

# **TARA OAKS**

**COMMUNITY DEVELOPMENT  
DISTRICT**

**March 13, 2023**

**BOARD OF SUPERVISORS  
REGULAR MEETING  
AGENDA**

**TARA OAKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**AGENDA**  
**LETTER**

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

March 6, 2023

Board of Supervisors  
Tara Oaks Community Development District

<p><b><u>ATTENDEES:</u></b> Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.</p>
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Dear Board Members:

The Board of Supervisors of the Tara Oaks Community Development District will hold a Regular Meeting on March 13, 2023 at 11:00 a.m., the offices of Springstead Engineering, Inc., 727 South 14th St., Leesburg, Florida 34748. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consider Appointment to Fill Vacant Seat 5; *Term Expires November 2025*
  - Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in separate package*)
    - A. Guide to Sunshine Amendment and Code of Ethics for Public Officers and Employees
    - B. Membership, Obligations and Responsibilities
    - C. Financial Disclosure Forms
      - I. Form 1: Statement of Financial Interests
      - II. Form 1X: Amendment to Form 1, Statement of Financial Interests
      - III. Form 1F: Final Statement of Financial Interests
    - D. Form 8B: Memorandum of Voting Conflict
4. Consideration of Resolution 2023-01, Designating Certain Officers of the District, and Providing for an Effective Date
5. Ratification of Engagement with Jere Earlywine at Kutak Rock LLP
6. Consideration of Resolution 2023-02, Directing the Chairman and District Staff to Request the Passage of an Ordinance by the City Commission of the City of Leesburg, Florida, Amending the District's Boundaries, and Authorizing Such Other Actions as are Necessary in Furtherance of that Process; and Providing an Effective Date

7. Consideration of Boundary Amendment Funding Agreement
8. Consideration of Response to Request for Qualifications (RFQ) for Engineering Services
  - A. Affidavit of Publication
  - B. RFQ Package
  - C. Respondent(s): Springstead Engineering, Inc.
  - D. Competitive Selection Criteria/Ranking
  - E. Award of Contract
9. Acceptance of Unaudited Financial Statements as of January 31, 2023
10. Approval of September 12, 2022 Public Hearing and Regular Meeting Minutes
11. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*
  - B. District Engineer:
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*

- NEXT MEETING DATE: April 10, 2023 at 11:00 AM

○ QUORUM CHECK

SEAT 1	SILVIA MOUKHTARA NEMER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 2	CHRIS POTTS	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 3	CLIFTON FISCHER	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 4	JACOB ESSMAN	<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO
SEAT 5		<input type="checkbox"/> IN PERSON	<input type="checkbox"/> PHONE	<input type="checkbox"/> NO

12. Board Members' Comments/Requests
13. Public Comments
14. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Kristen Suit at (410) 207-1802.

**FOR BOARD AND STAFF TO ATTEND BY TELEPHONE**  
**CALL-IN NUMBER: 1-888-354-0094**  
**PARTICIPANT PASSCODE: 943 865 3730**

Sincerely,



Craig Wrathell  
 District Manager

# **TARA OAKS**

## **COMMUNITY DEVELOPMENT DISTRICT**

**4**

**RESOLUTION 2023-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TARA OAKS COMMUNITY DEVELOPMENT DISTRICT DESIGNATING CERTAIN OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE**

**WHEREAS**, the Tara Oaks Community Development District (“District”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, Florida Statutes; and

**WHEREAS**, the Board of Supervisors of the District desires to designate certain Officers of the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TARA OAKS COMMUNITY DEVELOPMENT DISTRICT:**

**SECTION 1.** \_\_\_\_\_ is appointed Chair

**SECTION 2.** \_\_\_\_\_ is appointed Vice Chair.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

\_\_\_\_\_ is appointed Assistant Secretary.

**Kristen Suit** is appointed Assistant Secretary.

**SECTION 3.** This Resolution supersedes any prior appointments made by the Board for Chair, Vice Chair and Assistant Secretaries; however, prior appointments by the Board for Secretary, Treasurer and Assistant Treasurer(s) remain unaffected by this Resolution.

**SECTION 4.** This Resolution shall become effective immediately upon its adoption.

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**PASSED AND ADOPTED** this 13th day of March, 2023.

ATTEST:

**TARA OAKS COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary/Assistant Secretary

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Chair/Vice Chair, Board of Supervisors

**TARA OAKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**5**



Tara Oaks Community Development District  
c/o Craig Wrathell and Sayed Moukhtara  
Wrathell, Hunt & Associates, LLC  
2300 Glades Road Suite 410W  
Boca Raton, Florida 33431  
wrathellc@whhassociates.com  
sayed@moukhtara.com

RE: District Counsel Matter

Dear Sirs or Madams,

Effective February 6, 2023, Jere Earlywine will resign from KE LAW GROUP PLLC to join the law firm of KUTAK ROCK LLP.

Mr. Earlywine was providing services to you on the above-referenced matter. Therefore, this letter is to inform you that you have the option to choose to have Mr. Earlywine continue to represent you in this matter at his new law firm, or you may have KE LAW GROUP PLLC continue to represent you, in which case representation will be handled by Jennifer Kilinski and Meredith Hammock in our Tampa office. Alternatively, you can choose to retain an entirely new lawyer.

If you wish to have Jere Earlywine or a new lawyer continue to represent you, please be aware that you remain liable for fees and costs for services already provided by members of KE LAW GROUP PLLC through the date of this letter. We have attached for your convenience the most recent invoices for payment, which are exclusive of time that may have been incurred in the months of January or February.

Please advise Jere Earlywine and us in writing, as quickly as possible, of the Board's decision so that continuity in your representation is assured. You may do so by indicating your choice below and returning a signed and dated copy. Please retain the additional copy of this designation letter for your records.

Yours truly,

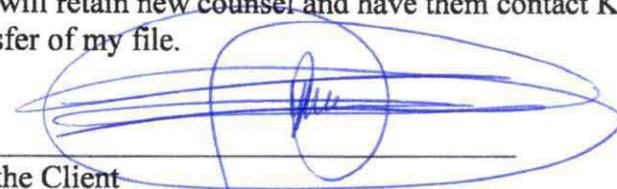
  
\_\_\_\_\_  
KE LAW GROUP PLLC

**Instructions**

I wish my file to stay with KE LAW GROUP PLLC.

I wish my file and trust account balance to be transferred to Jere Earlywine at KUTAK ROCK LLP ✓

I will retain new counsel and have them contact KE LAW GROUP PLLC to coordinate transfer of my file.

  
\_\_\_\_\_  
For the Client

# **TARA OAKS**

## **COMMUNITY DEVELOPMENT DISTRICT**

**6**

## RESOLUTION 2023-02

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE TARA OAKS COMMUNITY DEVELOPMENT DISTRICT DIRECTING THE CHAIRMAN AND DISTRICT STAFF TO REQUEST THE PASSAGE OF AN ORDINANCE BY THE CITY COMMISSION OF THE CITY OF LEESBURG, FLORIDA, AMENDING THE DISTRICT'S BOUNDARIES, AND AUTHORIZING SUCH OTHER ACTIONS AS ARE NECESSARY IN FURTHERANCE OF THAT PROCESS; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Tara Oaks Community Development District ("**District**") is a unit of special-purpose government established pursuant to the Uniform Community Development District Act of 1980, as codified in Chapter 190, *Florida Statutes* ("**Uniform Act**"), and City Commission Ordinance No. 21-17 ("**Ordinance**"); and

**WHEREAS**, pursuant to the Uniform Act, the District is authorized to construct, acquire, and maintain infrastructure improvements and services; and

**WHEREAS**, the District presently consists of approximately 194.15 acres, more or less, as more fully described in the Ordinance; and

**WHEREAS**, the District desires to amend its boundaries to add certain lands ("**Expansion Parcel**"), as described in the attached **Exhibit A**, and remove certain lands ("**Contraction Parcel**"), as described in the attached **Exhibit B**, resulting in an amended boundary ("**Boundary Amendment**"); and

**WHEREAS**, the Boundary Amendment is in the best interest of the District, and the area of land within the amended boundaries of the District will continue to be of sufficient size, sufficiently compact, and sufficiently contiguous to be developable as one functionally related community; and

**WHEREAS**, the Boundary Amendment of the District's boundaries will allow the District to continue to be the best alternative available for delivering community development services and facilities to the lands within the District, as amended; and

**WHEREAS**, Boundary Amendment is not inconsistent with either the State or local comprehensive plan and will not be incompatible with the capacity and uses of existing local and regional community development services and facilities; and

**WHEREAS**, the area of land that will lie in the amended boundaries of the District will continue to be amenable to separate special district government; and

**WHEREAS**, in order to seek a Boundary Amendment ordinance pursuant to Chapter 190, *Florida Statutes*, the District desires to authorize District staff, including but not limited to legal, engineering, and managerial staff, to provide such services as are necessary throughout the pendency of the process; and

**WHEREAS**, the retention of any necessary consultants and the work to be performed by District staff may require the expenditure of certain fees, costs, and other expenses by the District as authorized by the District's Board of Supervisors ("**Board**"); and

**WHEREAS**, the Developer has agreed to provide sufficient funds to the District to reimburse the District for any expenditures including, but not limited to, legal, engineering and other consultant fees, filing fees, administrative, and other expenses, if any; and

**WHEREAS**, the District hereby desires to request a Boundary Amendment in accordance with Chapter 190, *Florida Statutes*, by taking such actions as are necessary in furtherance of the same.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE TARA OAKS COMMUNITY DEVELOPMENT DISTRICT:**

**1. RECITALS.** The recitals as stated above are true and correct and by this reference are incorporated into and form a material part of this Resolution.

**2. AUTHORIZATION FOR BOUNDARY AMENDMENT.** Pursuant to Chapter 190, *Florida Statutes*, the Board hereby authorizes the Chairman and District Staff to proceed in an expeditious manner with the preparation and filing of any documentation with the City of Leesburg, Florida, as necessary to seek the amendment of the District's boundaries and to add those lands depicted in **Exhibit A** and remove those lands depicted in **Exhibit B**. The Board further authorizes the prosecution of the procedural requirements detailed in Chapter 190, *Florida Statutes*, for the Boundary Amendment.

**3. AUTHORIZATION FOR AGENT.** The Board hereby authorizes the District Chairman, District Manager and District Counsel to act as agents of the District with regard to any and all matters pertaining to the petition to the City of Leesburg, Florida, to amend the boundaries of the District. District Staff, in consultation with the District Chairman, is further authorized to revise **Exhibit A** and **Exhibit B**, in order to address any further boundary adjustments as may be identified by the District Engineer. The District Manager shall ensure that the final versions of **Exhibit A** and **Exhibit B** as confirmed by the Chairman are attached hereto.

