

*Highland Meadows West  
Community Development District*

*Agenda*

*January 25, 2019*

# AGENDA

# *Highland Meadows West*

## *Community Development District*

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135 W. Central Blvd., Suite 320, Orlando, Florida 32801  
Phone: 407-841-5524 – Fax: 407-839-1526

January 18, 2019

**Board of Supervisors  
Highland Meadows West  
Community Development District**

Dear Board Members:

The regular meeting of the Board of Supervisors of **Highland Meadows West Community Development District** will be held **Friday, January 25, 2019 at 9:30 AM at 346 E Central Ave., Winter Haven, Florida 33880**. Following is the advance agenda for the meeting:

1. Roll Call
2. Public Comment Period (<sup>1</sup>Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
3. Approval of Minutes of the December 12, 2018 Meeting
4. Consideration of RFP for Construction Services for Master Project Improvements (Phases 1 & 2)
5. Staff Reports
  - A. Attorney
  - B. Engineer
  - C. District Manager's Report
6. Other Business
7. Supervisors Requests and Audience Comments
8. Adjournment

The second order of business is the Public Comment Period where the public has an opportunity to be heard on propositions coming before the Board as reflected on the agenda, and any other items. Speakers must fill out a Request to Speak form and submit it to the District Manager prior to the beginning of the meeting.

The third order of business is the approval of the minutes of the December 12, 2018 Board of Supervisors meeting. A copy of the minutes are enclosed for your review.

The fourth order of business is the consideration of RFP for Construction Services for Master Project Improvements for Phases 1 & 2. Supporting documentation is enclosed for your review.

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<sup>1</sup> Comments will be limited to three (3) minutes

The fifth order of business is Staff Reports. Any staff reports will be presented at this time.

The balance of the agenda will be discussed at the meeting. In the meantime, if you should have any questions, please do not hesitate to contact me.

Sincerely,

Jill Burns  
District Manager

CC: Sarah Warren, District Counsel

Enclosures

# MINUTES

MINUTES OF MEETING  
HIGHLAND MEADOWS WEST  
COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Highland Meadows West Community Development District was held on Wednesday, December 12, 2018 at 3:05 p.m. at 346 E Central Ave, Winter Haven, Florida.

Present and constituting a quorum were:

Rennie Heath	Chairman
John Mazuchowski	Vice Chairman
Andrew Rhinehart	Assistant Secretary
Lauren Schwenk	Assistant Secretary
Keaton Alexander	Assistant Secretary via phone

Also present were:

Jill Burns	District Manager
Sarah Sandy	District Counsel via phone
Roy Van Wyk	District Counsel

*The following is a summary of the discussions and actions taken at the December 12, 2018 Highland Meadows West Community Development District's Board of Supervisors Meeting.*

**FIRST ORDER OF BUSINESS**

**Roll Call**

Ms. Burns called the meeting to order and stated that the Supervisors listed above were in attendance, constituting a quorum.

**SECOND ORDER OF BUSINESS**

**Public Comment Period**

There being no members of the public present, the next item followed.

**THIRD ORDER OF BUSINESS**

**Approval of Minutes of the November 14, 2018 Board of Supervisors Meeting**

Ms. Burns asked for any questions, comments, or corrections to the minutes. There were no comments from the Board on the November minutes.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, the minutes of the November 14, 2018 Board of Supervisors meeting were approved, as presented.

**FOURTH ORDER OF BUSINESS**

**Acceptance of Audit Committee Recommendation and Selection of #1 Ranked Firm to Provide Auditing Services for Fiscal Year 2018**

Ms. Burns stated that the Audit Committee ranked CRI number one, and the motion would authorize the Chairman to execute the agreement once drafted by staff.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, acceptance of Audit Committee recommendation and Selection of #1 Ranked Firm Carr, Riggs & Ingram to provide Auditing Services for Fiscal Year 2018, was approved.

**FIFTH ORDER OF BUSINESS**

**Consideration of Proposal for Website ADA Compliance**

Ms. Burns noted that staff suggested the one-time fee of \$1,750. Ms. Burns stated that there was some language that Roy wanted inserted, so the motion would be approval subject to the addition of language provided by Counsel.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor, the Consideration of Proposal for Website ADA Compliance, was approved, subject to the addition of language provided by Counsel.

**SIXTH ORDER OF BUSINESS**

**Staff Reports**

**A. Attorney**

There being none, the next item followed.

**B. Engineer**

There being none, the next item followed.

**C. District Manager’s Report**

**i. Balance Sheet and Income Statement**

Ms. Burns noted there was no action needed to be taken on those, but she could answer any questions from the Board.

Mr. Heath asked about a charge from the developer for \$20,308. Ms. Burns stated that was a funding request that was most likely issued in the last couple weeks.

**ii. Approval of Check Register**

Ms. Burns stated there was a check register in the amount of \$17,956.26 and asked for a motion to approve the check register.

On MOTION by Mr. Heath, seconded by Mr. Rhineheart, with all in favor the Check Register totaling \$17,956.26 was approved.

**SEVENTH ORDER OF BUSINESS**

**Other Business**

There being none, the next item followed.

**EIGHTH ORDER OF BUSINESS**

**Supervisors Requests and Audience Comments**

Ms. Burns asked for comments from the Board.

**NINTH ORDER OF BUSINESS**

**Adjournment**

The meeting was adjourned at 3:05 p.m.

