.



561.314.4445



21045 Commercial Trail
Boca Raton, FL 33486



www.craigasmith.com



CONTINUITY OF STAFF

Our internal company culture has created an environment for staff to excel and experience satisfaction. CAS is proud to state that the **current average employee tenure is over 12 years**. The district will therefore have the advantage of knowing that our assigned staff will be there throughout the **duration of this project and beyond to offer continued knowledge as well as experience to serve the district's interests**.

CAS TEAM

Mr. Steve Smith, P.E., President will be the *Project Director* for the duration of the contract reachable at ssmith@craigasmith.com or 561 314 4445. Being that CAS is a full-service engineering firm we can provide all other services "in-house" such as, overall project coordination, survey, stormwater engineering including hydraulic modeling, data evaluation, technical reporting, capital improvements program development public outreach and grant funding assistance, etc., thus allowing for a more cost-effective and efficient streamlined engineering process. In addition, CAS always strives to provide "value-added" services to clients. The CAS Team has extensive experience in dealing with drainage, environmental, regulatory issues and challenges in southeast Florida. CAS's office is located just 20 minutes away from the Hamal Community Development District and we can provide expedited service to the district.

One of our tenured employees resides in the district boundaries and our lead engineer resides close by in Boynton Beach. Our office is within blocks of Wrathell Hunt and we have lines of communication in place since we work with them on the Sunshine Water Control District projects.

The CAS management team will assign responsibilities to survey crews, utility locating crews, staff engineers, and construction management and supporting staff as needed. All staff members involved in the project will be provided with the **proper resources, equipment and tools to perform the assign work**. CAS ensures that it maintains adequate staff to perform the work assigned and is able to increase staff, as needed, due to its experience and reputation in the industry. Our Team is **ready to allocate the necessary staff and resources** and to work with the district in accomplishing its goals.

We believe we are best firm to perform the advertised services because of our current and past experience with similar engineering projects in the Tri-County area and because we retain personnel with experience and training, along with a proven track record, to perform on time and within budget.

CAS would be honored to have the opportunity to work with the Hamal Community Development District on this important project(s) and looks forward to favorable consideration.

Sincerely,

Stephen C. Smith, P.E., President



561.314.4445



21045 Commercial Trail
Boca Raton, FL 33486



www.craigasmith.com



Craig A. Smith and Associates (CAS) is a Florida firm licensed for the practice of professional engineering, surveying, utility locates and construction management services. CAS is a local South Florida firm with corporate headquarters located in Palm Beach County and a branch office in Broward County. All work orders/assignments are completed by CAS staff from the corporate headquarter location unless otherwise directed.

Corporate Headquarters
21045 Commercial Trail
Boca Raton, FL 33486
(561) 314 4445

Broward Office:
277 Goolsby Boulevard, Unit 4C
Deerfield Beach, Florida 33442
(954) 782-8222



CAS was established in 1980. Since then, the firm expanded from its original, technical orientation in municipal engineering and surveying into a full service civil engineering practice with specialized expertise in engineering, surveying & mapping, grants/loan assistance, construction management, utility locates and CAD design & development.

FIRM SIZE - CAS's professional, technical and administrative personnel numbering 43+ people, represent professionals in the fields of civil engineering, water and wastewater engineering, storm water engineering, surveying, mechanical engineering, construction engineering, grant specialists, utility locating, computer sciences, and finance. More specifically, CAS staff members consist of registered professional engineers, surveyors, ADDA certified drafters, GIS specialists and the balance of staff including additional technical CADD drafting personnel, certified field inspectors and utility locators; as well as competent administrative, clerical and accounting personnel, to provide you with the expertise required to perform the duties requested under this contract.

ORGANIZATION - CAS is organized into five technical operating divisions each under the supervision of a Vice President or Director. These operating divisions are:

- **Civil Engineering**
- **Surveying**
- **CADD (Computer -Aided Design & Drafting)**
- **Subsurface Utility Locates**
- **Construction Management**



561.314.4445



21045 Commercial Trail
Boca Raton, FL 33486



www.craigasmith.com



FIRM PHILOSOPHY & EXPERIENCE - CAS is committed to providing its clients with cost-effective, timely, comprehensive, high-quality professional services in the practice of civil engineering, surveying, construction management, utility locating and grant/legislative services. This commitment to excellence is achieved through the development of a team spirit of service to clients. CAS has extensive Florida experience in engineering design, survey and construction management spanning 40 years.

Our success can be exhibited by our tenure with our clients, many of which we have served for over 20 years. We put premium value on the opinions and input of the end users of our services, officials, staff and residents and strive to produce an end product that addresses their needs and expectations. CAS is committed to making clients successful by understanding their organization, methods of operation, challenges and achieving their objectives through a multi-discipline approach based on experience, innovation and teamwork. We pride ourselves in establishing long-term relationships with our clients by providing them with the ultimate in successful consulting engineering services. We believe in providing clear and concise face-to-face communication with clients. And any communication via phone, virtual meeting, email or other method shall be provided clearly and concisely. Response time to a client's request is usually within the hour if not by the close of the business day. CAS also strives to adopt platforms or software programs that clients require or utilize for project management in order to increase efficiency and flow of work.

CLIENTS - Our 40 years of experience gives us the perspective to provide services for large municipal projects (over \$200,000) as well as smaller projects (under \$200,000). We provide General Engineering Services for the following clients:

- Town of Pembroke Park (since 1987)**
- Bal Harbour Village (since 1989)**
- CCPWA Utility Authority (since 1994)**
- Town of Golden Beach (since 2000)**
- Hardee County (since 2000)**
- Village of El Portal (since 2003)**
- City of Belle Glade (since 2013)**
- City of Lauderhill (since 2013)**
- City of Pompano Beach (since 2015)**
- City of Hallandale Beach (since 2020)**
- City of Deerfield Beach (since 2021)**
- Sun 'n Lake Improvement District**

- City of Margate (since 1988)**
- Glades County (since 1993)**
- City of Moore Haven (since 1995)**
- City of Sweetwater (since 2000)**
- Spring Lake Improvement District (since 2001)**
- City of Oakland Park (since 2004)**
- City of Lake Worth Beach (since 2018)**
- City of Sunny Isles Beach (since 2013)**
- Sunshine Water Control District (since 2015)**
- Town of Davie (since 2021)**
- Walnut Creek Improvement District**





CIVIL ENGINEERING - CAS provides clients with a full range of engineering consulting services. Our engineers and trained specialists have extensive experience in assisting municipalities and utility departments with daily engineering needs such as planning, design, permitting and construction of cost-efficient operational utility systems. CAS engineering consulting services include:

- Storm Water Management
- Storm Water Utilities
- Water Treatment & Distribution Systems
- Wastewater Collection/Transmission & Treatment
- Potable Water Treatment Systems
- Wastewater Pump Station Design
- Stormwater Pump Station Design
- Canal Dredging and Sediment Removal
- Surface Water Management
- Utility Permitting
- Water/Wastewater Treatment Plant Design/Rehabilitation
- Utility Pipeline Design & Relocation (Water, Wastewater & Reclaimed Water)
- Utility Master Planning
- Grant Funding Assistance
- Facility Planning
- Solid Waste Studies
- Solid Waste Disposal and Leachate Treatment
- Development Permitting
- Feasibility Studies
- Inflow & Infiltration Studies
- Construction Cost Estimate
- Construction Management
- Construction Observation and Certification
- Contract Administration
- Effluent Reuse & Disposal
- Sludge Treatment & Disposal
- Roadway & Drainage Design



561.314.4445



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Boca Raton, FL 33486



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SURVEYING - CAS is one of Florida's most tenured and respected surveying firms providing complete land surveying services. Our surveying staff is comprised of licensed land surveyors who adhere to strict standards and give special attention to accuracy and detail. CAS utilizes the most up-to-date electronic survey equipment such as Topcon and Trimble SC Robotic Total Stations, Trimble 5800 RTK Base/Rovers, Leica P 30 Laser Scanners, Recon 400 TDS, TSCE 2 and Ranger 500X Data Collectors along with Topcon ATC Levels and tablets. In addition, our survey crews have been trained based on engineering principles and implement daily quality control measures to ensure that our clients receive the highest quality service and most accurate basemaps. CAS provides surveying services throughout the state of Florida. CAS surveying services include:

- Mapping & Platting
- Boundary & Acreage Surveys
- Land Description Preparation
- Construction Surveys
- Subdivision Designs & Calculation
- GPS Mapping
- Route Surveys
- Canal Cross-Sections
- Parcel Description & Sketches
- Condemnation Surveys
- Highway Construction Surveys
- Quantity Surveys
- Accident Surveys
- As-Built Certifications
- Mean High Water Surveys
- Drone Aerial Imagery and Surveys

CAS' "in-house" surveying capabilities eliminates the need for an additional subconsultant for this service and thus allows for more cost-effective and faster response to revisions or modifications to basemaps or scope of work as required for the duration of a project.



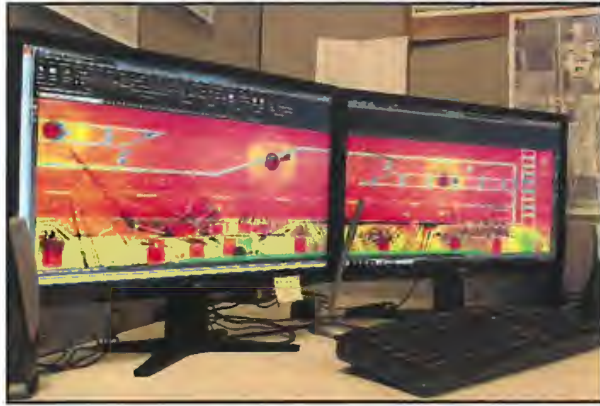
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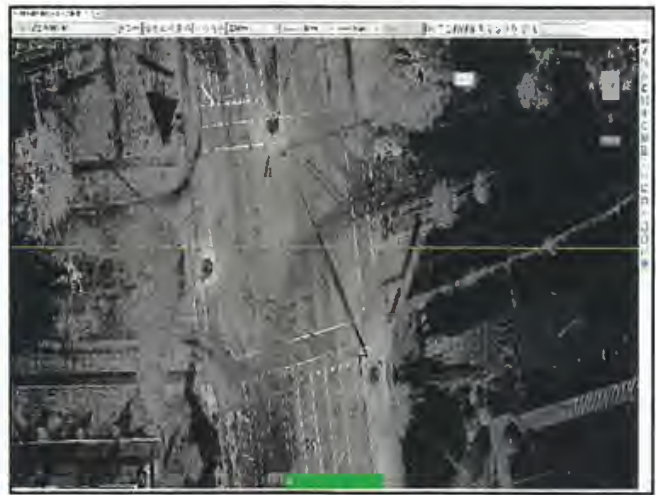
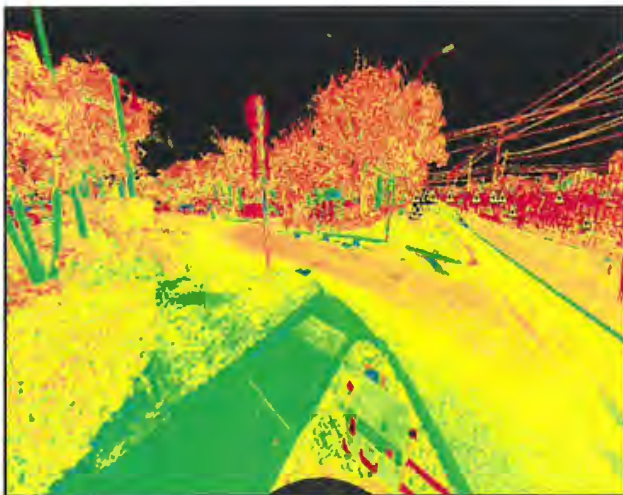
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CADD (COMPUTER-AIDED DESIGN & DRAFTING) - CAS employs on-staff Florida Certified American Design & Drafting Association CADD operators and Autodesk Certified professionals. Our CADD technicians prepare detailed drawings, layouts, exhibits, topographical maps, and graphic representations of survey information & engineering designs. Designs relate to engineering projects such as water, sewer, reclaimed water, paving and drainage systems. Craig A. Smith & Associates prides itself on keeping its workforce educated and equipped to handle today's most challenging and rewarding tasks. CAS is utilizing the latest AutoCAD software (Civil3D), custom-built AutoCAD systems and functions, as well as some industry-first hardware including 3D laser scanning technologies. In summation, the CADD systems CAS uses are:

- AutoCAD
- Autodesk Civil 3D
- Autodesk Map 3D
- Cyclone
- Jetstream
- Cloudworks

Clients benefit from CAS' experienced CADD staff who work closely with project managers and client staff on assigned utility projects and provide any technical support to client staff related to Autodesk Civil & Map 3D use.



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SUE (SUBSURFACE UTILITY ENGINEERING) - CAS provides complete subsurface utility engineering and location services utilizing the latest in electronic verification, ground penetrating radar, vacuum excavation and GPS survey equipment. CAS can provide utility location information in various formats from simplistic 2D (two dimensional) to comprehensive 3D (three dimensional) Radar Tomography coupled with advanced software platforms (AutoCAD Civil 3D). CAS performs subsurface utility engineering providing utility mapping, electromagnetic designating (EMD), 2D radar designating/ground penetrating radar (GPR), 3D radar tomography (RT), vacuum soft digs, and conventional and GPS utility surveys. CAS also provides utility coordination services, interfacing with utility owner/operators on behalf of engineers, planners and project designers. CAS provides comprehensive utility locating services for projects during the design phase and also during construction as needed. CAS' extensive SUE experience coupled with its EMD, 2D GPR and unique 3D RT capabilities will provide you with accurate and comprehensive utility locates for complete survey basemaps regardless of quality of existing record drawings and thus superior engineering design for your utility projects. This will translate also to time saving and minimization of change orders during construction by eliminating "unforeseen" field conditions.



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CONSTRUCTION MANAGEMENT - The CAS construction management team has a combined total experience of nearly 80 years. CAS field representatives are qualified to perform a full-service program, assuring total monitoring on-site to protect the client's interest on their projects. The CAS construction management team will keep the client informed of all facets of construction including, but not limited to, weekly progress notices, advice on any change orders and monthly monitoring of project finances. The construction management team of professionals provides extra attention to detail to ensure that all projects are built to specifications and are fully operational to meet the needs of our client. CAS also has extensive experience in managing the required documents for state or federal grant funded projects. CAS construction management services include:

- Value Engineering
- Design Document Review
- Contract Administration
- Contract Documents
- Construction Management
- Construction Document Management for Grant Funded Projects
- Construction Engineering & Inspection
- Cost & Payment Verification
- Bidding Coordination
- Contract Negotiation
- Residential/Commercial/Municipal Project Observations
- Inspections

We are currently providing construction inspection services for: Walnut Creek Improvement District, Spring Lake Improvement District, Sunshine Water Control District, City of Moore Haven, Town of Golden Beach, City of Belle Glade, El Portal, City of Sweetwater, and City of Sunny Isles Beach.



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GRANT ASSISTANCE EXPERIENCE - Since the early 1990's CAS has assisted its clients with securing grant funding and financing for multiple infrastructure projects. We have assisted our clients (municipalities, counties, special districts and utility authorities) in obtaining grants and/or loans through multiple funding sources such as: USDA, SRF, FEMA (HMGP), State Legislative Appropriations, SFWMD Cooperative Agreement Program, EPA 319 Program, CDBG, etc.

CAS assists its clients with the preparation of grant applications, supporting documents, such as preliminary engineering reports, environmental assessments, preliminary designs, project scope development, cost estimating, present worth cost analysis, cost benefit analysis, project beneficial use, etc.

CAS continually provides many of these services to its clients annually for state appropriation requests or during grant funding cycles. CAS provides grant evaluation for competitive grants requiring scoring and consultation with respect to the need for phasing of projects to achieve a high success rate from funding institutions.

CAS is continually involved with infrastructure funding assistance and has a **high success rate** in securing funding. We understand the nuances of "grantsmanship." CAS is committed to providing these services to all of its clients, with an estimated 70-80% of our on-going projects being funded through our assistance. CAS is also aware of the deadlines required in achieving these grants/loans and delivers grant assistance services on time.

Some of the capital improvement projects for which CAS has acquired granting funding (indicating dollar amount secured and funding source) are:

- Spring Lake Improvement District (SLID): Design & Construction of a 70 Acres Stormwater Treatment Area (STA) - \$1,666,000 (25% SRF / 75% FDEP 319 Funded)
- Spring Lake Improvement District (SLID): Design and Construction of an 80,000 GPD Wastewater Treatment Plant - \$3,300,000 (SRF Funded)
- City of Moore Haven: Design and Construction of a 500,000 GPD ultrafiltration (Zenon) system to expand an existing 750,000 GPD Lime Softening Water Treatment Plant - \$3,663,800 (USDA Funded)
- Town of Pembroke Park: Wastewater Master Plan for the rehabilitation of 22 Wastewater Lift Stations - \$100,000 (FDEP Legislative Funded)
- South Bay Water Treatment Plant and Water Distribution Improvements - \$1,200,000 (USDA Funded)
- Port Labelle: Design and Construction of a 900,000 GPD Reverse Osmosis Water Treatment Plant (ROWTP) - \$5,500,000 (USDA Funded)



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UNMANNED AERIAL VEHICLE OR DRONE - Unmanned Aerial Vehicles (UAV's) are now being employed by Surveying and Engineering Firms more and more as another tool which can be utilized to enhance or even eliminate the need for certain field exercises. Some of the uses the UAV is most suitable for are as follows: Site inventory in which the UAV is deployed over a site that is under construction, to determine monthly construction progress easily and accurately. It can also be used for reconnaissance to determine the complexity of an upcoming project and the "lay of the land". More technical uses are providing LIDAR data which can be utilized for topographic data acquisition, highway striping configurations in a safe manner and can be used for survey control data to be shown on high resolution aerial maps, etc. UAV's are governed by the Federal Aviation Administration (FAA) and must be operated by a licensed drone pilot. Flight Plans must be submitted in advance in restricted areas and approved prior to flight. Normal flight elevations range from 100 to 250 feet (depending on the desired accuracies of the data) and can be no higher than 400 feet per the FAA regulations. Some of the advantages of using UAV's is quick and cost-effective data collection, aerial imagery capture and monitoring of construction project progress. The images obtained by the UAV display clear and accurate detail of current conditions at project sites. Applications are ideal for the following:

- *Hard-to-Access Areas (Water/Sewer Treatment Plant Facility Inspections, Confined Space Assessments)*
- *Site-Specific Aerial Mapping*
- *Utility Corridor Survey*
- *Supplemental Topographic Survey*
- *Environmental Data Collection*
- *High Resolution Images and Video*





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3 – ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

CAS staff are well qualified and experienced in providing engineering services to municipalities in South Florida. Resumes are provided in Section 10 SF330. One of our tenured employees lives in the Hamal Community Development District and stands ready to assist as needed. Our office is within close proximity to Wrathell Hunt & Associates which makes ease of communication easier resulting in cost effective projects.

CAS KEY PERSONNEL EXPERIENCE

MANAGEMENT & ADMINISTRATION



Stephen C. Smith, P.E., *President.* Mr. Smith's responsibilities include management of daily business operations for 40+ member civil engineering and surveying firm with gross sales of \$5.5+ million. Oversee all areas of business including engineering, surveying, construction management services, accounting and human resources. He ensures proper allocation of resources, staffing, financial management, quality control and timely project completion. Mr. Smith managed the survey, utility locating, design and construction of approximately 15,000 linear feet of 6"-12" water mains for the Town of Golden Beach as part of a complete retrofit of the town's entire existing water distribution system including stormwater improvements. In addition, Mr. Smith was responsible for the master planning, project management, resource allocation and quality assurance of the stormwater design, as well as the project management of stormwater construction projects for the City of Sweetwater, Miami-Dade and the City of Oakland Park. He has extensive experience in the design and management of roadway improvement projects as well. Mr. Smith was responsible for the Andrews Avenue Widening and Intersection Improvements in Broward County and roadway widening and intersection improvements for Biscayne Boulevard from NE 163rd Street to 203rd Street (along with stormwater improvements) and the 174th Street Stormwater and Pavement Improvements for the City of Sunny Isles Beach. Mr. Smith completed a Bachelors of Science in Civil Engineering & Building Construction from Auburn University. **He will be the Principal-In-Charge, client liaison and will be ensuring that the necessary resources and staff are provided for each assigned project throughout the duration of the contract.**



Gene R. Schriener, P.E., *Executive Engineering Advisor.* With over 40 years of experience, Mr. Schriener has been initiating business development opportunities, provides client coordination and manages client contracts for numerous municipalities. Mr. Schriener has also been involved with securing and developing over 20 municipal client contracts throughout South Florida. As County Engineer for Glades County, District Engineer for Spring Lake Improvement District and Sunshine Water Control District, Mr. Schriener has been responsible for the direction of all County and District related projects including development review, County and District wide utility and stormwater improvements as well as local and state roadway improvements. Mr. Schriener has been directly involved with the development of three (3) 80 acre+ industrial parks including water, sewer, paving and drainage design and project funding. Mr. Schriener also directed the production of numerous utility master plans. Mr. Schriener completed a Bachelors of Science in Civil Engineering from West Virginia University. **He will be the QA/QC Officer throughout the duration of this contract, ensuring quality deliverables to the City.**



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3 – ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

ENGINEERING



Orlando Rubio, P.E., Senior Supervising Engineer, will serve as the Project Manager/Production Team Leader. Mr. Rubio has over 30 years of experience as a project manager and designer in water resource engineering related various surface water management systems and roadway improvements. Mr. Rubio is responsible for the development of project scopes, overall project management, engineering design, stormwater master plans, State & Federal Grant applications, advanced stormwater modeling using ICPR, Hydraflow, & HEC-RAS modeling software programs, and engineering services during construction. Mr. Rubio also conducts field and office visits with clients, permitting agency staff, and other project coordination as necessary. In the past, Mr. Rubio has worked for regulatory agencies at the county and state level in South Florida. Mr. Rubio has extensive experience reviewing complex surface water management license applications consisting of administrative and legal data, engineering reports, computer program output and construction plans. Mr. Rubio conducted reviews in accordance with established criteria, engineering principles, and normal construction practices to produce technical engineering reports related to stormwater/drainage projects. Mr. Rubio coordinated reviews with the SFWMD, FDEP and/or County agencies and the delegation of the Environmental Resource Permitting program for Broward County from SFWMD and FDEP. Mr. Rubio's extensive stormwater design experience in South Florida includes both gravity and pumped drainage systems. He was responsible for the design, permitting and construction management of the NE 174th Street Roadway and Drainage Improvements project for the City of Sunny Isles Beach and the City of Miami Beach Palm and Hibiscus Island Design/Build Stormwater and Roadway Improvements project which incorporated sea-level rise resiliency. He has earned a Bachelors of Science in Civil Engineering from the University of Florida. **Mr. Rubio will provide stormwater/drainage and roadway engineering design, permitting, hydraulic modeling and construction management services along with overall project management/coordination for all assigned projects on an as-needed basis.**



Frank Vilar, P.E., Senior Supervising Engineer. Mr. Vilar has over 23 years of professional experience managing and designing numerous public and private sector utility/infrastructure projects throughout the South Florida region. He has extensive experience in the design of water and wastewater systems, design of storm water management systems, site plan design and development, permitting through various South Florida Regulatory Agencies, including preparation of contract documents and specifications for bid, construction management, inspections and final project certification services. Specific project related experience includes design of water and wastewater improvements for the City of Fort Lauderdale, rehabilitation of wastewater lift stations in City of Coconut Creek and North Lauderdale, neighborhood improvements for the Westgate CRA, stormwater improvement projects for Town of Pembroke Park and work on various land development projects for Seminole Tribe of Florida, Coscan Homes, Indian Trail Improvement District and Waste Management Inc. of Florida. Mr. Vilar's previous professional experience also included administering the NPDES Program for the City of Miami. Mr. Vilar is currently responsible for the project management and design of the SW 2nd Street Drainage Improvements, NW 16th Lane Drainage Improvements and US-1 and NE 14th Street Drainage Improvements for the City of Pompano Beach. He completed a Bachelors of Science in Civil Engineering and a Masters of Science in Environmental Engineering from Florida International University. **Mr. Vilar will serve as Assistant Project Manager and Senior Design Engineer providing engineering and management for utility, stormwater/drainage and roadway engineering design, permitting and construction management services for the duration of the contract.**



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3 – ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL



Daniel E. Shonk, P.E./S.I., Project Manager, has over 16 years of experience in the fields of surveying and engineering design as it relates to public and private sector utility and infrastructure projects. He retains extensive experience in the design of water, wastewater systems, roadway/drainage and construction management and field inspection. **Mr. Shonk will be providing surveying and construction management support for the duration of the contract.**



Al Caruso, E.I., Project Engineer, has over 30 years of experience and is responsible for the design of various components of land development and engineering projects, including the design of wastewater force mains, sanitary collection systems, reclaimed/reuse mains and potable water distribution pipe lines. Mr. Caruso is also involved in detailed design calculations, cost estimates and certifications, feasibility studies for projects including bidding services and close-out packages. He also is responsible for project coordination with clients, municipalities, permitting agencies and contractors to ensure that projects meet their budget goals and are completed within the scheduled timeframe. In addition, Mr. Caruso has extensive experience in developing utility master plans and providing technical reporting to regulatory agencies for water and sewer projects. Mr. Caruso also has extensive experience in document preparation for grant funding assistance. He retains an Associates Degree in Engineering Technology from Middlesex County College. **Mr. Caruso will provide any additional design support, technical report writing and grant administration assistance (as needed) for the duration of the contract.**