**4. EFFECTIVE DATE.** This Resolution shall become effective upon its passage.

**PASSED AND ADOPTED** this 13th day of March, 2023.

ATTEST:

**TARA OAKS COMMUNITY DEVELOPMENT  
DISTRICT**

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

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Legal Description of Expansion Parcel

**Exhibit B:** Legal Description of Contraction Parcel

**Exhibit A:**  
Legal Description of Expansion Parcel



**Exhibit B:**  
Legal Description of Contraction Parcel



# **TARA OAKS**

## **COMMUNITY DEVELOPMENT DISTRICT**

**7**

## BOUNDARY AMENDMENT FUNDING AGREEMENT

This Agreement is made and entered into this \_\_\_ day of \_\_\_\_\_, 2023, by and among:

**Tara Oaks Community Development District**, a local unit of special-purpose government established pursuant to Chapter 190, Florida Statutes, and with an address of c/o Wrathell, Hunt & Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431 (“**District**”), and

**A.A. Moukhtara Company, Inc.**, the developer of Phases Mid-Central, NW and SW (“**West Developer**”) with a mailing address of 7717 NW 20<sup>th</sup> Lane, Gainesville, Florida 32605; and

**Tara Village, Inc.**, the developer of Phases North Central, SE and NE (“**East Developer**”) with a mailing address of 7717 NW 20<sup>th</sup> Lane, Gainesville, Florida 32605; and

**Abbingtion Oaks, Inc.**, the developer of Phase ME (“**Mid-East Developer**,” together with the West Developer and the East Developer, the “**Developers**”) with a mailing address of 7717 NW 20<sup>th</sup> Lane, Gainesville, Florida 32605.

### RECITALS

**WHEREAS**, the District was established pursuant to Chapter 190, *Florida Statutes* (“Uniform Act”), and by Ordinance 21-17 of the City Commission for the City of Leesburg, Florida, for the purpose of planning, financing, constructing, operating and/or maintaining certain infrastructure, as amended (“Ordinance”); and

**WHEREAS**, pursuant to the Uniform Act, the District is authorized to construct, acquire, and maintain infrastructure improvements and services; and

**WHEREAS**, the District presently consists of 194.15 acres, more or less, as more fully described in the Ordinance; and

**WHEREAS**, the District currently provides infrastructure systems, facilities, and services to the lands within the District; and

**WHEREAS**, the Developers have approached the District and requested the District petition to amend its boundaries to include the lands set forth in **Exhibit A**; and

**WHEREAS**, the District has authorized or intends to authorize District staff, including but not limited to legal, engineering, and managerial staff (“District Staff”), to provide such services as are necessary throughout the boundary amendment process (“Services”); and

**WHEREAS**, the retention of any necessary consultants and the work to be performed by District Staff requires the expenditure of certain fees, costs, and other expenses by the District as authorized by the District’s Board of Supervisors (“Amendment Expenses”), and the District’s Board of Supervisors

requires that the Developers fund the Amendment Expenses as a condition to proceeding with the amendment process; and

**WHEREAS**, the Developers have agreed to provide funds to the District in order to pay the Amendment Expenses, on the terms set forth herein;

**NOW, THEREFORE**, based upon good and valuable consideration and mutual covenants of the parties, the receipt of which and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. **PROVISION OF FUNDS.** The Developers agree to make available to the District the monies necessary for the payment of the Amendment Expenses within thirty (30) days of written request by the District. The funds shall be placed in the District's general checking account. The Developers will each pay a share of the Amendment Expenses on a pro-rated basis, as follows:

<b>A.A. MOUKHTARA COMPANY, INC.</b>	<b>45.41%</b>
<b>TARA VILLAGE, INC.</b>	<b>37.87%</b>
<b>ABBINGTON OAKS, INC.</b>	<b>16.72%</b>

2. **DISTRICT USE OF FUNDS.** The District agrees to use the funds received from the Developers solely for the Amendment Expenses. The District agrees to use its good faith best efforts to proceed in an expeditious manner with the prosecution of the procedural requirements detailed in Chapter 190, Florida Statutes, for the amendment of the District's boundary. The District shall not have any obligation to reimburse or repay the Developers for funds made available to the District under this Agreement.

3. **DEFAULT.** In the event of default, and regardless of the cost sharing provided for under section 1 of this Agreement, the Developer entities will be jointly and severally liable for all of the Amendment Expenses. Further, a default by any party under this Agreement shall entitle the other parties to all remedies available at law or in equity, which may include, but not be limited to, the right of actual damages (but not consequential, special or punitive damages), injunctive relief and/or specific performance.

4. **ENFORCEMENT OF AGREEMENT.** In the event that any party is required to enforce this Agreement by court proceedings or otherwise, then the substantially prevailing party shall be entitled to recover all fees and costs incurred, including reasonable attorneys' and paralegals' fees and costs for trial, alternative dispute resolution, or appellate proceedings.

5. **AGREEMENT.** This instrument shall constitute the final and complete expression of the agreement among the parties relating to the subject matter of this Agreement.

6. **AMENDMENTS.** Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing that is executed by the parties hereto.

**7. AUTHORIZATION.** The execution of this Agreement has been duly authorized by the appropriate body or official of all parties to this Agreement, each party has complied with all the requirements of law, and each party has full power and authority to comply with the terms and provisions of this instrument.

**8. NOTICES.** All notices, requests, consents and other communications under this Agreement (“Notices”) shall be in writing and shall be delivered, mailed by First Class Mail, postage prepaid, or overnight delivery service, to the parties, at the addresses first written above. Except as otherwise provided in this Agreement, any Notice shall be deemed received only upon actual delivery at the address set forth in this Agreement. Notices delivered after 5:00 p.m. (at the place of delivery) or on a non-business day, shall be deemed received on the next business day. If any time for giving Notice contained in this Agreement would otherwise expire on a non-business day, the Notice period shall be extended to the next succeeding business day. Saturdays, Sundays, and legal holidays recognized by the United States government shall not be regarded as business days. Counsel for the parties may deliver Notice on behalf of the parties. Any party or other person to whom Notices are to be sent or copied may notify the other parties and addresses of any change in name or address to which Notices shall be sent by providing the same on five (5) days written notice to the parties and addresses set forth in this Agreement.

**9. THIRD PARTY BENEFICIARIES.** This Agreement is solely for the benefit of the formal parties to this Agreement and no right or cause of action shall accrue upon or by reason hereof, to or for the benefit of any third party not a formal party to this Agreement. Nothing in this Agreement expressed or implied is intended or shall be construed to confer upon any person or corporation other than the parties to this Agreement any right, remedy or claim under or by reason of this Agreement or any provisions or conditions hereof; and all of the provisions, representations, covenants and conditions contained in this Agreement shall inure to the sole benefit of and shall be binding upon the parties to this Agreement and their respective representatives, successors, and assigns.

**10. ASSIGNMENT.** No party may assign this Agreement or any monies to become due hereunder without the prior written approval of the other parties.

**11. CONTROLLING LAW.** This Agreement and the provisions contained herein shall be construed, interpreted, and controlled according to the laws of the State of Florida.

**12. EFFECTIVE DATE.** The Agreement shall be effective after execution by all parties to this Agreement and shall remain in effect unless terminated by either of the parties.

**13. TERMINATION.** Any party may terminate this Agreement upon a breach by another party, notice of which breach shall be provided to all parties at the addresses noted above, and only after the breaching party is provided fifteen (15) calendar day’s period to cure said breach. Any termination of this Agreement shall not relieve the Developers from paying any outstanding Amendment Expenses.

**14. PUBLIC RECORDS.** All documents of any kind provided to the District or to District Staff in connection with the work contemplated under this Agreement may be public records and will be treated as such in accord with Florida law.

**15. ARM'S LENGTH TRANSACTION.** This Agreement has been negotiated fully among the parties as an arm's length transaction. The parties participated fully in the preparation of this Agreement with the assistance of their respective counsel. In the case of a dispute concerning the interpretation of any provision of this Agreement, the parties are each deemed to have drafted, chosen, and selected the language, and doubtful language will not be interpreted or construed against any party.

**16. SOVEREIGN IMMUNITY.** Nothing in this Agreement shall constitute or be construed as a waiver of the District's limitations on liability contained in Section 768.28, *Florida Statutes*, or other statutes or law.

**17. HEADINGS FOR CONVENIENCE ONLY.** The descriptive headings in this Agreement are for convenience only and shall not control nor affect the meaning or construction of any of the provisions of this Agreement.

**18. COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which when executed and delivered shall be an original; however, all such counterparts together shall constitute but one and the same instrument. Signature and acknowledgment pages, if any, may be detached from the counterparts and attached to a single copy of this document to physically form one document.

[CONTINUED ON NEXT PAGE]

**IN WITNESS WHEREOF**, the parties execute this Agreement the day and year first written above.

**TARA OAKS COMMUNITY DEVELOPMENT DISTRICT**

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**A.A. MOUKHTARA COMPANY, INC.**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**TARA VILLAGE, INC.**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**ABBINGTON OAKS, INC.**

\_\_\_\_\_  
By: \_\_\_\_\_  
Its: \_\_\_\_\_

**EXHIBIT A:** Map of Proposed Boundary Amendment



**TARA OAKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

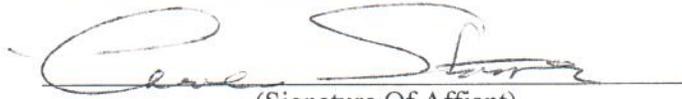
**8A**

The Villages®  
**DAILY SUN**

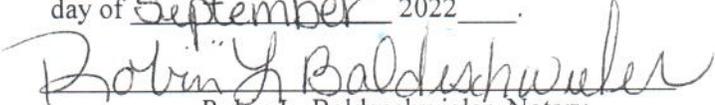
Published Daily  
 Lady Lake, Florida  
 State of Florida  
 County Of Lake

Before the undersigned authority personally appeared **CAROL STORMS**, who on oath says that she is Legal Ad Coordinator of the DAILY SUN, a daily newspaper published at Lady Lake in Lake County, Florida with circulation in Lake, Sumter and Marion Counties; that the attached copy of advertisement, being a Legal **1086951** in the matter of **NOTICE OF REQUEST** was published in said newspaper in the issues of **SEPTEMBER 29, 2022**

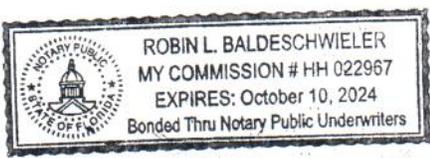
Affiant further says that the said Daily Sun is a newspaper published at Lady Lake in said Lake County, Florida, and that the said newspaper has heretofore been continuously published in said Lake County, Florida each week and has been entered as second class mail matter at the post office in Lady Lake, in said Lake County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisements; and affiant further says that he 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.

  
 (Signature Of Affiant)

Sworn to and subscribed before me this 30  
 day of September 2022.

