



Rizzetta & Company

Cascades at Groveland Community Development District

**Board of Supervisors' Meeting
April 18, 2018**

District Office:
8529 South Park Circle, Suite 330
Orlando, Florida 32819
407.472.2471

www.cascadesatgrovelandcdd.org

**CASCADES AT GROVELAND
COMMUNITY DEVELOPMENT DISTRICT
AGENDA
April 18, 2018 - 2:00 p.m.**

Shea Homes Construction Office
749 Wilson Lake Parkway,
Groveland, Florida 34736

District Board of Supervisors	Patrick Wellington James R. Pekarek Karen McMican Douglas Christopher David Ertel	Board Supervisor, Chairman Board Supervisor, Vice Chairman Board Supervisor, Assistant Secretary Board Supervisor, Assistant Secretary Board Supervisor, Assistant Secretary
District Manager	Anthony Jeancola	Rizzetta & Company, Inc.
District Counsel	Tucker Mackie	Hopping Green & Sams, P.A.
District Engineer	John Schultheis, PE	Dewberry BowyerSingleton

All Cellular phones and pagers must be turned off while in the meeting room.

The District Agenda is comprised of five different sections:

The meeting will begin promptly at **2:00 p.m.** with the first section which is called **Audience Comments**. The Audience Comment portion of the agenda is where individuals may comment on matters that concern the District. Each individual is limited to three (3) minutes for such comment. The Board of Supervisors or Staff is not obligated to provide a response until sufficient time for research or action is warranted. **IF THE COMMENT CONCERNS A MAINTENANCE RELATED ITEM, THE ITEM WILL NEED TO BE ADDRESSED BY THE DISTRICT MANAGER OUTSIDE THE CONTEXT OF THIS MEETING.** The second section is called **Business Administration**. The Business Administration section contains items that require the review and approval of the District Board of Supervisors as a normal course of business. The third section is called **Business Items**. The business items section contains items for approval by the District Board of Supervisors that may require discussion, motion and votes on an item-by-item basis. Occasionally, certain items for decision within this section are required by Florida Statute to be held as a Public Hearing. During the Public Hearing portion of the agenda item, each member of the public will be permitted to provide one comment on the issue, prior to the Board of Supervisors' discussion, motion and vote. Agendas can be reviewed by contacting the Manager's office at (407) 472-2471 at least seven days in advance of the scheduled meeting. Requests to place items on the agenda must be submitted in writing with an explanation to the District Manager at least fourteen (14) days prior to the date of the meeting. The fourth section is called **Staff Reports**. This section allows the District Manager, Engineer, and Counsel to update the Board of Supervisors on any pending issues that are being researched for Board action. The final section is called **Supervisor Requests**. This is the section in which the Supervisors may request Staff to prepare certain items in an effort to meet residential needs.

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

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (407) 472-2471, at least 48 hours before the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

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

April 11, 2018

Board of Supervisors
**Cascades at Groveland Community
Development District**

Dear Board Members:

AGENDA

The regular meeting of Board of Supervisors of the Cascades at Groveland Community Development District will be held on **Wednesday, April 18, 2018, at 2:00 p.m.** at the **Magnolia House Sports Pavilion, located at 100 Falling Acorn Avenue, Groveland, FL 34746.** Following is the agenda for the meeting:

1. **CALL TO ORDER/ROLL CALL**
2. **AUDIENCE COMMENTS ON AGENDA ITEMS**
3. **BUSINESS ADMINISTRATION**
 - A. Consideration of the Minutes of the Board of Supervisors' Regular Meeting held February 21, 2018.....Tab 1
 - B. Consideration of the Operation and Maintenance Expenditures for February 2018.....Tab 2
3. **BUSINESS ITEMS**
 - A. Discussion Regarding Draft Request for Bid Documents - RE: Stormwater Repairs.....Tab 3
5. **STAFF REPORTS**
 - A. District Counsel
 - B. District Engineer
 - C. District Manager
6. **SUPERVISOR REQUESTS AND AUDIENCE COMMENTS**
7. **ADJOURNMENT**

I look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact me at (407) 472-2471.