Jamila Hansen, E.I., Project Engineer, has more than 2 years of experience as an engineering intern with the development of residential and commercial site planning, design of stormwater management systems, stormwater analysis/system modeling, assisting in project management, cost estimating and permitting to regulatory agencies. She earned a Bachelors of Science in Civil Engineering from Embry-Riddle Aeronautical University. **Ms. Hansen will be providing design support, cost estimating and permitting support for the duration of the contract.**

SURVEY & MAPPING



Robert D. Keener, P.S.M., Vice President of Surveying, has been licensed in the State of Florida for 22 years and with over forty (40) years of surveying experience in utility design, construction and master planning. As Vice President of the CAS Survey Division, Mr. Keener heads a qualified survey staff that includes both CADD and field personnel. His staff is proficient with the latest survey technology available to the industry. Mr. Keener will serve as Principal Surveyor for all surveys and will coordinate all survey activities with various disciplines as needed. All utility related components such as 2D Ground Penetrating Radar, 3D Radar Tomography, Utility Surface Mapping, Utility Excavations, etc. will be certified by Mr. Keener. Mr. Keener holds a Florida Surveyors and Mappers License and is a member of the Florida Surveying and Mapping Society of Florida. **Mr. Keener will be responsible for coordinating all surveying and mapping efforts for the duration of the contract.**



David Lookabill, Survey Coordination Manager, has varied experience in many facets of surveying. He also has vast experience in utility construction such as directional drilling and fuel pipeline staking and as-built surveying performed across the United States. **Mr. Lookabill will be assisting Mr. Keener in the daily surveying operations both in the field and office, and will be providing QA/QC of survey basemap deliverables.**

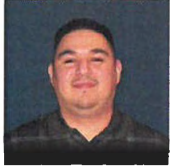


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3 – ABILITY AND ADEQUACY OF PROFESSIONAL PERSONNEL

CADD



Mike Marengo, CADD Manager, has 15 years of experience in computer aided design and drafting as it applies to survey, engineering and utility construction fields. Mr. Marengo is responsible for managing the CADD staff and ensuring deadlines for engineering or survey basemap plans are met. Mr. Marengo is also proficient in preparing detailed drawings, layouts, exhibits, topographical maps, and graphic representations of survey information as well as engineering projects such as water distribution, sewer collection, paving and drainage systems. **Mr. Marengo will be responsible for coordinating with the engineering and survey staff for all drafting-related tasks for the duration of the contract.**

CONSTRUCTION INSPECTION



Tony Gomes is a Senior Field Representative. Mr. Gomes has over 40 years experience and provides assistance to the Project Engineer for the inspection of work accomplished and materials furnished by contractors, with specialized expertise in utility pipeline (water and wastewater), roadway, drainage and bridge construction. **Mr. Gomes will be providing construction inspection services for the duration of the contract.**



William Tanto is a Project/Field Utility Coordinator. Mr. Tanto provides assistance to the Project Engineers for the inspection of work accomplished and materials furnished by the contractor with specialized expertise in utility pipeline (water and wastewater), roadway, drainage and bridge construction. **Mr. Tanto will be providing construction inspection services for the duration of the contract.**

SUBSURFACE UTILITY ENGINEERING (UTILITY LOCATES)



James F. Driscoll is the *Director of Subsurface Utility Engineering (SUE)*. Mr. Driscoll has 29 years of experience in the engineering, survey and utility locates fields. Mr. Driscoll coordinates the utility locate crews that perform horizontal locates as well as vertical utility locating using both vacuum pothole excavation, electromagnetic induction (EM) for toned utilities, 2-D ground penetrating radar (GPR) and 3-D scanning (radar tomography). **Mr. Driscoll will be responsible for coordinating all aspects of subsurface utility engineering (utility locates) as needed for the duration of the contract.**



Alan Lopez is the *Utility Locates (SUE) Field Supervisor*. Mr. Lopez has 19 years of experience in the survey, utility locating and utility construction fields. He has performed or overseen in excess of 5,000 vacuum soft digs and conducted thousands of 2-D ground penetrating radar studies and 3-D radar tomography scanning's for buried utility mapping efforts. **Mr. Lopez will be responsible for providing field supervision for subsurface utility engineering (utility locates) services as needed for the duration of the contract.**

Hamal Community Development District

CRAIG A. SMITH & ASSOCIATES

*CIVIL ENGINEERS * SURVEYORS * UTILITY LOCATORS *

*KEY CAS STAFF ARE HIGHLIGHTED IN YELLOW
* SUBCONSULTANTS ARE HIGHLIGHTED IN GREEN

Stephen C. Smith, P.E.
President
(35 yrs)
PRINCIPAL-IN-CHARGE

Gene R. Schriener, P.E.
Executive Engineering Advisor
(45 yrs)
QA/QC OFFICER

SURVEY & MAPPING

Robert Keener, PSM
Vice President - Survey
(43 yrs)

David Lookabill
Survey Manager

Donald Drake
Crew Leader

David Raines
Crew Leader

SUBSURFACE UTILITY ENGINEERING (UTILITY LOCATES)

James Driscoll
Director Utility Locates
(30 yrs)

Alan Lopez
Locates Supervisor

WATER/WASTEWATER ENGINEERING

Greg Giarratana
Senior Supervising Engineer
(44 yrs)

Al Caruso, E.I.
Project Engineer

Keith Schriener
Project/Field Engineer

STORMWATER & ROADWAY ENGINEERING

Orlando Rubio, P.E.
Senior Supervising Engineer
(33 yrs)

Frank Vilar, P.E.
Senior Supervising Engineer
(26 yrs)

Jamila Hansen, E.I.
Project Engineer

CADD / DRAFTING

Mike Marengo
CADD Manager
(16 yrs)

Michael LaVella
CADD Technician

Orland Marrufo
CADD Technician

Jose Ferrer
CADD Technician

CONSTRUCTION MANAGEMENT & INSPECTION

Tony Gomes
Senior Field Representative
(43 yrs)

William Tanto
Senior Field Representative
(27 yrs)

David Miller
Senior Field Representative



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4- PAST PERFORMANCE/ EXPERIENCE

Craig A. Smith & Associates (CAS) has forty (40) years experience in engineering, design, project implementation and management. We have provided such services for numerous municipal clients in South Florida. **We currently perform as District Engineer for the following: Sunshine Water Control District, Spring Lake Improvement District, Walnut Creek Community Development District and Sun 'n Lake Development District.** We also provide ongoing general engineering services for Town of Pembroke Park, CCPWA Utility Authority, Town of Golden Beach, Hardee County, Village of El Portal, City of Belle Glade, City of Lauderhill, City of Pompano Beach, City of Hallandale Beach, City of Margate, Glades County, City of Moore Haven, City of Sweetwater, City of Oakland Park, City of Lake Worth Beach and City of Sunny Isles Beach.



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SUNSHINE WATER CONTROL DISTRICT

PROFESSIONAL GENERAL SERVICES

Project Entity:

Sunshine Water Control District
6131 Lyons Road
Coconut Creek, FL 33073

Contact:

Cindy Cerbone, District Manager
(561) 571-0010
cerbone@whhassociates.com

CAS Project No.: 15-1826

CAS Profile No.: 261

Project Description:

A professional general engineering services contract has been maintained with Sunshine Water Control District since March 2015. With limited staff, the district relies on CAS' professional experience and expertise to properly maintain their canal system and drainage infrastructure. CAS provides all engineering design, survey, utility locates, construction management services for canal maintenance and drainage/stormwater related projects and plan review services for permitting. The annual budget for these services ranges from \$150,000 to \$300,000 annually.

Responsibilities:

Survey, utility locates, preparation of stormwater/drainage design, plan review, preliminary modeling and calculations, cost estimates, permitting and assistance in acquiring funding.

Key Personnel:

Gene R. Schriener, P.E. – President; Jim McGuire – Vice President of Client Relations & Development; Orlando A. Rubio, P.E. - Senior Supervising Engineer; William H. Landis – Senior Supervising Engineer; Robert D. Keener, P.S.M. – Vice President-Survey; James Driscoll – Director of SUE; Tony Gomes – Senior Field Representative





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WALNUT CREEK COMMUNITY DEVELOPMENT DISTRICT PROFESSIONAL GENERAL SERVICES

Project Entity:

Walnut Creek CDD
2501A Burns Road
Palm Beach Gardens, FL 33410

Contact:

Gloria Perez, District Manager
(786) 347-2711 Ext. 2011
gperez@sdsinc.org

CAS Project No.: 17-1974

CAS Profile No.: 223

Project Description:

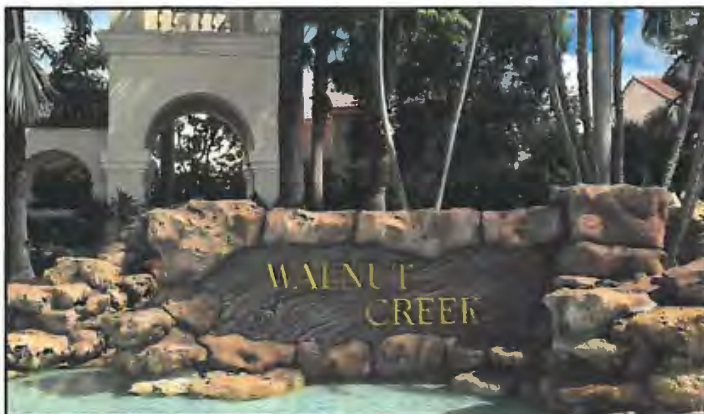
A professional general engineering services contract has been maintained with Walnut Creek Community Development District since December 2017. With limited staff, the district relies on CAS' professional experience and expertise to properly maintain their roadway and drainage infrastructure. CAS provides all engineering design, survey, utility locates, construction management services for roadway, drainage improvements and lake bank restoration related projects. The annual budget for these services averages \$35,000.

Responsibilities:

Survey, utility locates, preparation of roadway and stormwater/drainage design, cost estimates, and permitting.

Key Personnel:

Gene R. Schriener, P.E. – President; Jim Orth, PE., Director of Engineering; Engineer; Al Caruso, E.I., Project Manager; Robert D. Keener, P.S.M. – Vice President-Survey; Tony Gomes – Senior Field Representative





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SPRING LAKE IMPROVEMENT DISTRICT

PROFESSIONAL GENERAL SERVICES

Project Entity:

Spring Lake Improvement
District
115 Spring Lake Boulevard
Sebring, FL 33876

Contact:

Joe DeCerbo
District Manager
(863) 655-1715
jdecerbo@springlakefl.com

CAS Project No.: 04-1208

CAS Profile No.: 160

Project Description:

A professional general engineering services contract has been maintained with the Spring Lake Improvement District since 2001. With limited staff, the Improvement District relies on CAS' professional experience and expertise to properly maintain their stormwater infrastructure. CAS provides all engineering design, survey, utility locates, project and construction management services for roadway, drainage, electrical and mechanical related projects. CAS also provides design studies, engineering reports, stormwater modeling and permitting. The annual budget for these services ranges from \$100,000 to \$450,000.

Responsibilities:

Survey, utility locates, preparation of stormwater design, engineering reports and studies, preliminary modeling and calculations, cost estimates, permitting and assistance in acquiring funding.

Key Personnel:

Gene R. Schriener, P.E. - Executive Engineering Advisor; Orlando A. Rubio, P.E., Senior Supervising Engineer; Al Caruso, E.I., Project Manager; William Tanto, Senior Field Representative





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SUN N' LAKE IMPROVEMENT DISTRICT

PROFESSIONAL GENERAL SERVICES

Project Entity:

Sun N' Lake Improvement
District
5306 Sun N' Lake Boulevard
Sebring, FL 33872

Contact:

Tanya Cannady, District Manager
(863) 382-2196
tcannady@SNLDistrict.org

CAS Project No.: 17-1957-1CP

CAS Profile No.: 315

Project Description:

A professional general engineering services contract has been maintained with Sun N' Lake Improvement District since July 2017. With limited district staff, the district relies on CAS' professional experience and expertise to provide water and sewer utility engineering services. CAS is currently providing treatment plant equipment and instrumentation control engineering services for renovation to the water treatment plant. CAS is also providing SCADA upgrades to the district's two wastewater treatment facilities and associated wastewater lift stations district-wide. The project construction cost estimate is \$300,000. In April 2020, CAS completed renovation of a sewer pump station including back-up power generator.

Responsibilities:

Engineering services for water design & sewer utility including permitting, design and construction management assistance.

Key Personnel:

Gene R. Schriener, P.E. – President; Jim Orth, P.E. – Director of Engineering; Greg A. Giarratana, Senior Supervising Engineering



SUN 'N LAKE
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SPRING LAKE IMPROVEMENT DISTRICT

STORMWATER MASTER PLAN

Project Entity:

Spring Lake Improvement
District
115 Spring Lake Boulevard
Sebring, FL 33876

Contact:

Joe DeCerbo
District Manager
(863) 655-1715
jdecerbo@springlakefl.com

CAS Project No.: 06-1401

CAS Profile No.: 88

Project Description:

The primary objective of the project was to develop a comprehensive Stormwater Master Plan for Spring Lake Improvement District. As part of the Master Plan, CAS prepared a Plan of Water Reclamation, modeled the conveyance system, identified system deficiencies, made recommendations for improvements and updated construction cost estimates for the proposed stormwater improvements. CAS filed and obtained a conceptual permit for improvements from SFWMD, prepared a USDA funding application (FDEP 319 Grant) and assisted in obtaining state legislative appropriation. SLID has begun acting on the Master Plan recommendations by implementing a 60-acre Stormwater Treatment Area. The total project cost was \$266,316. The project began in October 2006 and was completed in August 2008.

Responsibilities:

Stormwater Master Plan development, ICPR flood modeling, CIP development, aerial photogrammetry, treatment alternatives, cost estimates and analysis, permitting and grant and appropriation assistance.

Key Personnel:

Gene R. Schriener, P.E. – Executive Engineering Advisor; Orlando A. Rubio, P.E., Senior Supervising Engineer; Al Caruso, E.I., Project Manager; William Tanto, Senior Field Representative





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CITY OF MARGATE

PROFESSIONAL GENERAL SERVICES

Project Entity:

City of Margate
1001 West River Drive
Margate, FL 33063

Contact:

Reddy Chitepu, P.E.
City Engineer
(954) 972-0828
engineer@margatefl.com

CAS Project No.: N/A

CAS Profile No.: 320

Project Description:

A professional general engineering services contract has been maintained with the City of Margate since the late 1990s. In June of 2018, CAS renewed their contract with the city through a Request For Proposal (RFP) process. The city relies on CAS' professional experience and expertise to properly maintain their utility infrastructure. CAS provides engineering design, survey, utility locates, construction management services for water, wastewater, electrical and mechanical related projects. CAS has successfully completed the rehabilitation of eleven (11) wastewater lift stations and associated force main extensions totaling over \$5 million. CAS has completed design on another five (5) wastewater lift stations slated for rehabilitation. Of the five lift stations, LS No.21 is currently in construction (design cost: \$60,990, construction cost: \$298,216) and LS No.7 (design cost: \$63,450, construction cost: \$550,000) has been advertised for construction. In addition, CAS provided design services for the replacement of undersized steel water mains with 6 inch DIP lines throughout the city service area and is currently providing public outreach, construction inspection and management services.

Responsibilities:

Survey, utility locates, preparation of water and wastewater design, public outreach, preliminary modeling and calculations, cost estimates, permitting and assistance in acquiring funding.

Key Personnel:

Gene R. Schriener, P.E. - Executive Engineering Advisor; Greg Giarratana - Senior Supervising Engineer; Keith Schriener, Project Engineer, Robert D. Keener, P.S.M. - Vice President-Survey; James Driscoll - Director of SUE; Tony Gomes - Senior Field Representative





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TOWN OF GOLDEN BEACH

PROFESSIONAL GENERAL SERVICES

Project Entity:

Town of Golden Beach
One Golden Beach Drive
Golden Beach, FL 33160

Contact:

Alexander Diaz
Town Manager
(305) 932-0744
alexdiuz@townofgoldenbeach.us

CAS Project No.: 00-0984

CAS Profile No.: 159

Project Description:

A professional general engineering services contract has been maintained with the Town of Golden Beach since 2000. With limited staff, the town relies on CAS' professional experience and expertise to properly maintain their utility infrastructure. CAS provides all engineering design, survey, utility locates, construction management services for roadway, drainage, water, electrical and mechanical related projects within the town including the town's recently completed Capital Improvements Project. CAS also provides agency required reporting for NPDES, DERM and WASAD and assistance in securing funding through FEMA and SFWMD grants. The annual budget for these projects ranges from \$100,000 to \$200,000 annually.

Responsibilities:

Survey, utility locates, preparation of water and stormwater design, preliminary modeling and calculations, cost estimates, permitting and assistance in acquiring funding.

Key Personnel:

Steve C. Smith, P.E. – President; Orlando A. Rubio, P.E., Senior Supervising Engineer; Al Caruso, E.I., Project Manager; William H. Landis – Senior Supervising Engineer; Robert D. Keener, P.S.M. – Vice President-Survey; James Driscoll – Director of SUE; Tony Gomes – Senior Field Representative; William Tanto – Senior Field Representative





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TOWN OF GOLDEN BEACH

STORMWATER MASTER PLAN

Project Entity:

Town of Golden Beach
One Golden Beach Drive
Golden Beach, FL 33160-2296

Contact:

Alexander Diaz
Town Manager
(305) 932-0744
alexdi@townofgoldenbeach.us

CAS Project No.: 00-0984

CAS Profile No.: 21

Project Description:

The primary objective of the study was to compile a comprehensive Stormwater Master Plan for the entire Town of Golden Beach and to identify and determine corrective actions required to resolve repetitive flooding conditions in the development of new and retrofitted stormwater systems. The design reduced the number of existing undersized outfalls and utilized a gravity and pump station/stormwater force main approach. The estimated total cost of town-wide stormwater improvements to date has been \$14.0 million. CAS assisted the town in procuring a 9 million-dollar HMGP grant for infrastructure improvements. The costs for development of the Stormwater Master Plan were \$168,800. The initial Stormwater Master Plan was completed in March 2003 on time and within budget.

Responsibilities:

Survey, preparation of conceptual stormwater design, preliminary modeling and calculations, conceptual cost estimates and assistance in acquiring FEMA funding for the project.

Key Personnel:

Stephen C. Smith, P.E. – President; Orlando A. Rubio, P.E., Senior Supervising Engineer; Al Caruso, E.I., Project Manager; Robert D. Keener, P.S.M. – Vice President-Survey; James Driscoll – Director of SUE; Tony Gomes – Senior Field Representative





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VILLAGE OF EL PORTAL

PROFESSIONAL GENERAL SERVICES

Project Entity:

Village of El Portal
500 NE 87th Street
El Portal, FL 33138-3517

Contact:

Claudia V. Cubillos
Mayor
(305) 795-7880
mayorcubillos@villageofelportal.org

CAS Project No.: 03-1120

CAS Profile No.: 270

Project Description:

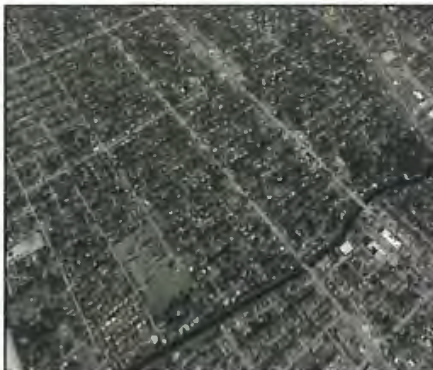
A professional general engineering services contract has been maintained with the Village of El Portal since 2003. With limited staff, the village relies on CAS' professional experience and expertise to properly maintain their utility infrastructure. CAS provides all engineering design, survey, utility locates, construction management services for roadway, drainage and sanitary related projects within the village including the village's recently completed Sanitary Sewer Master Plan and El Jardin stormwater design. CAS also provides agency required reporting for NPDES, DERM and WASAD and assistance in securing funding through state appropriations and state revolving fund loans. The budget for these projects ranges from \$200,000 to \$400,000 annually.

Responsibilities:

Survey, utility locates, preparation of stormwater design, stormwater and sanitary master plans, preliminary modeling and calculations, cost estimates, permitting and assistance in acquiring funding.

Key Personnel:

Steve C. Smith, P.E. – President; Orlando A. Rubio, P.E., Senior Supervising Engineer; Al Caruso, E.I., Project Manager; William H. Landis – Senior Supervising Engineer; Robert D. Keener, P.S.M. – Vice President-Survey; James Driscoll – Director of SUE; Tony Gomes – Senior Field Representative; William Tanto – Senior Field Representative





VILLAGE OF EL PORTAL

EL JARDIN STORMWATER IMPROVEMENTS

Project Entity:

Village of El Portal
500 NE 87th Street
El Portal, FL 33138-3517

Contact:

Christia Alou
Interim Manager
(305) 795-7880
villagemanager@villageofelportal.org

CAS Project No.: 17-1970

CAS Profile No.: 330

Project Description:

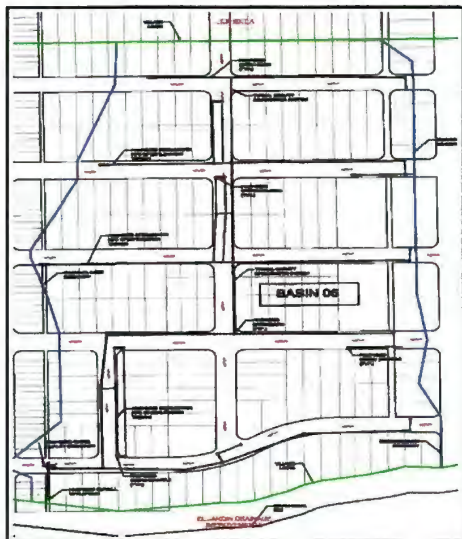
The project consists of stormwater improvements for the El Jardin area which covers Basin 5 of the Village's Stormwater Master Plan which was developed and completed by CAS in 2003. The scope of work included hydraulic modeling, route survey, utility locates, engineering design and construction of drainage pipes, catch basins, exfiltration trenches and a drainage easement acquisition for an existing outfall location between 10 NE 86th street and 18 NE 86th street. Design is currently 90% complete. Total project design cost (including construction management) is \$45,360.00. Construction cost is \$2,000,000.

Responsibilities:

Route survey, easement acquisition, utility locates, hydraulic modeling, drainage engineering design, preliminary cost estimates, bidding assistance and construction management service through project close-out.

Key Personnel:

Stephen C. Smith, P.E. - President; Orlando A. Rubio, P.E. - Senior Supervising Engineer; Al Caruso, E.I. - Project Engineer; Robert D. Keener, P.S.M. - Vice President-Survey, Jim Driscoll - Director of SUE, Tony Gomes - Senior Field Representative





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VILLAGE OF EL PORTAL STORMWATER MASTER PLAN

Project Description:

A comprehensive Stormwater Master Plan was developed for the entire Village of El Portal to identify and determine corrective actions required to resolve existing flooding conditions throughout the village. The village was evaluated based on a year-long cycle of rain events and an analysis of properties with repetitive flooding. Preliminary cost estimates were developed for new and retrofitted stormwater systems through best management practices while addressing water quality and water quantity concerns. Preliminary surface water modeling was performed, and projects were then ranked by priority. The estimated total costs of village-wide stormwater improvements were \$8.1 million. The design costs for development of the Stormwater Master Plan were \$152,800. The Master Plan has proved beneficial to the village in obtaining funding for numerous stormwater projects throughout the community. The Master Plan began in 2002 and was completed within a ten month timeframe.

Project Entity:

Village of El Portal
500 NE 87th Street
El Portal, FL 33138

Contact:

Claudia V. Cubillos
Mayor
(305) 795-7880
mayorcubillos@villageofelportal.org

CAS Project No.: 02-1080

CAS Profile No.: 12

Responsibilities:

Survey, preliminary drainage design of infrastructure, drainage calculations and modeling, preliminary cost estimates, develop priority lists, construction details, stormwater-related maps and present findings to Village Commission.

Key Personnel:

Stephen C. Smith, P.E. – President/CEO; Robert D. Keener, P.S.M. – Vice President of Survey; Orlando A. Rubio, P.E. – Senior Supervising Engineer; Al Caruso, E.I. – Project Manager; Tony Gomes – Senior Field Representative; Bill Tanto – Senior Field Representative





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CITY OF LAKE WORTH

PROFESSIONAL GENERAL SERVICES/ STORMWATER MASTER PLAN UPDATE

Project Entity:

City of Lake Worth
301 College Street
Lake Worth, FL 33460

Contact:

Brian Shields, P.E.
Utility Director
(561) 586-1675
bshields@lakeworth.org

CAS Project No.: 18-1989

CAS Profile No.: 259

Project Description:

A professional general engineering services contract has been maintained with the City of Lake Worth since 2017. The city relies on CAS' professional experience and expertise to properly maintain their utility infrastructure. CAS provides all engineering design, survey, utility locates, construction management services for roadway, drainage, water distribution, and wastewater collection/conveyance systems along with electrical and mechanical related projects. This included an update to the Stormwater Master Plan. Currently, CAS is providing engineering design, bidding construction management and funding assistance through an SRF loan for the replacement and relocation of approximately 14,600 linear feet of potable water main in the Lake Osborne Estates residential community including replacement of an additional 1,265 linear feet of asbestos concrete and galvanized steel water main as an expansion to the project. The annual budget for these services ranges from \$350,000 to \$700,000.