  
 Robin L. Baldeschwieler, Notary

Personally Known X or  
 Production Identification \_\_\_\_\_  
 Type of Identification Produced \_\_\_\_\_



**REQUEST FOR  
 QUALIFICATIONS FOR  
 ENGINEERING SERVICES  
 FOR THE TARA OAKS  
 COMMUNITY DEVELOPMENT  
 DISTRICT**

RFQ for Engineering Services

The Tara Oaks Community Development District ("District"), located in the City of Leesburg, Florida, announces that professional engineering services will be required on a continuing basis for the District's stormwater systems, and other public improvements authorized by Chapter 190, Florida Statutes. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with the City of Leesburg and Lake County) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on October 17, 2022 to the attention of Wrathell, Hunt & Associates, LLC (by email to: gillyardd@whhassociates.com) ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request. Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. 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 or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

#1086951 September 29, 2022

**TARA OAKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**8B**

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
FOR THE TARA OAKS COMMUNITY DEVELOPMENT DISTRICT**

*RFQ for Engineering Services*

The Tara Oaks Community Development District (“**District**”), located in the City of Leesburg, Florida, announces that professional engineering services will be required on a continuing basis for the District’s stormwater systems, and other public improvements authorized by Chapter 190, *Florida Statutes*. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual (“**Applicant**”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience with the City of Leesburg and Lake County) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“**CCNA**”). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on October 17, 2022 to the attention of Wrathell, Hunt & Associates, LLC (by email to: [gillyardd@whhassociates.com](mailto:gillyardd@whhassociates.com)) (“**District Manager’s Office**”).

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours (excluding weekends) after the publication of this Notice. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. 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 or protest with respect to aforesaid Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Twenty Thousand Dollars (\$20,000.00).

**TARA OAKS COMMUNITY DEVELOPMENT DISTRICT**

**DISTRICT ENGINEER PROPOSALS**

**COMPETITIVE SELECTION CRITERIA**

**1) Ability and Adequacy of Professional Personnel** (Weight: 25 Points)

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

**2) Consultant's Past Performance** (Weight: 25 Points)

Past performance for other Community Development Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

**3) Geographic Location** (Weight: 20 Points)

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

**4) Willingness to Meet Time and Budget Requirements** (Weight: 15 Points)

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

**5) Certified Minority Business Enterprise** (Weight: 5 Points)

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

**6) Recent, Current and Projected Workloads** (Weight: 5 Points)

Consider the recent, current and projected workloads of the firm.

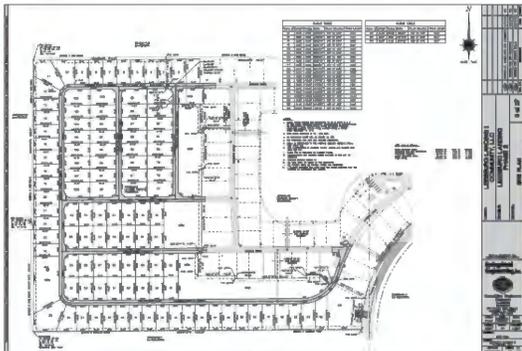
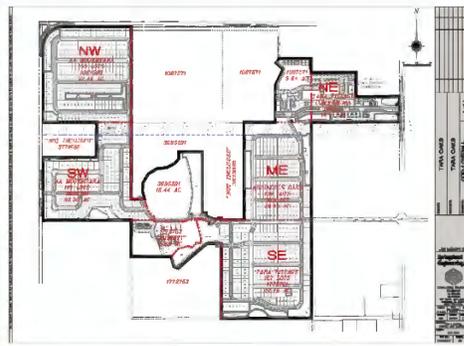
**7) Volume of Work Previously Awarded to Consultant by District** (Weight: 5 Points)

Consider the desire to diversify the firms that receive work from the District; etc.

**TARA OAKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**8C**

# STATEMENT OF QUALIFICATIONS PROFESSIONAL ENGINEERING SERVICES TARA OAKS COMMUNITY DEVELOPMENT DISTRICT (LEESBURG, FLORIDA)



Springstead Engineering, Inc.  
727 South 14<sup>th</sup> Street  
Leesburg, Florida 34748  
p. (352) 787-1414  
Email: [staff@springsteadeng.net](mailto:staff@springsteadeng.net)



October 14, 2022

Tara Oaks Community Development District  
Via email to: [gillyardd@whhassociates.com](mailto:gillyardd@whhassociates.com)

**Subject: Response to Request for Qualifications  
RFQ for Engineering Services – Tara Oaks Community Development District**

Dear Members of Review Committee:

Springstead Engineering, Inc. is pleased to present the following response to the referenced request for qualifications of professional services.

The enclosed information is presented to assist the selection committee during the evaluation process. The information has been assembled to address the project requirements in an orderly manner, with sections clearly marked for convenience.

Springstead Engineering, Inc. (SEI) is uniquely qualified to assist the Tara Oaks Community Development District by providing our engineering expertise. SEI has served the role of the prime design civil engineer for many successful projects in Lake County similar in the CDD's objectives. The ability and willingness to communicate, operate and enhance the delivery process in a timely fashion is an underlying principal our organization prides itself in and to which our past clients will duly attest.

Springstead Engineering, Inc. has maintained offices in Leesburg, Florida for over 49 years. We are a local firm that possesses the required qualifications, expertise, and the desire to work with the Tara Oaks Community Development District to perform the services needed.

Springstead Engineering, Inc., specifically David W. Springstead, P.E. will service as principal-in-charge and Project Manager for this project. His responsibilities will include, but not be limited, to working with the Tara Oaks Community Development District Board and staff to continually monitor progress of the projects, verifying that schedule requirements are attained. David W. Springstead, P.E. will also serve as quality assurance and technical advisor for this project. David will be authorized to make representations for the organization and can be contacted at the above address and telephone number. The remainder of the staff will be outlined in Standard Form 330 of this qualifications package.

SEI has a consistent history of professional and knowledgeable engineering support for local and state authorities. SEI also has a strong record for meeting established schedules. Our organization has produced a consistent record of meeting or completing design construction documentation and delivery of the final project in accordance with the established schedule. We believe we can provide this same expertise efficiently and effectively to the Tara Oaks Community Development District.

October 14, 2022  
Tara Oaks Community Development District  
Engineering Services RFQ  
Page 2

Springstead Engineering, Inc. appreciates this opportunity to present our qualifications and capabilities the selection committee's consideration. We trust the information submitted herein will provide sufficient detail for a favorable review of our firm to provide the areas of service identified.

Should you have any questions or comments regarding this submittal, or if we may be of assistance in any way, please contact our office.

Respectfully submitted,  
SPRINGSTEAD ENGINEERING, INC.

A handwritten signature in black ink, appearing to read 'D. Springstead', is centered below the typed name.

David W. Springstead, P.E.  
President

DWS/jal  
Attachments

**TARA OAKS COMMUNITY DEVELOPMENT DISTRICT**

***Letter of Interest***

***SECTION A.....LICENSES***

- ***Springstead Engineering, Inc.***
- ***David W. Springstead, P.E.***

***SECTION B..... QUALIFICATION STATEMENT***

- ***Ability of Personnel***
- ***Minority Business Status***
- ***Past Experience and Performance***
- ***Geographic Location***
- ***Current and Projected Work Load***
- ***Volume of Work Previously Awarded By CDD***
- ***Contact Personnel***

***SECTION C..... STANDARD FORM 330***

- ***SF 330 – All Sections***
- ***Organizational Chart***



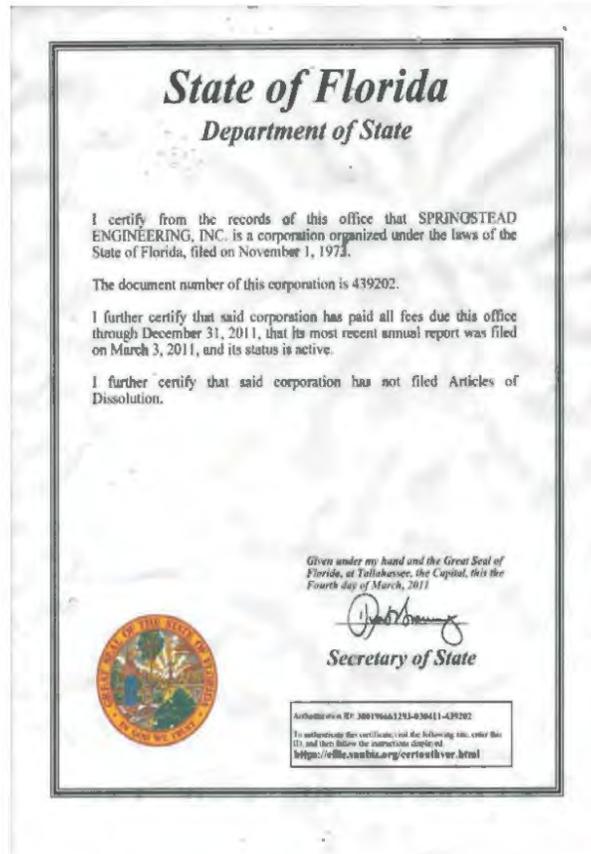
# SECTION A - LICENSES



Tara Oaks Community Development District

Engineering Services

## **BUSINESS LICENCES**



### Licensee Details

#### Licensee Information

Name: **SPRINGSTEAD ENGINEERING INC (Primary Name)**  
 Main Address: **727 SOUTH 14TH STREET  
 LEESBURG Florida 34748-5618**  
 County: **LAKE**  
 License Mailing:  
 License Location:

#### License Information

License Type: **Registry**  
 Rank: **Registry**  
 License Number: **1723**  
 Status: **Current**  
 License Date: **05/10/1977**  
 Expires:

Special Qualifications: **Qualification Effective**

#### Alternate Names



### CITY OF LEESBURG LOCAL BUSINESS TAX RECEIPTS 2020

This local business tax receipt is in addition to and not in lieu of any other tax required by law or county ordinance. Businesses are subject to regulation of zoning, health, and other lawful authorities. Delinquent penalty is added October 1<sup>st</sup>.

Loc: 727 S 14th St

Expires: 9/30/2020

Class ID: 17839

Business Tax: \$44.10

Pen/Late Fee: \$0.00

Springstead Engineering, Inc  
 727 S 14th St  
 Leesburg, FL 34748

Amount Paid: \$44.10

## DAVID SPRINGSTEAD LICENCES



### CITY OF LEESBURG LOCAL BUSINESS TAX RECEIPTS 2020

This local business tax receipt is in addition to and not in lieu of any other tax required by law or county ordinance. Businesses are subject to regulation of zoning, health, and other lawful authorities. Delinquent penalty is added October 1<sup>st</sup>.