Very truly yours,
Anthony Jeancola
Anthony Jeancola
District Manager

cc: *Tucker Mackie, Hopping Green & Sams, P.A.*
John Schultheis, PE , Dewberry

Tab 1

MINUTES OF MEETING

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

**CASCADES AT GROVELAND
COMMUNITY DEVELOPMENT DISTRICT**

The **regular** meeting of the Board of Supervisors of Cascades at Groveland Community Development District was held on **Wednesday, February 21, 2018, at 2:00 p.m. at the Magnolia House Sports Pavilion, located at 100 Falling Acorn Avenue, Groveland, Florida 34746.**

Present and constituting a quorum:

Patrick Wellington	Board Supervisor, Chairman
James Pekarek	Board Supervisor, Vice Chairman
David Ertel	Board Supervisor, Assistant Secretary
Karen McMican	Board Supervisor, Assistant Secretary
Douglas Christopher	Board Supervisor, Assistant Secretary

Also present were:

Anthony Jeancola	District Manager, Rizzetta & Company, Inc.
Tucker Mackie	District Counsel, Hopping, Green & Sams, P.A. (phone)
John Schultheis	District Engineer, Dewberry/Bowyer-Singleton
Audience	Present (Sandra Ross)

FIRST ORDER OF BUSINESS

Call to Order

Mr. Jeancola called the meeting to order and read the roll.

SECOND ORDER OF BUSINESS

Audience Comments on Agenda Items

Ms. Ross from the Native Plant and Wildflower Club of Trilogy Orlando requested an update regarding the previous discussion on the planting of wildflowers & native plants. Mr. Jeancola responded that the Board is interested in seeing how the test area progresses before making a determination to proceed.

THIRD ORDER OF BUSINESS

**Consideration of the Regular Meeting
Minutes of the Board of Supervisors'
Meeting held January 17, 2018**

The minutes were approved by District Counsel. There was a request to remove line 56 from the minutes. Discussion ensued.

On Motion by Ms. McMican, seconded by Mr. Pekarek, with all in favor, the Board approved the Minutes of the Board of Supervisors' Regular Meeting held on January 17, 2018, with said change, for Cascades at Groveland Community Development District.

51 **FOURTH ORDER OF BUSINESS** **Consideration of the Operation and**
52 **Maintenance Expenditures for December**
53 **2017 and January 2018**
54

55 Mr. Jeancola reviewed the expenditures for December 2017 and January 2018 with the
56 Board of Supervisors. He indicated that the December 2017 expenditures included the annual
57 insurance renewal.
58

On Motion by Mr. Christopher, seconded by Mr. Wellington, with all in favor, the Board approved the Operation and Maintenance Expenditures for December 2017 in the amount of \$9,415.31 and January 2018 in the amount of \$7,634.25, for Cascades at Groveland Community Development District.

59 **FIFTH ORDER OF BUSINESS** **Continued Discussion Regarding Planting**
60 **of Wildflowers & Native Plants – Native**
61 **Plant & Wildflower Club of Trilogy Orlando**
62
63

64 Mr. Jeancola stated that this will be a continued discussion item until a determination is
65 made. Discussion ensued.
66

67 Mr. Schultheis stated that bahia sod is usually required on graded slopes in order to help
68 prevent erosion. Wildflowers may not offer the same erosion protection. Discussion ensued.
69

70 Ms. McMican suggested testing on a flat area.
71

72 Mr. Wellington would like to obtain feedback from the residents.
73

74 **SIXTH ORDER OF BUSINESS** **Discussion Regarding Stormwater Drain**
75 **Structures**
76

77 As per the previous meeting, it was determined that there are a number of issues with
78 displaced drain grates and clogged drains causing hydrostatic pressure. Mr. Jeancola believes that
79 there are a number of items that the Board needs to consider and address to consider the long-term
80 maintenance and longevity of the system. Mr. Schultheis located all of the drain structures and
81 diagnosed which grates need to be relocated. There are two areas that are below grade and require
82 attention due to adjacent construction, rainfall, dirt runoff, etc. Discussion ensued.
83

84 Mr. Schultheis distributed a drainage plan handout and reviewed it with the Board. There are
85 32 points where piping enters the stormwater ponds. Discussion ensued.
86

87 Mr. Wellington suggested having Tri-Choice inspect the grates on an annual basis and
88 provide a report. Discussion ensued.
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149 **NINTH ORDER OF BUSINESS**

Adjournment

150

On Motion by Mr. Christopher, seconded by Mr. Wellington, with all in favor, the Board adjourned the Board of Supervisors' Meeting at 3:00 p.m. for Cascades at Groveland Community Development District.