Responsibilities:

Survey, utility locates, preparation of water, wastewater and stormwater design, preliminary modeling and calculations, cost estimates, permitting and assistance in acquiring funding.

Key Personnel:

Stephen C. Smith, P.E. - President; Orlando A. Rubio, P.E. - Senior Supervising Engineer; Frank Vilar, P.E. - Supervising Engineering, Dimitrios J. Scarlatos - Project Development Supervisor, Al Caruso, E.I. - Project Engineer; Keith Schriener - Project Engineer; Robert D. Keener, P.S.M. - Vice President-Survey; James Driscoll - Director of SUE; Tony Gomes - Senior Field Representative; William Tanto - Senior Field Representative





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CITY OF POMPANO BEACH

PROFESSIONAL GENERAL SERVICES

Project Entity:

City of Pompano Beach
1201 NE 5th Avenue
Pompano Beach, FL 33060

Contact:

Tammy Good, CIP Manager
(954) 786-5512
tammy.good@copbfl.com

CAS Project No.: N/A

CAS Profile No.: 318

Project Description:

A professional general engineering services contract has been maintained with the City of Pompano Beach since 2015. The city relies on CAS' professional experience and expertise to properly maintain their utility infrastructure. CAS provides engineering design, survey, utility locates, construction management services for roadway, drainage, water and wastewater related projects. CAS is currently providing design services for the SW 2nd Street Drainage Improvements Project (design cost: \$60,000, construction cost estimate: \$900,000). In addition, CAS completed a Sanitary Sewer Study to provide recommendations and options for future sanitary sewer service to the so-called Non-Sewer Area C which is currently on septic tanks. The Area C Sewer Project is currently in design. The sanitary sewer study and design cost is \$243,343.

Responsibilities:

Survey, utility locates, preparation of water and stormwater design, preliminary modeling and calculations, cost estimates, permitting and assistance in acquiring funding.

Key Personnel:

Steve C. Smith, P.E. - President; Orlando A. Rubio, P.E. - Senior Supervising Engineer; Frank Vilar, P.E. - Supervising Engineer; Robert D. Keener, P.S.M. - Vice President-Survey; James Driscoll - Director of SUE; Tony Gomes - Senior Field Representative; William Tanto - Senior Field Representative





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4- PAST PERFORMANCE/ EXPERIENCE

The following is a list of **stormwater** related projects CAS has on-going and/or has successfully completed for clients:



- **Village of El Portal – El Jardin Stormwater Improvements, Village of El Portal, Florida**

Status: On-going (Design Phase)

Prime Consultant: CAS

Key CAS Staff: Stephen C. Smith, Orlando Rubio, Al Caruso, Robert D. Keener, James F. Driscoll

Scope of Work: The project consists of stormwater improvements for the El Jardin area which covers Basin 5 of the Village's Stormwater Master Plan which was developed and completed by CAS in 2003. The scope of work included hydraulic modeling, route survey, utility locates, engineering design and construction of drainage pipes, catch basins, exfiltration trenches and a drainage easement acquisition for an existing outfall location between 10 NE 86th street and 18 NE 86th street.

Design Cost (Including Construction Oversight): \$202,254

Construction Cost Estimate: \$2,000,000

- **City of Pompano Beach – SW 2nd Street Drainage Improvements, City of Pompano Beach, Florida**

Status: On-going (Design Phase)

Prime Consultant: CAS

Key CAS Staff: Stephen C. Smith, Frank Vilar, Robert D. Keener

Scope of Work: Engineering services for proposed drainage along SW 2nd Street between Dixie Highway and Cypress Road, SW 1st Avenue between SW 2nd Street and Atlantic Blvd, SW 1st Terrace and SW 1st Court between SW 2nd Street and S. Cypress Road. CAS met with City of Pompano Beach to discuss City concerns with flooding at the described project limits and also potential solutions CAS will provide recommendations to alleviate flooding concerns. It is anticipated the proposed drainage improvements could include a combination of new swale systems and new exfiltration trenches where feasible. The project scope is limited to implementation of new stormwater management systems and does not include major roadway re-grading or full reconstruction. CAS will also investigate the possibilities of providing an offsite discharge connection as part of this proposal but the scope of work in this proposal will be limited to improvements on SW 2nd street as described. CAS services include surveying, utility locates services, engineering design, permitting, bidding and negotiating services, construction management services and final certifications through project closeout.



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4- PAST PERFORMANCE/ EXPERIENCE

Project Challenges & Approach: *The project's existing site conditions include low site grade elevations, lack of available land space and low soil permeability rates making it challenging to implement new stormwater management design elements such as swales, retention areas and exfiltration trench. Additional challenges included congested corridors with various existing utilities that make it difficult to accommodate proposed exfiltration trenches within the road right of ways. The project design approach included maximizing offsite discharge rates to maximum allowable rates using two existing outfalls, creating new swale areas where possible and implementing two water quality control vortex separator devices. The proposed water quality devices provided the full water quality treatment volume required for the project area, greatly exceeding the existing water quality treatment being provided. The design also included improving stormwater conveyance by expanding the current drainage system to encompass the entire drainage areas through new interconnected catch basins and increasing stormwater pipe sizes to both outfalls.*

Design Cost: \$143,833

Construction Cost Estimate: \$900,000

- **Town of Southwest Ranches - Green Meadows Stormwater Improvements - Ft. Lauderdale, Florida**

Status: On-going (Construction Phase)

Prime Consultant: CAS

Key CAS Staff: Stephen C. Smith, James R. Orth, Orlando A. Rubio

Scope of Work: CAS is providing engineering design, permitting, utility locating and construction management services for stormwater drainage improvements to the Green Meadows areas along SW 162nd Avenue, SW 163rd Avenue and SW 164th Terrace north of Stirling Road and south of 54th Place. The project includes drainage improvements along paved and unpaved roads along with drainage ditches.

Design Cost (Including Construction Oversight): \$77,010

Construction Cost Estimate: \$800,000

- **Town of Pembroke Park - SW 25th Street Stormwater Improvements: Phase I & II, Pembroke Park, Florida** **Status:** On-going (Bidding Phase - Project on hold)

Prime Consultant: CAS

Key CAS Staff: Stephen C. Smith, Frank Vilar, Robert D. Keener

Scope of Work: Multi-phase stormwater improvement project totaling 14.34 acres. Project scope was survey, hydraulic modeling, design, construction contract development and bidding services for Phase I and II which was a 2.44 acre drainage sub basin area. The purpose of the project was to alleviate flooding in the Town of Pembroke Park by improving hydraulic conveyance throughout the existing stormwater drainage system serving the 14.34 acre study area. A hydraulic analysis to determine the acceptable level of service to the Town was performed by the development of an ICPR model for the project area. In order to develop the ICPR model, a comprehensive review of existing survey and utility information, available record drawings, aerial photography and field investigations were performed. After the model was completed, proposed recommendations were made for upsizing the existing stormwater drainage pipes by analyzing the ICPR results for reduction in peak stages and flood duration times in the pre and post conditions. Existing discharge pipes were upsized from 24" to new 54" diameter drainage pipes.

Design Cost: \$50,305

Construction Cost Estimate: \$300,000

- **Sunshine Water Control District - West Outfall Canal Dredging - Phase I, Coral Springs, Florida**

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4- PAST PERFORMANCE/ EXPERIENCE

Status: On-going (Construction Phase)

Prime Consultant: CAS

Key CAS Staff: Gene R. Schriener, Orlando A. Rubio, Robert D. Keener

Scope of Work: Thee West Outfall Canal is the primary conveyance canal for the Sunshine Water Control District's west drainage basin serving 3,361-acres. The canal improvement project will improve stormwater conveyance and flood protection to Stormwater Pump Station No.2 by widening and deepening the existing canal. Hydraulic analysis proposes to remove 19,500 cubic yards of silt material to an elevation of -1.5 NGVD. The canal improvements will improve the hydraulic capacity and allow the system to perform more efficiently by reducing headloss in the canal. Phase I of the project will dredge 2,900 linear feet of the overall 10,200 linear feet of the West Canal. The project also included public outreach to individual homeowners for the removal of encroachments from canal right-of-way.

Design Cost (Including Construction Oversight): \$178,048

Construction Cost: \$2,300,000

- **Spring Lake Improvement District - Stormwater Pump Station Rehabilitation, Sebring, Florida**

Status: Completed 2018

Prime Consultant: CAS

Key CAS Staff: Gene R. Schriener, Robert D. Keener

Scope of Work: The scope of work consisted of the rehabilitation of a 50-year old stormwater pump station located at the District's eastern boundary service area. Work included replacement of the four (4) stormwater pump 54-inch diameter discharge pipes which were leaking. Additional pump station upgrades included replacement of the electrical control panel, installation of a data flow SCADA system, a new emergency generator with automatic transfer switch (ATS), rehabilitation of the two (2) diesel driven stormwater pumps and replacement of the belt drives of the two (2) electric stormwater pumps. Also the pump station building lights, level controls and security systems were replaced. Lastly, the building interior was painted, the perimeter chain link fence replaced and the existing canal bank was reshaped and rip rap material installed. The total project design cost (including construction management) was \$125,000 and total construction cost was \$404,477. **This project was completed on time and within budget.**

Design Cost (Including Construction Oversight): \$125,000

Construction Cost: \$404,477

- **City of Belle Glade - SW 3rd Street Drainage Improvements, Belle Glade, Florida**

Status: Completed 2018

Prime Consultant: CAS

Key CAS Staff: James R. Orth, Keith Schriener

Scope of Work: The project consists of removal and replacement of existing failing catch basins and CMP drainage pipes on approximately 350 linear feet of roadway in the downtown Belle Glade area. **This project was completed on time and within budget.**

Design Cost (Including Construction Oversight): \$57,800

Construction Cost: \$294,486

- **City of Moore Haven - Avenue R Stormwater Improvements, Moore Haven, Florida**



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4- PAST PERFORMANCE/ EXPERIENCE

Status: Completed 2018

Prime Consultant: CAS

Key CAS Staff: Gene R. Schriener, Orlando Rubio, Robert D. Keener, James F. Driscoll

Scope of Work: Survey, utility locates, design, preparation of construction plans and contract document development, permitting, bidding, construction management, construction observation through project closeout/start-up services for the installation of 1,200 linear feet of plastic swale liner (1/4 section of 12-inch ID smooth inner wall perforated black P.E. pipe), 350 linear feet of PVC culverts, ten (10) concrete headwalls, one (1) drainage structure, 4,000 square yards of SOD and the regarding of 4,000 square yards of swale. The project also involved the relocation of existing utilities. **This project was 100% grant funded and completed on time and within budget.**

Design Cost (Including Construction Management): \$94,290

Construction Cost: \$393,304

- **City of Sunny Isles - 174th Street Stormwater & Pavement Improvements, Sunny Isles Beach, Florida**

Status: Completed 2017

Prime Consultant: CAS

Key CAS Staff: Stephen C. Smith, Orlando Rubio, Robert D. Keener

Scope of Work: Survey, utility locates, design, stormwater modeling, cost estimating, contract document development and permitting for road and drainage improvements along 174th Street which included reconstruction of existing roadway and drainage with a **Hydrodynamic Separator (Downstream Defender)** for water quality treatment and a **Tideflex Checkmate Valve** for tidal backflow prevention purposes, bike lanes, curbing, landscaping, parallel parking and traffic calming. The project achieved improved drainage and road pavement, reduction in traffic speed, enhanced pedestrian safety and street aesthetics. **This project was completed on time and within budget.**

Design Cost: \$212,180

Construction Cost: \$3,682,392

- **Spring Lake Improvement District Stormwater Treatment Area Project, Sebring, Florida**

Status: Completed 2017

Prime Consultant: CAS

Key CAS Staff: Gene R. Schriener, Orlando Rubio, Robert D. Keener

Scope of Work: Survey, design, stormwater modeling, cost estimating, contract document development and permitting for the construction of a 70 acre stormwater treatment area (STA) to provide additional water quality treatment benefits prior to discharging into Arbuckle Creek and provide added storage during rain events thus reducing flooding. **Secured grants for this project were as follow: State Appropriation \$416,000 and two 319 FDEP grants \$1,250,000. The project was completed on time and within budget.**

Design Cost: \$462,560

Construction Cost: \$3,304,579

- **Okeechobee County – East-West Conveyance Drainage Project, Okeechobee, Florida**

Status: Completed 2017

Prime Consultant: CAS

Key CAS Staff: Gene R. Schriener, Stephen C. Smith, Orlando Rubio, Robert D. Keener

Scope of Work: CAS was tasked to improve the hydraulic efficiency of the Whidden Ditch through canal improvements at strategic locations in order to provide food protection for the area and



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4- PAST PERFORMANCE/ EXPERIENCE

reduce canal maintenance. The scope of work included surveying of the project area including preparation of conveyance/maintenance easements for all identified conveyances, a detailed stormwater modeling analysis, preparation of a conceptual plan with phasing and a final engineering report.

Design Cost: \$138,360

- **Okeechobee County - Oak Park Subdivision Stormwater Improvements Project, Okeechobee, Florida**

Status: Completed 2016

Prime Consultant: CAS

Scope of Work: CAS was tasked to design and construct stormwater improvements for the Oak Park Residential Subdivision entailing approximately 90 homes in order to improve local drainage.

Design Cost (including Construction Management): \$166,938

Construction Cost: \$914,589

- **Town of Pembroke Park - SW 31st Avenue Stormwater Improvements, Pembroke Park, Florida**

Status: Completed 2016

Prime Consultant: CAS

Key CAS Staff: Stephen C. Smith, Frank Vilar, Robert D. Keener

Scope of Work: Survey and design of a stormwater management system to serve an existing 1.2 acre commercial/residential flood prone area in the Town of Pembroke Park. Proposed improvements included 2,050 linear feet of roadway improvements by re-grading the existing roadway from a crowned road to an inverted crown section and included addition of approximately 1,800 linear feet of exfiltration trench. Additional project related responsibilities included pavement marking & signage, permitting, cost estimating and preparation of the construction contract documents and bidding services. Construction services were also provided and included shop drawing reviews, review and approval of pay requests, general construction management, field inspections to review Contractor installation of proposed work and final certification to all regulatory agencies through project close-out. **This project was completed on time and within budget.**

Design Cost: \$56,000

Construction Cost: \$565,000

- **City of Moore Haven - Ranch Lakes Estates Southwest Stormwater Improvements, Moore Haven, Florida**

Status: Completed 2015

Prime Consultant: CAS

Key CAS Staff: Gene R. Schriener, Orlando Rubio, Al Caruso, Robert D. Keener, James F. Driscoll

Scope of Work: The Ranch Lakes Estates Improvements Project for the City of Moore Haven consisted of the construction of a gravity stormwater drainage system along with two major stormwater pump stations including force mains and canal dredging. Construction included the installation of 7,103 linear feet of HDPE drainage pipe ranging in diameter from 15-inch to 48-inch, 1,044 linear feet of force main, 76 drainage structures, and two stormwater pump station with two pumps. At the owner's request, pumps were redesigned to operate under tractor power during emergency conditions in lieu of traditional standby generator. **This project was completed on time and within budget.**

Design Cost: \$250,000

Construction Cost: \$2,031,000



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4- PAST PERFORMANCE/ EXPERIENCE

- **City of Belle Glade –NW Avenue H Roadway and Drainage Improvements, Belle Glade, Florida**

Status: Completed 2015

Prime Consultant: CAS

Key CAS Staff: Gene R. Schriener, Robert D. Keener

Scope of Work: The project consisted of survey, design and contract document development for a half-mile of roadway reconstruction pavement resurfacing, drainage pipe upgrades, swale restoration, striping and signage. Professional services included survey, engineering design and development of construction plans, cost estimates, preparation of bid schedule and bidding assistance.

Design Cost: \$48,725

- **City of Belle Glade – SE Avenue K Roadway and Drainage Improvements, Belle Glade, Florida**

Status: Completed 2015

Prime Consultant: CAS

Key CAS Staff: Gene R. Schriener, Robert D. Keener

Scope of Work: The project consisted of survey, design and contract document development for a quarter-mile of roadway reconstruction pavement resurfacing, drainage pipe upgrades, swale restoration, striping and signage. Professional services included survey, engineering design and development of construction plans, cost estimates, preparation of bid schedule and bidding assistance.

Design Cost: \$37,340

- **City of Moore Haven – Ranch Lakes Estates Stormwater System Improvements, Moore Haven, Florida**

Status: Completed 2015

Prime Consultant: CAS

Key CAS Staff: Gene R. Schriener, Orlando Rubio, Robert D. Keener, James F. Driscoll

Scope of Work: Planning, survey, utility locates, design, permitting bidding assistance and construction management and inspection services for The Ranch Lakes Estates Improvements Project for the City of Moore Haven which consisted of the construction of a gravity stormwater drainage system along with two master stormwater pump stations including force mains and canal dredging. Construction included the installation of 7,103 linear feet of HDPE drainage pipe

ranging in diameter from 15-inch to 48-inch, 1,044 linear feet of force main, 76 drainage structures and two duplex stormwater pump stations. **This project was completed on time and within budget.**

Design Cost (Including Construction Management): \$271,175

Construction Cost: \$2,031,000



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4- PAST PERFORMANCE/ EXPERIENCE

- **City of Miami Beach - Palm & Hibiscus Islands Infrastructure Improvements Project, City of Miami Beach, Florida**

Status: Completed 2015

Prime Consultant: Wade Trim Associates, Inc.

Subconsultant: CAS

Key CAS Staff: Stephen C. Smith, Orlando A. Rubio

Scope of Work: Drainage, roadway and stormwater pump station design, preparation of construction plans for design-build team, permitting, coordination with team members, construction observation through project closeout for infrastructure improvements consisting of water main upgrades, utility relocation, new drainage systems with three (3) stormwater pump stations along with **Hydrodynamic Separators (Downstream Defenders)** for water quality treatment and **Tideflex Checkmate Valves** for tidal backflow prevention purposes, landscaping and roadway reconstruction to address sea level rise. **This project was completed on time and within budget.**

Design Cost: \$194,000

Construction Cost: \$8,000,000

- **City of Sweetwater - Stormwater & Pump Station Improvements Project: Phase IV, Sweetwater, Florida**

Status: Completed 2014

Prime Consultant: CAS

Key CAS Staff: Stephen C. Smith, Orlando A. Rubio, Al Caruso, Robert D. Keener, James F. Driscoll

Scope of Work: Due to repetitive, historical flooding within the 138 acre residential area, Phase IV Stormwater Improvements for the City of Sweetwater received substantial HMGP funding from FEMA. The projects consisted of 130 structures, 10,795 linear feet of drainage pipe ranging in size from 15-inch to 72-inch, 1,506 linear feet of 30-inch force main and 2-triplex pumping stations (28 HP). **This project was completed on time and within budget.**

Design Cost (including Construction Management): \$403,151

Construction Cost: \$4,090,000

- **City of Okeechobee Southwest Area Drainage Improvements, Okeechobee, Florida**

Status: Completed 2013

Prime Consultant: CAS

Key CAS Staff: Gene R. Schriener, Orlando A. Rubio, Robert D. Keener, James F. Driscoll

Scope of Work: Planning, survey utility locates, design, permitting, bidding assistance The Southwest Drainage Project for Okeechobee County is a HMGP/FEMA project that includes stormwater improvements within three (3) rights-of-way in Okeechobee County and benefited a 170-acre urbanized area of the County including improved access to a hurricane shelter. The stormwater improvements included the installation of stormwater gravity collection systems with a **Hydrodynamic Separator (Downstream Defender)** for water quality treatment and a **Tideflex Checkmate Valve** for backflow prevention purposes incorporated into the project design. This project supported and augmented the protection of the Northern Everglades Ecosystem, the Lake Okeechobee Protection Act, and accomplished objectives of the South Florida Water Management District. **This project was 100% grant funded and completed on time and within budget.**

Design Cost (including Construction Management): \$348,870

Construction Cost: \$1,392,670



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4- PAST PERFORMANCE/ EXPERIENCE

- **City of Sweetwater Stormwater and Pump Station Improvements (Phase 2B North & South)**

Status: Completed 2013

Prime Consultant: CAS

Key CAS Staff: Stephen C. Smith, Orlando A. Rubio, Al Caruso, Robert D. Keener

Scope of Work: Survey, utility locates, FEMA grant applications, planning, design, cost estimates, preparation of construction plans and contract documents, permitting, bidding assistance, construction management and full-time resident construction observation services, survey as-builts and certification through project close-out. The 65-acre basin area is located in the southern part of the City known for historical, repetitive flooding. Both projects consist of a stormwater collection system that converges into a duplex pumping station (28 HP @ 6,048 GPM). The runoff is then discharged via a shared force main with an outfall at the SFWMD C-4 Canal. Collectively, the project will include 100 drainage structures with **Hydrodynamic Separators (Downstream Defenders)** for water quality treatment, 9,760 linear feet of drainage pipe ranging in size from 15-inch to 72-inch, 1,050 LF of 30-inch and 36-inch DIP force main, and road and landscape restoration. **The funded portion of the project was completed on time and within budget.**

Design Cost (including Construction Management): \$332,150.00

Construction Cost Estimate: \$4,043,110.00

Actual Construction Cost: \$4,000,000

- **Town of Golden Beach - Stormwater Improvements Phase III & IV, Golden Beach, Florida** **Status:** Completed 2011

Prime Consultant: CAS

Key CAS Staff: Stephen C. Smith, Orlando A. Rubio, Al Caruso, Robert D. Keener

Scope of Work: Survey, utility locates, design consistent with Stormwater Master Plan, permitting, cost estimating, construction management and observation, survey for record drawings, testing, startup and certifications through project close-out for the construction of a stormwater submersible master pump station, 14,500 linear feet of drainage pipe and pressure main (16"-72" diameter), 205 drainage structures and 7 outfalls to provide drainage with **Hydrodynamic Separators (Downstream Defenders)** for water quality treatment and a **Tideflex Checkmate Valves** for tidal backflow prevention purposes. **This project was completed on time and within budget.**

Design Cost (including Construction Management): \$1,263,240

Construction Cost Estimate: \$7,000,000

Actual Construction Cost: \$7,667,276

- **City of Oakland Park - Lloyd Estates Stormwater Improvements, Oakland Park, Florida**

Status: Completed 2011

Prime Consultant: CAS

Key CAS Staff: Stephen C. Smith, Orlando A. Rubio, Al Caruso, Robert D. Keener, James F. Driscoll

Scope of Work: The Lloyd Estates subdivision is one of the oldest neighborhoods in the city. The 53.4-acre drainage basin suffered repetitive losses due to flooding. CAS assisted the city in acquiring HMGP funding from FEMA in order to advance the project. The stormwater project consisted of 71 drainage structures, 4,715 linear feet of drainage pipe ranging in size from 15-inch to 48-inch, 2,600 linear feet of exfiltration trench, 2,200 linear feet of water main relocation and an outfall headwall on Powerline Road. **This project was completed on time and within budget.**

Design Cost: \$133,580

Construction Cost: \$1,143,045



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4- PAST PERFORMANCE/ EXPERIENCE

- **City of Oakland Park - NE 6th Avenue Roadway & Drainage Improvements, Oakland Park, Florida**
- **Status:** Completed 2008
Prime Consultant: CAS
Key CAS Staff: Stephen C. Smith, Orlando A. Rubio, Al Caruso, Robert D. Keener, James F. Driscoll
Scope of Work: The NE 6th Avenue Drainage Improvements Project for the City of Oakland Park consisted of the installation of a ½ mile stormwater trunk line from NE 38th Street to south of Oakland Park Blvd discharging into the SFWMD C-14 canal. The project included the installation of 2,630 linear feet of 7' x 4' concrete stormwater box culvert, 1,926 linear feet of 8" water main relocation and an open cut pipe installation across Oakland Park Boulevard. Work also included drainage connections for adjacent side streets and complete roadway, sidewalk and landscape restoration. . **This project was completed on time and within budget.**
Design Cost: \$249,370
Construction Cost: \$3,500,000



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5 – GEOGRAPHIC LOCATION

OFFICE LOCATIONS OF CAS TEAM

One of our tenured employees resides in the Hamal Community Development District and serves as one of our Senior Field Representatives and will be an integral part of the team. Orlando Rubio, who will be lead engineer, resides in Boynton Beach and is available for site visits/meetings as needed.