**Loc:** 727 S 14th St

**Class ID:** 4542

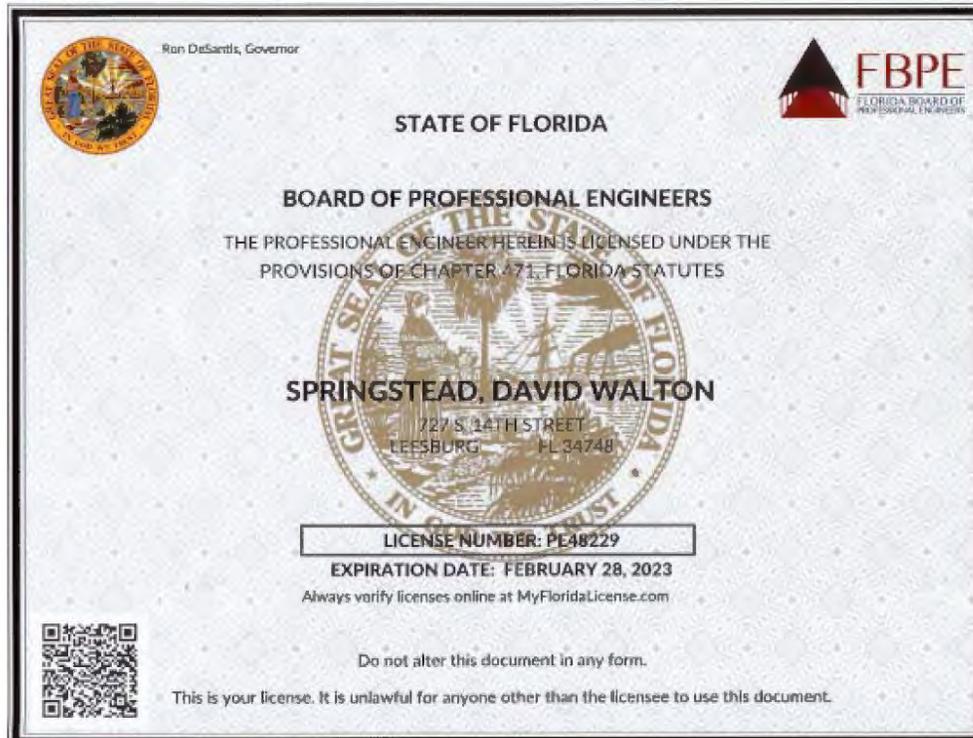
David Springstead  
727 S 14th St  
Leesburg, FL 34748

**Expires:** 9/30/2020

**Business Tax:** \$44.10

**Pen/Late Fee:** \$0.00

**Amount Paid:** \$44.10



# SECTION B - QUALIFICATION STATEMENT



Tara Oaks Community Development District

Engineering Services



Springstead Engineering has reviewed the requirements of this RFQ. The proposed types of projects described in the scope of services, the additional service requirements, along with the contractual requirements have also been reviewed by Springstead Engineering, Inc. Our team has the local experience, expertise and specific knowledge to address each type of project. As described through this response, our team exhibits the expertise and capabilities being sought by the Tara Oaks Community Development District. We have assembled a capable and experienced team willing to go to work for the Tara Oaks Community Development District.

### *ABILITY OF PERSONNEL*

Springstead Engineering, Inc. currently holds and has, in the past, held continuing services contracts for Lake County, the City of Ocala, City of Wildwood, City of Clermont and several other smaller cities throughout the region. SEI's services have typically been utilized through a task order system for specific scopes needed by a specific time.

Larger project scopes are also handled through the task order systems with specific proposals for cost and time frames as described in the RFQ.

SEI'S technical staff consists of civil engineers, scientists and technicians. Most of the technical staff has broad experience working on local projects, which enables SEI to provide proficient and cost effective services. All professionals are registered with the State of Florida to practice in their respective fields.

SEI is management oriented recognizing that it is only through successful management of program/scope requirements and time schedules that successful projects result.

As a project manager familiar with all types of civil engineering projects, David W. Springstead, P.E. will be the single-source contact for management control between the Tara Oaks Community Development District staff and the various team members relative to projects as stated within the scope of services as provided. Through the use of computer generated design and construction schedules, Mr. Springstead will continually monitor progress of the project, verifying that schedule requirements are attained.

With the Springstead Engineering, Inc., the Tara Oaks Community Development District can capitalize on the expertise and experience of a team who knows how to bring both large and small projects to a successful completion. The proposed team is experienced in working on multiple civil engineering projects concurrently. The proposed team will keep the best interest of the Tara Oaks Community Development District in mind throughout each phase of evaluation, design, permitting, and construction.

The proposed SEI project team was assembled in order to provide the Tara Oaks Community Development District with a highly qualified and experienced staff. David W. Springstead, P.E. will serve as the Principal-in-charge, Project Manager and point of contact for the District. The proposed management and staffing is based on the requirements of the District as outlined in the request for qualifications. The staffing will be structured to provide the needed professional engineering services for the Tara Oaks Community Development District based on our understanding of the projects.

### *Project Manager's Leadership Experience*

David Springstead has managed civil engineering projects for over 30 years. He has managed the design and permitting of the Tara Oaks – Leesburg project working through the City of Leesburg, St. Johns River Water Management District, Florida Department of Environmental Protection, Lake County, and others to bring the project to the current level of development. David has also managed and designed many other residential development projects from a newer type development for Tiny Homes, Recreational Vehicle Parks, mobile home parks and single and multi-family developments. David has also been the Engineer-of-Record on major highway projects, water systems, wastewater systems, industrial subdivisions, countless site design projects and many more civil engineering projects. David has managed many different project types through his career and is looking forward to rolling up his sleeves and getting involved with the Tara Oaks Community Development District staff.

### *MINORITY BUSINESS STATUS*

Springstead Engineering, Inc. is not a minority business.



## *PAST EXPERIENCE AND PERFORMANCE*

### *Team Member Experience with Similar Type Projects*

For over 40 years, SEI has provided quality professional services to public and private clients throughout Florida. Through an integrated team approach, SEI's diversified staff work together to apply sound business strategies and innovative technological solutions to deliver more value, functional efficiency and long term utility to each project. SEI design teams work in partnership with our clients to maximize the use of our experience and understanding of solutions through previous projects, with regulatory staff at City of Leesburg, Lake County, SJRWMD and DEP. For example, the proposed team has worked together performing the management, design and permitting of a project which utilized survey expertise for data collection, control, elevations, writing of easements, environmental expertise for wetland delineation and mitigation, structural expertise for design of stormwater structures, traffic expertise in signalization and warrant studies, geotechnical expertise in soil exploration, hydraulic data and materials evaluation, and engineering including modeling, design, permitting, development of construction plans and specifications, bid support and CEI services through project closeout. The Springstead Engineering, Inc. team has performed these same type services on water, wastewater, drainage, building, solid waste, and many other type of projects.

## *GEOGRAPHIC LOCATION*

Springstead Engineering, Inc. is located at 727 South 14<sup>th</sup> Street, Leesburg, Florida.

## *VOLUME OF WORK PREVIOUSLY AWARDED BY TARA OAKS CDD*

This item is not applicable due to the fact that the CDD was just recently formed.

Springstead Engineering, Inc. has served as a technical consultant to the Tara Oaks CDD since it's founding.

Springstead Engineering, Inc. will gladly continue to serve in this capacity to it's best ability.

## *CONTACT PERSONNEL*

*David W. Springstead, P.E.* will be the Principal-in-charge and Project Manager for this project.

His contact information is (352) 787-1414

Email: [david@springsteadeng.net](mailto:david@springsteadeng.net)

## *CURRENT AND PROJECTED WORK LOAD*

Springstead Engineering, Inc. has staff available to begin work on projects immediately. Upon receiving notification of acceptance and authorization to proceed for a task, we will meet with the team members needed to address the task and begin breaking down the work and assigning duties. We will immediately begin the work needed to get the project off to a successful start and keep the project fresh to achieve a timely solution and completion.

## *ADDITIONAL ITEMS*

### *Key Elements*

The key elements to analyze, design, permit, and construct a successful project is the initial layout of project goals and subgoals and to review these at each step of the project. This will insure that the main focus of the project is addressed without losing sight of the quality of analysis and design. The clarity of the goals and proper oversight and communication will lead to designs that meet the needs of the Tara Oaks Community Development District and lead to construction projects with little confusion which saves both costs and time

### *Project Approach*

As services are requested by the Tara Oaks Community Development District, each task or set of tasks will be reviewed by the Project Management Team and Tara Oaks Community Development District staff to insure the issue needing attention is properly addressed. A scope to address the services required will be developed along with an estimated cost and time frame to complete. Upon agreement, the team will apply the needed members to immediately initiate the effort needed to complete the agreed scope.



## Project Quality Control

Project quality control is maintained by good communication between the Tara Oaks Community Development District staff, the project manager and team members.

Completion times for tasks are continually reviewed to make sure that all elements are being addressed and will be completed in a timely manner. Review of data and progress meetings are held to make sure that milestones are met and the designs are directed at the solution to the project.

## Project Methods and Strategies

All projects will begin with a meeting of the Tara Oaks Community Development District Board and team members to understand the needs of the Tara Oaks Community Development District. An estimated cost and time frame to perform the work will be determined and a plan will be developed presenting the needs and costs.

## Cost estimating and Scheduling

As discussed above, the scheduling and time management are reviewed weekly along with the quality control. This allows the proper effort to be provided to get the results in the amount of time scheduled for the task(s).

If cost estimating is requested, we will utilize the costs received for recent projects of similar effort and materials. This, along with interviews with local contractors helping to identify special circumstances allows the engineer to provide a cost estimate with local corrections to regional costs generally used.

# SECTION C - STANDARD FORM 330



Tara Oaks Community Development District

Engineering Services

# ARCHITECT-ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

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

Request for Qualifications for Engineering Services for the Tara Oaks Community Development District

2. PUBLIC NOTICE DATE

3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

David W. Springstead, P.E., President

5. NAME OF FIRM

Springstead Engineering, Inc.

6. TELEPHONE NUMBER

352-787-1414

7. FAX NUMBER

352-787-7221

8. E-MAIL ADDRESS

staff@springsteadeng.net

### C. PROPOSED TEAM

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

(Check)					9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
	PRIME	JV	PARTNER	SUBCONTRACTOR			
a.	✓				Springstead Engineering, Inc.  <input type="checkbox"/> CHECK IF BRANCH OFFICE	727 South 14th Street Leesburg, Florida 34748	Engineer
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  David W. Springstead, P.E.	13. ROLE IN THIS CONTRACT  Principal/Engineer of Record	14. YEARS EXPERIENCE	
		a. TOTAL 36	b. WITH CURRENT FIRM 27
15. FIRM NAME AND LOCATION <i>(City and State)</i> Springstead Engineering, Inc. (Leesburg, Florida)			
16. EDUCATION <i>(Degree and Specialization)</i> BS/1987/University of Florida/Civil Engineering		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> PE 48229 - Florida/Professional Engineering PE 035458 - Georgia/Professional Engineering	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

**19. RELEVANT PROJECTS**

1) TITLE AND LOCATION <i>(City and State)</i>	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. Tara Oaks Planned Unit Development (Leesburg, Florida)	Ongoing	Ongoing
3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span> Project consisted of a planned unit development containing 1200 residential units along with 45 acres of commercial space split into phases with amenities. Springstead Engineering, Inc.'s responsibilities included conceptual planning, design, permitting and construction administration.		
b. Leesburg Landing - Phase 2 (Leesburg, Florida)	Ongoing	Construction Started
3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span> Project consisted of expanding existing mobile home park to include an additional 108 lots, roadway and wra areas. Springstead Engineering, Inc.'s responsibilities including conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and preparing closeout documentation.		
c. Densan Park - Phase I (Wildwood, Florida)	2021	2021
3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span> Project consisted of development of a 239 single-family detached residential planned unit development with recreation and amenities. Springstead Engineering, Inc.'s responsibilities including conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and preparing closeout documentation.		
d. SR 44 Storage (Wildwood, Florida)	2019	2020
3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span> Project consisted of construction of infrastructure and associates improvements for a 5 bldg storage facility with paved parking, driveway and improvements. SEI's responsibilities including conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and preparing closeout documentation.		
e. South Wildwood Industrial Park (Multiple projects)(Wildwood, Florida)	Ongoing	Ongoing
3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span> Project consisted of various building design and uses for the South Wildwood Industrial Park. Springstead Engineering, Inc.'s responsibilities including conceptual planning, design, preparing plans for permitting, site approval and closeout documentation.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Jason Hurley	13. ROLE IN THIS CONTRACT  Project Engineer/Design Draftsmen	14. YEARS EXPERIENCE	
		a. TOTAL 20	b. WITH CURRENT FIRM 20
15. FIRM NAME AND LOCATION <i>(City and State)</i> Springstead Engineering, Inc. (Leesburg, Florida)			
16. EDUCATION <i>(Degree and Specialization)</i> 2001/Certification/Architectural Drafting & Surveying		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

