

MINUTES OF MEETING

HIGHLAND MEADOWS II COMMUNITY DEVELOPMENT DISTRICT CONTINUED BOARD OF SUPERVISORS' MEETING

Thursday, December 3, 2015 at 9:10 a.m.

Holiday Inn Winter Haven

200 Cypress Gardens Boulevard,

Winter Haven, Florida 33880

Board Members present at roll call:

Andrew Rhinehart	Board Member	
Lauren Schwenk	Board Member	
Joel Adams	Board Member	
Scott Shapiro	Board Member	(via phone)

Also Present:

Roy Van Wyk	Hopping Green & Sams, P.A.	
Todd Amaden	Landmark Engineering	
Joe MacLaren	Fishkind & Associates, Inc.	
Jane Gaarlandt	Fishkind & Associates, Inc.	
Sarah Warren	Hopping Green & Sams, P.A.	(via phone)

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

The meeting was called to order. The Board Members and staff in attendance are outlined above.

SECOND ORDER OF BUSINESS

Consideration of the Bids for the Phase 4A Construction Services

Mr. Amaden noted that following the last meeting he prepared a bid comparison of the 3 qualified bids received by the District. All bidders appear to be qualified, staffed, financially sound, and have similar work experience. Mr. Amaden went through the schedules and the quantities and pulled out and listed the big items to see where the differences are. Based on all the findings the District Engineer has prepared draft rankings. Mr. Van Wyk asked if all of the bidders were responsive and if anything was left out. Mr. Amaden responded that the District Engineer provided quantities this time and all of the bidders responded on time, all were responsive, and all of the bidders seemed to have included everything that District Staff had requested. A couple of the bidders adjusted the unit quantities slightly, but there were no gross differences. Mr. Amaden noted that it is a lump sum bid based on the plans. Mr. Van Wyk requested that

staff fill in the columns that they know are mathematical such as the price differential columns. Mr. Amaden stated that based on his math he gave Kearney 25 points for having the lowest total price. Prorated he had Tucker Paving with a score of 23 and Watson Civil with a score of 15. Mr. Van Wyk asked to start at the beginning and noted said that he added Kearney on the score sheet as the third bidder as they did not respond the first time. Mr. Van Wyk noted that Mr. Amaden said that all of the proposers had sufficient personnel and asked if there were any distinctions or issues to be considered with personnel. Mr. Amaden stated that based on what the proposers provided Kearney and Watson are substantially larger companies so they could deduct 1 point from Tucker but he found no need to because they do have adequate personnel do the job and suggested giving each 5 points for personnel. Mr. Van Wyk asked Mr. Amaden to explain the experience of each proposer. Mr. Amaden stated that Watson is the youngest company, but its principles have been around a long time coming from Prince. Based on the projects that were listed in each proposer's packet he would give them all the full 15 points as they are all experienced and capable of doing this job. Mr. Van Wyk asked if anyone had any other ranking numbers that they would like to put out. Ms. Schwenk said that they all seem to hit the mark. Mr. Amaden noted that on the scope, which Mr. Van Wyk touched on briefly, the District Engineer provided quantities but each proposer demonstrated a thorough understanding of the scope and he thinks they all deserve 20 points each. Mr. Van Wyk asked if there were any other suggestions with regards to scope. There were none. Mr. Amaden explained that all of the proposers looked financially sound and had the bonding and financial capability to do the job and he awarded each 10 points. Mr. Van Wyk noted that there was a distinction in that the P&P Bond cost for Tucker was rather high. Mr. Amaden responded that he thinks it is based on the size of the company and the bonding capability in the company's past and the larger companies get a better bonding rate and thus a lower value of the bond. Based on the information provided Tucker is a smaller company, but he assumes that they do have the ability to bond this project but being a smaller company he believes that their cost is higher. It does not impact the District other than it pushes the cost up a little bit. Mr. Van Wyk asked for Mr. Amaden to explain the schedule. Mr. Amaden noted that Watson originally had a 365 day schedule and came down to 210, Tucker had a 180 day schedule, and Kearney had a schedule of 138 days making the difference of plus 40 days pretty substantial. Based on the evaluation criteria Mr. Amaden awarded Kearney the full 25 points, Tucker 20 points, and Watson 15 points. Mr. Shapiro asked if based on the scope of work in this Phase Mr. Amaden thinks the 138 days is achievable. Mr. Amaden responded that he does because there are only 105 lots, a small offsite, and an intersection improvement but being that there are no trees, no pump station, no cul-de-sac, and minimal off sites he believes 138 days is very reasonable. Mr. Van Wyk asked if anyone had any other suggestions for the rankings for schedule. Ms. Schwenk stated that she agrees with Mr. Amaden. Mr. Amaden noted that Tucker Paving's total points add up to 93, Watson's add up to 80 points, and Kearney's add up to 100 points. Mr. Amaden stated that he did not see anything in their bid packages that indicates otherwise so those are the suggested rankings. There were no additional comments or concerns. Mr. Van Wyk requested a motion to rank the proposers as No. 1 Kearney, No. 2 Tucker, No. 3