PRIME CONSULTANT: CRAIG A. SMITH & ASSOCIATES

FIRM HEADQUARTERS (PRIME OFFICE):

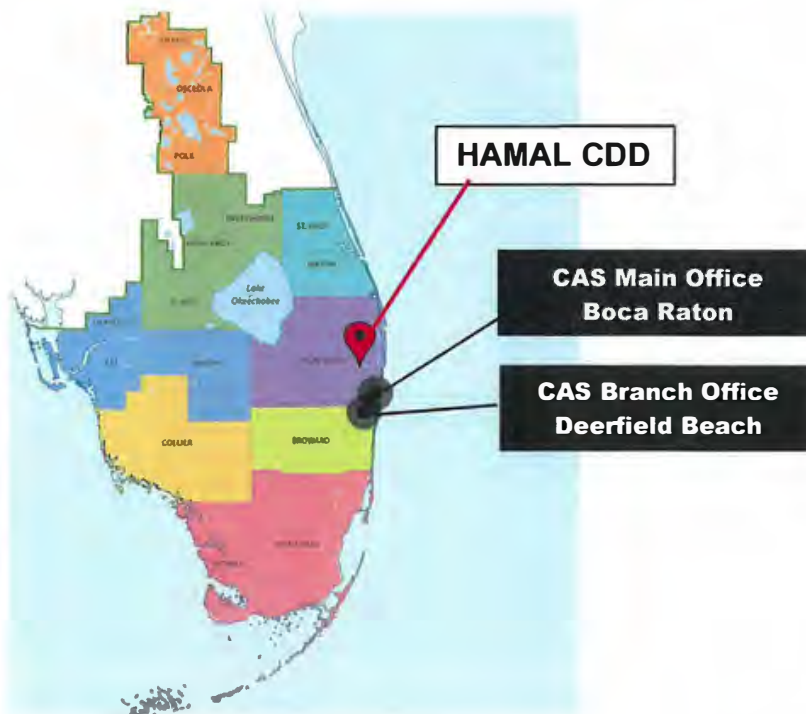
21045 Commercial Trail
Boca Raton, FL 33486
(561) 314-4445

BROWARD COUNTY (BRANCH OFFICE):

277 Goolsby Blvd. Unit 4C
Deerfield Beach, FL 33442
(954) 782 8222



Craig A. Smith & Associates
CIVIL ENGINEERS | SURVEYORS | UTILITY LOCATORS





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**6 - WILLINGNESS TO MEET TIME &
BUDGET REQUIREMENTS**

Craig A. Smith & Associates (CAS) is ready and able to begin work upon award and are willing to meet approved time and budget requirements.

The **CAS Team** project philosophy is to provide experienced professional staff to work seamlessly as an extension to district staff to provide the best possible services and solutions to complete stormwater master planning projects, cost effectively and on schedule. Establishing a clear set of goals and deliverables that will meet project requirements and continuously coordinating with team members and district staff during all phases of the project will be critical for success.

CAS will develop project scope, priorities and phases of work for the assigned project(s) in a manner that will avoid schedule conflicts and allow for an efficient flow of work. The CAS Team believes a **high level of consistent communication** is essential in providing a successful completion of the assigned project(s). Our engineering, survey, utility locators and management team will maintain a high level of communication with continuous accessibility amongst one another and the District.



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**7 - CERTIFIED MINORITY BUSINESS
ENTERPRISE**

CAS is not a certified MBE firm.



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8 – RECENT, CURRENT & PROJECTED WORKLOADS

WORKLOAD

CAS is currently reaching completion on many projects as per the current work listing below and will be available to accept new projects from the County. Listed below is a chart showing current and future workload with percentage of completion.

CLIENT	PROJECT	PERCENTAGE COMPLETE	
		DESIGN	CONSTRUCTION
City of Belle Glade	Torry Island Boardwalk, Seawall & Docks	100%	75%
City of Belle Glade	2021 SCOP Resurfacing Projects - Funding Assistance Applications (17 streets)	100%	95%
City of Belle Glade	City-Wide Stormwater Master Plan	5%	NA
City of Belle Glade	3 rd Street Drainage Improvements - Phase II	0%	0%
City of Boca Raton	Water Treatment Plant Building No. 11 Rehabilitation - Survey & SUE	0%	NA
City of Hallandale Beach	NE 7 th Avenue Force Main Improvements	20%	0%
City of Hallandale Beach	Wastewater Triplex Lift Station	20%	0%
City of Sunny Isles Beach	Center Island Area Pump Station & Drainage Improvements	5%	0%
City-County Public Works Authority - Glades County	Caloosahatchee River Northeast Gravity Sewer, Lift Station & Force Main Improvements - Phase 5A	100%	80%
City-County Public Works Authority - Glades County	Caloosahatchee River Northeast Septic to Gravity Sewer Service Area - Phase 5C	100%	0%
City-County Public Works Authority - Glades County	Washington Park Sewer Improvements (LS & FM) - Phase I	100%	95%
City-County Public Works Authority - Glades County	Washington Park Sewer Improvements - Phase II	0%	TBD
City of Lake Worth Beach	City-Wide Stormwater Master Plan Updating	98%	NA
City of Margate	Lift Station #7 Conversion/Rehabilitation	50%	0%
City of Margate	Replace Existing WWTP Triplex Lift Station & Dumping Station	100%	TBD
City of Margate	Lift Station #20 Conversion/Rehabilitation	50%	TBD
City of N. Miami Beach	Snake Creek Canal Pedestrian Promenade - Survey & SUE	0%	NA
City of Pompano Beach	SW 2 nd Street Drainage Improvements	100%	0%
City of Pompano Beach	14th St. & US 1 Drainage Improvements	90%	0%
City of Pompano Beach	Non-Sewer Area C Sanitary Sewer Improvements	90%	0%
City of Pompano Beach	NW 16 th Lane Drainage Improvements	90%	0%
Hardee County	Wauchula Hills Phase 7.0 - Residential Water Main & Gravity Sewer Extension	0%	0%
Old Saybrook Golf Capitol	Fairway Memorial Gardens Cemetery (Survey)	90%	N/A
Spring Lake Improvement District	Pinedale WM Extension	100%	0%



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8 – RECENT, CURRENT & PROJECTED WORKLOADS

CLIENT	PROJECT	PERCENTAGE COMPLETE	
Spring Lake Improvement District	Highway US-98/CR-700 Water Main Extension South	100%	0%
Spring Lake Improvement District	WTP No.1 Electrical & Emergency Generator Upgrades	100%	0%
Spring Lake Improvement District	WTP No.2 Improvements	100%	0%
Sunshine Water Control District	West Outfall Canal Widening - Phase 2B	100%	0%
Town of Pembroke Park	SW 25 th Street Stormwater Improvements	30%	0%
Village of El Portal	NW 2 nd Avenue Traffic Calming Design	0%	0%



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**9 – VOLUME OF WORK PREVIOUSLY
AWARDED**

CAS was previously awarded work by the Hamal Community Development District to improve the traffic flow at the main entrance.

ARCHITECT - ENGINEER QUALIFICATIONS

PART I - CONTRACT-SPECIFIC QUALIFICATIONS

A. CONTRACT INFORMATION

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

Professional Engineering Services, Hamal Community Development District, Florida

2. PUBLIC NOTICE DATE

October 4, 2021

3. SOLICITATION OR PROJECT NUMBER

B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Stephen C. Smith, P.E., President

5. NAME OF FIRM

Craig A. Smith & Associates, LLC.

6. TELEPHONE NUMBER

(561) 314 4445

7. FAX NUMBER

(561) 314 4458

8. E-MAIL ADDRESS

ssmith@craigasmith.com

C. PROPOSED TEAM

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

<i>(Check)</i>				9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
PRIME	J-V PARTNER	SUBCON-TRACTOR				
a	X			Craig A. Smith & Associates <input type="checkbox"/> CHECK IF BRANCH OFFICE	21045 Commercial Trail Boca Raton, FL 33486	Engineering Services
b				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e				<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f				<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

(Attached)

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person)

12. NAME Stephen C. Smith, P.E. 	13. ROLE IN THIS CONTRACT Project Director/Contract Manager	14. YEARS EXPERIENCE	
		a. TOTAL 35	b. WITH CURRENT FIRM 35

15. FIRM NAME AND LOCATION (City and State) Craig A. Smith and Associates, Inc. Boca Raton, Florida	
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16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science, Civil Engineering, 1988 Auburn University, Auburn, Alabama Bachelor of Science, Building Construction, 1986 Auburn University, Auburn Alabama	17. CURRENTLY PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineering State of Florida License No. 48914
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organization, Training, Awards, etc.)

19. RELEVANT PROJECTS BLUE: WATER/WASTEWATER GREEN: STORMWATER/ROADWAY

a.	(1) TITLE AND LOCATION (City and State) Consulting Engineer, Town of Pembroke Park Pembroke Park, Florida WATER/WASTEWATER & STORMWATER/ROADWAY	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE	X Check if project performed with current firm	
	Consulting Engineer as it relates to all water, wastewater, road and bridge issues, NPDES projects, site plan, design, survey review and agency coordination (FDOT, SFWMD, FDEP, etc.). Annual budget for these services range from \$15,000 to & \$300,000.		
b.	(1) TITLE AND LOCATION (City and State) Consulting Engineer, City of Pompano Beach Pompano Beach, Florida WATER/WASTEWATER & STORMWATER/ROADWAY	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	Ongoing
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE	X Check if project performed with current firm	
	Consulting Engineer as it relates to all water distribution, wastewater collection and conveyance, drainage and roadway improvements, site plan review, design, survey and agency coordination (FDOT, SFWMD, FDEP, etc.). Annual budget for these services range from \$200,000 to \$500,000.		
c.	(1) TITLE AND LOCATION (City and State) Town of Golden Beach, Consulting Engineer Golden Beach, Florida WATER/WASTEWATER & STORMWATER/ROADWAY	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE	X Check if project performed with current firm	
	Consulting Engineer as it relates to all water, stormwater, roadway engineering including beautification design and survey. Annual budget for these services range from \$100,000 to \$200,000.		
d.	(1) TITLE AND LOCATION (City and State) City of Oakland Park, Consulting Engineer Oakland Park, Florida WATER/WASTEWATER & STORMWATER/ROADWAY	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	N/A
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE	X Check if project performed with current firm	
	Consulting Engineer as it relates to all water distribution, wastewater collection and conveyance, drainage and roadway improvements, design and survey site plan review and agency coordination (FDOT, SFWMD, FDEP, etc.).		



Annual budget for these services range from \$200,000 to \$500,000.

e.	(1) TITLE AND LOCATION (City and State) City of Pompano Beach Non-Sewer Area C: Sanitary Sewer Improvement Pompano Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	Pending
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Director: The project consisted of the installation of a new wastewater collection system for 38 commercial/light industrial properties which are currently on septic tanks. CAS conducted a Sanitary Sewer Service Study for the city to identify design solutions. The recommendations from the study determined that the new system shall consist of one wastewater lift station along with associated gravity sewer and force main lines and include connections to two (2) existing city wastewater lift stations. Design fees for this project are \$198,803. The construction cost estimate: \$1,800,000.			
f.	(1) TITLE AND LOCATION (City and State) Bal Harbour Village Sanitary Sewer Improvements – Phase I Bal Harbour, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2015	2017
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Director: Design and survey for the Wastewater Pump Station No. 3 and Gravity Sewer Improvements (Sanitary Sewer Improvements Phase I) project for Bal Harbour Village included the installation of a new triplex submersible pump station with a 12-foot diameter wet well, control panel, automatic transfer switch receptacle, emergency generator, and all associated appurtenances, in addition to approximately 1,350 linear feet of 18" gravity sewer lines to the pump station. The project design cost was \$182,804. The construction cost was \$2,970,000.			
g.	(1) TITLE AND LOCATION (City and State) Village of El Portal Sanitary Sewer Master Plan El Portal, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2016-2017	N/A
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Director: The Sanitary Sewer Master Plan is a comprehensive report to define priority areas and determined corrective actions required to convert from a decentralized wastewater treatment system (septic system) to a new sanitary sewer gravity collection system with lift stations. The Master Plan also included a comprehensive survey base map for the entire village, hydraulic sewer modeling and the overall design of eighteen phases of construction. The sanitary sewer systems were developed using best management practices, current levels of service, and to investigate various funding sources. Total cost for the project was \$75,000. The estimated total costs of the village's sanitary sewer improvements were \$23.84 Million.			
h.	(1) TITLE AND LOCATION (City and State) Palm Island and Hibiscus Island Stormwater and Roadway Improvements City of Miami Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2014	2019
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Director: Capital Improvement Project where CAS was responsible for the drainage system, survey roadway design and harmonization components of the CIP. Design incorporated engineering techniques to reduce future sea level rises such as elevating the existing roadways, increasing the size of the drainage system, providing water quality, installing three pump stations and backflow prevention devices to avoid extreme high tides for re-entering the systems. Design cost were \$404,154 and total project cost was \$8,000,000.			
i.	(1) TITLE AND LOCATION (City and State) City of Sunny Isles Beach NE 174th Street Stormwater and Pavement Improvements Sunny Isles, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2014	2017
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Director: The project consists of reconstruction of both drainage and roadway along NE 174 th Street for approximately 0.2 miles from Collins Avenue to North Bay Road. The survey and design also includes a new drainage system that meets water quality requirements, site demolition, road regrading, utility relocations, sidewalks, paver walkways, landscaping, curbing, bike paths and parallel parking. Construction cost: \$2,147,800 (Phase I).			

j.	(1) TITLE AND LOCATION (City and State) Stormwater and Pump Station Improvements Phase IV Sweetwater, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2011	2013
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
Director: Due to repetitive, historical flooding within the 138 acre residential area, Phase IV Stormwater Improvements for the City of Sweetwater received substantial HMGP funding from FEMA. The projects consisted of 130 structures, 10,795 linear feet of drainage pipe ranging in size from 15-inch to 72-inch, 1,506 linear feet of 30-inch force main and 2-triplex pumping stations (28 HP). Construction cost: \$4,090,000.			
k.	(1) TITLE AND LOCATION (City and State) Town of Golden Beach CIP Phase II and IV Stormwater Collection System with Master Pump Stations Golden Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2008	2011
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
Director: The project consisted of a stormwater master pump station, 14,500 linear feet of DIP drainage pipe and stormwater force main ranging in size from 16-inch to 72-inch. Construction cost: \$7,667,276.			
l.	(1) TITLE AND LOCATION (City and State) Town of Golden Beach Phase IV Stormwater Improvements Golden Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2004	2006
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
Director: The project consisted of the installation of 1,775 linear feet of drainage pipe ranging in size from 15-inch to 72-inch, 600 linear feet of force main, 32 drainage structures, a stormwater pump station, a bypass weir structure and a water quality structure. Construction cost: \$2,031,740.			
m.	(1) TITLE AND LOCATION (City and State) City of Sweetwater Stormwater Pump Station Improvements Phase 2B North and South Sweetwater, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2006	2006
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
Director: A 65-acre basin area located in the southern part of City known for historical repetitive flooding. Both projects consisted of a stormwater collection system that converges into a duplex pumping station. Collectively, the projects include 100 drainage structures 9,760 LF of drainage pipe ranging in size from 15 inch to 72 inch, 1,050 LF of 30 inch and 36 inch DIP FM and road and landscape restoration. Design and permitting fees cost was \$332,150. Construction cost for both portions of Phase 2: \$4,043,110.			
n.	(1) TITLE AND LOCATION (City and State) City of Sweetwater Stormwater and Pump Station Improvement Phase I and III) Sweetwater, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2000	2004
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
Director: The project consisted of 115 structures, 7,400 linear feet of drainage pipe ranging in size from 15-inch to 72-inch, 7,325 linear feet of stormwater force main ranging in size from 24-inch to 48-inch, four duplex pump stations, roadway restoration and complete reconstruction of 2,500 linear feet of NW 112 th Avenue. Construction cost: \$7,058,530.			
o.	(1) TITLE AND LOCATION (City and State) Town of Golden Beach – Water Distribution System Improvements Golden Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2008	2011
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm		
Director: The Water Distribution System Improvements project for the Town of Golden Beach was an integral part of the town's Capital Improvements Plan. Work included the installation of approximately 1,215 linear feet of 12-inch water main, 13,850 linear feet of 8-inch water main and 1,050 linear feet of 6-inch water main, 37 fire hydrant assemblies, and the transfer of 370 new water meters for a complete retrofit of the town's water main infrastructure. This project was funded through FDEP's State Revolving Fund Program. Total design cost including construction management for the project was \$317,441. Total construction cost was \$2,200,000.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person)

<p>12. NAME Gene R. Schriener, P.E.</p> 	<p>13. ROLE IN THIS CONTRACT Executive Engineering Advisor</p>	<p>14. YEARS EXPERIENCE</p>					
		<p>a. TOTAL 45</p>	<p>b. WITH CURRENT FIRM 42</p>				
<p>15. FIRM NAME AND LOCATION (City and State) Craig A. Smith and Associates, Inc. Boca Raton, Florida</p>							
<p>16. EDUCATION (DEGREE AND SPECIALIZATION) Bachelor of Science, Civil Engineering, 1974 Post Graduate courses, Sanitary Engineering, Solid Waste and Wastewater, 1974 – 1976, Majored in solid waste and sanitary engineering</p>		<p>17. CURRENTLY PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)</p> 					
<p>18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organization, Training, Awards, etc.)</p>							
<p>19. RELEVANT PROJECTS BLUE: WATER/WASTEWATER GREEN: STORMWATER/ROADWAY</p>							
<p>a. (1) TITLE AND LOCATION (City and State) City of Belle Glade Professional Engineering Services for Roadway and Drainage Infrastructure Improvements Belle Glade, Florida</p>	<p>(2) YEAR COMPLETED</p> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>Ongoing</td> <td>Ongoing</td> </tr> </table>			PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	Ongoing	Ongoing
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)						
Ongoing	Ongoing						
<p>(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Acting City Engineer: A professional general engineering services contract has been maintained with the City of Belle Glade since 2013. The city relies on CAS' professional experience and expertise to primarily maintain their road and drainage infrastructure. CAS provides one staff engineer to work in City Hall one day per week. CAS provides engineering design, survey, utility locates, construction management services for roadway, drainage improvements, including minor parks and recreational facilities, and private wastewater lift station projects. Over the last several years, CAS has assisted the city in completing numerous FDOT road improvements through the SCOP (Small County Outreach Program). The purpose of the program is to provide funding to rural municipalities for road infrastructure improvements. Annual budget for these services ranges from \$100,000 to \$250,000.</p>							
<p>b. (1) TITLE AND LOCATION (City and State) City of Lake Worth Beach Consulting Engineer Lake Worth Beach, Florida</p>	<p>(2) YEAR COMPLETED</p> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>Ongoing</td> <td>Ongoing</td> </tr> </table>			PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	Ongoing	Ongoing
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)						
Ongoing	Ongoing						
<p>(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Director: Acting city consulting engineer as it relates to stormwater issues, water and wastewater utility issues, road and bridge issues, NPDES, projects, site plan review and agency coordination (FDOT, SFWMD, etc.). Annual budget for these services range from \$50,000 to \$250,000.</p>							
<p>c. (1) TITLE AND LOCATION (City and State) CCPWA Utility Authority Professional Engineering Services Moore Have, Florida WATER/WASTEWATER & STORMWATER/ROADWAY</p>	<p>(2) YEAR COMPLETED</p> <table border="1"> <tr> <td>PROFESSIONAL SERVICES</td> <td>CONSTRUCTION (if applicable)</td> </tr> <tr> <td>Ongoing</td> <td>Ongoing</td> </tr> </table>			PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)	Ongoing	Ongoing
PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)						
Ongoing	Ongoing						
<p>(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Director: Acting District Engineer as it relates to all water, wastewater, stormwater and roadway improvements, NPDES, plan reviews and agency coordination (FDEP, SWFWMD, etc.). Annual budget for these services range from \$25,000 to \$135,000.</p>							

d.	(1) TITLE AND LOCATION (City and State) Spring Lake Improvements District, District Engineer Sebring, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	Ongoing
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Director: Acting District Engineer as it relates to all water and wastewater issues, stormwater issues, road and bridge issues, NPDES, projects, site plan review and agency coordination (FDOT, SFWMD, etc.). Annual budget for these services range from \$100,000 to \$450,000.			
e.	(1) TITLE AND LOCATION (City and State) Lift Station No. 7 Rehabilitation Margate, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2019	TBD
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Director: Responsible for overseeing the design, preparation of construction plans and contract documents, permitting, bidding, construction management and limited construction observation through project closeout/start-up services for the rehabilitation of lift station no. 7. The project consists of decommissioning the existing wet pit/dry pit lift station and converting to a duplex submersible station along with the installation of a new wet well and valve vault. In addition, the installation of all stainless steel piping inside the proposed wet well, relining existing structures, force main replacement, new water service line and backflow preventer, fencing, upgrading the electrical equipment including control panel and scada system. Construction estimated cost: \$500,000.			
f.	(1) TITLE AND LOCATION (City and State) East WWTP Triplex Lift Station Rehabilitation Margate, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2018	TBD
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Director: Responsible for overseeing the design, preparation of construction plans and contract documents, permitting, bidding, construction management and limited construction observation through project closeout/start-up services for the rehabilitation of the east wastewater treatment plant triplex lift station. The project consists of removal and replacement of the station's existing pumps, checks, valves and control panel. Construction cost estimate: \$850,000.			
g.	(1) TITLE AND LOCATION (City and State) East WWTP Dumping Station Rehabilitation Margate, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2018	TBD
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Director: Project director/manager responsible for overseeing the design, preparation of construction plans and contract documents, permitting, bidding, construction management and limited construction observation through project closeout/start-up services for the rehabilitation of the east wwtp dumping station. The project consists of exploring options for replacing the city's existing vacuum truck decant dumping station for storm, sewer and soft dig wastes. The project includes a report outlining the different options, demolition of the existing site, utility research within the plant and improvements to the existing conveyance system. Construction cost estimate: \$70,000.			
h.	(1) TITLE AND LOCATION (City and State) Avenue R. Stormwater Improvements Moore Haven, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2016	2018
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Director: Survey, utility locates, design, preparation of construction plans and contract document development, permitting, bidding, construction management, construction observation through project closeout/start-up services for the installation of 1,200 linear feet of plastic swale liner (1/4 section of 12-inch id smooth inner wall perforated black P.E. pipe), 350 linear feet of pvc culverts, ten (10) concrete headwalls, one (1) drainage structure, 4,000 square yards of sod and the regarding of 4,000 square yards of swale. The project also involved the relocation of existing utilities. This project was 100% grant funded and completed on time and within budget. Design and construction \$94,290 Construction cost: 393,304.			


i.	(1) TITLE AND LOCATION (City and State) Spring Lake Improvement District Stormwater Master Plan Sebring, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2006	2008
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm			
Director: The primary objective of the project was to develop a comprehensive stormwater master plan for spring lake improvement district. As part of the master plan, cas prepared a plan of water reclamation, modeled the conveyance system, identified system deficiencies, made recommendations for improvements and updated construction cost estimates for the proposed stormwater improvements. Cas filed and obtained a conceptual permit for improvements from SFWMD, prepared a USDA funding application (FDEP 319 grant) and assisted in obtaining state LEGISLATIVE APPROPRIATION. THIS PROJECT WAS 100% GRANT FUNDED. Project Cost \$266,316.			
j.	(1) TITLE AND LOCATION (City and State) Lift Station No. 21 Rehabilitation Margate, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2017	2020
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm			
Director: Responsible for overseeing the design, preparation of construction plans and contract documents, permitting, bidding, construction management and limited construction observation through project closeout/start-up services for the rehabilitation of lift station no. 21. The project consists of decommissioning the lift station's existing dry pit and retrofitting the existing wet pit into a duplex submersible lift station with above ground valves and piping; including the installation of a retaining wall, relining existing structures, FDOT mot, new water service line and backflow preventer, fencing and upgrading the electrical equipment including control panel and scada system. Construction cost: \$298,216.			
k.	(1) TITLE AND LOCATION (City and State) City of Belle Glade NW Avenue H. Roadway and Drainage Improvements Belle Glade, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2015	N/A
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm			
Director: The project consisted of survey, design and contract document development for a half-mile of roadway reconstruction pavement resurfacing, drainage pipe upgrades, swale restoration, striping and signage. Professional services included survey, engineering design and development of construction plans, cost estimates, preparation of bid schedule and bidding assistance. Design cost: \$48,725.			
l.	(1) TITLE AND LOCATION (City and State) SW Area Drainage Improvements City of Okeechobee, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2011	2013
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm			
Planning, survey utility locates, design, permitting, bidding assistance the southwest drainage project for Okeechobee county is a HMGP/ FEMA a project that includes stormwater improvements within three (3) rights-of-way in Okeechobee county and benefited a 170-acre urbanized area of the county including improved access to a hurricane shelter. The stormwater improvements included the installation of stormwater gravity collection systems with a hydrodynamic separator (downstream defender) for water quality treatment and a tideflex checkmate valve for backflow prevention purposes incorporated into the project design. This project supported and augmented the protection of the northern everglades ecosystem, the lake Okeechobee protection act, and accomplished objectives of the south Florida water management district. This project was 100% grant funded and completed on time and within budget. Design cost \$348,870 Construction cost : \$1,392,670			

m.	(1) TITLE AND LOCATION (City and State) City of Lake Worth Beach Lake Osborne Estates Water Main Replacement – Phase 1 Lake Worth, Florida WATER/WASTEWATER & STORMWATER/ROADWAY	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2018	Ongoing
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
<p>Director: The proposed phase 1 improvements include the installation of 16,400 linear feet of new pvc water main serving 228 homes in the Lake Osborne estate residential area. The new water main will replace existing asbestos cement pipe (ACP) and also improve fire protection and pressures to the neighborhood residences. Work also included the abandonment of existing ACP water mains and the relocation of meters and services from the rear of the residential lots to the front of the lots. Additional services included public outreach and preparation of an application package for SRF funding. Cas, through public informational meetings, has familiarized homeowners with the project scope and involved homeowners during the design process by incorporating design elements such as location of water service lines and meter box location preferences on their property and shall address any other concerns during the construction phase. In addition, project construction scheduling (phasing) shall be clearly provided to homeowners well in advance of construction. Construction of project is 75% complete. Design costs were \$310,149. Construction cost: \$2,618,649.</p>			
n.	(1) TITLE AND LOCATION (City and State) Hardee County Utilities Wauchula Hills Water and Sanitary Sewer Improvements – Phase IV Wauchula, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2016	2017
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
<p>Director: CAS provided professional engineering services for the installation of the water and sanitary sewer improvements included approximately 6,125 linear feet of 8" water main and 5,277 linear feet of 8" gravity sanitary sewer including connection to 51 private residences and the decommissioning of septic tanks and potable water wells. This project was funded through a multi-year special legislative appropriation. Design cost: \$189,628. Construction cost \$1,249,013.</p>			
o.	(1) TITLE AND LOCATION (City and State) Avenue L, M, N, & 4th Gravity Sanitary Force Main Sewer and Lift Station Improvements Moore Haven, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2015	2016
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
<p>Director: Project director/manager responsible for overseeing the construction of a duplex submersible lift station with an 8-foot diameter wet well and approximately 350 linear feet of 6-inch force main along with 6,344 linear feet of associated 8-inch and 10-inch gravity sewer line. Services included survey, design, permitting, preparation of construction plans and contract documents, bidding and construction management. Construction cost: 1,286,627.</p>			
p.	(1) TITLE AND LOCATION (City and State) Glades County Kirby Thompson Road Roadway and Drainage Improvements Moore Haven, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2014	2016
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
<p>Director: The roadway and drainage improvement project for Kirby Thompson Road involved the resurfacing, drainage and striping for approximately four (4) miles from the Hendry County line to County Road 720. The design also included road safety upgrades. The engineering design and permitting was completed within one year. Design cost: \$195,610. Construction cost: \$1,689,420.</p>			

q.	(1) TITLE AND LOCATION (City and State) Professional Engineering Services Okeechobee County, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		1991-2018	N/A
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
<p>Director: A professional general engineering services contract was maintained with Okeechobee County from 1991 to 2018. The county relied on CAS' professional experience and expertise to properly maintain their roadways and stormwater/drainage system. CAS provided engineering plan review and regularly participated in the County's site plan technical review process. CAS provided engineering design, survey, utility locates, construction management services for such projects. One of the many projects that CAS successfully completed, designed, and constructed, was the Southwest Area Drainage Improvements project. The annual budget for these services ranged from \$250,000 to \$500,000.</p>			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person)