**19. RELEVANT PROJECTS**

1) TITLE AND LOCATION <i>(City and State)</i> Paradise Oaks - Phases 1 & 2 (Bushnell, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2019
a. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of a 30 acre RV Resort Expansion including amenities, parking and drive areas, RV pad layout, on-site water and sewer, lift station, and stormwater. Springstead Engineering, Inc.'s responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> Paradise Oaks - Phase 3 (Bushnell, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Permitting Phase
b. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of a 25 acre Park Model RV Resort expansion including parking and drive areas, RV pad layouts, on-site water and sewer connection, lift station, and stormwater. SEI's responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> Simple Life Lakeshore (Wildwood, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i> 2021
c. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of development of a tiny home community on 70 acre property including building pads locations, tiny home sites, parking and drives, water and sewer systems, and stormwater. SEI's responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> The Glen - Phases 11-13 (Fruitland Park, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i> 2020
d. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of renewing applications utilizing approved plans and support documents for the residential subdivision lots, sidewalks, roadway, site water connection and stormwater. SEI's responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> City of Leesburg - Various Projects (Leesburg, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Ongoing
e. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Springstead Engineering, Inc. has performed several projects for the City of Leesburg (See Section F No. 2 for more details.	<input checked="" type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Virginia Burk	13. ROLE IN THIS CONTRACT  Design Draftsmen	14. YEARS EXPERIENCE	
		a. TOTAL 35	b. WITH CURRENT FIRM 32
15. FIRM NAME AND LOCATION <i>(City and State)</i> Springstead Engineering, Inc. (Leesburg, Florida)			
16. EDUCATION <i>(Degree and Specialization)</i> Associates Degree in Science (TTI)		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

**19. RELEVANT PROJECTS**

1) TITLE AND LOCATION <i>(City and State)</i>	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Tara Oaks Planned Unit Development (Leesburg, Florida)	Ongoing	Ongoing
a. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project consisted of a planned unit development containing 1200 residential units along with 45 acres of commercial space split into phases with amenities. Springstead Engineering, Inc.'s responsibilities included conceptual planning, design, permitting and construction administration.		
Leesburg Landing - Phase 2 (Leesburg, Florida)	Ongoing	Construction Started
b. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project consisted of expanding existing mobile home park to include an additional 108 lots, roadway and wra areas. Springstead Engineering, Inc.'s responsibilities including conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and preparing closeout documentation.		
Densan Park - Phase I (Wildwood, Florida)	2021	2021
c. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project consisted of development of a 239 single-family detached residential planned unit development with recreation and amenities. SEI's responsibilities including conceptual planning, design, permitting, preparing plans and specs, bidding, construction administration and preparing closeout documentation.		
SR 44 Storage (Wildwood, Florida)	2019	2020
d. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project consisted of construction of infrastructure and associates improvements for a 5 bldg storage facility with paved parking, driveway and improvements. SEI's responsibilities including conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and preparing closeout documentation.		
Paradise Oaks - Phase 1 & 2 (Bushnell, Florida)	Ongoing	Ongoing
e. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project consisted of a 30 acre RV Resort Expansion including amenities, parking and drive areas, RV pad layout, on-site water and sewer, lift station, and stormwater. Springstead Engineering, Inc.'s responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Ron Scott	13. ROLE IN THIS CONTRACT  Engineering Technician	14. YEARS EXPERIENCE	
		a. TOTAL 36	b. WITH CURRENT FIRM 10

15. FIRM NAME AND LOCATION *(City and State)*  
Springstead Engineering, Inc. (Leesburg, Florida)

16. EDUCATION <i>(Degree and Specialization)</i>	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

**19. RELEVANT PROJECTS**

1) TITLE AND LOCATION <i>(City and State)</i> Tara Oaks Planned Unit Development (Leesburg, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Ongoing
a. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of a planned unit development containing 1200 residential units along with 45 acres of commercial space split into phases with amenities. Springstead Engineering, Inc.'s responsibilities included conceptual planning, design, permitting and construction administration.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> Leesburg Landing - Phase 2 (Leesburg, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Construction Started
b. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of expanding existing mobile home park to include an additional 108 lots, roadway and wra areas. Springstead Engineering, Inc.'s responsibilities including conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and preparing closeout documentation.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> Densan Park - Phase I (Wildwood, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i> 2021
c. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of development of a 239 single-family detached residential planned unit development with recreation and amenities. Springstead Engineering, Inc.'s responsibilities including conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and preparing closeout documentation.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> SR 44 Storage (Wildwood, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2020
d. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of construction of infrastructure and associates improvements for a 5 bldg storage facility with paved parking, driveway and improvements. SEI's responsibilities including conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and preparing closeout documentation.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> Paradise Oaks - Phases 1 & 2 (Bushnell, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2019
e. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of a 30 acre RV Resort Expansion including amenities, parking and drive areas, RV pad layout, on-site water and sewer, lift station, and stormwater. Springstead Engineering, Inc.'s responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.	<input checked="" type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Nathan Vicchiollo	13. ROLE IN THIS CONTRACT  Draftsmen	14. YEARS EXPERIENCE	
		a. TOTAL 22	b. WITH CURRENT FIRM 17

15. FIRM NAME AND LOCATION *(City and State)*

16. EDUCATION *(Degree and Specialization)*

AS Drafting and Design from ITT Technical Institute of Lake Mary, 2007

17. CURRENT PROFESSIONAL REGISTRATION *(State and Discipline)*

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*

**19. RELEVANT PROJECTS**

1) TITLE AND LOCATION <i>(City and State)</i>	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Paradise Oaks - Phases 1 & 2 (Bushnell, Florida)	2019	2019
a. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project consisted of a 30 acre RV Resort Expansion including amenities, parking and drive areas, RV pad layout, on-site water and sewer, lift station, and stormwater. Springstead Engineering, Inc.'s responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.		
Paradise Oaks - Phase 3 (Bushnell, Florida)	Ongoing	Permitting Phase
b. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project consisted of a 25 acre Park Model RV Resort expansion including parking and drive areas, RV pad layouts, on-site water and sewer connection, lift station, and stormwater. SEI's responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.		
Simple Life Lakeshore (Wildwood, Florida)	2020	2021
c. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project consisted of development of a tiny home community on 70 acre property including building pads locations, tiny home sites, parking and drives, water and sewer systems, and stormwater. SEI's responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.		
The Glen - Phases 11-13 (Fruitland Park, Florida)	2020	2020
d. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project consisted of renewing applications utilizing approved plans and support documents for the residential subdivision lots, sidewalks, roadway, site water connection and stormwater. SEI's responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.		
City of Leesburg - Various Projects (Leesburg, Florida)	Ongoing	Ongoing
e. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Springstead Engineering, Inc. has performed several projects for the City of Leesburg (See Section F No. 2 for more details.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Sandra Keily	13. ROLE IN THIS CONTRACT  Draftsmen	14. YEARS EXPERIENCE	
		a. TOTAL 24	b. WITH CURRENT FIRM 5
15. FIRM NAME AND LOCATION <i>(City and State)</i> Springstead Engineering, Inc.			
16. EDUCATION <i>(Degree and Specialization)</i> A.S. University of Louisville/1979 A.S. Onondaga Community College, 1985, 1997		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

**19. RELEVANT PROJECTS**

1) TITLE AND LOCATION <i>(City and State)</i>	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. Paradise Oaks - Phases 1 & 2 (Bushnell, Florida)	2019	2019
3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span>		
Project consisted of a 30 acre RV Resort Expansion including amenities, parking and drive areas, RV pad layout, on-site water and sewer, lift station, and stormwater. Springstead Engineering, Inc.'s responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.		
b. Paradise Oaks - Phase 3 (Bushnell, Florida)	Ongoing	Permitting Phase
3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span>		
Project consisted of a 25 acre Park Model RV Resort expansion including parking and drive areas, RV pad layouts, on-site water and sewer connection, lift station, and stormwater. SEI's responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.		
c. Simple Life Lakeshore (Wildwood, Florida)	2020	2021
3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span>		
Project consisted of development of a tiny home community on 70 acre property including building pads locations, tiny home sites, parking and drives, water and sewer systems, and stormwater. SEI's responsibilities included conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and closeout.		
d. South Wildwood Industrial Park (Multiple projects)(Wildwood, Florida)	Ongoing	Ongoing
3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span>		
Project consisted of various building design and uses for the South Wildwood Industrial Park. Springstead Engineering, Inc.'s responsibilities including conceptual planning, design, preparing plans for permitting, site approval and closeout documentation.		
e. City of Leesburg - Various Projects (Leesburg, Florida)	Ongoing	Ongoing
3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <span style="float: right;"><input checked="" type="checkbox"/> Check if project performed with current firm</span>		
Springstead Engineering, Inc. has performed several projects for the City of Leesburg (See Section F No. 2 for more details).		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Joy Lomberk	13. ROLE IN THIS CONTRACT  Project Coordinator	14. YEARS EXPERIENCE	
		a. TOTAL 36	b. WITH CURRENT FIRM 31
15. FIRM NAME AND LOCATION <i>(City and State)</i> Springstead Engineering, Inc. (Leesburg, Florida)			
16. EDUCATION <i>(Degree and Specialization)</i> AS/Business/Bryant & Stratton(Syracuse, New York)		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i>			

**19. RELEVANT PROJECTS**

1) TITLE AND LOCATION <i>(City and State)</i> Tara Oaks Planned Unit Development (Leesburg, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Ongoing
a. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of a planned unit development containing 1200 residential units along with 45 acres of commercial space split into phases with amenities. Springstead Engineering, Inc.'s responsibilities included conceptual planning, design, permitting and construction administration.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> Leesburg Landing - Phase 2 (Leesburg, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Construction Started
b. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of expanding existing mobile home park to include an additional 108 lots, roadway and wra areas. Springstead Engineering, Inc.'s responsibilities including conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and preparing closeout documentation.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> Densan Park - Phase I (Wildwood, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i> 2021
c. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of development of a 239 single-family detached residential planned unit development with recreation and amenities. Springstead Engineering, Inc.'s responsibilities including conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and preparing closeout documentation.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> SR 44 Storage (Wildwood, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2020
d. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of construction of infrastructure and associates improvements for a 5 bldg storage facility with paved parking, driveway and improvements. SEI's responsibilities including conceptual planning, design, permitting, preparing plans and specifications, bidding, construction administration and preparing closeout documentation.	<input checked="" type="checkbox"/> Check if project performed with current firm	
1) TITLE AND LOCATION <i>(City and State)</i> South Wildwood Industrial Park (Multiple projects)(Wildwood, Florida)	2) YEAR COMPLETED	
	PROFESSIONAL SERVICES Ongoing	CONSTRUCTION <i>(If applicable)</i> Ongoing
e. 3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Project consisted of various building design and uses for the South Wildwood Industrial Park. Springstead Engineering, Inc.'s responsibilities including conceptual planning, design, preparing plans for permitting, site approval and closeout documentation.	<input checked="" type="checkbox"/> Check if project performed with current firm	