151

152

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Assistant Secretary

Chairman/Vice Chair

DRAFT

Tab 2

CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 8529 SOUTH PARK CIRCLE · SUITE 330 · ORLANDO, FLORIDA 32819

Operation and Maintenance Expenditures February 2018 For Board Approval

Attached please find the check register listing the Operation and Maintenance expenditures paid from February 1, 2018 through February 28, 2018. This does not include expenditures previously approved by the Board.

The total items being presented: **\$10,977.75**

Approval of Expenditures:

_____ Chairperson

_____ Vice Chairperson

_____ Assistant Secretary

Cascades at Groveland Community Development District

Paid Operation & Maintenance Expenditures

February 1, 2018 Through February 28, 2018

<u>Vendor Name</u>	<u>Check Number</u>	<u>Invoice Number</u>	<u>Invoice Description</u>	<u>Invoice Amount</u>
Dewberry Engineers, Inc.	001903	1513123	Engineering Services 01/18	\$ 3,237.50
Orlando Sentinel Communications	001900	003498806	Acct #CU00126744 Legal Advertising 01/18	\$ 106.50
Rizzetta & Company, Inc	001898	INV0000029787	Annual Dissemination Agent Fee FY17- 18	\$ 1,500.00
Rizzetta & Company, Inc	001898	INV0000030056	District Management Services 02/18	\$ 3,088.75
Rizzetta Technology Services, LLC	001899	INV0000003022	Website & EMail Hosting Services 02/18	\$ 160.00
Tri-Choice Services, Inc.	001901	28480202	Dry Retention Pond Maintenance 02/18	\$ 2,765.00
Windom Solutions, Inc.	001904	CG100	Resecure Composite Boards on Walkway (2-16)	\$ <u>120.00</u>
Report Total				\$ <u><u>10,977.75</u></u>

INVOICE



Dewberry®

Please remit to: Dewberry Engineers Inc.
P.O. Box 821824
Philadelphia, PA 19182-1824
(703)849-0100 TIN: 13-0746510

Bill To: CASCADES @ GROVELAND CDD
ACCOUNTS PAYABLE
8529 S. PARK CIRCLE# 330
ORLANDO, FL 32819

Invoice #: 1513123
Invoice Date: 2/9/2018
Due Date: 3/11/2018
Client #: 224261
Contract #: 50089268
Batch #: 2759194

Work Performed Thru Period Ending 1/26/2018

Job: 50089268 Cascades at Groveland CDD 2017

TIME & MATERIAL BILLING

Task ID Task Description

T001 GEN ENG CONSULTANT SRVS 2017

CURRENT PERIOD BILLING

Description	Prev Amount Billed	\$	2,070.00	Hours	Rate	Amount
CADD TECHNICIAN I				2.50	70.000	\$ 175.00
DESIGNER I				20.50	100.000	\$ 2,050.00
ENGINEER IV				7.50	135.000	\$ 1,012.50
TOTAL HOURLY LABOR				30.50		\$ 3,237.50
TOTAL FOR T001						\$ 3,237.50

TOTAL FOR JOB: 50089268 \$ 3,237.50

TOTAL INVOICE AMOUNT DUE \$ 3,237.50
BY 3/11/2018

Date Rec'd Rizzetta & Co., Inc. _____
D/M approval 04 Date _____
Date entered _____
Fund 001 GL 5300 OC 3103
Check # _____

This invoice is due and payable within 30 days of the invoice date. Any questions pertaining to the above should be brought to the attention of Dewberry immediately. Thank you.