12. NAME Orlando Rubio, P.E. 	13. ROLE IN THIS CONTRACT Project Engineer - Stormwater	14. YEARS EXPERIENCE	
		a. TOTAL 32	b. WITH CURRENT FIRM 20
15. FIRM NAME AND LOCATION (City and State) Craig A. Smith and Associates, Inc. Boca Raton, Florida			
16. EDUCATION (DEGREE AND SPECIALIZATION) B.S. Civil Engineering, 1988 University of Florida, Gainesville, FL A.A., 1985 Miami Dade Community College, South Campus, Miami, FL		17. CURRENTLY PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer State of Florida License No. 48265	
18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organization, Training, Awards, etc.)			
19. RELEVANT PROJECTS			
a.	(1) TITLE AND LOCATION (City and State) Green Meadows Stormwater Improvements Town of Southwest Ranches Southwest Ranches, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2019	Ongoing
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager & Design Engineer: The project consists of stormwater drainage improvements to the Green Meadows areas along SW 162 nd Ave., SW 163 rd Avenue and SW 164 th Terrace north of Stirling Road and south of 54 th Place. The project includes drainage improvements within paved and unpaved roads and existing drainage ditches. The total design costs including construction management for the project are \$77,010. Total construction cost is estimated at \$800,000. The project began in February 2019. The engineering design is 100% complete. Currently, the project is in the bidding phase.			
b.	(1) TITLE AND LOCATION (City and State) Village of El Portal El Jardin Stormwater Improvements El Portal, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2017	Ingoing
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager & Design Engineer: Design, permitting, modeling, bidding, and construction management of a \$2.4 million stormwater retrofit project.			
c.	(1) TITLE AND LOCATION (City and State) Oak Park Subdivision Stormwater Improvements Okeechobee County, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2015	2016
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager & Design Engineer: CAS was tasked to design and construct stormwater improvements for the Oak Park Residential Subdivision entailing approximately 90 homes in order to improve local drainage. Total design costs for the project improvements including construction management was \$166,938. The initial construction cost was \$914,589 with County requested change orders totaling \$1,353,913 for additional stormwater improvements for a total construction cost of \$2,268,502. The project began in April 9, 2015 and was completed in March 17, 2016 without liquidated damages.			

d.	(1) TITLE AND LOCATION (City and State) Sunshine Water Control District (SWCD) West Outfall Canal Improvements Coral Springs, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
			2014
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Project Manager & Design Engineer: Conceptual hydraulic modeling of a 2-mile primary canal of the SWCD. Phase 1 design, permitting, modeling, bidding, community outreach, and construction management of the \$3,000,000 project.			
e.	(1) TITLE AND LOCATION (City and State) East-West Conveyance Drainage Project Okeechobee, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
			2015-2017
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Project Manager & Design Engineer: As a prime component of the East-West Conveyance Drainage Project, CAS was tasked with improving the hydraulic efficiency of the Whidden Ditch through canal improvements at strategic locations in order to provide food protection for the area and reduce canal maintenance. The scope of work included surveying of the project area including preparation of conveyance/maintenance easements for all identified conveyances, a detailed stormwater modeling analysis, preparation of a conceptual plan with phasing and a final engineering report. Total cost for survey, hydraulic analysis, conceptual design, and final engineering report was \$138,360. The project began in July 2015 and was completed on time in April 2017.			
f.	(1) TITLE AND LOCATION (City and State) Airport Ditch Improvements Okeechobee County, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
			2014
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Project Manager & Design Engineer: The Airport Ditch Improvements Project for Okeechobee County consists of bank stabilization, re-shaping, sodding of canal washouts, easement and right-of-way issues. This NRCS project was a 75/25 match that involved debris removal from rip-rap rock bank stabilization to prevent erosion due to Tropical Storm Isaac. Total design costs for the project was \$25,000. Total construction cost was \$500,000. The project began in January 2014 and was completed in March 2014 on time and without liquidated damages.			
g.	(1) TITLE AND LOCATION (City and State) Palm Island & Hibiscus Island Stormwater & Roadway Improvements City of Miami Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
			2014
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Project Manager & Design Engineer: Capital Improvement Project where CAS was responsible for the drainage system, roadway design and harmonization components of the CIP. Design incorporated engineering techniques to reduce future sea level rises such as elevating the existing roadways, increasing the size of the drainage system, providing water quality, installing three pump stations and backflow prevention devices to avoid extreme high tides for re-entering the systems. Design cost were \$404,154 and total project cost was \$8,000,000.			

h.	(1) TITLE AND LOCATION (City and State) Spring Lake Improvement District Stormwater Treatment Area Sebring, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2014	2017
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE		X Check if project performed with current firm
Project Manager & Design Engineer: Obtained initial project funding from FDEP. Design, permitting, modeling, bidding, and construction management of a \$3,300,000 project. Report for FDEP.			
i.	(1) TITLE AND LOCATION (City and State) Sweetwater Phase IV Stormwater Improvements City of Sweetwater, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2010	2017
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE		X Check if project performed with current firm
Project Manager & Design Engineer: Design and permitting of stormwater retrofit project (\$3.8M). Preparation of construction plans, bid schedule, cost estimate, bidding assistance and engineering services for the ongoing construction.			
j.	(1) TITLE AND LOCATION (City and State) Southwest Drainage Improvements Okeechobee County, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2010	2013
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE		X Check if project performed with current firm
Project Manager & Design Engineer: The Southwest Drainage Project for Okeechobee County is a HMGP/FEMA project that includes stormwater improvements within three (3) rights-of-way in Okeechobee County and benefited a 170-acre urbanized area of the County including improved access to a hurricane shelter. The stormwater improvements included the installation of stormwater gravity collection systems with water quality treatment components incorporated into the project design. This project supported and augmented the protection of the Northern Everglades Ecosystem, the Lake Okeechobee Protection Act, and accomplished objectives of the South Florida Water Management District. This project was 100% grant funded. Total design costs including construction management for the project were \$348,870. Total construction cost was \$1,392,670. The project began in June 2010 and was completed in January 2013 without liquidated damages.			
k.	(1) TITLE AND LOCATION (City and State) Ranch Lake Estates Southwest Improvements City of Moore Haven, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2010	2015
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE		X Check if project performed with current firm
Project Manager & Design Engineer: The Ranch Lakes Estates Improvements Project for the City of Moore Haven consisted of the construction of a gravity stormwater drainage system along with two major stormwater pump stations including force mains and canal dredging. Construction included the installation of 7,103 linear feet of HDPE drainage pipe ranging in diameter from 15-inch to 48-inch, 1,044 linear feet of force main, 76 drainage structures, and two stormwater pump station with two pumps. Total construction cost was \$2,031,000. The project began in January 2010 and was completed in July 2015 without liquidated damages. At the owner's request, pumps were redesigned to operate under tractor power during emergency conditions in lieu of traditional standby generator.			
l.	(1) TITLE AND LOCATION (City and State) Golden Beach Stormwater Improvements Golden Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2008	2012
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE		X Check if project performed with current firm
Project Manager & Design Engineer: Design and permitting of a stormwater retrofit (\$6.0 million). Prepared cost estimated, bid schedule, provided bidding assistance and FEMA grant application documentation.			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person)

12. NAME Frank Vilar, P.E. 	13. ROLE IN THIS CONTRACT Project Engineer – Water/Sewer & Stormwater	14. YEARS EXPERIENCE	
		a. TOTAL 26	b. WITH CURRENT FIRM 5

15. FIRM NAME AND LOCATION (City and State)
 Craig A. Smith and Associates, Inc.
 Boca Raton, Florida

16. EDUCATION (DEGREE AND SPECIALIZATION) M.S. Environmental Engineering, Florida International University B.S. Civil Engineering, Florida International University A.A., Miami-Dade College	17. CURRENTLY PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE) Professional Engineer State of Florida License No. 55459
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18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organization, Training, Awards, etc.)


19. RELEVANT PROJECTS BLUE: WATER/WASTEWATER GREEN STORMWATER/ROADWAY		
a.	(1) TITLE AND LOCATION (City and State) Lake Osborne Estates Water Main Improvements Lake Worth Beach, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing
		CONSTRUCTION (if applicable) Ongoing
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE		X Check if project performed with current firm
Engineering design for proposed Phase I of Lake Osborne Estates serving 228 residences. Approximately 16,400 LF of water main installation ranging in size from 4" to 8" is proposed, including relocation of backyard water services to the front of properties. Design costs total \$183,747 and construction costs total \$2,618,649.		
b.	(1) TITLE AND LOCATION (City and State) Non Sewer Area C: Sanitary Sewer Improvements Pompano Beach, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing
		CONSTRUCTION (if applicable) Ongoing
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE		X Check if project performed with current firm
CAS is providing engineering design services for the installation of a new wastewater collection system to provide sanitary sewer service to the city's Non-Sewer Area C service area. The project area consists of 38 commercial/light industrial properties which are currently on septic tanks. CAS conducted a Sanitary Sewer Service Study for the city to identify design solutions. The recommendations from the study determined that the new system shall consist of one wastewater lift station along with associated gravity sewer and force main lines and include connections to two (2) existing city wastewater lift stations. Design fees for this project are \$198,803. The construction cost estimate is \$1,800,000.		
c.	(1) TITLE AND LOCATION (City and State) NW 16th Lane Drainage Improvements Pompano Beach, Florida	(2) YEAR COMPLETED PROFESSIONAL SERVICES Ongoing
		CONSTRUCTION (if applicable) Ongoing
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE		X Check if project performed with current firm
providing engineering design services including route survey and utility locates for the drainage improvements along the NW 16 th Lane area which includes the road right-of-way and 16 property lots encompassing approximately a total of 10 acres. The project area is composed of primarily light industrial and warehouse properties. CAS will perform a drainage analysis to determine the feasibility of proposed site improvements for conformance with established drainage criteria. The drainage analysis will include pipe sizing analysis, flood routing design and will incorporate water quality treatment measures in the design in accordance with the City's Stormwater Master Plan. Design elements include drainage pipes, includes paving, grading, drainage and stormwater pump station improvements. Design fees for this project are \$161,136. The construction cost estimate is \$900,000.		

d.	(1) TITLE AND LOCATION (City and State) US 1 and NE 14th Street Drainage Improvements Pompano Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		Ongoing	Ongoing
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE		X Check if project performed with current firm	
CAS is providing engineering design services for the drainage improvements for the US-1 and NE 14 th Street Causeway area encompassing a neighborhood area of approximately 60 acres. The project area is composed of primarily residential homes with some commercial development within the project limits. CAS was directed to evaluate options available for providing drainage improvements for the area with the goal of addressing flooding and water quality treatment to the greatest extent practical. The proposed alternatives will examine the feasibility of exfiltration trench, improved pipe conveyance and swale improvements where feasible. Proposed improvements will use existing city-owned outfall systems within the project area where feasible and evaluate upsizing these systems. Design fees for this project are \$196,069. The construction cost estimate is \$1,626,000			
e.	(1) TITLE AND LOCATION (City and State) Non-Sewer Area C Sanitary Sewer Study Pompano Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2019	N/A
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE		X Check if project performed with current firm	
CAS prepared an engineering design report to explore the various options available for providing sewer service to approximately 62 acres comprising of a light industrial/small commercial area where a number of the properties have little or no access to public streets and limited right-of-way for the installation of a sanitary sewer system. The work included survey of approximately 1,400 linear feet of the subject area and utilized GPS equipment of data collection in both the horizontal and vertical planes creating a basemap of the project area with building floor, road and parking lot elevations. Based on the findings and data collected CAS prepared a report outlining design criteria, assumptions, baseline data, project cost estimates and included a summary of the findings with proposed design alternatives clearly outlined with exhibits. Project cost: \$44,540.			
f.	(1) TITLE AND LOCATION (City and State) SW 2nd Street Drainage Improvements Pompano Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2018	Pending
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE		X Check if project performed with current firm	
Engineering design for proposed drainage improvements along SW 2 nd Street between Dixie Highway and Cypress Road and SW 1 st Avenue between SW 2 nd Street and Atlantic Blvd. CAS coordinated with city staff and discussed concerns regarding flooding at the described project limits and also potential solutions. The project site experiences flooding during even small storm events. After meeting with City staff to discuss the flooding problems experienced in the project area, it was decided that proposed drainage improvements for the project area would include a combination of new swale systems and new exfiltration trenches where feasible. The proposed drainage improvements will also use two existing drainage outfalls discharging to the Pompano Canal system (C-14) which currently serve the project limits. Design costs total \$143,833 and estimated construction costs total \$750,000.			

g.	(1) TITLE AND LOCATION (City and State) Southwest 25th Street Stormwater Improvements – Phase I – II Pembroke Park, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2017	TBD
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm			
<p>The Southwest 25th Street Stormwater Improvements for the Town of Pembroke Park is part of a multi-phase stormwater improvement project totaling 14.34 acres. Phase I and II included 2.44 acres of drainage sub basin area. The purpose of the project was to alleviate flooding in the town by improving hydraulic conveyance throughout the existing stormwater drainage system serving the 14.34 acre study area. A hydraulic analysis to determine the acceptable level of service to the town was performed by the development of an ICPR model for the project area. In order to develop the ICPR model, a comprehensive review of existing survey and utility information, available record drawings, aerial photography and field investigations were performed. After the model was completed, proposed recommendations were made for upsizing the existing stormwater drainage pipes by analyzing the ICPR results for reduction in peak stages and flood duration times in the pre and post conditions. Existing discharge pipes were upsized from 24" to new 54" diameter drainage pipes. Design Cost: \$50,305. Construction cost estimate: \$300,000.</p>			
h.	(1) TITLE AND LOCATION (City and State) Glades Roadway and Drainage Improvements, Bank of America Boca Raton, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2016	2019
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm			
<p>Redevelopment of a 4.7 acre existing bank site. Services provided included engineering design of a 200 linear foot water main relocation, paving, grading and drainage improvements. Permitting, construction management and inspection services were also provided. Construction costs for the civil related improvements were \$575,000.</p>			
i.	(1) TITLE AND LOCATION (City and State) Indian Trail Improvement District 140th Avenue North Roadway Improvements West Palm Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2015	TBD
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm			
<p>CAS provided engineering design services for construction of two existing roadways. The first project area included roadway re-alignment, roadway paving and grading, roadway widening and drainage improvements including swales, catch basin inlets and pipes to the 140th Avenue N. corridor between 60th ST N. and Orange Blvd (approximately 0.98 miles). The second project area included roadway re-paving and minor roadway re-grading to the Tangerine Blvd corridor between 140th Avenue N. and Avacado Blvd (approximately 0.45 Miles). The existing drainage system on Tangerine Boulevard was in functional condition and was not modified as part of the project scope. Design Cost: \$136,677. Construction cost estimate: \$2,700,000.</p>			

E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT

(Complete one Section E for each key person)

<p>12. NAME Greg Giarratana</p> 	<p>13. ROLE IN THIS CONTRACT Project Engineer – Water & Sewer</p>	<p>14. YEARS EXPERIENCE</p>	
		<p>a. TOTAL 44</p>	<p>b. WITH CURRENT FIRM 23</p>
<p>15. FIRM NAME AND LOCATION (City and State) Craig A. Smith and Associates, Inc. Boca Raton, Florida</p>			
<p>16. EDUCATION (DEGREE AND SPECIALIZATION) B.S. Civil/Environmental Engineering, 1977, Rogers Williams University, Bristol, Rhode Island</p>		<p>17. CURRENTLY PROFESSIONAL REGISTRATION (STATE AND DISCIPLINE)</p>	
<p>18. OTHER PROFESSIONAL QUALIFICATIONS (Publications, Organization, Training, Awards, etc.) ASCE, WPCF and AWWA</p>			
<p align="center">19. RELEVANT PROJECTS BLUE : WATER/WASTEWATER GREEN: STORMWATER/ROADWAY</p>			
<p>a. (1) TITLE AND LOCATION (City and State) Wauchula Hills Water and Sanitary Sewer Improvement Project – Phase VI Wauchula, Florida</p>	<p>(2) YEAR COMPLETED</p>		
	<p>PROFESSIONAL SERVICES 2018</p>	<p>CONSTRUCTION (if applicable) Ongoing</p>	
<p>(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project manager: Professional engineering services for the installation of approximately 1,325 linear feet of 6" water main, 6,460 linear feet of 8" water main, and 4,862 linear feet of 10" water main including roadway/driveway restoration including fire hydrants and valves, and connections to existing 4" and 12" water mains. This project is funded through a multi-year special legislative appropriation. The project design cost, including construction management is \$100,426. The project construction cost is \$1,826,130.</p>			
<p>b. (1) TITLE AND LOCATION (City and State) Spring Lake Improvement District US Highway 98 / Country Road 700 Wastewater Force Main System Expansion Sebring, Florida</p>	<p>(2) YEAR COMPLETED</p>		
	<p>PROFESSIONAL SERVICES 2019</p>	<p>CONSTRUCTION (if applicable) Ongoing</p>	
<p>(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager: Design, survey, utility locates, geotechnical investigation, grant funding, permitting and construction for the installation of approximately 12,400 linear feet of wastewater forcemain along US Highway 98/County Road 700 to expand the district's new wastewater treatment plant service area for commercial development along the corridor. This project is 100% grant funded (legislative appropriation). Design cost including construction management is \$184,777. Estimated construction cost is \$706,330 (which includes an owner/client initiated change order in the amount of \$29,175).</p>			
<p>c. (1) TITLE AND LOCATION (City and State) City-County Public Works Authority Gravity Sewer Expansion N, O, S Avenue and 4th Street Moore Haven, Florida</p>	<p>(2) YEAR COMPLETED</p>		
	<p>PROFESSIONAL SERVICES 2018</p>	<p>CONSTRUCTION (if applicable) 2020</p>	
<p>(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Manager: Design, permitting, surveying and construction for the expansion of a gravity sewer system along Avenue N, O, S and 4th street from the 8th street canal to Riverside Drive consisting of approximately 4,428 linear feet of 8" sanitary sewer collection mains including manholes, service laterals and connection to the existing sanitary sewer gravity and wastewater lift station system. The total design costs for the project are \$142,093 with construction costs totaling \$749,755.</p>			

d.	(1) TITLE AND LOCATION (City and State) Spring Lake Improvement District Water Main Extension – Madrid Drive & US98 Sebring, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2017	2018
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm Project manager: Planning design, computer modeling, permitting and construction management for the installation of approximately 500 linear feet of a 10" water main and 50 linear feet of 8" water main with all appurtenances along Madrid Drive. The project included a connection to an existing 6" water main at the intersection of Madrid Drive and Holly Lane and approximately 200 linear feet of 10" HDPE horizontal directional drill under the south right-of-way line of US 98 at the intersection of Revson Avenue. Total design cost was \$12,450 and total construction cost was \$76,238.		
e.	(1) TITLE AND LOCATION (City and State) Moore Haven Water System Improvements Phase 1 Moore Haven, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2008	2012
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm Project Manager: Planning, design, computer modeling, permitting and construction management of this project. The City of Moore Haven Phase I Water Treatment Plant Expansion was designed to allow an increase in plant productivity of an additional 0.50 MGD and to provide service to the proposed industrial park at US 27 and SR 78. Scope of work included a 500,000 GPD water treatment ultra filtration (Zenon) plant, a 300,000 gallon ground storage tank with booster pump station and re-chlorination facility, approximately 3.5 miles of 12-inch distribution main, and two high service pumps connecting the existing downtown storage tank to the water tank site. The project was fully funded by the US Department of Agriculture (USDA). The design costs for the project were \$325,000 with a total construction cost of \$3,543,031.		
f.	(1) TITLE AND LOCATION (City and State) Miccosukee Water Distribution System Improvements Miami, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2011	2015
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm The water system improvements for the Miccosukee Tribe of Indians of Florida included expansion of the tribe's water distribution system including 15,000 feet of 12-inch water mains and rehabilitation of existing elevated storage tank piping. Total design costs for the project were \$516,000. Total construction costs were \$2,580,000.		
g.	(1) TITLE AND LOCATION (City and State) Palm Beach County Lake Region Watermain Distribution & Raw Water Pipeline Palm Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2005	2006
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm Project Manager: Design plans and contract documents, hydraulic modeling and permitting for a 20 mile lake regional potable water pipeline. Project consisted of designing approximately 91,200 feet of water distribution main to serve the cities of Pahokee, Belle Glade and South Bay from the central lake region water treatment plant located on Hooker Highway in Belle Glade. Design included raw water piping from 7 potable water wells to the county reverse osmosis water treatment plant. Raw water mains ranged from 12" diameter at each well to 30" diameter entering the water treatment plant. The water treatment plant discharge pipe line consisted of 30" diameter down to 1" diameter mains when tied into the cities of Pahokee and South Bay. The total pipeline construction cost was approximately \$10,000,000.		
h.	(1) TITLE AND LOCATION (City and State) Hardee County Bowling Green Water Line Replacement Moore Haven, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2004	2005
	(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE X Check if project performed with current firm Project Manager: Design, hydraulic modeling, surveying, bidding, construction management of this \$500,000 pipeline project consisting of 4,000 feet of 8" diameter water mains.		

i.	(1) TITLE AND LOCATION (City and State) ITID Water Main Extension West Palm Beach, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2003	2004
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Project Manager: Design, hydraulic modeling, permitting, and construction management of a \$1.5M nine mile long, 12" diameter water main to extend West Palm Beach utilities water service to western Indian Trail Improvement District.			
j.	(1) TITLE AND LOCATION (City and State) Wauchula Hills Water and Sanitary Sewer Improvements – Phase IV Wauchula, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2016	2017
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Project Manager: CAS provided professional engineering services for the installation of the water and sanitary sewer improvements included approximately 6,125 linear feet of 8" water main and 5,277 linear feet of 8" gravity sanitary sewer including connection to 51 private residences and the decommissioning of septic tanks and potable water wells. This project was funded through a multi-year special legislative appropriation. The project design costs, including construction management, were \$189,628 and project construction costs totaled \$1,249,013. Project construction began in March 2017 and was completed in October 2017 on schedule and under budget by \$417,948.			
k.	(1) TITLE AND LOCATION (City and State) Wauchula Hills Water and Sanitary Sewer Improvements – Phase V Wauchula, Florida	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION (if applicable)
		2017	Ongoing
(3) BRIEF DESCRIPTION (scope, size, cost, etc.) and SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm			
Project Manager: CAS is providing professional engineering services for the installation of approximately 6,885 linear feet of 8" water main including fire hydrants, one duplex submersible wastewater lift station, approximately 1,500 linear feet of 4" force main and approximately 6,750 linear feet of 8" gravity sanitary sewer. This project is funded through a multi-year special legislative appropriation. The project design is currently 95% complete. The project design costs, including construction management, are \$121,453. Construction began on October 15, 2019 and is on-going (currently approximately 40% complete). The project construction cost is \$2,068,956.			