Watson, and to authorize District staff to move forward with a notice of intent to award to Kearney.

On MOTION by Mr. Adams, seconded by Ms. Schwenk, with all in favor, the Board ranked Kearney No.1, Tucker No. 2, Watson No. 3, and authorized District Staff to move forward with a Notice of Intent to Award to Kearney.

Ms. Warren will send the letter for the Notice of Intent to Award to The District Manager shortly. Ms. Gaarlandt asked Ms. Warren to copy Ms. Houck when she sends out the letters. Ms. Gaarlandt will call Ms. Houck. The District does not have the Phase 3A permits yet and is waiting on the final.

THIRD ORDER OF BUSINESS

Staff Reports

District Counsel – Mr. Van Wyk stated that he and Ms. Warren had discussed moving the meeting date. Ms. Warren asked the Board to confirm whether they need to hold the regularly scheduled meeting next Thursday, December 10, 2015. Mr. Shapiro said that he did not know of any purpose to hold the meeting. Ms. Warren stated that the next regularly scheduled meeting in January is currently scheduled for Thursday, January 14, 2016 and noted that they are planning to do the bond pre-closing in the afternoon of January 13, 2016 and so they would need to move the highland meadows II meeting to adopt the Supplemental Assessment Resolution to January 12, 2016 at 3:00 p.m. Mr. Van Wyk asked the District Manager to send out a meeting request for the regularly scheduled 2016 meetings. Mr. Shapiro said that he might not be around on Tuesday January 12, 2016. Mr. MacLaren said that the District usually holds both the Towne Park and Highland Meadows II meetings on the same day. Mr. Van Wyk said that the Board has Highlands in the morning of January 13, 2016 and they could not do both meetings and both pre-closings on the same day. Mr. Van Wyk requested a motion to cancel the December 10, 2015 meeting and reschedule the January 14, 2016 meeting to January 12, 2016 at 3:00 p.m. at the current location.

On MOTION by Ms. Schwenk, seconded by Mr. Adams, with all in favor, the Board canceled the December 10, 2015 meeting and rescheduled the January 14, 2016 meeting to January 12, 2016 at 3:00 p.m. at the current location.

District Engineer – No Report

District Manager – No Report

FOURTH ORDER OF BUSINESS

**Supervisor Requests and Audience
Comments**

There were no other questions or comments

FIFTH ORDER OF BUSINESS

Adjournment

There was no further business to discuss. Mr. Van Wyk requested a motion to adjourn.

ON MOTION by Ms. Schwenk, seconded by Mr. Rhinehart, with all in favor, the Board adjourned the December 3, 2015 Board of Supervisor's Meeting for the Highland Meadows II Community Development.



Secretary / Assistant Secretary



Chairman / Vice Chairman