This invoice accurately reflects the terms and conditions of our agreement and the amount hereon is correct.
REINARDO MALAVE DAVILA

Invoice & Summary

Billed Account Name: Cascades At Groveland Cdd
Billed Account Number: CU00126744
Invoice Number: 003498806
Amount: \$106.50
Billing Period: 01/01/18 - 01/31/18
Due Date: 03/02/18



INVOICE/SUMMARY

Page 1 of 2

Invoice & Summary Details

Date	tronc Reference #	Description	Ad Size/ Units	Rate	Gross Amount	Total
------	-------------------	-------------	----------------	------	--------------	-------

<i>Current Activity</i>						
01/07/18	OSCM353551	Classified Listings, Online CASCADES AT GROVELAND COMMUNITY DEVELOPM 5381964				106.50

Total Current Advertising Date Rec'd Rizzetta & Co., Inc. FEB 07 2018 106.50

D/M approval 09 Date _____

Date entered _____

Fund 60 GLS 1300 OC 4801

Check # _____

Total: \$106.50

Account Summary

Current	1-30	31-60	61-90	91+	Unapplied Amount
106.50	0.00	0.00	0.00	0.00	0.00



Please detach and return this portion with your payment.

Remittance Section

Billed Period: 01/01/18 - 01/31/18
Billed Account Name: Cascades At Groveland Cdd
Billed Account Number: CU00126744
Invoice Number: 003498806

Orlando Sentinel
MEDIA GROUP

PO Box 100608
Atlanta, GA 30384-0608

Return Service Requested

For questions regarding this billing, or change of address notification, please contact Customer Care:

6152004535 PRESORT 4535 1 AB 0.405 P1C17



CASCADES AT GROVELAND CDD
C/O RIZZETTA & COMPANY, INC.
8529 SOUTHPARK CIRCLE SUITE 330
ORLANDO FL 32819-9064

Orlando Sentinel
PO Box 100608
Atlanta, GA 30384-0608



00012674400012674403003498806 00010650 00010650 6

Orlando Sentinel

Published Daily
ORANGE County, Florida

STATE OF FLORIDA

COUNTY OF ORANGE

Before the undersigned authority personally appeared Karen Pistone/ Maria Torres / Paul Koch /Tina Robinson, who on oath says that he or she is an Advertising Representative of the ORLANDO SENTINEL, a DAILY newspaper published at the ORLANDO SENTINEL in ORANGE County, Florida; that the attached copy of advertisement, being a Legal Notice in the matter of 11200-Misc. Legal, **Wednesday, January 17, 2018 at 2:00 p.m.** was published in said newspaper in the issues of Jan 07, 2018.

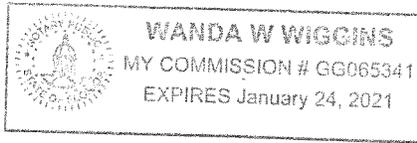
Affiant further says that the said ORLANDO SENTINEL is a newspaper published in said ORANGE County, Florida, and that the said newspaper has heretofore been continuously published in said ORANGE County, Florida, each day and has been entered as periodicals matter at the post office in ORANGE County, Florida, in said ORANGE County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

Tina L Robinson
Signature of Affiant

Tina L Robinson
Printed Name of Affiant

Sworn to and subscribed before me on this 8 day of January, 2018, by above Affiant, who is personally known to me (X) or who has produced identification ().

Sanda King
Signature of Notary Public



Name of Notary, Typed, Printed, or Stamped

NOTICE OF PUBLIC MEETING CASCADES AT GROVELAND COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors of the Cascades at Groveland Community Development District will hold their regular meeting on Wednesday, January 17, 2018 at 2:00 p.m. at the Magnolia House Sports Pavilion, located at 100 Falling Acorn Avenue, Groveland, FL 34746. Items on the agenda may include, but are not limited to, District operations and maintenance activities, financial matters, capital improvements, and general administration activities.

There may be occasions when one or more Supervisors will participate by telephone. At the above location will be present a speaker telephone so that any interested person can attend the meeting and be fully informed of the discussions taking place either in person or by telephone communication. The meeting may be continued in progress without additional notice to a time, date, and location stated on the record.

Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting is asked to advise the District Office at (407) 472-2471, at least 48 hours before the meetings. If you are hearing or speech impaired, please contact the Florida Relay Service at 7-1-1, who can aid you in contacting the District Office.

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

Cascades at Groveland Community Development District
Anthony Jeancola, District Manager

LAK5381964 1/7/2018

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

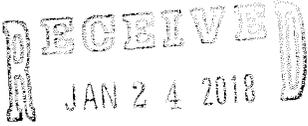
Invoice

Date	Invoice #
1/15/2018	INV0000029787

Bill To:

CASCADES AT GROVELAND CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
January	Upon Receipt	00230

Description	Qty	Rate	Amount
Annual Dissemination Services	1.00	\$1,500.00	\$1,500.00
 BY: Date Rec'd Rizzetta & Co., Inc. _____ D/M approval <u>ef</u> Date _____ Date entered _____ Fund <u>601</u> GL <u>51300</u> OC <u>3104</u> Check # _____			
Subtotal			\$1,500.00
Total			\$1,500.00

Rizzetta & Company, Inc.
 3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

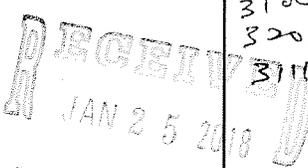
Invoice

Date	Invoice #
2/1/2018	INV0000030056

Bill To:

CASCADES AT GROVELAND CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
February	Upon Receipt	00230

Description	Qty	Rate	Amount
District Management Services	3101 1.00	\$1,330.00	\$1,330.00
Administrative Services	3100 1.00	\$393.75	\$393.75
Accounting Services	3201 1.00	\$1,050.00	\$1,050.00
Financial & Revenue Collections	3111 1.00	\$315.00	\$315.00
 BY:			
Date Rec'd Rizzetta & Co., Inc. _____			
D/M approval <u>ad</u> _____ Date _____			
Date entered _____			
Fund <u>001</u> GL <u>51300</u> OC <u>ALVR</u>			
Check # _____			
Subtotal			\$3,088.75
Total			\$3,088.75

Rizzetta Technology Services

3434 Colwell Avenue
 Suite 200
 Tampa FL 33614

Invoice

Date	Invoice #
2/1/2018	INV0000003022

Bill To:

CASCADES AT GROVELAND CDD
 3434 Colwell Avenue, Suite 200
 Tampa FL 33614

Services for the month of	Terms	Client Number
February		00230

Description	Qty	Rate	Amount
EEmail Hosting	4	\$15.00	\$60.00
Website Hosting Services	1	\$100.00	\$100.00

RECEIVED
 JAN 25 2018

BY:

Date Rec'd Rizzetta & Co., Inc. _____

D/M approval ORJ Date _____

Date entered _____

Fund 001 GL 5130 OC 5103

Check # _____

Subtotal	\$160.00
Total	\$160.00



Invoice

CASCADES OF GROVELAND CDD
RIZZETTA & COMPANY, INC.
8529 S. PARK CIRCLE, #330
ORLANDO, FL 32819

Account No.	Date
284	02/05/18
Total Amount Due	
\$ 2,765.00	

Date Due: 02/17/18

Amount Enclosed \$ _____

REMIT TO: TRI-CHOICE SERVICES, INC

INVOICE #28480202

Services Rendered At: CASCADES OF GROVELAND CDD

Page # 1

Previous Balance: **2,765.00**

DATE	DESCRIPTION	AMOUNT
02/01/18	PYMT REC'D-CK #1896-JAN MTE	CR 2,765.00
02/05/18	INSTALLMENT FOR THE MONTH OF FEB	2,765.00

RECEIVED
FEB 08 2018
BY: _____

Date Rec'd Rizzetta & Co., Inc. _____
 D/M approval GD Date _____
 Date entered _____
 Fund 001 GL 53800 OC 4630
 Check # _____