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

1

21. TITLE AND LOCATION (City and State)

**West Outfall Canal Improvements
Coconut Creek, Florida**

22. YEAR COMPLETED

PROFESSIONAL SERVICES

2018

CONSTRUCTION (If applicable)

2019

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Sunshine Water Control District

b. POINT OF CONTACT

Cindy Cerbone

c. POINT OF CONTACT TELEPHONE NUMBER

(561) 571 0010

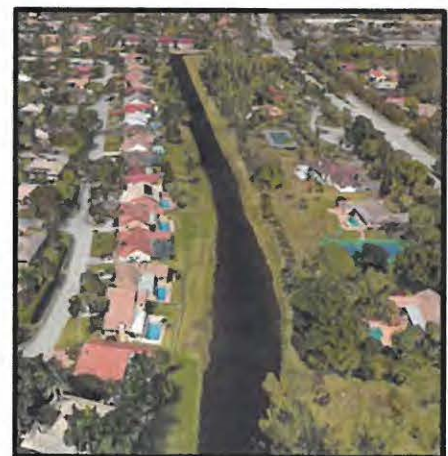
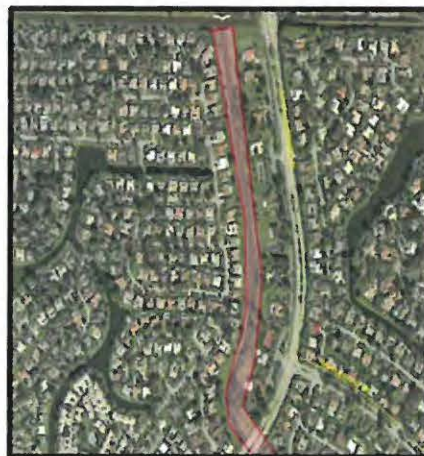
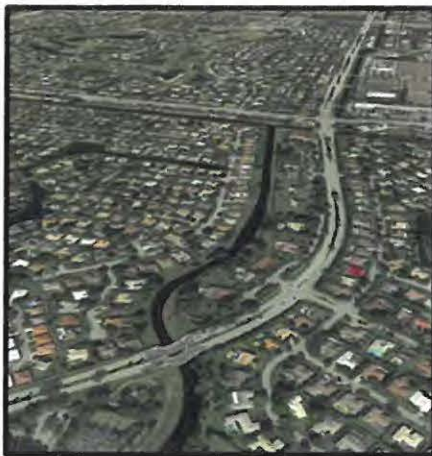
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project Description:

The West Outfall Canal is the primary conveyance canal for the Sunshine Water Control District's west basin serving 3,361-acres. The dredging project will improve stormwater conveyance to Pump Station No. 2 by widening and deepening the existing canal to improve flood protection to the West Basin. The project proposes to remove 19,500 cubic yards of material to a proposed bottom elevation for the entire canal. The channel modifications will improve conveyance and allow the pump station to perform more efficiently by reducing headloss in the canal. Phase I of the project will dredge 2,900 linear feet of the overall 10,200 linear feet West Canal. The project also includes public outreach with individual homeowners to remove encroachments within the canal right-of-way. The project began construction in November of 2018 and was completed in April 2019 at a construction cost of \$3.2M.

Responsibilities:

Topographic survey, canal cross section, bridge details and preparation of engineering design and construction plans, hydraulic modeling, cost estimates, permitting, public outreach, contract documents, and bidding.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Craig A. Smith & Associates, Inc.	Boca Raton, Florida	Prime
b.			
c.			

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

2

21. TITLE AND LOCATION (City and State)

Professional General Engineering Services
Sebring, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES
20001

CONSTRUCTION (If applicable)
Ongoing

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Spring Lake Improvement District

b. POINT OF CONTACT

Joe De Cerbo, District Manager

c. POINT OF CONTACT TELEPHONE NUMBER

(863) 655 1715

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

Project Description:

A professional general engineering services contract has been maintained with the Spring Lake Improvement District since 2001. With limited staff, the Improvement District relies on CAS' professional experience and expertise to properly maintain their stormwater infrastructure. CAS provides all engineering design, survey, utility locates, project and construction management services for roadway, drainage, electrical and mechanical related projects. CAS also provides design studies, engineering reports, stormwater modeling and permitting. The annual budget for these services ranges from \$100,000 to \$450,000.

Responsibilities:

Survey, utility locates, preparation of stormwater design, engineering reports and studies, preliminary modeling and calculations, cost estimates, permitting and assistance in acquiring funding.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Craig A. Smith & Associates, Inc.	Boca Raton, Florida	Prime
b.			
c.			

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

3

21. TITLE AND LOCATION (City and State)

Professional General Engineering Services
Palm Beach County, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2017

CONSTRUCTION (If applicable)
N/A

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Walnut Creek Community Development District

b. POINT OF CONTACT

Gloria Perez, District Manager

c. POINT OF CONTACT TELEPHONE NUMBER

(786) 347 2711

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

Project Description:

A professional general engineering services contract has been maintained with Walnut Creek Community Development District since December 2017. With limited staff, the district relies on CAS' professional experience and expertise to properly maintain their roadway and drainage infrastructure. CAS provides all engineering design, survey, utility locates, construction management services for roadway, drainage improvements and lake bank restoration related projects. The annual budget for these services averages \$35,000.

Responsibilities:

Survey, utility locates, preparation of roadway and stormwater/drainage design, cost estimates, and permitting.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Craig A. Smith & Associates, Inc.	Boca Raton, Florida	Prime
b.			
c.			

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

4

21. TITLE AND LOCATION (City and State)

Professional General Engineering Services
Palm Beach County, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2017

CONSTRUCTION (If applicable)
2020

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Sun 'n Lake Improvement District

b. POINT OF CONTACT

Tanya Cannady District Manager

c. POINT OF CONTACT TELEPHONE NUMBER

(863) 382 2196

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

Project Description:

A professional general engineering services contract has been maintained with Sun N' Lake Improvement District since July 2017. With limited district staff, the district relies on CAS' professional experience and expertise to provide water and sewer utility engineering services. CAS is currently providing treatment plant equipment and instrumentation control engineering services for renovation to the water treatment plant. CAS is also providing SCADA upgrades to the district's two wastewater treatment facilities and associated wastewater lift stations district-wide. The project construction cost estimate is \$300,000. In April 2020, CAS completed renovation of a sewer pump station including back-up power generator.

Responsibilities:

Engineering services for water design & sewer utility including permitting, design and construction management assistance.



SUN 'N LAKE
GOLF & RECREATION



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Craig A. Smith & Associates, Inc.	Boca Raton, Florida	Prime
b.			
c.			

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

5

21. TITLE AND LOCATION (City and State) Stormwater Improvements - Phase 4 Town of Golden Beach, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2004	CONSTRUCTION (If applicable) 2006

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Town of Golden Beach	b. POINT OF CONTACT Alexander Diaz	c. POINT OF CONTACT TELEPHONE NUMBER (305) 932-0744
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project Description:

The primary objective of the study was to compile a comprehensive Stormwater Master Plan for the entire Town of Golden Beach and to identify and determine corrective actions required to resolve repetitive flooding conditions in the development of new and retrofitted stormwater systems. The design reduced the number of existing undersized outfalls and utilized a gravity and pump station/stormwater force main approach. The estimated total cost of town-wide stormwater improvements to date has been \$14.0 million. CAS assisted the town in procuring a 9 million-dollar HMGP grant for infrastructure improvements. The costs for development of the Stormwater Master Plan were \$168,800. The initial Stormwater Master Plan was completed in March 2003.

Responsibilities:

Survey, preparation of conceptual stormwater design, preliminary modeling and calculations, conceptual cost estimates and assistance in acquiring FEMA funding for the project.

Key Personnel:

Steve C. Smith, P.E. – President; Orlando A. Rubio, P.E., Senior Supervising Engineer; Al Caruso, E.I., Project Manager; Robert D. Keener, P.S.M. – Vice President-Survey; James Driscoll – Director of SUE; Tony Gomes – Senior Field Representative



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME Craig A. Smith & Associates, Inc.	(2) FIRM LOCATION (City and State) Boca Raton, Florida	(3) ROLE Prime
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

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

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

20. EXAMPLE PROJECT KEY NUMBER

6

21. TITLE AND LOCATION (City and State)

Stormwater Master Plan
Okeechobee County, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES 2006-2007	CONSTRUCTION (If applicable) After 2007
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23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Okeechobee County

b. POINT OF CONTACT

Robbie Chartier

c. POINT OF CONTACT TELEPHONE NUMBER

(863) 763 6441

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

Project Description:

The Stormwater Master Plan Project for Okeechobee County consists of the development of a comprehensive stormwater master plan within the urbanized area of the County for the purpose of implementing water quality and water quantity solutions. Total project cost was \$250,000. The project began in March 2006 and was completed in May 2007. Stormwater improvements county-wide as per master plan implementation were over \$2,500,000.

Responsibilities:

Data/information gathering, problem area identification, hydrologic and hydraulic computer modeling, develop conceptual water quality and water quantity solutions as well as cost estimates.

Key Personnel:

Gene R. Schriener, P.E. – President; Robert D. Keener, P.S.M. – Vice President of Survey; Orlando A. Rubio, P.E. – Senior Supervising Engineer.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
a.	Craig A. Smith & Associates, Inc.	Boca Raton, Florida	Prime
b.			
c.			

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)

El Jardin Stormwater Improvements
Village of El Portal, Florida

22. YEAR COMPLETED

PROFESSIONAL SERVICES
2017

CONSTRUCTION (If applicable)
Pending

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

Village of El Portal

b. POINT OF CONTACT

Christia Alou

c. POINT OF CONTACT TELEPHONE NUMBER

(305) 795 7880

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

Project Description:

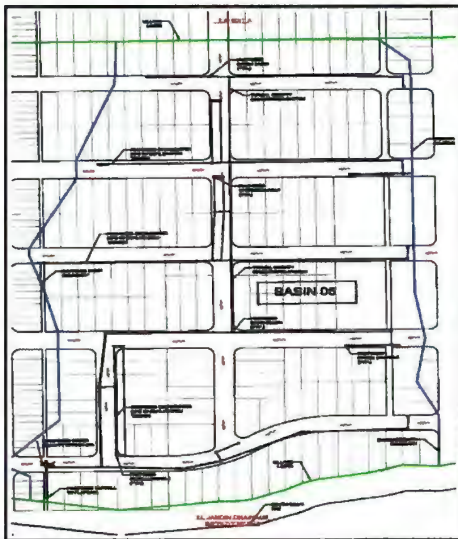
The project consists of stormwater improvements for the El Jardin area which covers Basin 5 of the Village's Stormwater Master Plan which was developed and completed by CAS in 2003. The scope of work included hydraulic modeling, route survey, utility locates, engineering design and construction of drainage pipes, catch basins, exfiltration trenches and a drainage easement acquisition for an existing outfall location between 10 NE 86th street and 18 NE 86th street. Design is currently 95% complete. Total project design cost (including construction management) is \$202,254. Estimated construction cost is \$2,400,000.

Responsibilities:

Route survey, easement acquisition, utility locates, hydraulic modeling, drainage engineering design, preliminary cost estimates, bidding assistance and construction management service through project close-out.

Key Personnel:

Stephen C. Smith, P.E. – President; Orlando A. Rubio, P.E. – Senior Supervising Engineer; Al Caruso, E.I. – Project Engineer; Robert D. Keener, P.S.M. – Vice President-Survey, Jim Driscoll – Director of SUE.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
a.	Craig A. Smith & Associates, Inc.	Boca Raton, Florida	Prime
b.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

H. ADDITIONAL INFORMATION

CAS was established in 1980. Since then, the firm expanded from its original, technical orientation in municipal engineering and surveying into a full service civil engineering practice with specialized expertise in engineering, surveying & mapping, grants/loan assistance, construction management, utility locates and CAD design & development.

FIRM SIZE - CAS's professional, technical and administrative personnel numbering 40 people, represent professionals in the fields of civil engineering, water and wastewater engineering, storm water engineering, surveying, mechanical engineering, construction engineering, grant specialists, utility locating, computer sciences, and finance. More specifically, CAS staff members consist of registered professional engineers, surveyors, ADDA certified drafters, GIS specialists and the balance of staff including additional technical CADD drafting personnel, certified field inspectors and utility locators; as well as competent administrative, clerical and accounting personnel, to provide you with the expertise required to perform the duties requested under this contract.

ORGANIZATION - CAS is organized into five technical operating divisions each under the supervision of a Vice President or Director. These operating divisions are:

- **Civil Engineering**
- **CADD (Computer -Aided Design & Drafting)**
- **Construction Management**
- **Surveying**
- **Subsurface Utility Locates**

ARCHITECT-ENGINEER QUALIFICATIONS

1. SOLICITATION NUMBER (if any)

PART II - GENERAL QUALIFICATIONS

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


2a. FIRM (OR BRANCH OFFICE) NAME Craig A. Smith & Associates			3. YEAR ESTABLISHED 1980	4. DUNS NUMBER
2b. STREET 21045 Commercial Trail			5. OWNERSHIP	
2c. CITY Boca Raton	2d. STATE FL	2e. ZIP CODE 33486	a. TYPE LLC	
6a. POINT OF CONTACT NAME AND TITLE Stephen C. Smith, P.E., President			b. SMALL BUSINESS STATUS	
6b. TELEPHONE NUMBER (561) 314-4445		6c. E-MAIL ADDRESS ssmith@craigasmith.com		
8a. FORMER FIRM NAME(S) (If any)			8b. YR ESTABLISHED	8c. DUNS NUMBER

9. EMPLOYEES BY DISCIPLINE				10. PROFILE OF FIRM'S EXPERIENCE AND ANNUAL AVERAGE REVENUE FOR LAST 5 YEARS		
a. Function Code	b. Discipline	c. No. of Employees		a. Profile Code	b. Experience	c. Revenue Index Number (see below)
		(1) FIRM	(2) BRANCH			
02	Administrative	7		C10	Commercial Buildings	1
08	CADD Technical	4		C11	Commercial Facilities	1
12	Civil Engineering	9		C16	Construction Survey	3
15	Construction Inspection	4		D04	Design Building	1
42	Mechanical Engineer	1		D05	Digital Elevation	1
38	Land Surveyor	7		D08	Dredging	1
				E09	Environmental Impact Studies	1
				G04	GIS	1
	Utility Locators	12		C15	Construction Management	3
				H07	Highways/Streets	2
				I06	Drainage	4
				L02	Land Surveying	4
				O01	Office Buildings	1
				P05	Planning	2
				R07	Remote Sensing	1
				R09	Recycling	1
				R11	Waterways	1
				S07	Solid Waste	1
				S10	Survey	4
				S13	Stormwater Handling & Facilities	4
	Other Employees			T04	Topo Survey & Mapping	3
	Total	44		W08	Water Supply	3

11. ANNUAL AVERAGE PROFESSIONAL SERVICES REVENUES OF FIRM FOR LAST 3 YEARS <i>(Insert revenue index number shown at right)</i>		PROFESSIONAL SERVICES REVENUE INDEX NUMBER			
a. Federal Work	1	1. Less than \$100,000	6. \$2 million to less than \$5 million		
b. Non-Federal Work	7	2. \$100,00 to less than \$250,000	7. \$5 million to less than \$10 million		
c. Total Work	7	3. \$250,000 to less than \$500,000	8. \$10 million to less than \$25 million		
		4. \$500,000 to less than \$1 million	9. \$25 million to less than \$50 million		
		5. \$1 million to less than \$2 million	10. \$50 million or greater		

12. AUTHORIZED REPRESENTATIVE

The foregoing is a statement of facts.

a. SIGNATURE 	b. DATE 10/4/2021
c. NAME AND TITLE Stephen C. Smith, P.E., President	

State of Florida

Department of State

I certify from the records of this office that CRAIG A. SMITH & ASSOCIATES, LLC is a limited liability company organized under the laws of the State of Florida, filed on May 13, 2021.

The document number of this limited liability company is L21000210726.

I further certify that said limited liability company has paid all fees due this office through December 31, 2021 and that its status is active.

*Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capital, this
the Tenth day of June, 2021*



Randy R. Lee
Secretary of State

Tracking Number: 1561931601CU

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

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
09/09/2021

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

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

PRODUCER Sena & Whitney, LLC 190 Glades Rd. Ste C Boca Raton, FL 33432 License #: A283753	CONTACT NAME: Kimberly Hefferon PHONE (A/C, No, Ext): (561)210-8715 FAX (A/C, No): (561)210-8716 E-MAIL ADDRESS: kim@wcladvisors.com
	INSURER(S) AFFORDING COVERAGE NAIC #
INSURED CRAIG A. SMITH & ASSOCIATES, LLC 21045 COMMERCIAL TRAIL BOCA RATON, FL 33486	INSURER A: Socius Insurance Services, Inc - Commercial
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER: 00000283-3377801** **REVISION NUMBER: 2**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR (NSD WVD)	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	T/N <input type="checkbox"/>	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liab		121AE0196959-00	04/01/2021	04/01/2022	Each Claim 1,000,000
A	Professional Liab		121AE0196959-00	04/01/2021	04/01/2022	Aggregate 2,000,000

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

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE (KIH)

HAMAL
COMMUNITY DEVELOPMENT DISTRICT

7

MEMORANDUM

TO: DISTRICT MANAGER

FROM: KUTAK ROCK LLP

RE: WASTEWATER AND STORMWATER NEEDS ANALYSIS

During the 2021 legislative session, sections 403.9301 and 403.9302, Florida Statutes, were enacted requiring local governments to perform a 20-year needs analysis of certain wastewater and stormwater services or systems. Subject special districts are required to complete this analysis by June 30, 2022, and every five years thereafter. This memorandum answers basic questions regarding these new statutory provisions and requests that District Managers seek authorization for staff to solicit proposals to complete the required study as appropriate. We expect the services necessary to complete the required analysis to be exempt from competitive solicitation requirements as a planning or study activity below the statutory threshold of \$35,000. §§ 287.055, 287.017, Fla. Stat. Thus, as deemed appropriate and in the best interests of the subject district, districts may elect to utilize the services of existing engineering or other professionals currently under contract or may seek additional proposals for completion of the required needs analysis.

Which special districts are required to complete a needs analysis under sections 403.9301 and 403.9302, Florida Statutes?

Special districts providing “wastewater services” or a “stormwater management program or stormwater management system” must complete a needs analysis.¹

What constitutes “wastewater services”?

Wastewater services means providing service to pipelines or conduits, pumping stations, and force mains and associated facilities used for collecting or conducting wastes to an ultimate point for treatment or disposal or to a plant or other works used for the purpose of

¹ Counties, municipalities, and special districts located in a “rural area of opportunity” may be exempt from the requirements of sections 403.9301 and 403.9302, Florida Statutes, if compliance would create an undue economic hardship. This includes:

- *Northwest Rural Area of Opportunity:* Calhoun, Franklin, Gadsden, Gulf, Holmes, Jackson, Liberty, Wakulla, and Washington counties, and the area within the city limits of Freeport and Walton County north of the Choctawhatchee Bay and intercoastal waterway.
- *South Central Rural Area of Opportunity:* DeSoto, Glades, Hardee, Hendry, Highlands, and Okeechobee counties, and the cities of Pahokee, Belle Glade, and South Bay (Palm Beach County), and Immokalee (Collier County).
- *North Central Rural Area of Opportunity:* Baker, Bradford, Columbia, Dixie, Gilchrist, Hamilton, Jefferson, Lafayette, Levy, Madison, Putnam, Suwannee, Taylor, and Union counties.

treating, stabilizing, or holding wastewater principally from dwellings, business buildings, institutions, and sanitary wastewater or sewage treatment plants.

What constitutes “stormwater management program or stormwater management system”?

“Stormwater management program” means an institutional strategy for stormwater management, including urban, agricultural and other stormwater. “Stormwater Management System” means a system which is designed and constructed or implemented to control discharges which are necessitated by rainfall events, incorporating methods to collect, convey, store, absorb, inhibit, treat, use, or reuse water to prevent or reduce flooding, over-drainage, environmental degradation and water pollution or otherwise affect the quantity and quality of discharges from the system.

What must the needs analysis for these services or systems include?

- A detailed description of associated facilities;
- The number of current and projected residents served calculated in 5-year increments;
- The current and projected service area;
- The current and projected cost of providing services calculated in 5-year increments;
- The estimated remaining useful life of each facility or its major components;
- The most recent 5-year history of annual contributions to, expenditures from, and balances of any capital account for maintenance or expansion of any facility or its major components; and
- The district’s plan to fund the maintenance or expansion of any facility or its major components. The plan must include historical and estimated future revenues and expenditures with an evaluation of how the district expects to close any projected funding gap.

When must the needs analysis required be complete?

The 20-year needs analysis must be completed by June 30, 2022.

What happens to the needs analysis once it is complete?

The complete needs analysis and associated methodology and supporting data must be submitted to the county within which the largest portion of the subject district facilities are located. Each county must then compile all analyses submitted to it (from special districts, municipalities, and the county itself) into a single document that must be filed with the Department of Environmental Protection and Office of Economic and Demographic Research by July 31, 2022 and every five years thereafter. The Office of Economic and Demographic research is required to evaluate the compiled documents for purposes of developing a statewide analysis that will include an analysis of the expenditures necessary to repair, replace, and expand water-related infrastructure.

HAMAL
COMMUNITY DEVELOPMENT DISTRICT

10

RESOLUTION 2022-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HAMAL COMMUNITY DEVELOPMENT DISTRICT ADOPTING POLICIES ADDRESSING DAMAGES TO DISTRICT PROPERTY; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Hamal Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes* (“Act”), being situated in City of West Palm Beach, Florida; and

WHEREAS, the Act authorizes the District to exercise all of the powers necessary, convenient, incidental or proper in connection with any of the powers, duties, or purpose authorized by the Act; and

WHEREAS, the Act authorized the District to adopt resolutions which may be necessary for the conduct of such District business; and

WHEREAS, the Board of Supervisors (“Board”) of the District previously approved and now desires to ratify, confirm and approve by this Resolution the policies set forth herein to provide for procedures in addressing District’s property damage; and

WHEREAS, the Board determines that the policies stated herein are in the best interests of the District in order to protect the health, safety and welfare of the District and its property.

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

SECTION 1. The recitals as stated are true and correct and by this reference are incorporated herein.

SECTION 2. The policies and procedures addressing the District’s property damage previously discussed and approved at a duly noticed public meeting of the Board held on August 4, 2021, are hereby ratified, approved and confirmed, as restated herein:

- A. *Authority for District Staff* – Subject to the policies provided herein, District staff is authorized to provide warning or written demand letters for property damage incurred by the District.
- B. *First Offense* – Upon notification from District Manager of damages to the District’s property not exceeding \$1,000 in repair costs and his or her confirmation of the individual responsible for causing such damage (“Offender”), District Counsel shall send a cease-and-desist letter to the Offender;

- C. *Second Offense* – if the same Offender further damage District property or fails to comply with the cease-and-desist letter, District Counsel shall send a demand for damages for cost of the repairs.
- D. *Third and Subsequent Offense* – if the same Offender fails to comply with the demand for damages or continues to damage District property, District staff shall bring forth the matter for further consideration and action by the Board.
- E. *Legal Action; Criminal Prosecution* – notwithstanding the foregoing, if any person is found to have committed any damages to the District property or otherwise engages in conduct that is improper, threatens or likely to endanger the healthy, safety or welfare of the District, its supervisors, staff, contractors or other representatives, other residents or the related property, such person may additionally be subject to arrest for trespassing or other applicable legal action, civil or criminal in nature.

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

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

PASSED AND ADOPTED this 13th day of December 2021.

ATTEST:

**HAMAL COMMUNITY
DEVELOPMENT DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

HAMAL
COMMUNITY DEVELOPMENT DISTRICT

11

MEMORANDUM

TO: DISTRICT MANAGER
FROM: KUTAK ROCK LLP
RE: PROMPT PAYMENT POLICIES

As you may know, during the 2021 legislative session, Part VII of Chapter 218, Florida Statutes (the “Local Government Prompt Payment Act”) was amended. This includes an increase from 1 percent (1%) to 2 percent (2%) as the floor interest rate on late payments for construction services and the addition of certain contractor rights in the event a local government entity fails to timely commence dispute resolution procedures in the event of an improper payment request or invoice. *See* §§ 218.735(9) and 218.76(2)(b), Fla. Stat. As provided in Florida Chapter Laws 2021-124, these changes apply to contracts executed on or after July 1, 2021.

Accordingly, we advise that districts adopt new or updated Prompt Payment Policies and Procedures as attached hereto to reflect these changes. For districts that have previously adopted Prompt Payment Policies and Procedures prepared by Hopping Green & Sams, this consists of the following changes as reflected in track-change format:

VII. Resolution of Disputes

* * *

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.
2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.

3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within four (4) business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section 218.735(9), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within four (4) business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
34. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
45. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
56. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.
67. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

X. Late Payment Interest Charges

* * *

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74(4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

RESOLUTION 2022-02

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HAMAL COMMUNITY DEVELOPMENT DISTRICT ADOPTING PROMPT PAYMENT POLICIES AND PROCEDURES PURSUANT TO CHAPTER 218, *FLORIDA STATUTES*; PROVIDING A SEVERABILITY CLAUSE; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Hamal Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated entirely within the City of West Palm Beach, Florida; and

WHEREAS, Chapter 218, *Florida Statutes*, requires timely payment to vendors and contractors providing certain goods and/or services to the District; and

WHEREAS, the Board of Supervisors of the District ("Board") accordingly finds that it is in the best interest of the District to establish by resolution Prompt Payment Policies and Procedures as may be amended or updated from time to time for immediate use and application.

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

SECTION 1. The Prompt Payment Policies and Procedures attached hereto as **Exhibit A** are hereby adopted pursuant to this Resolution as necessary for the conduct of District business. The Prompt Payment Policies and Procedures shall remain in full force and effect until such time as the Board may amend or replace them; provided, however, that as the provisions of Chapter 218, *Florida Statutes*, are amended from time to time, the attached Prompt Payment Policies and Procedures shall automatically be amended to incorporate the new requirements of law without any further action by the Board. The Prompt Payment Policies and Procedures hereby adopted supplant and replace any previously adopted Prompt Payment Policies and Procedures.