**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)

Tara Oaks Planned Unit Development (Leesburg, Florida)

22. YEAR COMPLETED

PROFESSIONAL SERVICES  
 Ongoing

CONSTRUCTION (If applicable)  
 Ongoing

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

A.A. Moukhtara Co/Tara Village/Abbingdon Oaks

b. POINT OF CONTACT NAME

Sayed Moukhtara

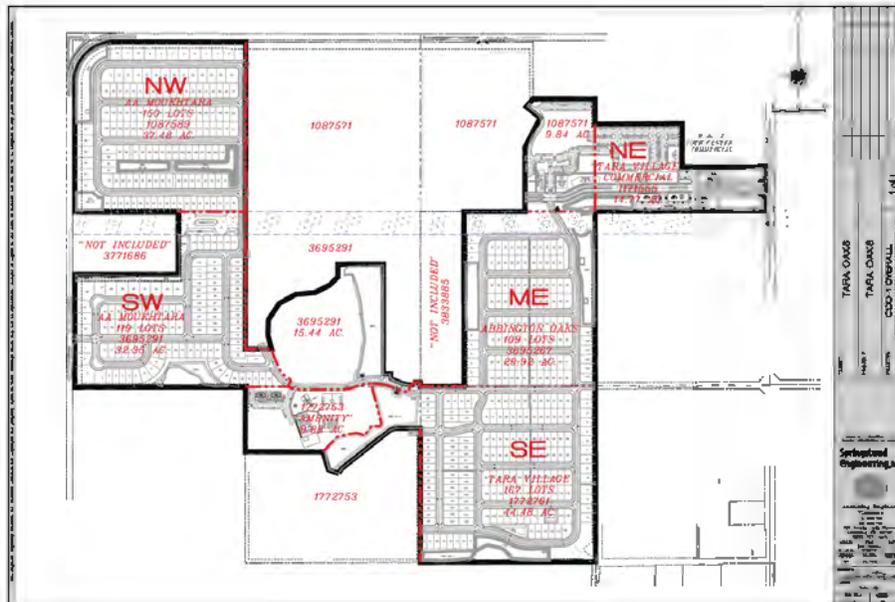
c. POINT OF CONTACT TELEPHONE NUMBER

352-278-5317

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

Project consists of a Planned Unit Development containing 1200 residential units along with 45 acres of commercial space split into phases. Project will also contain 9.88 acres of recreational amenities (swimming pools with restrooms, playground, dog park, basketball, tennis courts and a soccer field.

Springstead Engineering, Inc. responsibilities included preliminary plans, meeting with regulatory agencies, permit applications, utility connection, site and environmental resource permitting; final construction plans and specifications, construction administration services and as-built drawings (upon completion).



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	1) FIRM NAME	2) FIRM LOCATION (City and State)	3) ROLE
a.	Springstead Engineering, Inc.	Leesburg, Florida	Civil Engineer
b.			
c.			
d.			
e.			
f.			

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER <b>2</b>
21. TITLE AND LOCATION <i>(City and State)</i> Densan Park - Phase II	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2022	CONSTRUCTION <i>(If applicable)</i> Unknown

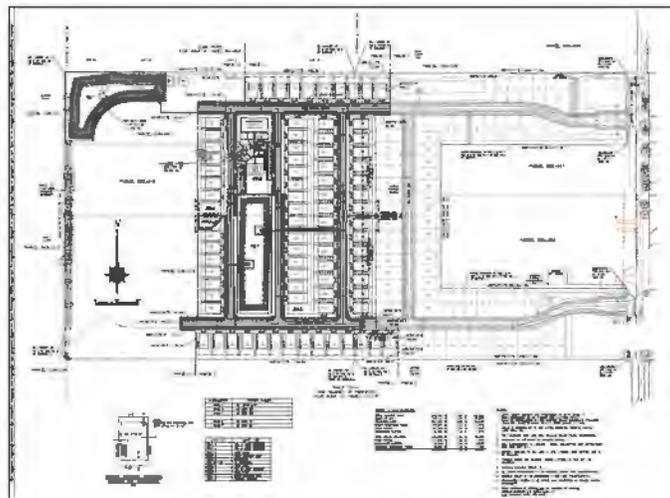
**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Densan Partners, LLC	b. POINT OF CONTACT NAME Dennis Ferguson	c. POINT OF CONTACT TELEPHONE NUMBER 516-668-3467
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

The proposed project site is located on 65.41 acres of land lying approximately 1 mile north of E C-466 on the west side of CR 101. The proposed site development consists of the development of a 216 single-family lot subdivision in Oxford, Sumter County, Florida. This application is for Phase 2 of a multi-phase project and consists of the construction of 81 single-family lots and 2 water retention areas. The subdivision will be served with central water and sewer from the City of Wildwood.

Springstead Engineering, Inc. responsibilities included preliminary plans, meeting with regulatory agencies, permit applications, utility connection, site and environmental resource permitting; final construction plans and specifications, construction administration services and as-built drawings. Cost of Construction: Unknown



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	1) FIRM NAME Springstead Engineering, Inc.	2) FIRM LOCATION <i>(City and State)</i> Leesburg, Florida	3) ROLE Civil Engineer
<b>b.</b>	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
<b>c.</b>	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
<b>d.</b>	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
<b>e.</b>	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
<b>f.</b>	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	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  
 3

21. TITLE AND LOCATION <i>(City and State)</i> Leesburg Landing - Phase 2 (Leesburg, Florida)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES To Be Determined	CONSTRUCTION <i>(If applicable)</i> To Be Determined

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER Leesburg Landing II Community, LLC	b. POINT OF CONTACT NAME George Branton	c. POINT OF CONTACT TELEPHONE NUMBER 443-621-9751
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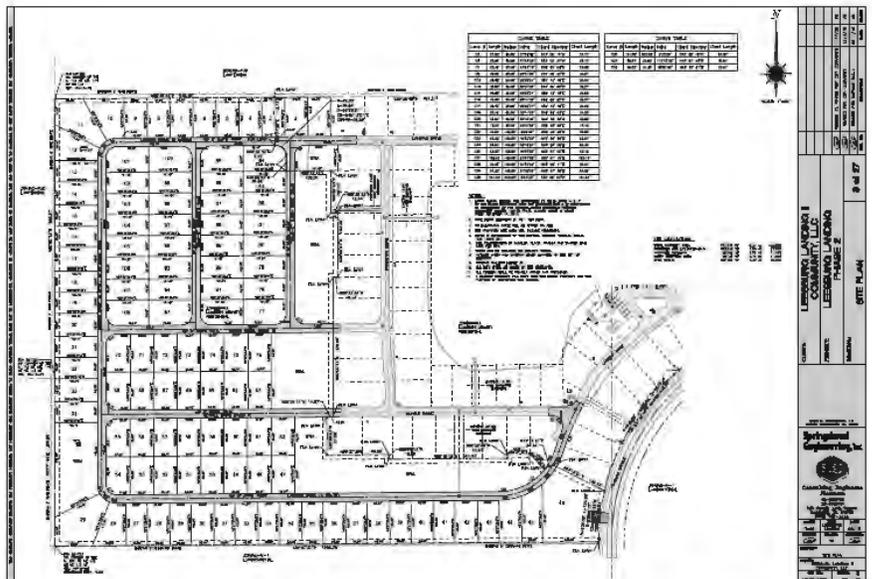
24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project consisted of expanding the existing mobile home park (Leesburg Landing) from 87 existing lots and clubhouse to a total of 195 lots. The proposed project added an additional 108 lots and 4,678 feet of paved roadway, 4 water retention areas were added to provide stormwater runoff.

Springstead Engineering, Inc. responsibilities included preliminary plans, meeting with regulatory agencies, permit applications, utility connection, site and environmental resource permitting; final construction plans and specifications, construction administration services and as-built drawings (upon completion).

Status: Construction stage

Cost of construction: Unknown at this time.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	1) FIRM NAME Springstead Engineering, Inc.	2) FIRM LOCATION <i>(City and State)</i> Leesburg, Florida	3) ROLE Civil Engineer
b.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
c.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
d.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
e.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
f.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 4
21. TITLE AND LOCATION <i>(City and State)</i> Densan Park - Phase I (Wildwood, Florida)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i> 2021

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Densan Partners, LLC	b. POINT OF CONTACT NAME Dennis Ferguson	c. POINT OF CONTACT TELEPHONE NUMBER 516-668-3467
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project includes development of a Planned Unit Development including 239 single-family detached residential units, with recreation space and amenities. Phase I of this project includes 68 Single-Family Detached units including city water, sewer, recreation and open space. Development will have 2 entrances from CR 101.

Springstead Engineering, Inc. responsibilities included preliminary plans, meeting with regulatory agencies, permit applications, utility connection, site and environmental resource permitting; final construction plans and specifications, construction administration services and as-built drawings. Cost of Construction: \$1,663,163.01.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	1) FIRM NAME Springstead Engineering, Inc.	2) FIRM LOCATION <i>(City and State)</i> Leesburg, Florida	3) ROLE Civil Engineer
b.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
c.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
d.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
e.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
f.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	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  
5

21. TITLE AND LOCATION <i>(City and State)</i> Simple Life Lakeshore (Wildwood, Florida)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i> 2021

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Simple Life-Lake Andrews, LLLP	b. POINT OF CONTACT NAME Michael T. McCann	c. POINT OF CONTACT TELEPHONE NUMBER 904-685-7989
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project consisted of preparing site plan documents and support for the Tiny Home Community on the subject 70 acre property including but not limited to proposed building pad locations, tiny home sites, parking and drives, water system connection and distribution, sewer collection system, lift station and forcemain connection, stormwater collection and treatment ponds and other requirements for the subject site.

Springstead Engineering, Inc. responsibilities included preliminary plans, meeting with regulatory agencies, permit applications, utility connection and environmental resource permitting; final construction plans and specifications, construction administration services and closeout documents.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	1) FIRM NAME Springstead Engineering, Inc.	2) FIRM LOCATION <i>(City and State)</i> Leesburg, Florida	3) ROLE Engineer
b.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
c.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
d.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
e.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
f.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	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 <i>(City and State)</i> The Glen - Phases 11 - 13 (Fruitland Park, Florida)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2020	CONSTRUCTION <i>(If applicable)</i> 2020

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER A.A. Moukhtara Company	b. POINT OF CONTACT NAME Sayed Moukhtara	c. POINT OF CONTACT TELEPHONE NUMBER 352-278-5317
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

Project consisted of preparing renewal applications utilizing approved plans and support documents for the residential subdivision lots, sidewalks, roadway, site water connections, stormwater collection and treatment ponds and other requirements for the site.