Current	Over 30	Over 60	Over 90	Total Amount Due
2,765.00				\$ 2,765.00

WINDOM SOLUTIONS INC.
83 Dobson Street Orlando, FL 32811

INVOICE

CG100

2/21/18

Customer Address:

Cascades at Groveland

Groveland, FL

Attn: Anthony Jeancola or Scott Green

Scope of Work: General

Re secure composite boards on walkway (2-16)

Flat Rate
120.00

Invoice Total

120.00

Payment Due: NET 10

Owners:

321-299-2560/Stanley Windom

Date Rec'd Rizzetta & Co., Inc. _____

D/M approval af Date _____

Date entered _____

Fund 021 GL 5790 OC 4799

Check # _____

Tab 3

Cascades at Groveland Stormwater Repairs

SUMMARY OF WORK

Listed below is a general description of the proposed work. The contractor shall be responsible for all work described while adhering to applicable standards and specifications.

1. Pump down approximately (26) drainage inlets used as bubble-up type outfall structures in the retention ponds within the CDD.
2. Flush pipes from the nearest upstream inlet to remove accumulated sediment and trash.
3. Regrade areas around inlet structures identified below, (6) locations, to lower grade below top of structures. Sod disturbed areas with Bahia sod.
4. Reposition inlet grates as originally installed.
5. Identify missing grates and furnish and install grates. Grate replacement will be paid for as a unit cost per piece furnished and installed.
6. Identify missing grate attachment chains and install new chains where missing. Install grate attachment chains in accordance with FDOT Index 201, sheet 2 of 5. Chain replacement will be paid for as a unit cost per piece furnished and installed.

DRAFT

April 2, 2018

**RE: Cascades Community Development District
Cascades at Groveland
Stormwater Repairs**

REQUEST FOR BID - INSTRUCTIONS TO BIDDER

The Cascades at Groveland Community Development District (CDD) requests your firm to provide a Bid for all labor and materials required to complete the project. The site is the Cascades at Groveland aka Trilogy in Groveland Florida.

Please consider the following information carefully in preparing your Proposal.

Project Profile

Contractor will accept the site in its existing condition and the contractor will be required to perform all necessary work to complete the project, including, but not limited to grading, and drainage repairs and cleaning of pipes and drainage structures.

The following information is attached in order to assist in preparation of your proposal:

1. One (1) set of civil plans prepared by Dewberry dated April 16, 2015.
2. Instruction to Bidders (this document)
3. Photographic exhibit of certain drainage structures
4. Exhibit depicting location and conditions.
5. Bid Form with Attachments

This is a **total fixed fee (lump sum) proposal with optional unit cost items**, and it is the contractor's responsibility for calculating and estimating all schedule of values required in completing this work. The contractor is required to provide schedule of values indicating breakdown of quantities and unit costs for each item as indicated on the drawings, bid form, described in the technical specifications and as required in the contract documents. This information will be used for comparison purposes and to prepare the application of payment to determining percent complete throughout the project along with securing unit costs for any additions or deletions to the scope of work. No compensation shall be paid for quantity adjustments for work shown or described. Any required item not listed on the bid form shall be considered incidental and shall be included in the lump sum price. If a schedule of values with the engineer's description and estimated quantities are provided these are for informational purposes only. If there are any major discrepancies, please inform the engineer immediately so that quantities can be verified and agreed upon.

Project Team

The Cascades at Groveland CDD is the Owner, Dewberry is the Civil Engineer. Rizzetta and Company is the CDD manager.

Scheduling

It is anticipated that the site contractor will be selected on or about June 1, 2018 and work will begin immediately. Invited bidders shall provide with their bid a complete schedule of construction activities and sequential operations needed from commencement to final completion. Critical dates include substantial completion in 45 days from commencement and final completion 15 days thereafter. Time is critical for the success of this project and the contractor must maintain or reduce the timing mentioned. If the contractor feels the 45 days is not sufficient to complete the work, he shall notify the owner of the required days to substantial completion and provide justification at the time of bid.