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

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

PASSED AND ADOPTED this 13th day of December 2021.

ATTEST:

**HAMAL COMMUNITY DEVELOPMENT
DISTRICT**

Secretary/Assistant Secretary

Chairperson, Board of Supervisors

Exhibit A: Prompt Payment Policies and Procedures

EXHIBIT A

HAMAL COMMUNITY DEVELOPMENT DISTRICT

Prompt Payment Policies and Procedures

**In Accordance with the Local Government Prompt Payment Act
Chapter 218, Part VII, *Florida Statutes***

December 13, 2021

Hamal Community Development District
Prompt Payment Policies and Procedures

Table of Contents

I.	Purpose	1
II.	Scope	1
III.	Definitions	1
	A. Agent	1
	B. Construction Services	1
	C. Contractor or Provider of Construction Services	1
	D. Date Stamped	1
	E. Improper Invoice	2
	F. Improper Payment Request	2
	G. Non-Construction Goods and Services.....	2
	H. Proper Invoice	2
	I. Proper Payment Request	2
	J. Provider	2
	K. Purchase	2
	L. Vendor	2
IV.	Proper Invoice/Payment Request Requirements	3
	A. General	3
	B. Sales Tax	3
	C. Federal Identification and Social Security Numbers	3
	D. Proper Invoice for Non-Construction Goods and Services	3
	E. Proper Payment Request Requirements for Construction Services	4
V.	Submission of Invoices and Payment Requests	4
VI.	Calculation of Payment Due Date	5
	A. Non-Construction Goods and Services Invoices	5
	B. Payment Requests for Construction Services	6
VII.	Resolution of Disputes	7
	A. Dispute Between the District and a Provider	7
	B. Dispute Resolution Procedures	7
VIII.	Purchases Involving Federal Funds or Bond Funds.....	8
IX.	Requirements for Construction Services Contracts – Project Completion; Retainage	8
X.	Late Payment Interest Charges	9
	A. Related to Non-Construction Goods and Services	9
	B. Related to Construction Services	9
	C. Report of Interest	9

I. Purpose

In accordance with the Local Government Prompt Payment Act (Chapter 218, Part VII, *Florida Statutes*) (“PPA”), the purpose of the Hamal Community Development District (“District”) Prompt Payment Policies and Procedures (“Policies & Procedures”) is to provide a specific policy to ensure timely payment to Vendors and Contractors (both hereinafter defined) providing goods and/or services to the District and ensure the timely receipt by the District of goods and/or services contemplated at the time of contracting. Please note that the PPA, like any statute or law, may be amended from time to time by legislative action. These Policies & Procedures are based on the statutory requirements as of the date identified on the cover page of this document. By this reference, as applicable statutory provisions subsequently change, these Policies & Procedures shall automatically be amended to incorporate the new requirements of law. These Policies & Procedures are adopted by the District to provide guidance in contracting matters. Failure by the District to comply with these Policies & Procedures shall not expand the rights or remedies of any Provider (hereinafter defined) against the District under the PPA. Nothing contained herein shall be interpreted as more restrictive on the District than what is provided for in the PPA.

II. Scope

These Policies & Procedures apply to all operations of the District, including Construction Services and Non-Construction Goods and Services, as applicable.

III. Definitions

A. Agent

The District-contracted architect, District-contracted engineer, District Manager, or other person, acting on behalf of the District, which is required by law or contract to review invoices or payment requests from Providers (hereinafter defined). Such individuals/entities must be identified in accordance with §218.735 (1), Fla. Stat., and further identified in the relevant agreement between the District and the Provider.

B. Construction Services

All labor, services, and materials provided in connection with the construction, alteration, repair, demolition, reconstruction, or other improvement to real property that require a license under parts I and II of Chapter 489, Fla. Stat.

C. Contractor or Provider of Construction Services

The entity or individual that provides Construction Services through direct contract with the District.

D. Date Stamped

Each original and revised invoice or payment request received by the District shall be marked electronically or manually, by use of a date stamp or other method,

which date marking clearly indicates the date such invoice or payment request is first delivered to the District through its Agent. In the event that the Agent receives an invoice or payment request, but fails to timely or physically mark on the document the date received, "Date Stamped" shall mean the date of actual receipt by the Agent.

E. Improper Invoice

An invoice that does not conform to the requirements of a Proper Invoice.

F. Improper Payment Request

A request for payment for Construction Services that does not conform to the requirements of a Proper Payment Request.

G. Non-Construction Goods and Services

All labor, services, goods and materials provided in connection with anything other than construction, alteration, repair, demolition, reconstruction, or other improvements to real property.

H. Proper Invoice

An invoice that conforms to all statutory requirements, all requirements of these Policies and Procedures not expressly waived by the District and any additional requirements included in the agreement for goods and/or services for which the invoice is submitted not expressly waived by the District.

I. Proper Payment Request

A request for payment for Construction Services which conforms to all statutory requirements, all requirements of these Policies & Procedures not expressly waived by the District and any additional requirements included in the Construction Services agreement for which the Payment Request is submitted not expressly waived by the District.

J. Provider

Includes any Vendor, Contractor or Provider of Construction Services, as defined herein.

K. Purchase

The purchase of goods, materials, services, or Construction Services; the purchase or lease of personal property; or the lease of real property by the District.

L. Vendor

Any person or entity that sells goods or services, sells or leases personal property, or leases real property directly to the District, not including Construction Services.

IV. Proper Invoice/Payment Request Requirements

A. General

Prior to Provider receiving payment from the District, Non-Construction Goods and Services and Construction Services, as applicable, shall be received and performed in accordance with contractual or other specifications or requirements to the satisfaction of the District. Provision or delivery of Non-Construction Goods and Services to the District does not constitute acceptance for the purpose of payment. Final acceptance and authorization of payment shall be made only after delivery and inspection by the Agent and the Agent's confirmation that the Non-Construction Goods and Services or Construction Services meet contract specifications and conditions. Should the Non-Construction Goods and Services or Construction Services differ in any respect from the specifications, payment may be withheld until such time as the Provider takes necessary corrective action. Certain limited exceptions which require payment in advance are permitted when authorized by the District Board of Supervisors ("Board") or when provided for in the applicable agreement.

B. Sales Tax

Providers should not include sales tax on any invoice or payment request. The District's current tax-exempt number is [REDACTED]. A copy of the tax-exempt form will be supplied to Providers upon request.

C. Federal Identification and Social Security Numbers

Providers are paid using either a Federal Identification Number or Social Security Number. To receive payment, Providers should supply the District with the correct number as well as a proper Internal Revenue Service W-9 Form. The District Manager shall treat information provided in accordance with Florida law.

Providers should notify the District Manager when changes in data occur (telephone (561) 571-0010, email cerbonec@whhassociates.com).

D. Proper Invoice for Non-Construction Goods and Services

All Non-Construction Goods and Services invoiced must be supplied or performed in accordance with the applicable purchase order (including any bid/proposal provided, if applicable) or agreement and such Non-Construction Goods and Services quantity and quality must be equal to or better than what is required by such terms. Unless otherwise specified in the applicable agreement, invoices should contain all of the following minimum information in order to be considered a Proper Invoice:

1. Name of Vendor
2. Remittance address
3. Invoice Date

4. Invoice number
5. The “Bill To” party must be the District or the Board, or other entity approved in writing by the Board of the District Manager
6. Project name (if applicable)
7. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of goods* should also contain:
 - a. A complete item description
 - b. Quantity purchased
 - c. Unit price(s)
 - d. Total price (for each item)
 - e. Total amount of invoice (all items)
 - f. The location and date(s) of delivery of the goods to the District
8. In addition to the information required in Section IV.D.1-6 above, invoices involving the *purchase of services* should also contain:
 - a. Itemized description of services performed
 - b. The location and date of delivery of the services to the District
 - c. Billing method for services performed (i.e., approved hourly rates, percentage of completion, cost plus fixed fee, direct/actual costs, etc.)
 - d. Itemization of other direct, reimbursable costs (including description and amount)
 - e. Copies of invoices for other direct, reimbursable costs (other than incidental costs such as copying) and one (1) of the following:
 - i. Copy of both sides of a cancelled check evidencing payment for costs submitted for reimbursement
 - ii. Paid receipt
 - iii. Waiver/lien release from subcontractor (if applicable)
9. Any applicable discounts
10. Any other information or documentation, which may be required or specified under the terms of the purchase order or agreement

E. Proper Payment Request Requirements for Construction Services

Payment Requests must conform to all requirements of Section IV, A-D above, unless otherwise specified in the terms of the applicable agreement or purchase order between the District and the Provider.

V. Submission of Invoices and Payment Requests

The Provider shall submit all Invoices and Payment Requests for both Construction Services and Non-Construction Goods and Services to the District’s Agent as provided in the purchase order or agreement, as applicable, and to the District Manager as follows:

Submit the invoice and/or payment request, with required additional material and in conformance with these Policies and Procedures, by mail, by hand delivery, or via email (Note: email is the preferred method for receipt of Non-Construction Goods and Services invoices).

- 1. Mailing and Drop Off Address**
Hamal Community Development District
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431
Attn: Cindy Cerbone, District Manager
- 2. Email Address**
cerbonec@whhassociates.com

VI. Calculation of Payment Due Date

A. Non-Construction Goods and Services Invoices

- 1. Receipt of Proper Invoice**
Payment is due from the District forty-five (45) days from the date on which a Proper Invoice is Date Stamped.
- 2. Receipt of Improper Invoice**
If an Improper Invoice is received, a required invoice is not received, or invoicing of a request for payment is not required, the time when payment is due from the District is forty-five (45) days from the latest date of the following:
 - a. On which delivery of personal property is fully accepted by the District;
 - b. On which services are completed and accepted by the District;
 - c. On which the contracted rental period begins (if applicable); or
 - d. On which the District and the Vendor agree in a written agreement that provides payment due dates.
- 3. Rejection of an Improper Invoice**
The District may reject an Improper Invoice. Within ten (10) days of receipt of the Improper Invoice by the District, the Vendor must be notified that the invoice is improper and be given an opportunity to correct the deficient or missing information, remedy the faulty work, replace the defective goods, or take other necessary, remedial action.

The District's rejection of an Improper Invoice must:

- a. Be provided in writing;
- b. Specify any and all known deficiencies; and
- c. State actions necessary to correct the Improper Invoice.

If the Vendor submits a corrected invoice, which corrects the deficiencies specified in the District's written rejection, the District must pay the corrected invoice within the later of: (a) ten (10) business days after date

the corrected invoice is Date Stamped; or (b) forty-five (45) days after the date the Improper Invoice was Date Stamped.

If the Vendor submits an invoice in response to the District's written rejection which fails to correct the deficiencies specified or continues to be an Improper Invoice, the District must reject that invoice as stated herein.

4. Payment of Undisputed Portion of Invoice

If the District disputes a portion of an invoice, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in these Policies & Procedures.

B. Payment Requests for Construction Services

1. Receipt of Proper Payment Request

The time at which payment is due for Construction Services from the District is as follows:

- a. If an Agent must approve the payment request before it is submitted to the District Manager, payment (whether full or partial) is due twenty-five (25) business days after the payment request is Date Stamped. The Provider may send the District an overdue notice. If the payment request is not rejected within four (4) business days after Date Stamp of the overdue notice, the payment request shall be deemed accepted, except for any portion of the payment request that is fraudulent, misleading or is the subject of dispute.

The agreement between the District and the Provider shall identify the Agent to which the Provider shall submit its payment request, or shall be provided by the District through a separate written notice no later than ten (10) days after contract award or notice to proceed, whichever is later. Provider's submission of a payment request to the Agent shall be Date Stamped, which shall commence the time periods for payment or rejection of a payment request or invoice as provided in this section.

- b. If, pursuant to contract, an Agent is not required to approve the payment request submitted to the District, payment is due twenty (20) business days after the payment request is Date Stamped unless such payment request includes fraudulent or misleading information or is the subject of dispute.

2. Receipt and Rejection of Improper Payment Request

- a. If an Improper Payment Request is received, the District must reject the Improper Payment Request within twenty (20) business days after the date on which the payment request is Date Stamped.
- b. The District's rejection of the Improper Payment Request must:
 - i. Be provided in writing;
 - ii. Specify any and all known deficiencies; and
 - iii. State actions necessary to correct the Improper Invoice.
- c. If a Provider submits a payment request which corrects the deficiency specified in the District's written rejection, the District must pay or reject the corrected submission no later than ten (10) business days after the date the corrected payment request is Date Stamped.

3. Payment of Undisputed Portion of Payment Request

If the District disputes a portion of a payment request, the undisputed portion shall be paid in a timely manner and in accordance with the due dates for payment as specified in this section.

VII. Resolution of Disputes

If a dispute arises between a Provider and the District concerning payment of an invoice or payment request, the dispute shall be resolved as set forth in §218.735, Fla. Stat., for Construction Services, and §218.76, Fla. Stat. for Non-Construction Goods and Services.

A. Dispute between the District and a Provider

If a dispute between the District and a Provider cannot be resolved following resubmission of a payment request by the Provider, the dispute must be resolved in accordance with the dispute resolution procedure prescribed in the construction contract, if any. In the absence of a prescribed procedure in the contract, the dispute must be resolved by the procedures specified below.

B. Dispute Resolution Procedures

1. If an Improper Payment Request or Improper Invoice is submitted, and the Provider refuses or fails to submit a revised payment request or invoice as contemplated by the PPA and these Policies and Procedures, the Provider shall, not later than thirty (30) days after the date on which the last payment request or invoice was Date Stamped, submit a written statement via certified mail to the Agent, copying the District Manager, specifying the basis upon which the Provider contends the last submitted payment request or invoice was proper.

2. Within forty-five (45) days of receipt by the Agent and District Manager of the disputed, last-submitted payment request or invoice, the Agent and/or District Manager shall commence investigation of the dispute and render a final decision on the matter no later than sixty (60) days after the date on which the last-submitted payment request or invoice is Date Stamped.
3. With regard to contracts executed on or after July 1, 2021, if the District does not commence the dispute resolution procedure within the time provided herein, a Provider may give written notice via certified mail to the Agent, copying the District Manager, of the District's failure to timely commence its dispute resolution procedure. If the District fails to commence the dispute resolution procedure within 4 business days after receipt of such notice, any amounts resolved in the Provider's favor shall bear mandatory interest, as set forth in section [218.735\(9\)](#), Florida Statutes, from the date on which the payment request or invoice containing the disputed amounts was Date Stamped. If the dispute resolution procedure is not commenced within 4 business days after receipt of the notice, the objection to the payment request or invoice shall be deemed waived. The waiver of an objection pursuant to this paragraph does not relieve a Provider of its contractual obligations.
4. Absent a written agreement to the contrary, if the Provider refuses or fails to provide the written statement required above, the Agent and/or District Manager is not required to contact the Provider in the investigation. In addition, and absent a written agreement to the contrary, if such written statement is not provided, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider.
5. The Board shall approve any decision of the District Manager to contract with a third party which would result in: 1) an expenditure above what is budgeted for the Construction Services or Non-Construction Services; or 2) an expenditure which exceeds the original contract amount for the Construction Services or Non-Construction Services by more than ten percent (10%) or Ten Thousand Dollars (\$10,000).
6. A written explanation of the final decision shall be sent to the Provider, via certified mail, within five (5) business days from the date on which such final decision is made. A copy of the written explanation of the final decision shall be provided to the Chairperson of the Board simultaneously with the certified mailing to the Provider.

7. If a Provider does not accept in writing the final decision within five (5) days after receipt by the Provider, the District may immediately contract with third parties to provide the goods and services subject to the dispute and deduct the costs of such third party purchases from amounts owed to the Provider. If the costs of the third party purchases exceed the amount the District owes to the Provider, the District may seek to recover such excess from the Provider in a court of law or as otherwise provided in an agreement between the District and the Provider. Nothing contained herein shall limit or affect the District's ability to enforce all of its legal and contractual rights and remedies against the Provider.

VIII. Purchases Involving Federal Funds or Bond Funds

When the District intends to pay for a purchase with federal funds or bond funds, the District shall make such purchases only upon reasonable assurances that federal funds or bond funds sufficient to cover the cost will be received. When payment is contingent upon the receipt of bond funds, federal funds or federal approval, the public procurement documents and any agreement with a Provider shall clearly state such contingency. (§218.77, Fla. Stat.).

IX. Requirements for Construction Services Contracts – Project Completion; Retainage

The District intends to follow the PPA requirements for construction project completion and retainage, including, but not limited to, §218.735 (7) and (8), Fla. Stat.

X. Late Payment Interest Charges

Failure on the part of the District to make timely payments may result in District responsibility for late payment interest charges. No agreement between the District and a Provider may prohibit the collection of late payment interest charges allowable under the PPA as mandatory interest. (§218.75, Fla. Stat.).

A. Related to Non-Construction Goods and Services

All payments due from the District, and not made within the time specified within this policy, will bear interest, from thirty (30) days after the due date, at the rate of one percent (1%) per month on the unpaid balance. The Vendor must submit a Proper Invoice to the District for any interest accrued in order to receive the interest payment. (§218.735(9), Fla. Stat.).

An overdue period of less than one (1) month is considered as one (1) month in computing interest. Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

B. Related to Construction Services

All payments for Construction Services that are not made within the time periods specified within the applicable statute, shall bear interest from thirty (30) days after the due date, at the rate of one percent (1%) per month for contracts executed on or before June 30, 2021, and at the rate of two percent (2%) per month for contracts executed on or after July 1, 2021, or the rate specified by agreement, whichever is greater. §218.735(9), Fla. Stat. The Provider must submit a Proper Payment Request to the District for any interest accrued in order to receive the interest payment. An overdue period of less than one (1) month is considered as one (1) month in computing interest. (§218.74 (4), Fla. Stat.).

Unpaid interest is compounded monthly. The term one (1) month means a period beginning on any day of a month and ending on the same day of the following month.

C. Report of Interest

If the total amount of interest paid during the preceding fiscal year exceeds \$250, the District Manager is required to submit a report to the Board during December of each year, stating the number of interest payments made and the total amount of such payments. (§218.78, Fla. Stat.).

HAMAL
COMMUNITY DEVELOPMENT DISTRICT

12

**HAMAL
COMMUNITY DEVELOPMENT DISTRICT
FINANCIAL STATEMENTS
UNAUDITED
OCTOBER 31, 2021**

**HAMAL
COMMUNITY DEVELOPMENT DISTRICT
BALANCE SHEET
GENERAL FUND
OCTOBER 31, 2021**

	General Fund	Debt Service Fund 2021	Total Governmental Funds
ASSETS			
Cash	\$ 384,955	\$ -	\$ 384,955
Investments			
Centennial	254,255	-	254,255
FineMark MMA	249,015	-	249,015
FineMark ICS	284,201	-	284,201
Iberia - MMA	25,081	-	25,081
Bank United	432,627	-	432,627
Revenue	-	18,175	18,175
Interest	-	27,012	27,012
COI	-	5,654	5,654
Accounts receivable	13,057	-	13,057
Assessments receivable	2,529	4,069	6,598
Deposits	135	-	135
Total assets	<u>\$1,645,855</u>	<u>\$ 54,910</u>	<u>\$ 1,700,765</u>
LIABILITIES			
Liabilities:			
Accounts payable off-site	\$ 6,246	\$ -	\$ 6,246
Accounts payable on-site	139	-	139
Total liabilities	<u>6,385</u>	<u>-</u>	<u>6,385</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred receipts	13,057	4,069	17,126
Total deferred inflows of resources	<u>13,057</u>	<u>4,069</u>	<u>17,126</u>
FUND BALANCES			
Nonspendable			
Prepays and deposits	135	\$ -	135
Restricted			
Debt service	-	50,841	50,841
Assigned			
3 months working capital	152,130	-	152,130
Sound barriers	50,000	-	50,000
Stormwater pump station	300,000	-	300,000
Culvert repair/replacement	100,000	-	100,000
Disaster recovery	500,000	-	500,000
Unassigned	524,148	-	524,148
Total fund balance	<u>1,626,413</u>	<u>50,841</u>	<u>1,677,254</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$1,645,855</u>	<u>\$ 54,910</u>	<u>\$ 1,700,765</u>

**HAMAL
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED OCTOBER 31, 2021**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Maintenance assessments	\$ -	\$ -	\$ 529,427	0%
Fair share agreement	-	-	46,302	0%
Interest & misc. income	65	65	1,500	4%
Total revenues	<u>65</u>	<u>65</u>	<u>577,229</u>	0%
EXPENDITURES				
Administrative				
Supervisors	-	-	7,536	0%
Management	3,671	3,671	44,048	8%
Trustee	-	-	4,350	0%
Legal	-	-	10,000	0%
Engineering	-	-	6,000	0%
Audit	-	-	8,184	0%
Arbitrage rebate calculation	-	-	1,250	0%
Dissemination agent	83	83	1,000	8%
Website	-	-	705	0%
Postage	-	-	750	0%
Legal advertising	403	403	2,500	16%
Office supplies	-	-	250	0%
Other current charges	-	-	750	0%
Dues, licenses & subscriptions	175	175	175	100%
ADA website compliance	210	210	210	100%
Insurance	6,673	6,673	6,962	96%
FASD annual dues	-	-	1,500	0%
Pump station/equipment insurance	3,140	3,140	3,468	91%
Reserve study	-	-	6,000	0%
Total administrative expenses	<u>14,355</u>	<u>14,355</u>	<u>105,638</u>	14%
Maintenance				
Telephone	-	-	2,040	0%
Field operations management	-	-	14,100	0%
Landscape maintenance				
Mowing, edging, pruning & weed control	-	-	96,491	0%
Turf replacement	-	-	6,000	0%
Mulch	-	-	16,969	0%
Insect, weed, fertilization	-	-	47,648	0%
Annuals removal, replacement, installation	-	-	11,670	0%
Tree pruning	23,500	23,500	25,750	91%
Irrigation system maintenance	-	-	7,702	0%
Irrigation repairs	-	-	10,000	0%
Capital outlay	-	-	30,400	0%
Landscape replacement	-	-	20,000	0%
Preventative maintenance: pump station	-	-	11,100	0%
Catchbasin cleanout	-	-	14,935	0%
Repair/maintenance: pump station	-	-	4,000	0%

**HAMAL
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
GENERAL FUND
FOR THE PERIOD ENDED OCTOBER 31, 2021**

	Current Month	Year to Date	Budget	% of Budget
Maintenance (continued)				
Lake maintenance	14,260	14,260	24,000	59%
Fountain maintenance	-	-	28,000	0%
Holiday landscape lighting	-	-	7,500	0%
Contingency	-	-	10,600	0%
Wall maintenance	-	-	12,000	0%
Utilities	3,418	3,418	62,000	6%
Total maintenance expenses	<u>41,178</u>	<u>41,178</u>	<u>462,905</u>	9%
Other fees and charges				
Property appraiser	-	-	1,141	0%
Information system services	2,030	2,030	2,030	100%
Tax collector	-	-	5,515	0%
Total other fees and charges	<u>2,030</u>	<u>2,030</u>	<u>8,686</u>	23%
Total expenditures	<u>57,563</u>	<u>57,563</u>	<u>577,229</u>	10%
Excess (deficiency) of revenues over (under) expenditures	(57,498)	(57,498)	-	
Fund balance - beginning	1,683,911	1,683,911	1,607,927	
Fund balance - ending				
Nonspendable				
Prepaid expenditures and deposits	135	135	-	
Assigned				
3 months working capital	152,130	152,130	152,130	
Sound barriers	50,000	50,000	50,000	
Stormwater pump station	300,000	300,000	300,000	
Culvert repair/replacement	100,000	100,000	100,000	
Disaster recovery	500,000	500,000	500,000	
Unassigned	524,148	524,148	505,797	
Total fund balance - ending	<u>\$ 1,626,413</u>	<u>\$ 1,626,413</u>	<u>\$ 1,607,927</u>	

**HAMAL
COMMUNITY DEVELOPMENT DISTRICT
STATEMENT OF REVENUES, EXPENDITURES,
AND CHANGES IN FUND BALANCES
DEBT SERVICE FUND SERIES 2021 (REFUNDED SERIES 2017)
FOR THE PERIOD ENDED OCTOBER 31, 2021**

	Current Month	Year to Date	Budget	% of Budget
REVENUES				
Assessment levy	\$ -	\$ -	\$ 710,953	0%
Total revenues	<u>-</u>	<u>-</u>	<u>710,953</u>	0%
EXPENDITURES				
Principal 5/1	-	-	589,000	0%
Interest 11/1	-	-	27,012	0%
Interest 5/1	-	-	60,027	0%
Cost of issuance	7,475	7,475	-	N/A
Total expenditures	<u>7,475</u>	<u>7,475</u>	<u>676,039</u>	1%
Other fees and charges				
Tax collector	-	-	7,406	0%
Total other fees and charges	<u>-</u>	<u>-</u>	<u>7,406</u>	0%
Total expenditures	<u>7,475</u>	<u>7,475</u>	<u>683,445</u>	1%
Excess (deficiency) of revenues over (under) expenditures	(7,475)	(7,475)	27,508	
Fund balances - beginning	58,316	58,316	42,876	
Fund balances - ending	<u>\$ 50,841</u>	<u>\$ 50,841</u>	<u>\$ 70,384</u>	

HAMAL
COMMUNITY DEVELOPMENT DISTRICT

13

41 **THIRD ORDER OF BUSINESS**

Public Comments

42

43 Ms. Cerbone explained that there would be four opportunities to make public
44 comments during the meeting. She discussed the process and noted that the Board and Staff
45 are not required to respond to any questions or comments during the meeting; responses are
46 at the Board’s discretion and/or direction.

47 Resident Ricardo Vazquez expressed his opinion that the Jog Road medians have looked
48 unnatural and have been an eyesore for the last six months. It was noted that this matter will
49 be discussed next.

50 Another resident asked about what was happening with Jog Road.

51

52 **FOURTH ORDER OF BUSINESS**

**Update: Jog Road Maintenance
Responsibilities**

53

54

55 Mr. Petrick explained the Board’s decision against maintaining the Jog Road medians
56 until an Agreement with Palm Beach County is in place. He discussed Board Member and
57 District Staff conversations with the County.

58 Ms. Rigoni stated she is continuing her research. The issues are two-fold in that the CDD
59 wants to take on the operation and maintenance (O&M) of the median itself, regardless of who
60 is the ultimate property owner, and a separate matter from that is the irrigation breaks on the
61 County Road. Today she spoke to Mr. White who is contacting the Roads and Bridges
62 Department to inspect the damages on Jog Road. She would continue discussions with the
63 County’s Attorney to see if the CDD can present another Interlocal Agreement to the County
64 Commissioners for consideration. A public records request response from the City and County
65 and for the Development Order from the City were pending.

66 Ms. Senior suggested providing homeowners with information so they can contact the
67 County Commissioners about this. Residents were encouraged to contact the County
68 Commissioners. Ms. Rigoni confirmed her understanding that it is the Board’s position that the
69 CDD would not perform any maintenance or repairs until an agreement can be reached with
70 City and/or County; the CDD is not obligated to do anything now. She noted that Commissioner
71 Greg Weiss was made aware of the current condition of the median and was working on

72 resolving it. She has not found any documents indicating the CDD owns the median or is
73 responsible for its maintenance.

74 Ms. Cerbone stated that the Board decided that the CDD would temporarily stop
75 maintenance of the median until this is resolved with the City or the County. It was noted that
76 the reason for this decision is so the CDD does not put any liability on CDD Staff or its
77 contractors without having documentation or agreements in place.

78 Ms. Rigoni discussed her conversation with Commissioner Weiss, which was her first
79 discussion about the Interlocal Agreement, and the CDD wanting to define a clear scope of
80 work.

81 Discussion ensued regarding the City’s past maintenance performance, the decision to
82 do minimal upkeep, this being a longstanding issue since 2008 and the Board decision to cease
83 upkeep because it is not the CDD’s obligation and due to concerns about exposing the CDD and
84 its contractors to liabilities.

85

86 **FIFTH ORDER OF BUSINESS**

**Public Hearing on Adoption of Fiscal Year
2021/2022 Budget**

87

88

89 **A. Proof/Affidavit of Publication**

90 The affidavit of publication was included for informational purposes.

91 **B. Consideration of Resolution 2021-08, Relating to the Annual Appropriations and**
92 **Adopting the Budgets for the Fiscal Year Beginning October 1, 2021, and Ending**
93 **September 30, 2022; Authorizing Budget Amendments; and Providing an Effective**
94 **Date**

95 Ms. Cerbone reviewed the proposed Fiscal Year 2022 budget, highlighting any line item
96 increases, decreases and adjustments, compared to the Fiscal Year 2021 budget and explained
97 the reasons for any adjustments. The budgeted amounts were the same as presented at the
98 last meeting and, while the O&M portion of the assessment increased, the Debt Service portion
99 of the assessment decreased due to refinancing the bonds, which resulted in an overall
100 assessment decrease for Fiscal Year 2022, compared to Fiscal Year 2021.

101 Mr. Cuningham asked the other Board Members if they were interested in proceeding
102 with a Reserve Study. He felt that one is not necessary; therefore, he would ask for the
103 expense to be removed from the proposed Fiscal Year 2022 budget.

104 Discussion ensued regarding the reason for the Reserve Study and budgeting for it was
105 due to the age of the infrastructure. It was noted that the benefit of a Reserve Study could be
106 discussed once proposals are obtained.

107

**On MOTION by Mr. Pincus and seconded by Mr. Cuningham, with all in favor,
the Public Hearing was opened.**

108

109

110

111

112

No members of the public spoke.

113

**On MOTION by Mr. Cuningham and seconded by Ms. Senior, with all in favor,
the Public Hearing was closed.**

114

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118

Ms. Cerbone presented Resolution 2021-08.

119

**On MOTION by Mr. Pincus and seconded by Mr. Cuningham, with all in favor,
Resolution 2021-08, Relating to the Annual Appropriations and Adopting the
Budgets for the Fiscal Year Beginning October 1, 2021, and Ending September
30, 2022; Authorizing Budget Amendments; and Providing an Effective Date,
was adopted.**

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SIXTH ORDER OF BUSINESS

**Public Hearing to Hearing Comments and
Objections on the Imposition of Special
Assessments for Operations and
Maintenance for Fiscal Year 2021/2022,
Pursuant to Florida Law**

127

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129

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131

132

A. Proof/Affidavit of Publication

The affidavit of publication was included for informational purposes.

133

134

**B. Consideration of Resolution 2021-09, Making a Determination of Benefit and Imposing
Special Assessments for Fiscal Year 2021/2022; Providing for the Collection and**

135

136

137 Enforcement of Special Assessments; Certifying an Assessment Roll; Providing for
138 Amendments to the Assessment Roll; Providing a Severability Clause; and Providing an
139 Effective Date

140

141 On MOTION by Ms. Senior and seconded by Mr. DePaul, with all in favor, the
142 Public Hearing was opened.

143

144

145 Resident Danielle Hanson asked about the rationale for the O&M assessment increase
146 and wanted to know if this is normal and expected. It was explained that this is typical, given
147 the age of the community and inflation; however, refinancing the bonds brought down the debt
148 service assessment amount resulting in a combined, overall assessment decrease.

149

150 On MOTION by Mr. Pincus and seconded by Mr. DePaul, with all in favor, the
151 Public Hearing was closed.

152

153

154 Ms. Cerbone presented Resolution 2021-09.

155

156 On MOTION by Mr. Cuningham and seconded by Ms. Senior, with all in favor,
157 Resolution 2021-09, Making a Determination of Benefit and Imposing Special
158 Assessments for Fiscal Year 2021/2022; Providing for the Collection and
159 Enforcement of Special Assessments; Certifying an Assessment Roll; Providing
160 for Amendments to the Assessment Roll; Providing a Severability Clause; and
161 Providing an Effective Date, was adopted.

162

163

164 SEVENTH ORDER OF BUSINESS

164 Consideration of Allstate Resource
165 Management, Inc., Stormwater
166 System/Maintenance Proposal

167

168 Ms. Cerbone presented the Allstate Resource Management, Inc. (ARM) Stormwater
169 System/Maintenance Agreement to clean out all the storm drains and/or storm structures
170 listed in the Agreement. The Board confirmed that this is done every three to four years to
171 avoid a catastrophe during a storm event; the last clean out was in 2018. Contingency and

172 unassigned reserves would be used to offset the costs exceeding the “Catch basin inspection &
 173 cleanout” budget line item; sufficient funds would be allocated during budget deliberations for
 174 the Fiscal Year 2023 budget. ARM expected to commence work three weeks after receipt of the
 175 deposit; there was concern about risks and whether to wait to commence work in case a storm
 176 event occurred while the project is in progress. Mr. Giangrande believed there would be no risk,
 177 as the divers already looked at the intake and outtake to determine the scope of work.
 178

On MOTION by Mr. Pincus and seconded by Mr. Cuningham, with all in favor, the Allstate Resource Management, Inc., Stormwater System/Maintenance Agreement to clean all CDD storm drains, etc., listed in the Agreement, in a not-to-exceed amount of \$28,520, and authorizing Ms. Rigoni to prepare an Agreement and for the Chair to execute, was approved.

184
 185

EIGHTH ORDER OF BUSINESS **Acceptance of Unaudited Financial Statements as of July 31, 2021**

186
 187
 188
 189 Ms. Cerbone presented the Unaudited Financial Statements as of July 31, 2021.

190

On MOTION by Ms. Senior and seconded by Mr. Cuningham, with all in favor, the Unaudited Financial Statements as of July 31, 2021, were accepted.

191
 192
 193
 194

NINTH ORDER OF BUSINESS **Approval of August 4, 2021 Regular Meeting Minutes**

195
 196
 197
 198 Ms. Cerbone presented the August 4, 2021 Regular Meeting Minutes. Ms. Rigoni
 199 submitted edits to Management’s office.

200 The following changes were made:

201 Line 67: Insert “per unit” after “\$40”

202 Line 195: Change “Giangrande” to “Petrick”

203 Line 291: Change “Cuningham” to “DePaul”

204 Line 302: Change “Pincus” to “Petrick” and insert “and painting” after “repairs”

205 A Board Member referred to Line 245 and asked about Ms. Sarah Sandy being
 206 designated as the District’s Registered Agent. Ms. Rigoni stated that she is the primary Attorney

207 for the CDD and Ms. Sandy is the Hopping Green & Sam’s (HGS) Attorney who worked on the
 208 bond refinancing. The edits she submitted clarified items; it did not change what was reflected
 209 in the minutes.

210

211 **On MOTION by Mr. Cuningham and seconded by Mr. Pincus, with all in favor,**
 212 **the August 4, 2021 Regular Meeting Minutes, as amended to incorporate**
 213 **today’s edits and edits previously submitted to Management, were approved.**

214

215

216 **TENTH ORDER OF BUSINESS**

Staff Reports

217

218 **A. District Counsel: *Hopping Green & Sams, P.A.***

219 Ms. Rigoni discussed the Board setting policy to address offenders responsible for
 220 damaging District property, adopted in August. A cease-and-desist letter was sent to the
 221 homeowner, Mr. Gancz, in response to his request for special use of the District’s common
 222 area. She discussed this matter with the Chairman and his Attorney, along with the intended
 223 use of the ponds. Mr. Gancz’s request was denied, as the same request was previously denied
 224 at a previous public meeting. Although the policy was approved at the last meeting, she would
 225 present a Resolution at the next meeting.

226 **B. District Engineer: *Giangrande Engineering and Planning, LLC***

227 Ms. Cerbone presented the Giangrande Engineering and Planning, LLC (GEP) notification
 228 of the firm’s decision to terminate its contract with the CDD. She noted that Mr. Giangrande
 229 agreed to extend the termination terms from 60 to up to 90 days, due to the timing between
 230 the next meeting and advertising a Request for Qualifications (RFQ) Package.

231 Mr. Giangrande stated it was a pleasure serving the CDD. He is prepared to provide
 232 services as needed during the transition and committed to a seamless transition.

233 The Board thanked Mr. Giangrande for his efforts serving the District. Mr. Giangrande
 234 would provide Ms. Cerbone with recommendations.

235 Mr. Pincus stated that he received everything from Mr. Giangrande, including access to
 236 the guard house.

237

238

239

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243

On MOTION by Mr. Cuningham and seconded by Ms. Senior, with all in favor, accepting the Termination Letter from Giangrande Engineering and Planning, LLC, for District Engineering Services, effective 60 to up to 90 days, and authorizing Staff to prepare and advertise a Request for Qualifications for District Engineering Services, was approved.

244

245

246

C. Operations Manager: King’s Management Services, Inc.

247

The Report was emailed to the Board this afternoon.

248

Mr. Pincus asked if the contractor repairing the walls would be on site before the next meeting. Mr. Finch stated he would call and hoped to provide an answer at the end of the week; the contractor was not responding to emails. The casts were expected to arrive last month but there may have been delays in getting materials.

252

As the middle school has not responded, Mr. Giangrande stated his belief that the CDD has recourse under the terms of the Fair Share Agreement to be responsive. He would review and forward the Agreement, if available, to Ms. Cerbone and Ms. Rigoni. Ms. Rigoni was asked to draft a letter upon receipt. This would be included on the next agenda.

253

254

255

256

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

257

- **NEXT MEETING DATE: November 15, 2021 at 6:00 P.M.**

258

- **QUORUM CHECK**

259

The next meeting would be held on November 15, 2021; however, a meeting would be scheduled sooner if materials from the County or City regarding Jog Road are received.

261

The following items would be included on the November agenda:

262

- RFQ for District Engineering Services

263

- Wall Repairs

264

- Resolution for District Property Destruction Policy

265

- Fair Share Agreement/Middle School’s Responsibility

266

267

ELEVENTH ORDER OF BUSINESS

Supervisors’ Requests

268

269 Mr. Cuningham stated he inspected the pump house network equipment and
270 Management located an active phone line but was unable to locate an active internet service
271 provider. Discussion ensued regarding the service, laptop and pump house folio. Staff was
272 directed to cancel the AT&T phone line and initiate new internet service with Comcast, to be
273 able to access the system remotely. Mr. Cuningham would continue troubleshooting this until
274 the issue is remedied.

275

276 **TWELFTH ORDER OF BUSINESS**

Public Comments

277

278 There were no public comments.

279

280 **THIRTEENTH ORDER OF BUSINESS**

Adjournment

281

282 There being no further business to discuss, the meeting adjourned.

283

284 **On MOTION by Ms. Senior and seconded by Mr. DePaul, with all in favor, the**
285 **meeting adjourned at 7:13 p.m.**

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291

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

292
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294
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296
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299

Secretary/Assistant Secretary

Chair/Vice Chair

HAMAL
COMMUNITY DEVELOPMENT DISTRICT

14A1

Hopping Green & Sams

Attorneys and Counselors

October 14, 2021

VIA EMAIL

Cindy Cerbone, District Manager

cerbonec@whhassociates.com

Joseph Petrick, Chairperson

joepetrick84@yahoo.com

RE: Hamal Community Development District ("Client")

JOINT LETTER BY HOPPING GREEN & SAMs, P.A. AND KUTAK ROCK LLP, ANNOUNCING THE DEPARTURE OF JONATHAN JOHNSON, KATIE BUCHANAN, MIKE ECKERT, TUCKER MACKIE, WES HABER, LINDSAY WHELAN, JOE BROWN, SARAH SANDY, ALYSSA WILLSON AND MICHELLE RIGONI TO KUTAK ROCK LLP


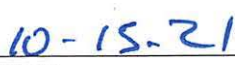
Dear Cindy/Joe,

As of November 15, 2021, Jonathan Johnson, Katie Buchanan, Mike Eckert, Tucker Mackie, Wes Haber, Lindsay Whelan, Joe Brown, Sarah Sandy, Alyssa Willson and Michelle Rigoni (the "Special District Practice Group") will be withdrawing as attorneys from Hopping Green & Sams, P.A. ("HGS") and will be joining Kutak Rock LLP ("Kutak"). The members of the Special District Practice Group have provided services in connection with HGS's representation of the Client on the above referenced matter(s) (the "Client Matters").

In the coming months, HGS will no longer be providing legal services. Kutak is prepared to continue as the Client's legal counsel with respect to the Client Matters; however, it is the Client's choice as to who should serve as its legal counsel, and whether the Client Matters and all electronic files and active and closed hardcopy files (collectively, the "Files") should be transferred to Kutak.

Please select one of the following alternatives; however, please be advised that as of November 15, 2021, HGS will no longer be competent to provide legal services to the Client; accordingly, representation by HGS will cease on November 15, 2021, whether or not the Client makes an election below:

1. **ALTERNATIVE #1.** The Client asks that the Client Matters be transferred with the Special District Practice Group to their new firm, Kutak. Please transfer all Files relating to the Client Matters. HGS's legal representation of the Client will cease on the date of HGS's receipt of their written notice. After that date, the Special District Practice Group and their new firm, Kutak, will be responsible for legal representation of the Client in the Client Matters. To the extent that HGS is holding any trust funds or other property of the Client, HGS is further instructed to transfer such funds and/or property to Kutak.

(Please sign if you want Alternative #1; [DATE]
otherwise, do not sign on this line.)

2. ALTERNATIVE #2. If you do not want Alternative #1, please advise us what HGS should do regarding the Client Matters and all Files relating to the Client Matters by December 1, 2021. HGS's legal representation of the Client will cease on November 15, 2021. If HGS does not receive a response by December 1, 2021, that will confirm HGS's understanding that all Files are not needed or desired and HGS will shred them.

(Please sign here if you have
given instructions under Alternative
#2; otherwise do not sign on this line.)

[DATE]

After you have completed and signed this form, please send a copy via electronic mail to JasonM@hgslaw.com MarkS@hgslaw.com SarahS@hgslaw.com and KimH@hgslaw.com.

Thank you for your consideration and assistance.

HOPPING GREEN & SAMS, P.A.



By: Jonathan Johnson

Its: President

Date: October 14, 2021

HAMAL
COMMUNITY DEVELOPMENT DISTRICT

14A11

RETENTION AND FEE AGREEMENT

I. PARTIES

THIS RETENTION AND FEE AGREEMENT (“**Agreement**”) is made and entered into by and between the following parties:

- A. Hamal Community Development District (“**Client**”)
c/o Wrathell, Hunt & Associates, LLC
2300 Glades Road, Suite 410W
Boca Raton, Florida 33431

and

- B. Kutak Rock LLP (“**Kutak Rock**”)
P.O. Box 10230
Tallahassee, Florida 32302

II. SCOPE OF SERVICES

In consideration of the mutual undertakings and agreements contained herein, the parties agree as follows:

- A. The Client agrees to employ and retain Kutak Rock as its attorney and legal representative for general advice, counseling and representation of Client and its Board of Supervisors.
- B. Kutak Rock accepts such employment and agrees to serve as attorney for and provide legal representation to the Client in connection with those matters referenced above. No other legal representation is contemplated by this Agreement. Any additional legal services to be provided under the terms of this Agreement shall be agreed to by Client and Kutak Rock in writing. Unless set forth in a separate agreement to which Client consents in writing, Kutak Rock does not represent individual members of the Client’s Board of Supervisors.

III. CLIENT FILES

The files and work product materials (“**Client File**”) of the Client generated or received by Kutak Rock will be maintained confidentially to the extent permitted by law and in accordance with the Florida Bar rules. At the conclusion of the representation, the Client File will be stored by Kutak Rock for a minimum of five (5) years. After the five (5) year storage period, the Client hereby acknowledges and consents that Kutak Rock may confidentially destroy or shred the Client File. Notwithstanding the prior sentence, if the Client provides Kutak Rock with a written request for the return of the Client File before the end of the five (5) year storage period, then Kutak Rock will return the Client File to Client at Client’s expense.

IV. FEES

- A. The Client agrees to compensate Kutak Rock for services rendered in connection with any matters covered by this Agreement on an hourly rate basis plus actual expenses incurred by Kutak Rock in accordance with the attached Expense Reimbursement Policy (Attachment A, incorporated herein by reference). Time will be billed in increments of one-tenth (1/10) of an hour. Certain work related to issuance of bonds and bond anticipation notes may be performed under a flat fee to be separately established prior to or at the time of bond or note issuance.
- B. Attorneys and staff, if applicable, who perform work for Client will be billed at their regular hourly rates, as may be adjusted from time to time. The regular hourly rates of those initially expected to handle the bulk of Client’s work are as follows:

Sarah R. Sandy	\$285
Associates	\$250-\$285
Paralegals	\$145

Kutak Rock’s regular hourly billing rates are reevaluated annually and are subject to change not more than once in a calendar year. Client agrees to Kutak Rock’s annual rate increases to the extent hourly rates are not increased beyond \$15/hour.

- C. To the extent practicable and consistent with the requirements of sound legal representation, Kutak Rock will attempt to reduce Client’s bills by assigning each task to the person best able to perform it at the lowest rate, so long as he or she has the requisite knowledge and experience.
- D. Upon consent of Client, Kutak Rock may subcontract for legal services in the event that Client requires legal services for which Kutak Rock does not have adequate capabilities.
- E. Kutak Rock will include costs and expenses (including interest charges on past due statements) on its billing statements for Client reimbursement in accordance with the attached Expense Reimbursement Policy.

V. BILLING AND PAYMENT

The Client agrees to pay Kutak Rock’s monthly billings for fees and expenses incurred within thirty (30) days following receipt of an invoice, or the time permitted by Florida law, whichever is greater. Kutak Rock shall not be obligated to perform further legal services under this Agreement if any such billing statement remains unpaid longer than thirty (30) days after submittal to and receipt by Client. Non-payment of billing statements shall be a basis for Kutak Rock to immediately withdraw from the representation without regard to remaining actions necessitating attention by Kutak Rock as part of the representation.

VI. DEFAULT; VENUE

In any legal proceeding to collect outstanding balances due under this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees in addition to costs and outstanding balances due under this Agreement. Venue of any such action shall be exclusive in the state courts of the Second Judicial Circuit in and for Leon County, Florida.

VII. CONFLICTS

It is important to disclose that Kutak Rock represents a number of special districts, trustees ("Trustees"), bondholders, developers, builders, and other entities throughout Florida and the United States of America relating to community development districts, special districts, local governments and land development. Kutak Rock or its attorneys may also have represented the entity which petitioned for the formation of the Client. Kutak Rock understands that Client may enter into an agreement with a Trustee in connection with the issuance of bonds, and that Client may request that Kutak Rock simultaneously represent Client in connection with the issuance of bonds, while Kutak Rock is also representing such Trustee on unrelated matters. By accepting this Agreement Client agrees that (1) Client was provided with an explanation of the implications of the common representation(s) and the advantages and risks involved; (2) Kutak Rock will be able to provide competent and diligent representation of Client, regardless of Kutak Rock's other representations, and (3) there is not a substantial risk that Kutak Rock's representation of Client would be materially limited by Kutak Rock's responsibilities to another client, a former client or a third person or by a personal interest. Acceptance of this Agreement will constitute Client's waiver of any "conflict" with Kutak Rock's representation of various special districts, Trustees, bondholders, developers, builders, and other entities relating to community development districts, special districts, local governments and land development.

VIII. ACKNOWLEDGMENT

Client acknowledges that the Kutak Rock cannot make any promises to Client as to the outcome of any legal dispute or guarantee that Client will prevail in any legal dispute.

IX. TERMINATION

Either party may terminate this Agreement upon providing prior written notice to the other party at its regular place of business. All fees due and payable in accordance with this Agreement shall accrue and become payable pursuant to the terms of this Agreement through the date of termination.

X. EXECUTION OF AGREEMENT

This Agreement shall be deemed fully executed upon its signing by Kutak Rock and the Client. The contract formed between Kutak Rock and the Client shall be the operational contract between the parties.

XI. ENTIRE CONTRACT

This Agreement constitutes the entire agreement between the parties.

Accepted and Agreed to:

**HAMAL COMMUNITY
DEVELOPMENT DISTRICT**

KUTAK ROCK LLP

By: Joe Petrick

By: _____

Its: Chairman

Its: _____

Date: _____

Date: _____

ATTACHMENT A

KUTAK ROCK LLP CDD EXPENSE REIMBURSEMENT POLICY

The following is Kutak Rock's expense reimbursement policy for community development district representation. This policy applies unless a different arrangement has been negotiated based on the unique circumstances of a particular client or matter.

All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except where there are delays in receiving bills from third party vendors.

Photocopying and Printing. In-house photocopying and printing are charged at \$0.25 per page (black & white) and \$0.50 per page (color). Outside copying is billed as a pass-through of the outside vendor's charges.

Postage. Postage is billed at actual cost.

Overnight Delivery. Overnight delivery is billed at actual cost.

Local Messenger Service. Local messenger service is billed at 44.5 cents per mile pursuant to Section 112.061, Florida Statutes. Should the State increase the mileage allowance specified in Section 112.061, Florida Statutes, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate.

Computerized Legal Research. Charges for computerized legal research are billed at an amount approximating actual cost.

Travel. Travel (including air fare, rental cars, taxicabs, hotel, meals, tips, etc.) is billed at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is billed at 44.5 cents per mile pursuant to Section 112.061, Florida Statutes. Should the State increase the mileage allowance specified in Section 112.061, Florida Statutes, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate. Reasonable travel-related expenses for meals, lodging, gratuities, taxi fares, tolls, and parking fees shall also be reimbursed.

Consultants. Unless prior arrangements are made, consultants are ordinarily employed directly by the client. Where consulting or testifying experts are employed by the firm, their charges are passed through with no mark-up. The client is responsible for notifying the firm of any particular billing arrangements or procedures which the client requires of the consulting or testifying experts.

Other Expenses. Other outside expenses, such as court reporters, agency copies, conference calls, etc. are billed at actual cost.

HAMAL
COMMUNITY DEVELOPMENT DISTRICT

14D

HAMAL COMMUNITY DEVELOPMENT DISTRICT

BOARD OF SUPERVISORS FISCAL YEAR 2021/2022 MEETING SCHEDULE

LOCATION

Briar Bay Clubhouse, 3400 Celebration Blvd., West Palm Beach, Florida 33411

DATE	POTENTIAL DISCUSSION/FOCUS	TIME
November 15, 2021 CANCELED	Regular Meeting	6:00 P.M.
December 13, 2021	Regular Meeting	6:00 P.M.
February 7, 2022	Regular Meeting	6:00 P.M.
May 9, 2022	Regular Meeting	6:00 P.M.
July 11, 2022	Regular Meeting	6:00 P.M.
September 12, 2022	Public Hearing and Regular Meeting	6:00 P.M.