Springstead Engineering, Inc. responsibilities included preliminary plans, meeting with regulatory agencies, permit applications, utility connection and environmental resource permitting; final construction plans and specifications, construction administration services and as-built drawings.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	1) FIRM NAME Springstead Engineering, Inc.	2) FIRM LOCATION <i>(City and State)</i> Leesburg, Florida	3) ROLE Engineer
b.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
c.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
d.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
e.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
f.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	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

7

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

Paradise Oaks RV - Site Expansion - Phases 1 & 2 (Bushnell, Florida)

22. YEAR COMPLETED

PROFESSIONAL SERVICES  
2019

CONSTRUCTION *(If applicable)*  
2019

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER

OLC Ventures, LLC

b. POINT OF CONTACT NAME

Greg Mixon

c. POINT OF CONTACT TELEPHONE NUMBER

863-207-4122

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

Thirty acre RV Resort Expansion including the amenities, parking and drive areas, RV pad layout, on-site water and sewer connections, lift station, stormwater collection and treatment ponds and other requirements for the site.

Springstead Engineering, Inc. responsibilities included preliminary plans, meeting with regulatory agencies, permit applications, utility connection and environmental resource permitting; final construction plans and specifications, construction administration services and as-built drawings.



25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
a.	Springstead Engineering, Inc.	Leesburg, Florida	Civil Engineer
b.			
c.			
d.			
e.			
f.			

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER

8

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

Paradise Oaks RV - Site Expansion - Phase 3 (Bushnell, Florida)

22. YEAR COMPLETED

PROFESSIONAL SERVICES  
Ongoing

CONSTRUCTION *(If applicable)*  
Permitting Phase

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

OLC Ventures, LLC

b. POINT OF CONTACT NAME

Greg Mixon

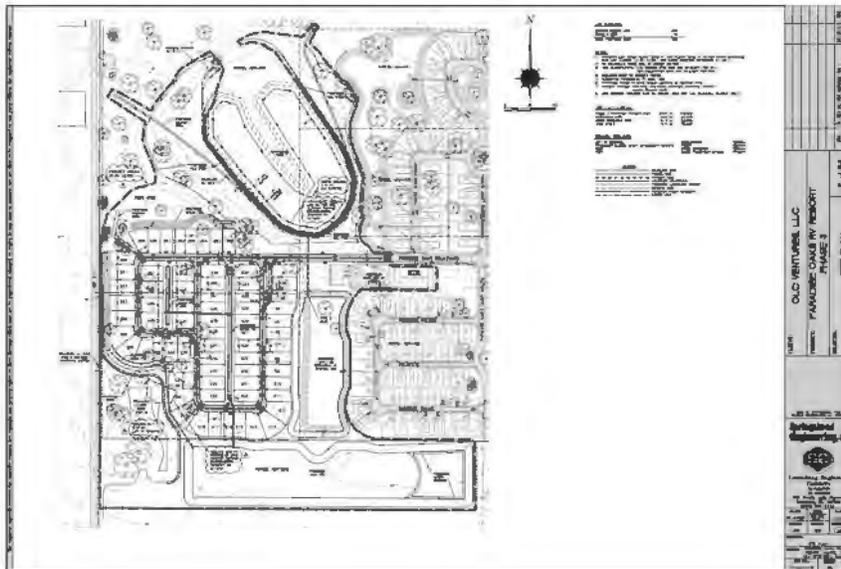
c. POINT OF CONTACT TELEPHONE NUMBER

863-207-4122

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

Phase 3 RV Resort Expansion includes locating the proposed 25 acre Park Model RV Resort expansion including parking and drive areas, RV pad layouts, on-site water and sewer connections, lift station, stormwater collection and treatment ponds and other requirements for the subject site.

Springstead Engineering, Inc. responsibilities included preliminary plans, meeting with regulatory agencies, permit applications, utility connection and environmental resource permitting; final construction plans and specifications, construction administration services and as-built drawings.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
a.	Springstead Engineering, Inc.	Leesburg, Florida	Civil Engineer
b.			
c.			
d.			
e.			
f.			

**F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT**  
*(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)*

20. EXAMPLE PROJECT KEY NUMBER  
 9

21. TITLE AND LOCATION <i>(City and State)</i> SR 44 Storage (Wildwood, Florida)	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2019	CONSTRUCTION <i>(If applicable)</i> 2019

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Mike Girard	b. POINT OF CONTACT NAME Mike Girard	c. POINT OF CONTACT TELEPHONE NUMBER 352-259-2313
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24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The proposed development included the construction of infrastructure and associated improvements consisting of construction of a 31,350 sf 3-story building, a 17,325 sf single-story building, a 8,100 sf single-story building, a 6,000 sf single-story building, a 2,375 sf single-story building with paved parking, driveway and related improvements.

Springstead Engineering, Inc. responsibilities included preliminary plans, meeting with regulatory agencies, permit applications, utility connection and environmental resource permitting; final construction plans and specifications, construction administration services and as-built drawings.



**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	1) FIRM NAME Springstead Engineering, Inc.	2) FIRM LOCATION <i>(City and State)</i> Leesburg, Florida	3) ROLE Engineer
b.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
c.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
d.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
e.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
f.	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	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

10

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

South Wildwood Industrial Park (Wildwood, Florida)

22. YEAR COMPLETED

PROFESSIONAL SERVICES  
Ongoing

CONSTRUCTION *(If applicable)*  
Ongoing

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER

Harmer Construction

b. POINT OF CONTACT NAME

Harry Harmer

c. POINT OF CONTACT TELEPHONE NUMBER

352-303-6634

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

Springstead Engineering, Inc. performed many jobs for Harmer Construction relative to the South Wildwood Industrial Park including, but not limited to:

- 3200 SF Building
- 4200 SF Building
- Lot 2, Block 4 - WRA Mod
- North - SWFWMD Inspection
- Building Addition - SWFWMD Inspection
- 12,750 Expansion - Building 5
- Parcel 2, Block B (Falcon)
- Parking Bridge @ Building 3
- 25 Acre Site
- Bldgs 8 & 9 - SWFWMD Inspection
- Replat
- 5.5 ac. Commercial Property
- Lot 11
- Lot 12
- Lot 8
- Lot 9
- Lot 10
- Lot 6



Springstead Engineering, Inc. responsibilities on most of the projects included preliminary plans, meeting with regulatory agencies (if required), site permitting, environmental resource permitting and in some cases building permitting documentation; final construction plans and as-built drawings.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

	1) FIRM NAME	2) FIRM LOCATION <i>(City and State)</i>	3) ROLE
a.	Springstead Engineering, Inc.	Leesburg, Florida	Engineer
b.			
c.			
d.			
e.			
f.			



**H. ADDITIONAL INFORMATION**

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



September 21, 2017

RE: Letter of Reference for Springstead Engineering, Inc.

Dear Selection Committee Members:

I would like to take this opportunity to recommend Springstead Engineering, Inc. (SEI) as a qualified firm for which your city is currently seeking proposals. I have personally worked with David Springstead and his staff in the same type of engineering consultant relationship for which you seek.

Springstead Engineering has performed feasibility studies, preliminary design and permitting for roads, drainage, sanitary waste connections and water connections along with the permitting for these items.

In my opinion, Springstead Engineering has been technically sound, organized and prompt. SEI has represented our interests well, has strongly supported our positions, has been flexible to changes in projects scope and design recommendations as our project progressed to completion.

I would recommend Springstead Engineering, Inc. to perform the site planning and permitting for your proposed project.

Sincerely,

*Giovanni Mancoske*  
 Giovanni Mancoske, President  
 TWIN OAKS OF OXFORD, LLC  
 GLO'S DEL. and MERGERS & ACQUISITION  
 3975 CR 201, Oxford, FL 34484  
 P.O. Box 2, Oxford, FL 34484

**I. AUTHORIZED REPRESENTATIVE**

*The foregoing is a statement of facts.*

31. SIGNATURE

32. DATE

10-14-2022

33. NAME AND TITLE

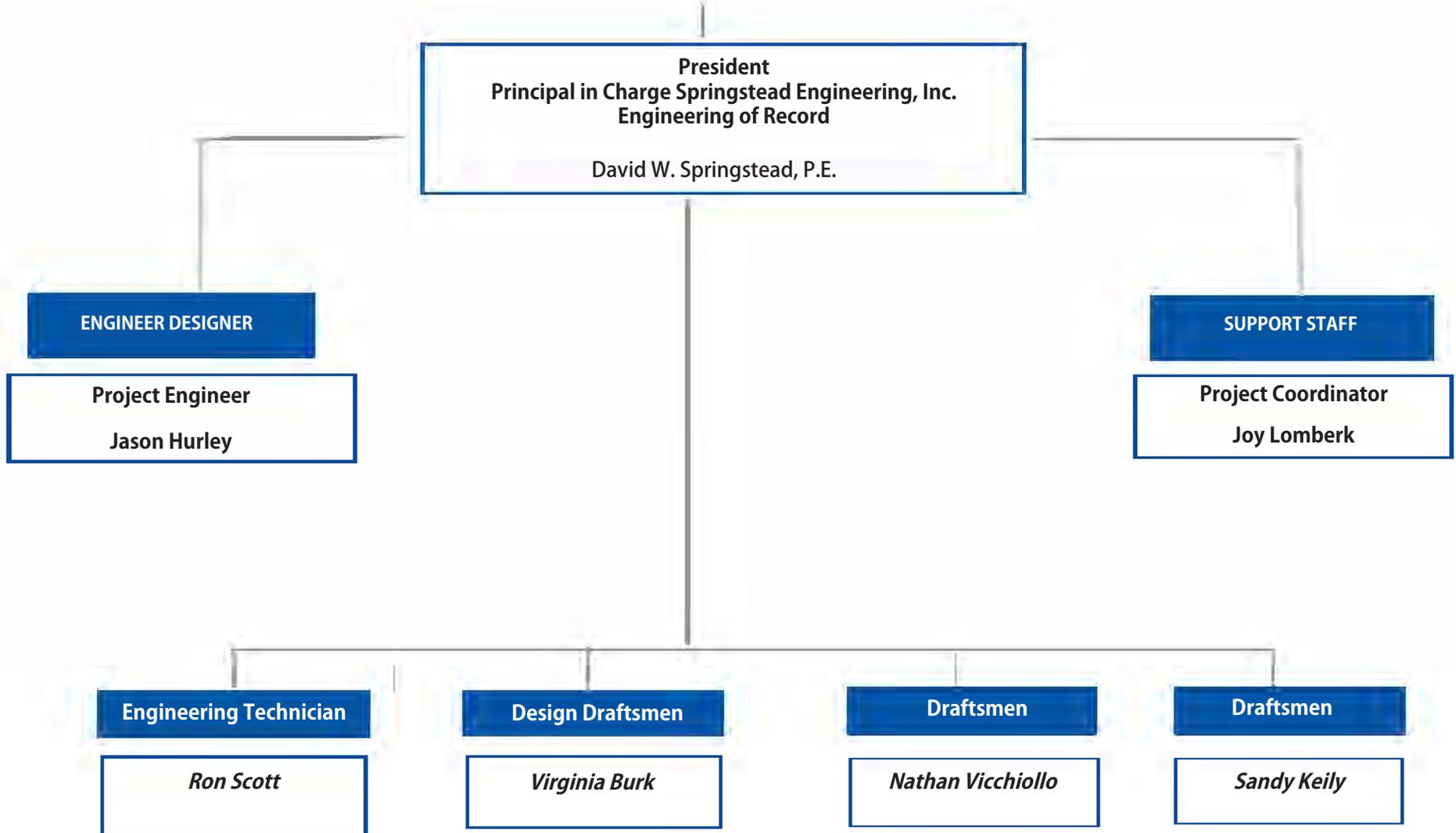
David W. Springstead, President



# ORGANIZATIONAL CHART



## TARA OAKS COMMUNITY DEVELOPMENT DISTRICT



## THANK YOU FOR YOUR CONSIDERATION



Tara Oaks Community Development District

## Engineering Services

October 14, 2022

Submitted by:

David W. Springstead, P.E.

President

[david@springsteadeng.net](mailto:david@springsteadeng.net)

Springstead Engineering, Inc.

727 South 14<sup>th</sup> Street

Leesburg, Florida 34748

p. (352) 787-1414

Submitted to:

**Tara Oaks CDD**

**Attention Wrathell, Hunt & Associates, LLC**

Via email: [wrathehellc@whassociates.com](mailto:wrathehellc@whassociates.com)

**TARA OAKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**8D**

**Tara Oaks Community Development District**  
**Request for Qualifications – District Engineering Services**

**Competitive Selection Criteria**

	Ability and Adequacy of Professional Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
<i>weight factor</i>	<b>25</b>	<b>25</b>	<b>20</b>	<b>15</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>100</b>
NAME OF RESPONDENT								
1 <b>Springstead Engineering, Inc.</b>								

\_\_\_\_\_  
 Board Member's Signature

\_\_\_\_\_  
 Date

**TARA OAKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**UNAUDITED**  
**FINANCIAL**  
**STATEMENTS**

**TARA OAKS  
COMMUNITY DEVELOPMENT DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
JANUARY 31, 2023**

**TARA OAKS  
COMMUNITY DEVELOPMENT DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
JANUARY 31, 2023**

	General Fund	Debt Service Fund	Capital Projects Fund	Total Governmental Funds
<b>ASSETS</b>				
Cash	\$ 6,861	\$ -	\$ -	\$ 6,861
Undeposited funds	558	-	-	558
Due from Landowner	1,494	-	-	1,494
Total assets	<u>\$ 8,913</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,913</u>
<b>LIABILITIES AND FUND BALANCES</b>				
Liabilities:				
Accounts payable	\$ 2,053	\$ -	\$ -	\$ 2,053
Due to Landowner	-	2,774	6,873	9,647
Accrued wages payable	800	-	-	800
Tax payable	61	-	-	61
Landowner advance	6,000	-	-	6,000
Total liabilities	<u>8,914</u>	<u>2,774</u>	<u>6,873</u>	<u>18,561</u>
<b>DEFERRED INFLOWS OF RESOURCES</b>				
Deferred receipts	1,494	-	-	1,494
Total deferred inflows of resources	<u>1,494</u>	<u>-</u>	<u>-</u>	<u>1,494</u>
Fund balances:				
Restricted for:				
Debt service	-	(2,774)	-	(2,774)
Capital projects	-	-	(6,873)	(6,873)
Unassigned	(1,495)	-	-	(1,495)
Total fund balances	<u>(1,495)</u>	<u>(2,774)</u>	<u>(6,873)</u>	<u>(11,142)</u>
Total liabilities, deferred inflows of resources and fund balances	<u>\$ 8,913</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 8,913</u>

**TARA OAKS  
COMMUNITY DEVELOPMENT DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED JANUARY 31, 2023**

	<u>Current Month</u>	<u>Year to Date</u>	<u>Budget</u>	<u>% of Budget</u>
<b>REVENUES</b>				
Landowner contribution	\$ 558	\$ 1,850	\$ 105,149	2%
Total revenues	<u>558</u>	<u>1,850</u>	<u>105,149</u>	2%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Supervisor fees	-	-	6,459	0%
Management/accounting/recording*	500	2,000	48,000	4%
Legal	221	221	25,000	1%
Engineering	-	-	2,000	0%
Audit	-	-	5,000	0%
Arbitrage rebate calculation	-	-	500	0%
Dissemination agent	-	-	1,000	0%
Trustee	-	-	5,000	0%
Telephone	17	67	200	34%
Postage	-	-	500	0%
Printing & binding	42	167	500	33%
Legal advertising	-	-	1,500	0%
Annual special district fee	-	175	175	100%
Insurance	-	5,375	5,500	98%
Meeting room rental	-	-	2,400	0%
Contingencies/bank charges	-	-	500	0%
Website hosting & maintenance	705	705	705	100%
Website ADA compliance	-	-	210	0%
Total professional & administrative	<u>1,485</u>	<u>8,710</u>	<u>105,149</u>	8%
Excess/(deficiency) of revenues over/(under) expenditures	(927)	(6,860)	-	
Fund balances - beginning	(568)	5,365	-	
Fund balances - ending	<u>\$ (1,495)</u>	<u>\$ (1,495)</u>	<u>\$ -</u>	

\*WHA will charge a reduced management fee until bonds are issued.

**TARA OAKS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
DEBT SERVICE FUND  
FOR THE PERIOD ENDED JANUARY 31, 2023**

	Current Month	Year To Date
<b>REVENUES</b>	\$ -	\$ -
Total revenues	-	-
<b>EXPENDITURES</b>	-	-
Total debt service	-	-
Excess/(deficiency) of revenues over/(under) expenditures	-	-
Fund balances - beginning	(2,774)	(2,774)
Fund balances - ending	\$ (2,774)	\$ (2,774)

**TARA OAKS  
COMMUNITY DEVELOPMENT DISTRICT  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
CAPITAL PROJECTS FUND  
FOR THE PERIOD ENDED JANUARY 31, 2023**

	<u>Current Month</u>	<u>Year To Date</u>
<b>REVENUES</b>	<u>\$ -</u>	<u>\$ -</u>
Total revenues	<u>-</u>	<u>-</u>
 <b>EXPENDITURES</b>	 <u>-</u>	 <u>-</u>
Total expenditures	<u>-</u>	<u>-</u>
 Excess/(deficiency) of revenues over/(under) expenditures	 - -	 - -
 Fund balances - beginning	 (6,873)	 (6,873)
Fund balances - ending	<u>\$ (6,873)</u>	<u>\$ (6,873)</u>

**TARA OAKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**MINUTES**

**DRAFT**

**MINUTES OF MEETING  
TARA OAKS  
COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the Tara Oaks Community Development District held a Public Hearing and Regular Meeting on September 12, 2022 at 11:00 a.m., at the offices of Springstead Engineering, Inc., 727 South 14<sup>th</sup> Street, Leesburg, Florida 34748.

**Present at the meeting, were:**

Silvia Moukhtara Nemer	Chair
Clifton Fischer	Assistant Secretary
Jake Essman	Assistant Secretary

**Also present were:**

Kristen Suit	District Manager
Jere Earlywine (via telephone)	District Counsel
Sayed Moukhtara	Developer
David Springstead	Project Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Suit called the meeting to order at 11:00 a.m. Supervisors Moukhtara Nemer, Fischer and Essman were present, in person. Supervisor Potts was not present. One seat was vacant.

**SECOND ORDER OF BUSINESS**

**Public Comments**

There were no public comments.

**THIRD ORDER OF BUSINESS**

**Consider Appointment to Fill Vacant Seat  
5, Term Expires November, 2025**

- **Administration of Oath of Office to Newly Appointed Supervisor (*the following to be provided in separate package*)**



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

No members of the public spoke.

**On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the Public Hearing was closed.**

**On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, Resolution 2022-06, Relating to the Annual Appropriations and Adopting the Budgets for the Fiscal Year Beginning October 1, 2022, and Ending September 30, 2023; Authorizing Budget Amendments; and Providing an Effective Date, was adopted.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Fiscal Year 2023 Budget Funding Agreement**

Ms. Suit presented the Fiscal Year 2023 Budget Funding Agreement.

**On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the Fiscal Year 2023 Budget Funding Agreement, was approved.**

**SEVENTH ORDER OF BUSINESS**

**Consideration of Resolution 2022-07, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date**

Ms. Suit presented Resolution 2022-07.

**On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, Resolution 2022-07, Designating Dates, Times and Locations for Regular Meetings of the Board of Supervisors of the District for Fiscal Year 2022/2023 and Providing for an Effective Date, was adopted.**

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**EIGHTH ORDER OF BUSINESS**

**Update: Letter to County and State  
Regarding Stormwater Management  
Needs Analysis**

Ms. Suit presented the letter to the County and the State advising that the CDD has no improvements subject to Stormwater Management Needs Analysis Report requirements.

**NINTH ORDER OF BUSINESS**

**Acceptance of Unaudited Financial  
Statements as of July 31, 2022**

Ms. Suit presented the Unaudited Financial Statements as of July 31, 2022.

**On MOTION by Mr. Fischer and seconded by Mr. Essman with all in favor, the Unaudited Financial Statements as of July 31, 2022, were accepted.**

**TENTH ORDER OF BUSINESS**

**Approval of May 9, 2022 Regular Meeting  
Minutes**

Ms. Suit presented the May 9, 2022 Regular Meeting Minutes.

The following change was made:

Line 14 and throughout: Change "Jack" to "Jake"

**On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the May 9, 2022 Regular Meeting Minutes, as amended, were approved.**

**ELEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *KE Law Group, PLLC***

Mr. Earlywine discussed upcoming CDD activities.

**B. District Engineer: *Rory P. Cousseaux, P.E.***

There was no report.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

- 144 • 0 Registered Voters in District as of April 15, 2022
- 145 • NEXT MEETING DATE: October 10, 2022 at 11:00 A.M.
- 146 ○ QUORUM CHECK

147 The October 10, 2022 meeting was cancelled.

148

149 **TWELFTH ORDER OF BUSINESS** **Board Members' Comments/Requests**

150

151 There were no Board Members' comments or requests.

152

153 **THIRTEENTH ORDER OF BUSINESS** **Public Comments**

154

155 There were no public comments.

156

157 **FOURTEENTH ORDER OF BUSINESS** **Adjournment**

158

159 There being nothing further to discuss, the meeting adjourned.

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161 **On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the**  
162 **meeting adjourned at 11:18 a.m.**

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[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

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Secretary/Assistant Secretary

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Chair/Vice Chair

**TARA OAKS**  
**COMMUNITY DEVELOPMENT DISTRICT**

**STAFF**  
**REPORTS**

**TARA OAKS COMMUNITY DEVELOPMENT DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE**

**LOCATION**

*offices of Springstead Engineering, Inc., 727 South 14th St., Leesburg, Florida 34748*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>October 10, 2022 CANCELED</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>November 14, 2022 CANCELED</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>December 12, 2022 CANCELED</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>January 9, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>February 13, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>March 13, 2023</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>April 10, 2023</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>May 8, 2023</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>June 12, 2023</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>July 10, 2023</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>August 14, 2023</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>
<b>September 11, 2023</b>	<b>Regular Meeting</b>	<b>11:00 AM</b>