Contract

You are required to use the attached Bid forms and said forms must be filled out completely. We reserve the right to reject any Bid. Email or deliver a PDF copy and Excel spreadsheet of the Schedule of Value – Bid Form and Project Schedule no later than 4:00 P.M., local time on Tuesday, **May 1, 2018** to the attention of:

John Schultheis
Dewberry
110 W. Indiana Ave. Ste. 202
Phone: 386-626-2136
Cell: 386-717-7546
E-mail: jschultheis@dewberry.com

E-mailed Bids will be acceptable. Hard copies should be shipped for delivery next business day. All bids will be opened shortly after receipt. Announcement of award of contract shall be made to all bidders at a later date.

You may visit the site at any time. No pre bid conference is planned, however if additional information is attained or questions occur during the process an addendum may be issued if necessary. All questions are to be submitted in writing to the attention of Barry Roy. We look forward to receiving your proposal and appreciate your interest in this Project. Should you have any questions, please contact me.

Sincerely,

John M. Schultheis, PE
Senior Project Manager

Cascades at Groveland Stormwater Repairs

SUPPLEMENTARY INSTRUCTIONS TO BIDDERS

This Section is supplementary to the Instructions to Invited Bidder.

BID DOCUMENTS

COPY OF PLANS shall be obtained directly from Dewberry. Complete sets of the Bid Documents (Drawings and Project Manual) shall be used in preparing bid; neither the Owner, or the Engineer assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid Documents.

Examination

Before submitting a Proposal, the Bidder shall carefully examine all of the Drawings and Project Manual (Bid Documents), visit the site of the work, and fully inform themselves as to all existing conditions and limitations, and shall include in the Proposal, the cost of all items necessary for complete construction of the project. The Invited Bidder shall not be allowed any extra compensation by reason of any matter or thing, concerning that which the Invited Bidder might have fully informed himself prior to the bidding.

Interpretations, Addenda

Should an Invited Bidder find any ambiguity, inconsistency, discrepancy or error in the Drawings or Project Manual, or be in doubt as to their meaning, the Invited Bidder shall at once notify the Engineer, in writing, who will issue a written addendum response to all Invited Bidders.

Any addenda issued by the Engineer during the time of bidding are to be included in the proposal from the Invited Bidder and shall become a part of the Bid Documents. The Invited Bidder shall acknowledge receipt of addenda on the proposal form in the space provided.

Addenda will be faxed, mailed, e-mailed or delivered to each Invited Bidder, person or firm recorded by the Engineer as being invited by the Owner to bid and having received the Construction Documents for bidding.

Substitution of Materials

All substitution requests must be submitted in writing to the Engineer. Approved substitution requests will be distributed as addenda to all Invited Bidders in writing by the Engineer.

Proposals

Proposals submitted by the Invited Bidders for consideration must be made upon the "Proposal Form" provided herewith, all blank spaces must be filled, the signature shall be in longhand, and the completed form shall be without alterations or erasures.

The Proposal Form shall bear the name of the Invited Bidder. Where an Invited Bidder is a corporation, the proposal must bear the legal name(s) of the corporation followed by the name of state of incorporation and the signature of a corporate officer authorized to bind the corporation to a contract.

All bids shall remain firm for a period of 90 calendar days after the date of bid opening and the Invited Bidder shall be prepared to enter into a contract for construction and begin construction within 5 calendar days after date of Notice of Authorization to Proceed.

Bid Security

Bid security is not required.

Proposed Subcontractors

The Invited Bidder shall submit to the Owner at the time of bid opening, a complete list of subcontractors

Contractors License Law

The Contractor shall comply with and require all subcontractors to comply with all Federal, State and local Contractor License Laws and be duly registered and licensed thereunder as required.

Performance Bond

Performance Bond is not required.

Social Security Act

The Contractor agrees to comply with and to require all of his subcontractors to comply with all of the provisions of the Act of Congress approved August 14, 1935, known and cited as the "Social Security Act" and also the provisions of the act of the State Legislature Approved, and known as the State Unemployment Compensation Law and all other laws and regulations pertaining to labor and workmen and all amendments to such data, and the contractor further agrees to indemnify and save harmless the Owner of and from any and all claims and demands made against it by virtue of the failure of the contractor or any subcontractors to comply with the provisions of any or all of said acts and amendments.