On MOTION by Mr. Heath, seconded by Ms. Schwenk, with all in favor, the meeting was adjourned.

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

\_\_\_\_\_  
Chairman/Vice Chairman



# SECTION IV

**HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT  
EVALUATION CRITERIA**

**CONSTRUCTION SERVICES FOR MASTER PROJECT IMPROVEMENTS (PHASES 1 & 2)  
POLK COUNTY, FLORIDA**

**PERSONNEL (5 POINTS)**

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E.g., geographic location of firm’s headquarters; adequacy and capabilities of key personnel, including the project manager and field supervisor; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

**EXPERIENCE (15 POINTS)**

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E.g., past record and experience of the respondent in self performing similar projects; past performance for this District and other community development district's in other contracts; character, integrity, reputation of respondent, etc.;

**UNDERSTANDING SCOPE OF WORK (20 POINTS)**

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Demonstration of the Proposer's understanding of the project requirements.

**FINANCIAL CAPABILITY (10 POINTS)**

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Extent to which the proposal demonstrates the adequacy of the Proposer’s financial resources and stability as a business entity, necessary to complete the services required.

**SCHEDULE (25 POINTS)**

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Demonstration of Proposer’s understanding (through presentation in the proposal of a milestone schedule) of how to meet the required substantial and final completion dates. Consideration will be given to proposers that indicate an ability to credibly complete the project in advance of the required substantial and final completion dates without a premium cost for accelerated work.

**PRICE (25 POINTS)**

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Points available for price will be allocated as follows:

15 Points will be awarded to the Proposer submitting the lowest cost proposal for completing the work. All other Proposers will receive a percentage of this amount based upon the difference between the Proposer’s bid and the low proposer.

10 Points are allocated for the reasonableness of unit prices and balance of proposer.

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**TOTAL POINTS (100 POINTS)**

**HIGHLAND MEADOWS WEST COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**CONSTRUCTION SERVICES FOR MASTER PROJECT IMPROVEMENTS (PHASES 1 & 2)  
POLK COUNTY, FLORIDA**

Notice is hereby given that the Highland Meadows West Community Development District (“District”) will receive proposals for the following District project:

Master project construction site work for Phases 1 & 2, including [INSERT PROJECT DESCRIPTION].

The Project Manual will be available beginning \_\_\_\_\_, \_\_\_\_\_, 2019 at 8:00 AM EST at the offices of the Highland Meadows West Community Development District’s (“District’s”) Engineer, Wood & Associates Engineering, LLC, located at 1925 Bartow Road, Lakeland, Florida 33801 or by calling (863) 940-2040 or emailing dennis@woodcivil.com. Each Project Manual will include, but not be limited to, the Request for Proposals, proposal and contract documents, and construction plans and specifications.

The District reserves the right to reject any and all proposals, make modifications to the work, award the contract in whole or in part with or without cause, provide for the delivery of the project in phases, and waive minor or technical irregularities in any Proposal, as it deems appropriate, if it determines in its discretion that it is in the District’s best interests to do so. Each proposal shall be accompanied by a proposal guarantee in the form of a proposal bond or certified cashier’s check in an amount not less than five percent (5%) of the total bid to be retained in the event the successful proposer fails to execute a contract with the District and file the requisite Performance and Payment Bonds and insurance within fourteen (14) calendar days after the receipt of the Notice of Award.

Any person who wishes to protest the Project Manual, or any component thereof, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays, and state holidays) after the Project Manual is made available, and shall file a formal written protest with the District within seven (7) calendar days (including Saturdays, Sundays, and state holidays) after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Engineer directed to Dennis Wood at dennis@woodcivil.com. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the District’s Project Manual. The formal written protest shall state with particularity the facts and law upon which the protest is based.

Ranking of proposals will be made on the basis of qualifications according to the evaluation criteria contained within the Project Manual; however, please note that proposals received from firms failing to meet the following minimum qualifications/requirements will not be considered or evaluated: (1) Proposer will have constructed three (3) improvements similar in quality and scope with a minimum of \$1,000,000 in total volume construction cost within the last five (5) years; (2) Proposer will have minimum bonding capacity of \$1,000,000 from a surety company acceptable to the District; (3) Proposer is authorized to do business in Florida; and (4) Proposer is registered with Polk County and is a licensed contractor in the State of Florida.

Any and all questions relative to this project shall be directed in email only to dennis@woodcivil.com no later than 8:00 AM EST, on Friday, \_\_\_\_\_, 2019.

Firms desiring to provide services for this project must submit one (1) original and (1) electronic copy in PDF included with the submittal package of the required proposal no later than 5:00 PM EST,

\_\_\_\_\_, \_\_\_\_\_, 2019, at the offices of Wood & Associates Engineering, LLC, 1925 Bartow Road Lakeland, FL 33801. Proposals shall be submitted in a sealed opaque package, shall bear the name of the proposer on the outside of the package and shall identify the name of the project. Proposals will be opened at a public meeting to be held at 3:00 PM EST, \_\_\_\_\_, \_\_\_\_\_, 2019, at the offices of Wood & Associates Engineering, LLC, 1925 Bartow Road, Lakeland, FL 33801. No official action will be taken at the meeting. Proposals received after the time and date stipulated above will be returned unopened to the proposer. Any proposal not completed as specified or missing the required proposal documents as provided in the Project Manual may be disqualified.

Highland Meadows West Community Development District  
District Manager

**Run Date:** \_\_\_\_\_, \_\_\_\_\_, 2019