Sales and Use Tax

The Contractor agrees to comply with and to require all of his subcontractors to comply with all of the provisions of applicable state sales tax law and compensation use tax law and all amendments to same. The contractor further agrees to indemnify and save harmless the Owner of and from any and all claims and demand made against it by virtue of the failure of the Contractor or any Subcontractor to comply with the provisions of any or all said laws and amendments.

Waiver of Liens

The Contractor is responsible for the payment of all bills for labor and materials furnished by the subcontractors, the suppliers, and the Contractor on this project, and the Contractor shall also deliver to the Owner a Partial and Final Waiver of Lien in duplicate from himself and from each of his

subcontractors as Owner deems appropriate and, at such time he shall certify that he is submitting such lien waivers for all subcontractors involved.

If any liens are filed against the Owner's property, the Owner may, at his option, demand the Contractor immediately provide a bond in accordance with state statutes.

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BID PROPOSAL FORM

BIDDER: _____ PROJECT: **Cascades at Groveland
Stormwater Repairs**

(Legal Name)

Submitted To : Cascades at Groveland CDD
c/o Dewberry
110 W. Indiana Ave Ste. 202
DeLand FL 32720

The undersigned, hereinafter referred to as the "Bidder," declares that before preparing his bid, he visited the site, carefully examined all of the Bidding Documents, including, but not limited to, the Instructions to Bidders, the Supplementary Instructions to Bidders, the Invitation to Bid, the Contract Documents, the Drawings and Addenda as prepared by:

**DRAWINGS & SPECIFICATIONS
(FOR SITEWORK)**

Dewberry
110 W. Indiana Ave Ste. 202
DeLand FL 32720

Bidder hereby proposes to furnish all management, labor, materials, tools and equipment, transportation, services, coordination and payment of all sales and other applicable taxes, necessary for the timely and complete construction of the Project in accordance with the Contract Documents (including incidental items required to complete all of the Work, and all Work reasonably inferable, based on responsible construction practices even though every item involved is not identified) within the time schedule set forth elsewhere in this Base Bid Proposal, and in accordance with all applicable Federal, state, and local laws, statutes, ordinances, rules and regulations relating to the Project or the Work, and to accept in full payment therefore:

The Lump Sum Base Bid of _____
_____ Dollars (\$ _____); plus a unit cost of

_____ Dollars (\$ _____ per cast iron grate); plus
a unit cost of

_____ Dollars (\$ _____ per inlet chain assembly

ADDENDA RECEIPT

ADDENDUM NO.	DATE	ADDENDUM NO.	DATE

NAME AND ADDRESS OF BIDDER:

By: _____

Its: _____

CORPORATE
SEAL

ATTEST:

Secretary

State whether Bidder is a sole proprietorship, partnership, or corporation. If a corporation, provide corporate seal and attestation by the corporate secretary:

Incorporated under the laws of the state of _____

President:

Secretary:

Treasurer:

SUPPLEMENTARY BID FORM

PROJECT STAFF

The proposed project staff is as follows:

- 1. Project Manager, _____
- 2. Superintendent, _____
- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.
- 11.
- 12.
- 13.
- 14.

DRAFT

Resumes of each of the members of the proposed Project Staff are attached to this Supplementary Bid Form.

The signature must be identical to that shown on the Bid.

Bidder:

By:
Its:

SUPPLEMENTARY BID FORM

WORK COMPLETION SCHEDULE

The Bidder agrees to execute the work in such a manner as to achieve completion for each portion of the work as indicated below. Completion shall be final completion.

Bidder may include separate schedule sheet.

Description

Cumulative
Calendar days

Notice to Proceed

Mobilization

Repairs and Cleaning

Substantial Completion

Final Completion

The signature must be identical to that shown on the Bid.

Bidder:

By:

Its:

DRAFT

SUPPLEMENTARY BID FORM

QUALIFICATIONS/EXCLUSIONS

DRAFT

The signature must be identical to that shown on the Bid.

If additional sheets are required, you must copy this form.

Bidder:

By:
Its: