

# **Rivers Edge, Rivers Edge II & Rivers Edge III Community Development Districts**

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July 1, 2024

Board of Supervisors  
Rivers Edge, Rivers Edge II and Rivers Edge III Community Development Districts

Dear Board Members:

A joint Board of Supervisors meeting of the Rivers Edge, Rivers Edge II and Rivers Edge III Community Development Districts is scheduled for **Monday, July 8, 2024 at 8:00 a.m. at the RiverTown Amenity Center, 156 Landing Street, St. Johns, Florida 32259.**

Following is the advance agenda for the meeting:


- I. Roll Call
- II. Audience Comments
- III. Consideration of Proposals for Amenity, Café, Lifestyle and Field Management Services
- IV. Discussion of Results of Request for Qualifications for Geotechnical Engineering Services for Rivers Edge III
- V. Discussion of Pickleball Court Construction Costs
- VI. Other Business
- VII. Adjournment

*THIRD ORDER OF BUSINESS*



# RIVERTOWN

Proposal for Continuing  
Our Partnership Between  
RiverTown (River's Edge CDD 1, 2, and 3)  
and  
Vesta Property Services, Inc.



245 Riverside Ave. #300  
Jacksonville, FL 32202  
904-813-1831



# FLORIDA CDDs' PROPERTY MANAGEMENT SPECIALIST

A 7 YEAR TRACK RECORD AT RIVERTOWN  
30 YEARS OF INDUSTRY SUCCESS

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June 19, 2024

To the Board of Supervisors of Rivers Edge(s) CDD,

Vesta appreciates the chance to propose managing RiverTown's amenities, infrastructure, common areas, and lifestyle activities. Having been involved in the community for eight years, we have developed a deep understanding of the District's Operations and Maintenance. With our new standards and experience, we believe we can offer efficient and effective services. Our relationship with RiverTown residents has enriched our commitment to service. We proudly introduce our proposal to meet both current and future needs.

Enclosed, you will find:

- Our Statement of Interest and Qualifications, outlining our ongoing support for your community.
- An update on our staffing model, highlighting key staff members' personal growth.
- Our recommended approach for the future.
- A summary and key milestones from our 30-year history.
- Detailed Bios of our diverse support team.
- A list of clients benefiting from similar property management services, some of whom have been with us since 1993.
- Examples of creative lifestyle offerings provided to RiverTown.
- Information on Vesta's Quality Assurance approach.

We are eager to discuss how Vesta can continue our successful partnership with the District. Thank you for considering Vesta Property Services, Inc. for your needs.



Sincerely,  
Jason Davidson  
Regional Manager  
Vesta Property Services,  
Inc.  
245 Riverside Ave. #300  
Jacksonville, Florida 32202



# OUR CAPABILITIES

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## Property and Amenity Management Services

Full-service management and staffing of community clubhouses, amenities, common areas and other infrastructure; robust Board-and-resident communication and support; and complete facilities maintenance services.



### Fitness & Spa Management

Turnkey operations on behalf of planned-community fitness and spa facilities, as well as related programming and other ancillary services.



### Lifestyle Programming

Vesta develops and carries out creative and vibrant activities, programs, and special events for our residents of all demographics and interests, including competitive youth athletics leagues.



### Aquatics & Tennis Operations

A range of services including staffing, certification, and training; Waterpark and Tennis Complex management and maintenance; and instruction for all ages and levels of proficiency.



### Food & Beverage Management

Providing Turnkey Operations for Food & Beverage Venues from poolside snack bars and clubhouse cafes to full-service restaurants and fine dining establishments, we offer catering services to enhance exceptional special events.



## WHAT PEOPLE ARE SAYING ABOUT US

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*We are writing to express our sincere appreciation of the outstanding work of your team. Your dedication, professionalism and commitment to excellence in serving our community has enhanced our experience of living in Bartram Springs. We have been homeowners here since 2005 and our daughter Misha grew up being part of the Swim Team through the years she was in middle and high school. We have actively enjoyed using the club house for various family functions including her sweet 16th party, graduation party and her bridal shower as well this year.*

*We have been regularly using much of the amenities through the years and more so now in our retirement years. We have come to appreciate what you all do through the whole year in maintaining them. Be it communal spaces, organizing engaging events to different age groups, seasonal festivities, maintaining clean and safe spaces for enjoying the activities from regular Friday food trucks, monthly family movie nights, seasonal activities like Polar dips, spring garage sales, food drives and countless other activities you all organize and execute so well being proactive to needs and demands of the community. I am aware of how demanding we homeowners can be and to please everybody is not a small task.*

*Your team's efficiency, attention to detail, and friendly demeanor makes interacting with all of them a pleasure. The approach of going above and beyond in order to ensure residents feel heard and valued by your team enhances our harmonious living experience we enjoy very much. We want to thank you all for the hard work and dedication you all have shown while you do your jobs. You all make a difference in our lives. We whole heartedly commend your work and your team's work.*

Madan and Uma Mohan, Northeast Florida CDD Residents

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*A key reason we employ Vesta is our strong work-relationship with their Management Team. We've been together for many years, and when deciding the level of customer service and the District's cost, our relationship is such that we take into consideration what's best for each other.*

*Either you trust each other to do what's best for all or you don't hire them. It has to be a partnership to work, and I trust Vesta's Management Team.*

Michael C. Taylor, Board Chairman; Heritage Landing CDD

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*We changed to Vesta in 2019 and the differences operationally and professionally are night and day!*

*Vesta's diligence finds and resolves items that were overlooked previously. They have the talent and resources to handle a lot of these items in-house, something that typically is contracted out by others, at a much higher rate.*

Brandon Kirsch, Board Chairman - Yellowbluff Landing CDD

**Please take the time to view our other quotes placed throughout the proposal.**



“

*Vesta feels like they're part of our neighborhood. We feel blessed to be in such a well-run community and our relationship with Kim, amongst others at Vesta truly is far better than any other Property Management Company we've worked with in the past.*

*A big part of the reason we wanted to live in Rivertown was how it was touted as the perfect family neighborhood. After being here for a while we realize that Vesta is who truly makes that happen. We're so thankful for everything they put together for us!*

*-Dylan and Victoria Thomas, RiverTown Residents*

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# ORGANIZATIONAL CHART



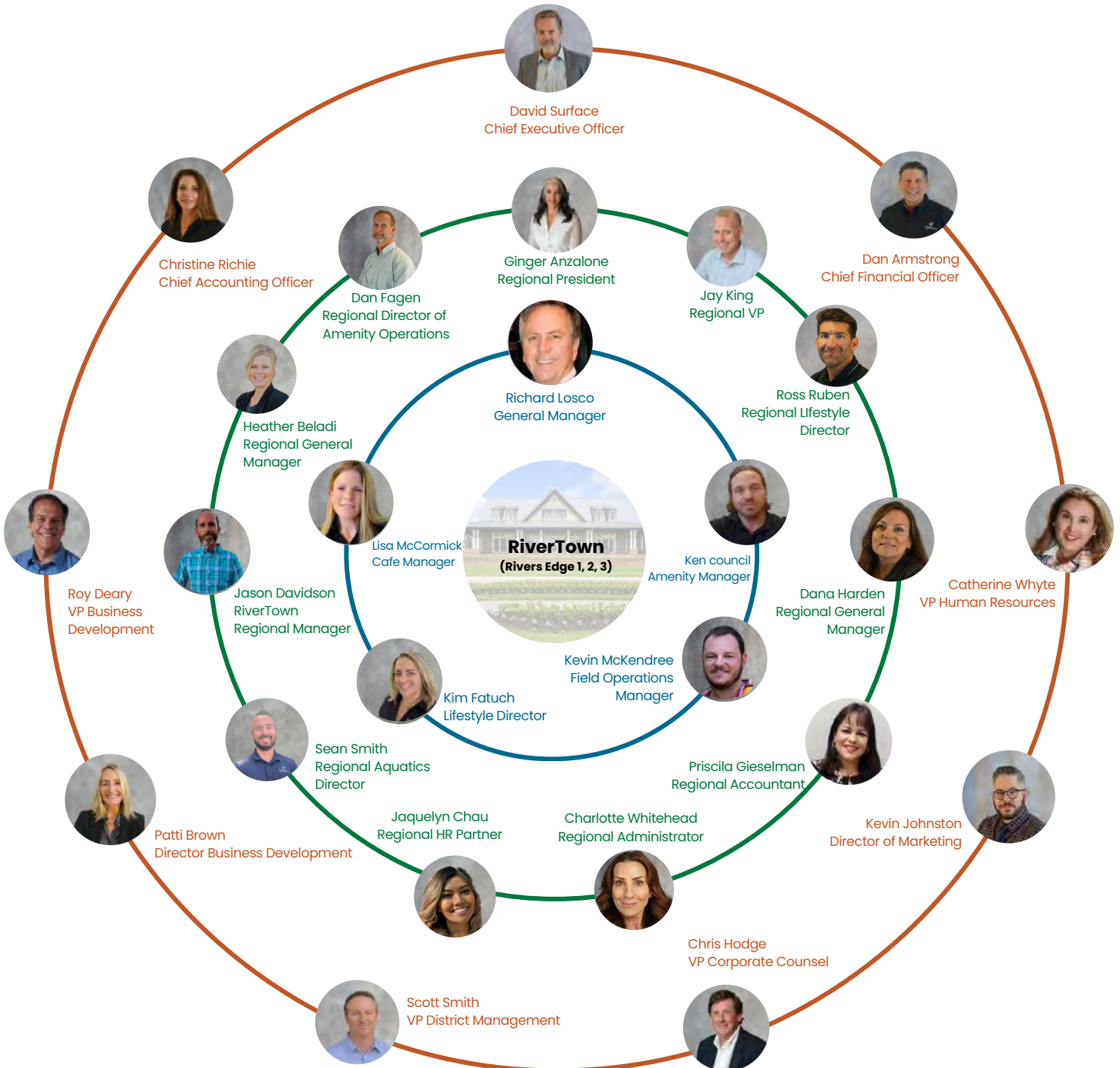
Corporate Support Team



Regional Support Team



On-Site Team



# VESTA PERSONNEL



## Local Regional Support Team

When you hire Vesta, you hire a team that is far greater than just the personnel that you have on site. Our entire Regional Team lives in NE Florida and is constantly in motion in and around RiverTown, providing personal assistance to our 65 client-communities (including 19 CDDs) and 400+ team members we deploy in your local area. Furthermore:

- You will have at least one Regional Team Member (and others as issues/topics warrant) attend *all* of your CDD meetings to support our onsite team, and to be a "benchmarking resource" for the CDD Board, District Staff, and your discussions and decision-making.
- RiverTown will receive Specialized Expertise-and-Support in Amenity Operations; Lifestyle Services; Field Operations and Maintenance; Janitorial Services; Aquatics Staffing and Programming; Quality Assurance; Accounting; Human Resources; IT; Administration; Food & Beverage Operations; and Community Management that can be onsite at RiverTown within hours, as needed.
- With Vesta's corporate headquarters and senior leadership here in Jacksonville, you'll have further access to a variety of additional resources and industry-related, specialized expertise.

# RIVERTOWN MANAGEMENT

## **Richard Losco**

General Manager



Richard joined RiverTown in January 2023 as the RiverCafé manager. He holds a Master of Business Administration degree from Florida State University and has been a resident of the Jacksonville area for many years, with three decades of experience in management consulting within the hospitality sector. Richard is certified in Food Safety Management in Florida and specializes in financial, operational, and accounting areas, including overseeing cost management, controls, and property management services.

In addition to his professional endeavors, Richard is an active volunteer for Hunger Fight and United Way, as well as a dedicated husband. Outside of work, he stays busy raising five children, exploring new destinations, and indulging in his love for the outdoors.

## **Kevin McKendree**

Field Operations Manager



Kevin joined Vesta in December 2021 as the Maintenance Manager at WaterSong community. After 14 years of management in the beverage industry, he decided to shift careers due to his passion for fixing things and assisting others. Before his beverage industry role, he managed a hardware store and plant nursery. Kevin is a holder of a Certified Pool Operators Certification and is frequently seen around Rivertown tending to landscaping, irrigation, ponds, roads, and lighting. During his free time, he likes to go camping with his young family, play golf, and barbecue.

## **Lisa McKormick**

Food & Beverage Manager



Lisa joined RiverTown's Guest Services team in April 2023. In the same year, she transitioned to a bartender/server role, and by early 2024, she was promoted to River Cafe Manager. Prior to joining RiverTown, Lisa was an elementary school teacher and owned a childcare center with a full-service kitchen. She is proud to reside in RiverTown with her husband, two teenage sons, and Golden Retriever.

# RIVERTOWN MANAGEMENT



## **Kim Fatuch**

Lifestyle Director

Kim, originally from Colorado, relocated to Jacksonville, Florida in 2020. With a solid background in hospitality, she has dedicated over 15 years to the events industry. Her expertise spans from intimate gatherings to grand galas, weddings, and various other events. Starting with creating events for children in foster care at a non-profit, she later honed her skills by collaborating with small banquet halls. Transitioning from kids' and community events, she delved into Casino promotions, VIP parties, galas, and eventually focused on weddings.

In 2023, she decided to step away from weddings and embraced a new role as the Lifestyle Director at RiverTown with Vesta Property Services. Kim has introduced numerous innovative events and programs to the community, including large-scale vendor markets, Dining in the Dark experiences, chocolate-making classes, and more. During her leisure time, Kim enjoys exploring new locations, camping, and savoring good food and music with her family.



## **Ken Council**

Amenity Manager

Ken, a Jacksonville, Florida native, completed his education at Bishop Kenny High School in 2002. He earned a Bachelor of Business Administration/Management in 2006 and a Master of Business Administration in 2012 from the University of North Florida. With over 12 years of experience at Publix Supermarkets in customer service roles, Ken transitioned to Vesta Property Services in February 2020 as a facility attendant/gym monitor at Bartram Springs Community.

In March 2021, he moved to Aberdeen Community Amenity Center to further enhance his skills in Amenity Management. Ken joined the Julington Creek Plantation management team in October 2021, gaining experience in various departments. In 2023, he became the Amenity Manager at RiverTown, overseeing staffing, training, facility maintenance, security systems, guest services, IT, and scheduling.

# RIVERTOWN SUPPORT TEAM



## **Jay King**

*Regional Vice President*

Jay brings over 30 years of management experience from diverse private and public sectors. Joining Vesta in 2015, he served on a CDD Board for 8 years and has been on an HOA board since 2018. A Navy Veteran and cancer survivor, Jay now oversees and supports our Northeast Zone, consisting of 80+ communities. In his leisure time, Jay finds joy in family, church activities, swimming, kayaking, biking, and downhill skiing.



## **Jason Davidson**

*Regional General Manager*

Jason brings over 15 years of experience in Amenity Operations and Facility Maintenance, with diverse roles in Community Management. With a background as the Facilities Director at Julington Creek Planation for 9 years and General Manager at RiverTown for 7 years, he is known as one of Vesta's most adaptable team members. Jason's wide-ranging skills cover overseeing community events, managing on-site restaurant operations, enhancing guest services, fitness facilities, and overall community upkeep. He has played key roles in developing communities like RiverTown and WaterSong, shaping many of Vesta's current Standard Operating Procedures, Policies, and Protocols. Jason's dedication to community management is reinforced by his family – his wife, two children, and their beloved bulldog!



## **Dan Fagen**

*Director of Amenity Operations*

Dan possesses more than 25 years of experience in hospitality, managing private clubs and extensive recreational facilities. Since joining Vesta in 2005, he has served as an onsite amenity manager at various top-tier communities in Northeast Florida.

With over 15 years as Director of Amenity Services, Dan offers valuable support to numerous amenity managers with significant contracts. One of his key roles involves establishing and exchanging best practices to uphold Vesta's commitment to delivering exceptional service to the communities we serve. In his free time, Dan finds pleasure in hiking and woodworking.

# RIVERTOWN SUPPORT TEAM

## **Dana Harden**

Regional General Manager



Dana Harden brings two decades of experience and a diverse background in property management. She holds certificates in accounting and office technology, previously working as a staff accountant before joining Vesta. Dana specializes in supporting Community Development Districts, with a solid understanding of chapter 190. Joining Vesta in 2019, she became a LCAM the same year and achieved her PCAM certification through the Community Associations Institute. Dana was honored as the Community Association Manager of the Year for 2023 by the Northeast Florida chapter of CAI.

Her financial expertise and industry knowledge enable Dana to offer expert guidance to the communities under her care. Outside of work, Dana finds joy in traveling, RVing, and spending quality time with her family.

## **Ross Ruben**

Regional Lifestyle Director



Ross brings over two decades of experience in events, programming, and entertainment from reputable organizations such as MTV Networks, Universal Studios, Sea World Orlando, and various top-ranked entertainment and event companies on the East coast.

Joining Vesta in 2016 after a successful tenure as Lifestyle Director at Julington Creek Plantation for a year, Ross was later promoted to a Regional role by the end of 2017. He plays a key role in enhancing the quality of programming, events, and marketing internally, contributing significantly to the improvement of our Northeast Florida client-communities year after year.

## **Sean Smith**

Regional Aquatics Director



Sean, the Regional Aquatics Director for the North Florida area, boasts over 17 years of experience in the Aquatics Industry. Collaborating with various Premier Communities in the region, he became part of Vesta in 2013. Sean's role involves spearheading the development and execution of Aquatics Programming across all our properties, encompassing Lifeguarding Certification, CPR/AED/First-Aid Training, and Swim Instruction. During the peak season, Sean oversees a team of over 200 lifeguards.

Dedicated to providing top-notch service and training for all Aquatics Personnel at Vesta, Sean excels in outdoor activities such as hiking, surfing, and biking. He takes pride in being an integral part of every community he serves.

# RIVERTOWN SUPPORT TEAM

## **Charlotte Whitehead**

Regional Administrator



Charlotte has been part of Vesta's NE FL flagship community, Julington Creek Plantation, since 2013, taking on various roles. She began as a part-time Administrative Assistant and has progressed to her current position through dedication and hard work for her community and Vesta.

As the Regional Administrative Services Director, Charlotte leverages her wealth of experience in customer service, accounting, and human resources gained from years in the retail and hospitality industries. Being a resident of Julington Creek, she brings an unmatched level of commitment to serving the CDD, her community, and Vesta. During her free time, Charlotte enjoys working out and spending time with her family.

## **Jacquelyn Chau**

Regional Human Resources Business Partner



Jacquelyn brings over 13 years of HR expertise, including recruitment, compliance, talent management, payroll, and workforce planning. After serving as a regional manager at Massage Envy for 8 years, overseeing 200 employees, she joined Vesta as an HR Assistant in 2017. Since May 2020, Jacquelyn has excelled in her role as an HR Business Partner. In this capacity, she collaborates closely with senior operations leaders, focusing on talent and performance management, retention, and workforce planning. Jacquelyn also ensures high standards in employee relations, policy implementation, HRIS support, and State and Federal HR compliance, while regularly visiting all managed communities in NE FL.

## **Priscila Gieselman**

Regional Accountant



Priscila brings 12 years of property management expertise in Jacksonville and 15 years of accounting experience. She has a background in property ownership and management, liaising with board members. Priscila became part of Vesta in April 2017, where she played a crucial role in supporting the Julington Creek Plantation CDD, a key account. Additionally, she is responsible for preparing and submitting monthly sales tax reports to the Florida Department of Revenue, ensuring current licenses and certificates for the café, handling vendor applications, managing client invoices, overseeing payroll, conducting Profit & Loss analysis, and completing end-of-month reconciliations. Priscila also assists frontline managers in NE FL by addressing their inquiries promptly. In her leisure time, Priscila enjoys biking and traveling.

# REGIONAL SUPPORT TEAM

## **Ginger Anzalone**

Regional President



Ginger supervises all community management operations spanning Central-to-Northeast Florida. Her expertise lies in governance board relations, facilities management, programming, maintenance, personnel management, and budget oversight. With over 25 years of experience as an active adult program specialist, her work encompasses full food and beverage operations, contracted entertainment, spa and fitness management, online visibility, and marketing services. Additionally, she has a wealth of experience in developing large clubhouses, program design, and implementation.

Recognized with the esteemed Pinnacle Award by the ICAA, Ginger is among the Top 5 Presidents in North America, acknowledging her exceptional commitment to cultivating wellness cultures and enhancing residents' lives.

## **Patti Brown**

Director of Business Development



Patti has accumulated more than 25 years of experience in Florida's real estate management sector, specializing in Community Association Management for the past 18 years. Her diverse clientele includes large master-planned communities, mixed-use developments, gated communities, condominiums, townhomes, new constructions, commercial properties, and marinas.

Educated at Texas Tech University and achieving a Bachelor of Science in Psychology from the University of Phoenix, Patti also holds a Florida Real Estate license. In recognition of her outstanding work, she was honored as the Community Association Manager of the Year for 2021 by the Northeast Florida chapter of the Community Association Institute (CAI).

## **Heather Beladi**

Regional General Manager, Jacksonville-St. Augustine Office



Heather Beladi holds the position of General Manager at Vesta's St. Augustine/Jacksonville office. With 15 years of experience in community association management, she also served as the on-site general manager of a 5,800-home Community Development District, overseeing multiple recreation departments and leading over 120 associates. Heather excels in efficient business operations, fostering client-employee relationships, and supervising accounting and management teams for our clients.

Heather is a significant presence in the workplace, utilizing her positive demeanor and boundless energy to inspire others to work hard and achieve success. During her leisure time, she finds joy in traveling, boating, and spending quality moments with her family and friends.



# CORPORATE SUPPORT TEAM

## David Surface

Chief Executive Officer



David has served as Vesta's CEO since 2020, overseeing the company's executive team and daily operations. Over the past decade, he has played a crucial role in Vesta's remarkable growth through leading mergers and acquisitions and strategic partnerships. Consequently, Vesta has expanded threefold during this period and has become widely recognized as a top-tier, comprehensive property management firm in Florida.

His professional background covers various aspects of real estate, including commercial and residential sectors. Before joining Vesta, David held the position of managing partner at a real estate finance, management, and brokerage company that catered to institutional clients.

## Christine Richie

Chief Accounting Officer



Chrissy was promoted to Corporate Controller in June 2013 and later assumed the role of Chief Accounting Officer in 2021, responsible for managing the accounting functions at Vesta Property Services. Before this, she was the Chief Financial Officer for a healthcare provider operating across 14 states.

With an extensive background of over 25 years in leadership roles in corporate finance and accounting, Chrissy has built accounting and financial frameworks for various start-up ventures. This includes establishing accounting systems, ensuring compliance and risk management, implementing employee benefit plans, creating employee policies and procedures, and facilitating training and organizational development.

## Daniel Armstrong

Chief Financial Officer



Dan is responsible for overseeing Vesta's corporate entity's financial and administrative operations. With a background in accounting, administrative services, and financial reporting for various entities, Dan has worked with large corporations adhering to SEC regulations, not-for-profit associations, social clubs, trusts, and special-purpose entities involved in financing related association facilities. His career journey began in 1993 as a Florida CPA at Deloitte & Touche, focusing on audits for publicly traded and real estate clients. Subsequently, he led the internal audit department at Koger Equity, a NYSE-traded REIT, before joining Vesta as Controller in 2001.

# CORPORATE SUPPORT TEAM

## **Roy Deary**

Vice President, Business Development



Since establishing Amenity Services Group, Inc. in 1994, Roy has acquired extensive experience and expertise in managing planned communities and specialized services across Florida. He has been at the forefront of serving Community Development Districts since 1997. Following the acquisition of his companies by Vesta in 2011, Roy oversaw the Property Management division from 2012 to 2014, and subsequently managed the Amenities & Lifestyle Division and District Services Division until 2021.

From 2022 onwards, he has been leading Vesta's Business Development team, supported by a group of professionals proficient in marketing, managing, maintaining, and organizing top-notch planned communities in Florida. Roy holds a BSBA from the University of Arkansas and competed in the 1984 U.S. Olympic Trials in swimming.

## **Kevin Johnston**

Director of Marketing



Kevin is the Marketing Director at Vesta Property Services, heading a skilled team in charge of executing all marketing initiatives for Vesta. Before joining Vesta in 2016, Kevin oversaw marketing for a worldwide shopping center, concentrating on branding, public relations, and promotions. He also spent four years refining his technical marketing abilities at a top sports apparel and memorabilia company. Kevin earned a Bachelor's Degree in Advertising from the University of North Florida.

## **Catherine Whyte**

Vice President of Human Resources



Catherine became part of Vesta in 2019, taking on the role of Director of Human Resources. In 2021, she was promoted to Vice President. With more than 20 years of experience in HR management, she is a skilled leader in the field, having worked in production and hospitality-service settings.

Located at our Jacksonville headquarters, Catherine leads all HR functions at Vesta, covering areas such as compensation, benefits, talent acquisition, learning and development, HR engagement, legal compliance, and internal communications. Additionally, she supervises our extensive IT services across Florida.



“ I wanted to say thank you for putting on the tea party today at the Riverhouse. It was such a fun event and so well put together. My kids enjoyed themselves and it really reminded me that RiverTown is such a fun and beautiful place to live. We don't participate in many holidays, so we miss out on events sometimes and this one was just the right vibe! Hope to see more events like this.

”

*Elizabeth Tiedemann; RiverTown Resident*



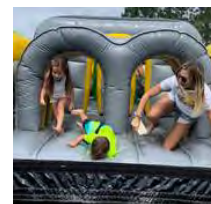
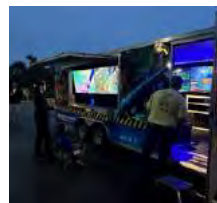
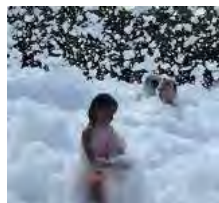


Lifestyle



## RiverTown Events

- Donuts and Coffee
- Summer Kickoff
- Luau's
- Polar Plunge
- Vendor Fairs
- Carnivals
- Potlucks
- Cook-offs
- Live music
- Scavenger Hunts
- Ice Cream Socials
- 5K's and Triathlons
- Slide Races
- DJs
- Pool games
- Science Demos
- Mother Son Dances
- Spring Fling
- Halloween/Fall Festival
- Santa Claus Visit
- Golf Cart Parade
- Letters to Santa
- Memorial Weekend
- Independence Day Celebration
- Daddy Daughter Dances
- Valentine's Crafts
- Rock Your Shamrock – St. Patrick's Day
- Veteran's Day Celebration
- Easter Egg Hunts
- Mad Hatter Tea Party
- Barks and Brews
- Social Hours with Live Music
- Stand Up Comedy Nights
- Mixology Classes
- Cooking Classes
- Murder Mystery Parties
- Local liquor tastings with cigars
- Chocolate Making Class
- Axe Throwing
- Food Truck Nights
- Science Comes Alive!
- Yoga at the Park
- Classic Cars and Coffee
- Foam Parties
- RiverTown Games
- Adult Rodeo



## Resources and Support For Vesta's Property Managers



- Regional Lifestyle Dir. with 20+ years of experience in events, entertainment and programming for multiple, high-quality companies and communities.
- Vesta's 50-page Lifestyle Handbook used for training and reference.
- Hands-on help with staff turnover/transitions and Managers' use of PTO benefits.
- Preferred Vendors List, enabling some of the best pricing in the industry.
- Quarterly Lifestyle Newsletter provided to the entire state, featuring new vendors, new ideas, and more for *all* Vesta Amenity Managers.
- Monthly Training sessions; Quarterly Idea-Sharing sessions with all Managers.
- Shared Expertise: Oversee 12 Community Events Budgets (\$9,000-\$85,000/yr.)



# Managing Programs and Social Groups for All Demographics



- Zumba
- Body Boot Camp
- Aqua Fitness
- Yoga
- Pilates
- Soccer Shots
- Spin/Cycle
- S.T.E.M. programs for kids
- Barre

- Kids and Adult Art Classes
- Swim Lessons
- Tennis
- Swim Lessons
- Self Defense
- CPR and AED
- Meditation
- F3 Men's Fitness
- Pickleball

- Mah Jongg
- Stretching
- Book Clubs
- Summer Camps
- Men's and Women's Social Groups
- Dance: Hip Hop and Ballet
- Basketball lessons
- Swim Team Events

## Kids Art Class

For more details:  
[www.artinmotion.club](http://www.artinmotion.club)

**\$20 Registration Fee**

Classes start Jan 3

### Clubs at RiverTown

<b>Women's Networking</b> First Monday 6:30pm - RC	<b>Ladies Club</b> Second Tuesday 7pm - RH	<b>Men's Club</b> Second Wednesday 6pm - RH
<b>Book Club 2</b> Third Tuesday 10am - RH	<b>Book Club</b> Third Thursday 4pm - RH	<b>Youth Chess</b> Second Thursday 3:45pm - RH
<b>Bunco</b> Fourth Thursday 6:45pm - RH	<b>Wine Tasters</b> Last Wednesday 7pm - RH	<b>Mah Jongg</b> Every Monday 1pm - Café

## RIVERTOWN RIPTIDES

### Summer 2024 Schedule

Practices in May	Practices in June/July
Tuesday - Friday 4:15PM - 8PM Lap Pool	Tuesday - Friday 7AM - 11:30AM Lap Pool

## RIVERTOWN KIDS SUMMER SWIM

AGES 6MO-12YRS

5 SESSIONS  
#1 MAY  
#2 JUNE  
#3 JULY  
#4 AUGUST  
#5 SEPTEMBER

3 LEVELS  
COMFORT - PARENT/TOT

## FOOD TRUCK FRIDAY

## SUMMER AEROBICS WITH TRACIE

Starting May 21, 2024

<b>Monday</b> 10:00 AM - Shallow Water 11:00 AM - Deep Water	<b>Tuesday</b> 2:30 PM - Land Aerobics	<b>Wednesday</b> 7:00 AM - Shallow Water 10:30 AM - Land Aerobics
<b>Thursday</b> 2:30 PM - Deep Water	<b>Friday</b> TBD - Classes to Come	

\$5 per class  
Cash (please have exact change)  
or Check (made out to Vesta Properties)  
Just stop by any class you are interested in.

## FARM TO TABLE FAVORITES

AVAILABLE RIGHT HERE IN RIVERTOWN

First Friday at RiverHouse  
5PM - 8PM

## Soccer Shots

SUMMER

**SOCCER RIGHT HERE @ RIVERTOWN!**

Here is the details of the program:

When: All children older 2-8 years olds  
Where: Right @ RiverTown  
When: Mondays, 5:00 pm - 6:15 (2-3)  
Mondays, 6:30 pm - 7:45 (4-5)  
Wednesdays, 5:30 pm - 6:45 (6-8)

To register follow the link below!

## YOGA WITH CHELSEA

MONDAY: Gentle Yoga & Stretch  
8:30AM - 9:30AM  
Slow Flow & Yoga Nidra  
6:00PM - 7:00PM

THURSDAY Power Yoga  
6:00PM - 7:00PM

FRIDAY: Vinyasa  
8:30AM - 9:30AM

SATURDAY: Vinyasa  
9:00AM - 10:00AM



## **RiverTown RiverLodge Grand Opening and Future Ideas**

### Grand Opening 7.27.24:

- All day event from 11am – 6pm using the entire space
- Live Band
- DJ
- Aerialists
- Inflatable Amusements
- Food Trucks
- Face Painting
- Balloon Artists

### Themed Scavenger Hunts

- Different scavenger hunts throughout the amenity center with an ultimate prize for the first team to get through them all.

### Glow Foam Party

- Nighttime glow foam
- Light-up bracelets
- LED necklaces and batons.
- DJ to provide the music and entertainment

### Movie Nights

- To combat the elements in the Summer we will utilize the Airnasium for fun-filled movie nights

### Themed Dances Under the Stars

- New venue for the annual Daddy Daughter Dance to accommodate the ever growing interest in this event.

### Programming

- Beach Volleyball league
- Stand Up Paddle Boarding
- Summer Camp
- Additional fitness programs in the Airnasium



# RiverTown Community Website

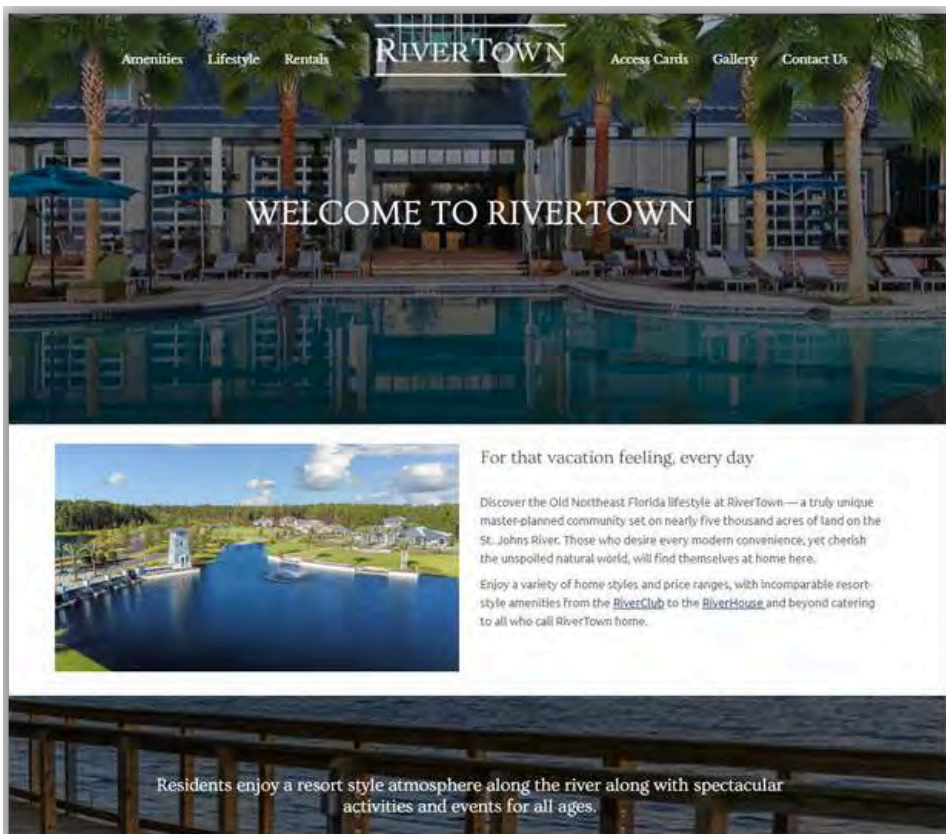
(No Additional Cost)



Vesta created, hosts, and manages, the communities contemporary, mobile- and user-friendly lifestyle website RiverTownAmenities.com.

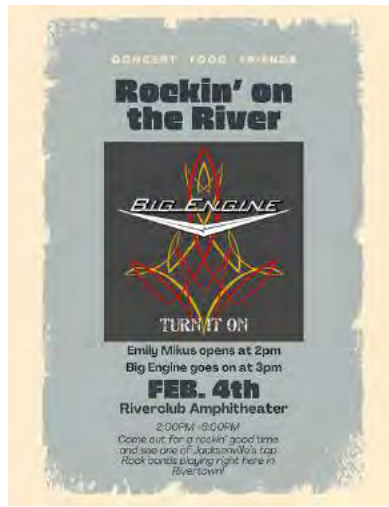
Details include:

- Improved, convenient resident communications
- Optional event calendars with RSVPs and ticketing, reporting requests to Management, online ordering, and much more.
- Easily-managed administrative tasks
- A secure payment process
- Convenient resident registration/RSVPs for activities, events and programs
- Amenity facility reservation capabilities
- Committee and Group pages
- Dynamic forms
- Industry leading customer support
- Top-of-the-line technology
- Easy-to-use, clean, professional interface



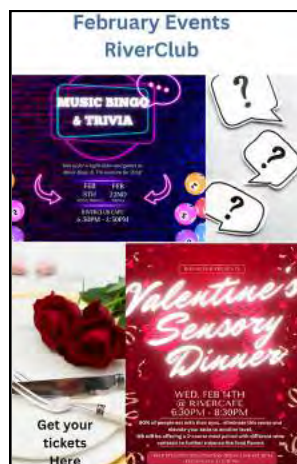
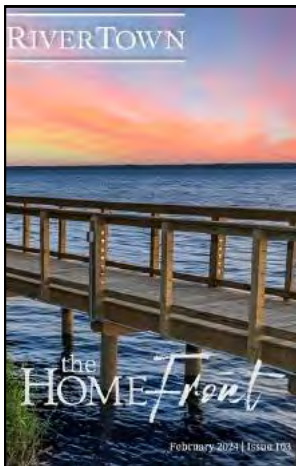


# Resident Engagement Marketing in the Community



- Comprehensive, creative and high-quality lifestyle and maintenance newsletters, flyers, e-blasts, and other forms of resident engagement.
- Engaging bulletin boards throughout the community filled with flyers and newsletters.
- Our teams are trained to take photos and video at community events and programs to share our real-time resident engagement.
- Social media management including Instagram, Facebook and Twitter, with Board-approval.

## Examples of Resident Engagement







## Examples of Resident Engagement (Continued)



- QR Code Surveys assess resident feedback throughout the year in order for us to make adjustments according to community wants and needs.
- Constant onsite discussions with residents during the year help us understand expectations.

**RIVERTOWN**

**SOCIALS & EVENTS**

**Sal's Cucina and HippieChix**  
Every Monday - RiverHouse  
5:00PM - 8:00PM

Sal's Cucina and HippieChix are here every Monday to make dinner and dessert an easy start to any week!

**Cafe Daily Specials**  
Wednesday - Sunday - RiverCafe

Head over to the Cafe and enjoy one of our daily specials

Hours:  
Monday & Tuesday: Closed  
Wednesday & Thursday: 12PM - 9PM  
Friday & Saturday: 12PM - 10PM  
Sunday: 12PM - 9PM

**Food Truck Friday**  
Every Friday - RiverHouse  
5:00PM - 8:00PM

**Saffron**  
**The Little Pizza**  
**Republica**

\*Trucks are booked by a third-party and are subject to change



### RiverTown Amenities

Private group - 1.1K members



RiverTown Amenities  
Admin Top contributor - Yesterday at 12:00 PM

**River Cafe**  
**WEEKLY SPECIALS**

<b>WEDNESDAY</b> \$8 Pretzels	<b>THURSDAY</b> \$5 Chips and Salsa \$8 Chip Trio
\$5 Chardonnay \$5 Pinot Grigio <i>After 6pm</i>	\$6 House Margarita <i>After 6pm</i>
<b>FRIDAY</b> \$6 Mozzarella Sticks \$6 RiverTown Relaxer <i>After 6pm</i>	
<b>HAPPY HOUR WEDNESDAY - SUNDAY</b> 4PM - 6PM	

[View insights](#)

211 post reach >

<p>Lifestyle</p>	<p>Guest Services</p>	<p>Café</p>
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# Vesta Food and Beverage Experience



Locally, Vesta's food and beverage operations generate about \$880,000 in sales annually and over \$1.8 million in Northeast Florida.

## RiverTown:

- The RiverCafé at RiverTown provides riverfront poolside and indoor dining for the St. Johns, Florida master-planned community, exclusively serving residents with over \$700,000 in annual sales.
- Offering a wide range of food, beverages, and wines, we feature weekly specials and host events like Trivia, Music Bingo, and Live Music. Our services extend to the Riverfront Amphitheatre with events such as the Jacksonville Symphony and holiday-themed events.
- The café is open for lunch and dinner Wednesday through Friday from 12 PM to 9 PM, Saturday from 12 PM to 10 PM, and Sundays from 12 PM to 9 PM during the summer season. In the off-season, it is open for dinner from 4 PM to 9 PM. All current staff members have food safe handling certifications, and bartenders have alcohol serving best practices certifications.

We have gathered a couple reviews for the RiverCafé from our POS System.

**Positive feedback**  
\$30.50 sale on Aug 19, 2023

Quality, Location, Customer service, Other, Wait time

As always, the ladies at the bar are attentive, know our names, and are very competent bartenders as well as being all-around great people. We love coming there for happy hour and they're doing an amazing job.

**Positive feedback**  
\$55.03 sale on May 25

Quality, Customer service

Great staff at River Club on Friday! They make it a fun place to gather and relax!

**River Cafe WEEKLY SPECIALS**

**WEDNESDAY**  
\$8 Pretzels  
\$5 Chardonnay  
\$5 Pinot Grigio  
After 6pm

**THURSDAY**  
\$5 Chips and Salsa  
\$8 Chip Trio  
\$6 House Margarita  
After 6pm

**FRIDAY**  
\$6 Mozzarella Sticks  
\$6 RiverTown Relaxer  
After 6pm

**HAPPY HOUR WEDNESDAY - SUNDAY**

**RIVERTOWN Summer Vibes River Cafe**

**STARTERS**

- Jumbo Pretzel 12  
Served Jumbo Pretzel served with Cheesy Cheese Sauce
- Southwest Egg Rolls 12  
Served with Chipotle Ranch
- Chips & Salsa 7  
Heating basket of Tortilla Chips with a mild chunky salsa
- Loaded Cheese Fries 10  
French Fries loaded with Bacon, Cheddar Cheese, and Green Onion
- Cheese Fries 8
- Plain French Fries 5
- Fried Mozzarella Sticks 8
- Jalapeno Peppers & Fried Pickles 8
- Wings 14  
Ten Wings topped in your choice of sauce:  
• Buffalo • Garlic Parmesan  
• BBQ • Caribbean Jerk  
• Teriyaki • Naked (No sauce)

**MAINS**

- Quesadilla 10/12/15  
Choice of:  
• Veggie (10)  
• Chicken and Bacon (12)  
• Loaded (Chicken, Bacon and Veggie) (15)
- Chicken Salad 12  
Tender chunks of all-natural White Meat Chicken with mayonnaise, Olive Oil, Cranberries, Pecans, Celery and a Hint of Sweet Honey served with Lettuce and Tomato  
• Served in a Wraps or aca Salad
- Tacos 12/14  
Flour Tortilla with your choice of protein, Lettuce, Salsa and Chipotle Sauce  
• Chicken (12)
- Southwest Salad 10  
Spring mix, fresh chopped cucumbers, black bean and corn salsa, shredded chicken, and a side of all-natural southwest dressing.

**COCKTAILS**

- Margarita 10  
Tequila, Lime, Triple Sec, and Simple Syrup served on the rocks  
• Jalapeno, Mango, Strawberry, & Peach (11)
- Rivertown Relaxer 12  
Cranberry & Pineapple Juice, Spiced with Bacon Schnapps, Cane Rum and Vodka
- Lemon Drop 10  
Vodka, Triple Sec, Lemon Juice, and Simple Syrup
- Pain Killer 10  
Rum, Pineapple Juice, Orange Juice, and coconut syrup
- Mai Tai 10  
Rum, Lime Juice, Orange Syrup, Triple Sec and Dark Rum
- Bay Breeze 10  
Cranberry Juice, Pineapple Juice and
- Blue Lagoon 10  
Blue Curacao, Vodka and Lemonade
- French 75 10  
Gin, Lemon Juice, Simple Syrup and Prosecco
- Paloma 10  
Rum, Grapefruit Juice and Lime Juice
- Mimosa 8  
Prosecco and Fruit Juice  
(Orange Juice, Cranberry, Pineapple, Strawberry, Mango)

**MOCKTAILS**

- Virgin Margarita 8  
Margarita Mix, Lime Juice and Simple Syrup  
Peach, Strawberry, Mango (1-5)
- Virgin Mojito 4  
Lime Juice, Mint leaves, Simple Syrup and Soda Water  
Peach, Strawberry, Mango (1-5)
- Virgin Pina Colada 6  
Pina Colada mix and coconut water

**CANNED BEER (COCKTAILS)**

**RIVERTOWN**

**RIVERCAFE WEEKDAY SPECIALS**

## Vesta's Approach to Quality Assurance

Our local Regional Support Team, in partnership with our onsite teams, Boards, and other stakeholders, have developed scalable and customizable Best Practices tailored to each account and scope-of-service, to ensure an optimal experience for our residents. Our approach has and continues to evolve with feedback, advances in technology, and further experience.

Vesta's approach, while varied in application, is designed to eliminate issues before they occur - or at least quickly and efficiently address them as they are identified - to provide the best possible experience for all stakeholders.

**NOTE: These 8 components of Vesta's approach to Quality Assurance are explained further on the following pages.**





## Initial Operational Analysis

For new accounts, our regional team will develop an operational analysis plan and timeline (who, what and when) within the first 45 days of starting the contract, to share with the Board prior to implementation. This approach will allow time for familiarization and review of current operations, engagement with all stakeholders, and finally recommendations to "optimize" the overall resident experience, daily operations, and opportunities for financial efficiencies.

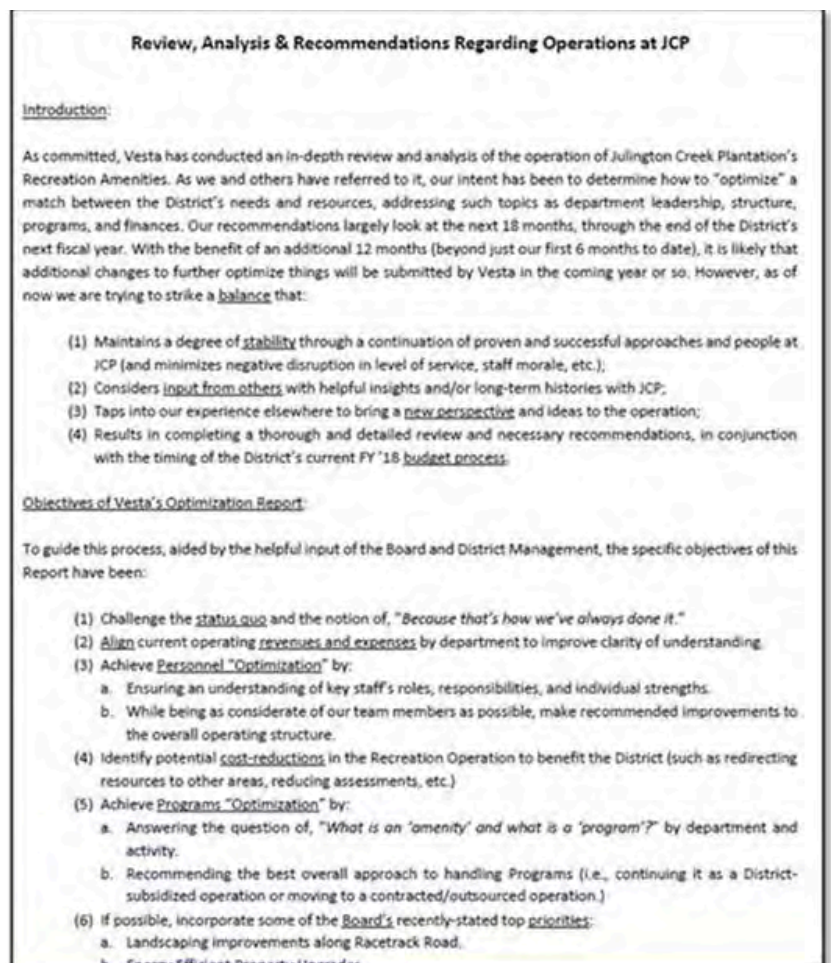
### Julington Creek Plantation CDD Example

The most relevant example of this same type of in-depth analysis for RiverTown is our undertaking at Julington Creek Plantation CDD, which at the time we began our operations there was already a 20+-year-old community of nearly 5,900 homes, and largely staffed by CDD-employed associates. Over the course of our first 6 months, Vesta conducted an "Optimization Study," resulting in a detailed, 20-page analysis of all aspects of the amenity/recreation operation along with recommendations.

The implementation of our recommendations resulted in:

- *A savings to the CDD of 23% or \$373,000 annually in 2022 dollars (using a general ledger, line-by-line comparison with the year before we started).*
- *Simultaneously improving stakeholders' (Residents, Board, District Staff, and Vesta onsite team members) satisfaction with our operation.*

(Yes, "the best of both worlds!")





# Board Reporting And Engagement

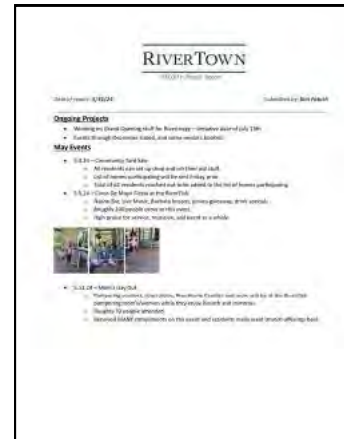
We keep track of **Action Items from your CDD meetings**, confirm we have them correctly captured within 48 hours of the meeting via email, and then provide to all board members and staff. We then provide updates until completion of each item to ensure nothing is dropped and expectations are managed accordingly.

Item	District	G.O.	Proprietor	Description	Notes	Completion
Residual Billing/Paid/Unpaid	RECDD	10/1/24	JUNAKM	The bill number made to an email at veritas.usable.us@river-town.com. Mail will be sent to residents in October.	2.23.24 Update: Residuals reported that we are pending for period 1.17.24 Update: Invoice is being sent with Florida Water usage along with FWC to	Pending
Repurposing of the Firehouse	RECDD		JUNAKM	Marked the Chairman on 11/15/24 and discussed the repurposing of the Firehouse at same point on 12/24. Will need to look out a company that can come in and provide us with quotes for total overhaul.	Will need to gather cost and look to save in budget for FY25	
Taxcraft to be approved for Leverage Evaluation	RECDD	11/1/24	KMILU	Has to be reviewed over the board. Will submit to District for Cost Share and will need to be added to FY25 Budget for Planning	2.23.24 Update: Spren requested and approved by District. Will need to follow up with District for approval.	
Signage for parking	RECDD	1/1/24	KMILU	Staff will need to get permit for new signposts. Message will need to be added to be implemented.	2.23.24 Update: Message sent for GM to add signposts and have them do a follow up report.	
LA for Charitable event	RECDD	2.23.24	GMILU	License for Charitable Event. Use for Firehouse Parking in December.	2.23.24 Update: License for event is pending.	
Cost Share for Phase 1	RECDD	2.23.24	GMILU	Cost Share for Phase 1 Grand Opening Road Maintenance	2.23.24 Update: To get the agreement over to DC and then submit to the Board for approval.	
Cost Share for Phase 2	RECDD	2.23.24	GMILU	Cost Share for Additional Playground Multi-Use Facility Landscape	2.23.24 Update: To get the agreement over to DC and then submit to the Board for approval.	
Cost Share for Phase 3	RECDD	2.23.24	GMILU	Cost Share for Tennis Court Resurfacing and Tennis	2.23.24 Update: To get the agreement over to DC and then submit to the Board for approval.	
Cost Share for Phase 4	RECDD	2.23.24	GMILU	Cost Share for Fiber Optics in all multi-use facilities.	2.23.24 Update: To get the agreement over to DC and then submit to the Board for approval.	
Monthly Planning Meeting	RECDD	2.23.24	GMILU	Monthly updates about planning process on the number of sites and planning process. To be submitted to the community.	2.23.24 Update: To get the agreement over to DC and then submit to the Board for approval.	
Historical Data	RECDD	2.23.24	GMILU	Provide historical data for Board. To be submitted to the community.	2.23.24 Update: To get the agreement over to DC and then submit to the Board for approval.	
Cost Share for Phase 5	RECDD	2.23.24	GMILU	Cost Share for Phase 5 for Fiber Optics in all multi-use facilities.	2.23.24 Update: To get the agreement over to DC and then submit to the Board for approval.	
Cost Share for Phase 6	RECDD	2.23.24	GMILU	Cost Share for Phase 6 for Fiber Optics in all multi-use facilities.	2.23.24 Update: To get the agreement over to DC and then submit to the Board for approval.	

Our onsite management team will provide **weekly and monthly board updates** via email on any items of interest to ensure the whole Board is kept up to speed efficiently.

## Board Reporting Includes:

- Recap of significant operational events
- Highlight upcoming events and recaps of previous events
- Status of projects and ongoing maintenance items
- Update on Board Action Items





## Resident Satisfaction

We have found that “point-of-experience” (QR) surveying is far more valuable and less intrusive than formal, periodic, emailed resident surveys. So, we place them conveniently throughout our facilities to capture feedback.

Vesta also monitors social media (Facebook, Nextdoor, etc.) when permitted to do so, and provides clarification to clear up any misperceptions (so they do not “fester” online.) Our onsite team is regularly in personal contact with residents and acting on their feedback.

### QR Coded Resident Survey (example below)

- Located conveniently throughout facilities on aesthetically appropriate placards, to provide an opportunity for residents to easily provide feedback on their experience, and only when they want to do so.
- Surveys can be tailored based on location (tennis courts, events, reception area, pools, café, locker rooms, parks, etc.)
- Residents simply use their phone to complete the quick survey.
- Utilizes rating scale questions to provide benchmark analysis over time, as well as text boxes to provide detailed and open-ended feedback.
- If residents desire, they can be contacted directly by our team so that we can personally follow up on their experience.
- Survey links can also be placed on the app or website as desired and/or hard copies made available to suit resident-preference.
- Consistent feedback is then shared with the Board through manager reporting, along with any necessary action items.

### RiverTown Lifestyle Questionnaire

<p>Please rate your overall satisfaction with the events and programming here at RiverTown. *</p> <p>1 2 3 4 5 6 7 8 9 10</p> <p>Poor <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Excellent</p> <hr/> <p>Please rate your overall satisfaction with the communication we provide through Facebook, the Newsletter and E-Blasts. *</p> <p>1 2 3 4 5 6 7 8 9 10</p> <p>Poor <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> <input type="radio"/> Excellent</p>	<p>What new events would you like to see here at RiverTown? *</p> <p>Your answer:</p> <hr/> <p>What new programs would you like to see here at RiverTown? *</p> <p>Your answer:</p> <hr/> <p>What type of events would you prefer there to be more focus on? *</p> <p><input type="radio"/> Family</p> <p><input type="radio"/> Adults Only</p> <p><input type="radio"/> Concerts</p> <p><input type="radio"/> Sporting Events</p>
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## Facility Inspections

We take a couple of approaches to formal facility and infrastructure inspections in addition to those we support from District Engineer Reports and Reserve Studies.

- Our Regional Team performs periodic, customized inspections based on our scope-of-services, as needed (such as upon commencement of the contract, based on operational issues, turnover of key staff, etc.), to provide offsite accountability for Vesta's onsite team. We also want to ensure that we set everyone up for success, share best practices, and avoid "blind spots" by conducting these periodic "peer walks."

Scope of Services & Measurables		Value	Observations/Comments
		0 through 4	
<b>L1</b>	<b>Upon entering the Amenity Center</b>		
<b>a</b>	Event and programming materials on display	4	Newsletters are printed out and up at both amenity centers
<b>b</b>	Staff would be able to share the following		
	Website	N/A	
	Amenities available to the residents	4	Clint is very aware of everything we offer at RiverTown, helps potential home buyers by providing answers about amenities, events and programs. Staff very knowledgeable of all amenities also.
	Whom to contact to process a new resident	4	Clint and Jason both have access to do this. Staff knows to send them to either one of them.
	Whom to contact to acquire a rental		Clint takes care of all rentals proficiently (less than 1 hour

- Managers in similar positions are paired and provided the opportunity to walk each other's properties, point out opportunities and solutions, as well as share best practices for mutual and informal benefit. They then provide a summary of what they learned, so we can ensure there is sufficient value and best-determine how to plan subsequent experiences and/or development opportunities.

<b>Peer Site Review</b>	
<p><b>Objective:</b> Gain a thorough understanding of day-to-day operations. Discuss items such as current contracted services, staffing, project work, vendors, trends and challenges. Most importantly share best practices and look for opportunities to learn and provide input to one another. Take notes as both the host and the visitor. Submit to your supervisor for recording purposes.</p>	
<b>Date:</b> 1/3/22	<b>Visitor:</b> James Robinson
<b>Property:</b> Durbin Crossing	<b>Host:</b> Ben Conner
<i>Notes/ Observations/ Best Practices</i>	
Get contact info for fitness preventative maint company from Ben. Durbin was pleased with professionalism and response time of the vendor.	
Recently did a paint RFP for facility exterior. Get the template to use for upcoming RFP	
Forward contact info from our current vendor. Welches Tennis. Durbin is looking to renovate	
Consider branding tennis windscreens. Looks sharp! Research budget	
Ben recently replaced his pool pump through AI Pools. Do NOT USE. Poor workmanship with	



# Team Member Audits

We conduct a variety of team member audits to ensure their training sticks and provides ongoing feedback and coaching to set us and our team up for success. The following are two examples.

## Customer Service Audits

- When a leader witnesses an interaction between a resident and a team member that has opportunity to be improved or to be reinforced and celebrated, the individual is pulled aside informally at the first available moment to coach or congratulate.
- A more formal process is utilized with new team members that follows a checklist tailored to their job scope that reinforces our standards for customer service.

Reception		Yes	No	NA
1	Receptionist opens with a warm and sincere greeting with correct time of day. Ex: "Good morning, Mr. Jones." "Good afternoon. How may I assist you?"			
2	Telephone conversations in calm and clear.			
3	The resident is always asked permission before being placed on hold. Ex: "May I place you on a brief hold while I contact Maintenance?"			
4	Receptionist is highly articulate and avoids slang and excessive use of phrase fragments. Ex: Not using slang such as "gays", "lids", "dude", "out", "bitch".			
5	Receptionist is polite and maintains a gracious tone and appropriate pace throughout the interaction. Ex: The resident does not feel rushed or overwhelmed by the information provided.			
6	Receptionist readily smiles, and assumes an engaging expression.			
7	Receptionist makes eye contact and keeps focus on the resident.			
8	Receptionist exhibits a genuine sense of interest and concern for the resident.			
9	Receptionist is thoughtful and intuitive, demonstrating anticipatory service when appropriate and helpful. Ex: Offering the hours and menu of Gallery Cafe to new residents before they ask for it.			
10	Receptionist is knowledgeable about entire community or affairs.			
11	Receptionist does not decline a request without offering an appropriate alternative. Ex: "Your deck permits go through our Field Ops Department. I would be happy to connect you."			
12	The resident's name is used effectively as a signal of recognition, but discretely. The number of times is determined by the length of interaction. Ex: Once upon greeting, once upon farewell.			
13	Receptionist is extremely well groomed, wearing clean and well-fitted attire. Name Tag is clearly visible.			
14	Channels of communication among staff is consistent and complete; resident does not have to repeat themselves at any time.			
15	Receptionist closes interaction with polite and appropriate remarks. Ex: "Thank you, Mr. Jones."			
Total Score:				
Manager Signature:				

## Lifeguard Audits

- Our Lifeguards are audited by their supervisors on an ongoing and random basis while they are working to ensure sustained proficiency in their lifesaving skillset. These audits include passive observations as well as active engagements to test their response times, CPR and first aid proficiency, ensure they have the required gear in their kits and the opportunity to save an actor who pretends to be drowning, etc.







# Vendor Management

We've developed tools such as our "Landscape Accountability Tool" that ties a vendor's contract to efficient evaluation criteria, to best-ensure the highest levels of service and timely, specific, and measurable feedback. We have also worked to create more competition in the marketplace by using our local economies of scale to draw in new vendors as needed.

RECDD I, II and III Landscape Deficiency Report		February					March				April				
Contracted Item Description		1/28-1/30	1/31-2/6	2/7-2/13	2/14-2/20	2/21-2/27	2/28-3/6	3/7-3/13	3/14-3/20	3/21-3/27	3/28-4/3	4/4-4/10	4/11-4/17	4/18-4/24	4/25-5/1
Annuals	Contractor shall replace approximately Two thousand four hundred (2,400) annuals in four (4) inch pots up to four (4) times per year in designated areas noted on the service area map and maintain annuals to ensure a healthy appearance. (pg 30)													5	5
	Contractor will remove dead or dying annuals before the appearance of such annuals could be reasonably described as an eyesore. If the beds are left bare prior to the next planting, Contractor will keep such beds free of weeds at all times until the next planting rotation occurs. (pg 30)	3	4	3	4	3	5	4	4	4	3	3	5	5	5
Total Items		31	33	30	30	28	32	26	28	28	30	34	30	30	30
Total Possible Points		155	165	150	150	140	160	130	140	140	150	170	150	150	150
Total Actual Points		127	143	132	124	116	137	112	128	132	127	147	122	126	110
% of Total Possible Points		82%	87%	88%	83%	83%	86%	86%	91%	94%	85%	86%	81%	84%	73%

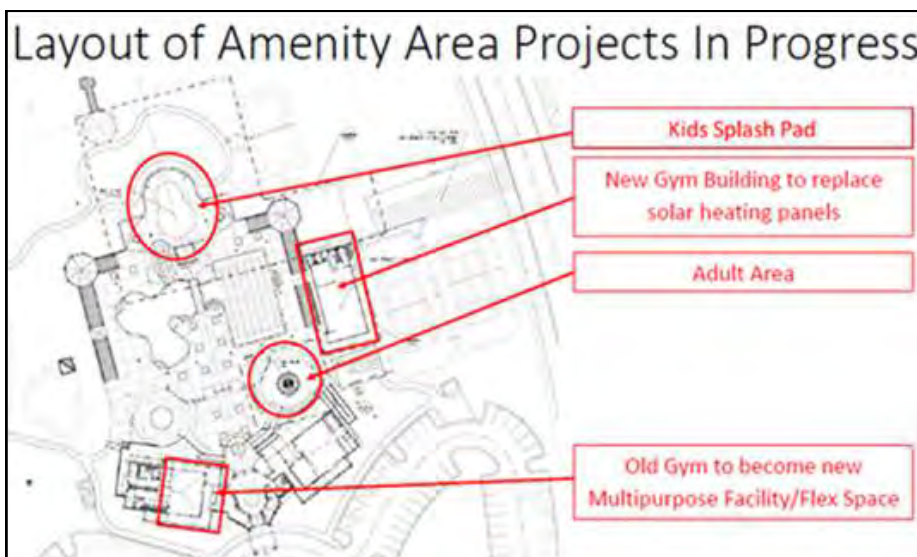
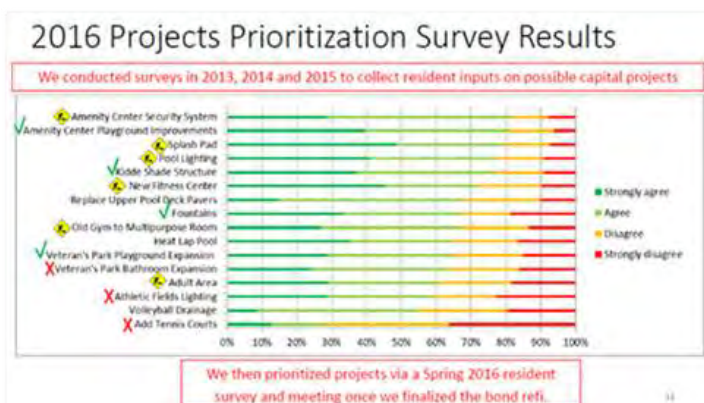
Timeliness Scoring	Pts
Completed within timeframe per contract/vendor timeframe	2
Completed but not within timeframe per contract/vendor timeframe	1
Not completed	0
Quality Scoring	
No discrepancies per contracted standard	3
Minor discrepancies per contracted standard	2
Major discrepancies per contracted standard	1
Work not performed per contracted standard	0
Maxium Points per a contracted task	5

- Based strictly on the landscape contract.
- Contracted service items are placed by week onto a calendar, based on when they are to be completed.
- Inspected and evaluated weekly, to produce an overall score % (actual pts./possible pts.)



# Project Management

- Vesta actively supports all aspects of projects that our client-CDDs undertake, from sourcing vendors, aiding the board in their decision-making process, and then working closely with hired vendors.
- We leverage our expertise and the vendors' while providing accountability regarding their quality of work and contracted scope of work, to best ensure that all stakeholders are engaged and kept updated on (1) work progress to-date; (2) that the work is completed on-time; and (3) that the best overall value is provided to the CDD.
- Vesta has many years of close experience with local vendors and we share our recommendations across all of our client locations. We have participated in regular capital work such as pool resurfacing, addition of pickleball courts, and complex, multi-million dollar enhancement projects. Examples are shown below.





## Team Member Development

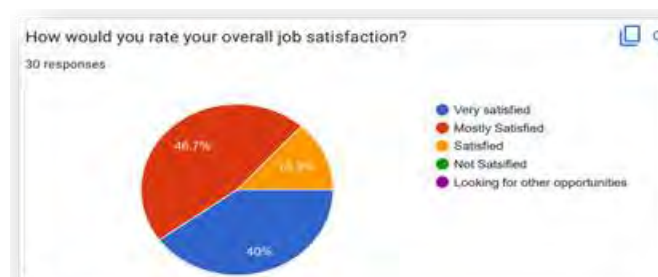
Our Team Members throughout Vesta are absolutely critical to our success in serving our customers, so it is essential that we invest in them. Our strong local presence provides our area team many opportunities for development and advancement, which helps us attract and retain the best talent.

Vesta employs customized, onsite operational training; supports our team to obtain specialized certifications; and provides Vesta-specific Customer Service Training to "set them up for success". We further build upon that with networking opportunities for managers at our pre-and-post season, all-manager meetings and through "peer walks."

- We also provide timely feedback through our **semi-annual check-ins**, which evolved from previous performance management reviews to a less formal, more frequent and empowering experience.



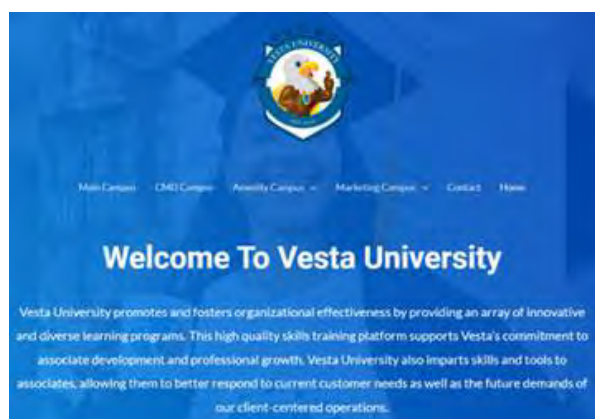
- We solicit manager feedback via **annual surveys** to ensure we are fully engaging, empowering and satisfying our onsite leadership teams.



- Most importantly, we actively foster our culture based upon our Vesta Core Values. One way we do this is through our annual "**Eagle Pride Day**".



- **Vesta University** is our website-based training resource that provides third party vendor training aids as well as internally created Vesta-specific content developed by our subject matter experts. These training aids vary from videos to PowerPoint critical skill modules.





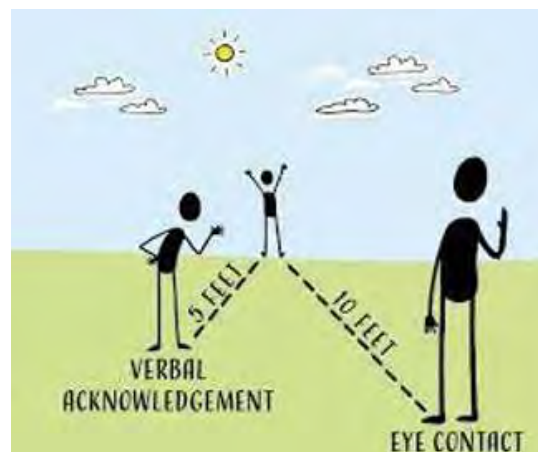
## Customer Service Training

Vesta has over four hours of Customer Service Training modules featuring valuable information conveyed through presentation slides, video reenactments, and hands-on, role-play exercises that we developed to provide all of our team members with the very best in Customer Service Training.

These modules include specific training for hourly staff, mid-level managers, and general managers, and have been custom-made by Vesta to fit our specific needs.

Some of our training topics include the following:

- What is customer service?
- How to deliver proper customer service?
- Customer service challenges and potential solutions
- Defining our customers
- Identifying conflicts of all types and how to deescalate and resolve
- Body language and perception
- Anticipation
- Following through and following up
- Service recovery
- The HEART Model
- The 10-5 Rule



“

*I'm very grateful for your stewardship that has supported and improved our community in so many ways. I'm thankful for our partnership with Vesta and the individual relationships I've built with each member of your team.*

*It is a group committed to our success, with a willing spirit that consistently goes above and beyond to serve our residents.*

Chris Sexton, former Board Chairman; Julington Creek Plantation CDD

”



## Management Training

We bring our General Managers, Amenity Managers and Lifestyle Directors together twice a year before and after the peak season to conduct training, prep and debrief the peak season and to network. We do the same with our Field Operations managers annually.

Some of our recent agenda topics have included the following:

- Customer Service Training
- Post Season Debriefs
- Annual Manager Survey results and action Items
- Pre-Season Operational Initiatives
- Lifestyle Initiatives
- Team Building
- Topical Breakouts
- Operational Tools
- Performance Management
- Staffing Strategies
- Financial Analysis
- Training Development
- Retention Strategies
- Payroll Management and Reporting
- Results of operational pilots
- Team Member Check-Ins
- Insurance
- Checklist Management
- OnBoarding
- Townhall with CEO



“As long-time, active residents of Bartram Springs we are writing this letter to commend two of the girls who run the clubhouse and all the activities involved. Jayne and Julie are exceptional and an asset to the community. They are always welcoming and helpful to anyone who comes to the office, whether a long-time resident or a potential resident. They have both gone above and beyond in assisting with the year long Food Drive and the Christmas Toy Drive, which has made both drives so successful. Our community is lucky to have these girls.

Marty and Mimi Kaufman, Northeast Florida CDD Residents

”



## Property Management Services Proposal

### General Description of District Facilities to Be Managed

The three districts (Rivers Edge CDD, Rivers Edge II CDD, and Rivers Edge III CDD) combined consist of over 4000 acres of land located entirely within St. Johns County, Florida. Currently, Rivers Edge owns, operates and maintains various common areas, parking lots, storm water management ponds, playground, the RiverHouse amenity center, aquatic facilities located at the RiverHouse that includes a zero entry family pool and water slide, as well as a competition pool, sport courts (i.e. tennis courts and basketball courts, etc) multi-purpose fields, fitness center, RiverFront Park, hardscaping, onsite and offsite landscaping and irrigation systems.

Rivers Edge II owns, operates, and maintains various common areas, parking lots, storm water management ponds, amphitheater, kayak launch, the RiverClub amenity center, aquatic facilities located at the RiverClub that includes a zero entry more adult styled pool, a Café operation which serves alcohol, hardscaping, onsite and offsite landscaping, and irrigation systems. At this point, Rivers Edge III is finalizing the opening of the RiverLodge amenity center which will have a family pool, lazy river, recreation pond, kayak launch into a large recreation lake; it also owns and operates various stormwater facilities, landscape and irrigation facilities.

### Scope-of-Services

The scope of services for each position is set forth in the forms of agreement attached to this Project Manual. Staffing levels and additional instructions are set forth in Section 3.A. Bidders should carefully examine the required scopes and staffing levels on which the bid should be based.

### EMERGENCY ACTION PLAN AND SAFETY PROGRAM

Within the first 90 days of the start of the Agreement, the Amenity Management company shall develop, implement, and maintain the District's Emergency Action Plan (EAP) and Safety Program for operations at the Amenity Centers. The Emergency Action Plan shall be a detailed plan and checklists for the Preparation, Response and Recovery of the Amenity Centers in the event of natural disasters. The Management Company shall comply with all District, State of Florida, Federal and local regulations/orders, rules, policies, and directives, as they pertain to occupational safety and health, the safe operation and security of the amenity facilities. The Amenity Management Company shall provide, at the Amenity Management Company's expense, all safety equipment, and materials necessary for and related to the work performed by its employees. Such equipment will include, but is not limited to items personal protective equipment (PPE), to protect its employees.

- **RiverTown has EAPs implemented such as (but not limited to) the following:**
  - **Accident/Incident Reporting**
  - **Evacuation Plans**
  - **Hurricane Preparedness**
  - **Code Adam**
  - **Severe Weather Protocol**
  - **General Safety Rules**
- **For a full comprehensive list, please contact Jason Davidson.**

**Qualifications/Certifications:**

1. The General Manager, Amenity Manager, Field Operations Manager, and any Managers on Duty, shall be qualified as a (CPO) Certified Pool Operator or (AFO) Aquatics Facility Operator within the first 180 days after the execution of the agreement, and shall maintain those certifications for those positions throughout the term of the agreement(s).
2. The General Manager, Amenity Manager and Café Manager must possess a valid Manager's Food Safety Certification.
3. There must be at least two (2) employees of the management company that work onsite, who have been professionally trained by the preferred clay court Contractor of the District, in the upkeep and maintenance of clay tennis courts and hydration systems.
4. All staff will be required to be certified in CPR and AED use per direction of the District.
5. Licensing Requirements: Proposing company shall be required to possess all applicable licenses required by state and local agencies, in order to manage the Amenity facilities.
6. Must successfully manage the amenity facilities and pass all health and safety inspections by local governments such as Fire Safety Inspections and Health Inspections.

**Additional Guidance on Staffing Levels/Hours:**

1. Companies are instructed to provide pricing in each of the individual District's pricing sheet with the understanding that this individual pricing sheet is meant to determine the total cost individually for each District, if only one District was awarded, or separate companies were selected by the different Boards. A separate sheet is provided for combined pricing, if all 3 Districts Boards awarded a single company the agreement for all 3 Districts Services.
2. Holiday Schedule will allow for closing early on specific days as approved by the board of Supervisors, and remaining closed for the holidays, as listed in the Holiday Schedule Table.
3. The General Manager, Amenity/Aquatics Manager, Field Operations Manager, and all MODs shall be CPO or AFO certified.
4. The Amenity Office shall be staffed with (1) Amenity Office-Resident Services at each of the 3 amenity centers/facilities, who answers calls, takes reservations, and assists with resident relations, supporting the General Manager and other managers with administrative support responsibilities.
5. Facilities Attendant: Scheduled for 12 hours a day at each facility, 7 days a week. This position provides general maintenance services at the amenity centers only, including but not limited to cleans and vacuums pools, keeps walkways clear of debris, keeps bathrooms cleaned and mopped after janitorial services are performed, and other responsibilities as assigned by the General Manager.
6. Janitorial: Start and end times may vary. This position is solely for cleaning and providing other usual and customary custodial services including but not limited to cleaning of the restrooms, amenity center rooms, windows, floors, dusting, and high dusting, at all 3 Facilities. The Contractor shall provide at least 1 person per day, that is not scheduled as part of the other staffing coverages. This position is solely for janitorial services.
7. The District shall pay for all equipment, chemicals, cleaners used by Janitorial and Facilities Attendant to perform required general amenity cleaning and sanitizing of the amenities including the fitness centers.
8. Two (2) CPO or AFO shall be scheduled 8 hours a day and 5 days a week to maintain the 3 Districts recreation pools and other bodies of water at the amenity centers at a high standard. The 8 hours a day will include but is not limited to: planned/preventative maintenance, clean filters, balance chemistry, clean tiles, grout, and pool surfaces, maintain pool maintenance logs in accordance with local and state FDOH standards and regulations. RiverHouse (RE-1) Pools are closed on Mondays for maintenance, RiverClub (RE-2) Pools are closed on Tuesdays for maintenance, RiverLodge (RE-3) Pools are closed on Wednesdays for maintenance (actual day to TBD)

9. The District shall pay for all chemicals, treatments, pool cleaning equipment, repairs and replacement parts related to the recreation pools.

10. Maintenance Technicians: This position shall provide the planned/preventative daily, monthly, periodic, and annual maintenance, including tennis court maintenance, pressure washing of the amenity facilities, as well as other Field or Amenity Maintenance repairs/work as directed by the Field Operations Manager and/or General Manager. This does not include work where it is required to have a professional license, for instance electrical or plumbing.

11. The District shall pay for all clay, chemical treatments for the courts, repairs and replacement items, and equipment

12. Maintenance Technicians: Staffed weekdays and on weekends, and handles pool cleaning, pool chemical testing/readings, tennis court maintenance and other amenity/field maintenance.

13. The General Manager, Amenity Manager, Lifestyle Director, and Field Operations Manager schedules may vary based on the needs of the District, Special Events and required MOD coverage for weekends.

14. Manager on Duty (MOD): A member of management shall be present during each weekend day and holiday where the facilities are staffed. This is to ensure proper coverage of a member of management who is empowered by policy or direction to handle resident relations issues, staffing concerns and emergency situations. All MODs shall be trained, certified and maintain certifications in CPR, AED, and First Aid.

15. Room Rentals-After Hours Facilities Attendants: For Rental of Clubhouse where facilities attendant is required to be present to assist with setup and take down, clean, and remove trash. This rate is paid by the resident renting the facilities.

16. Labor rate shall include ALL of the proposing company's annual costs, including but not limited to payroll expenses, health insurance, social security tax, federal/state unemployment taxes, workers' compensation insurance, payroll processing and human resource/corporate/regional administration costs and cell phone. A cell phone must be provided to each member of Management to use for work related calls while on duty.

17. Mileage Reimbursement shall be invoiced at the current IRS Rate and the monthly invoice shall correctly identify the position of the staff who incurred mileage, and the number of miles.

#### Additional Guidance on Staffing Levels/Hours - Lifeguarding

Lifeguard Staffing shall be provided for Rivers Edge and Rivers Edge III only. Rivers Edge II is swim at your own risk. Lifeguard hours shall be invoiced bi-weekly based on actual hours staffed, and shall include summary of personnel's hours as support for invoices. Proposing Companies shall use the guide below to assist them in projecting the total number of lifeguard hours. As part of the response, a projected number of lifeguard hours by facility and a lifeguard staffing plan which includes the location of guards each day, and a proposed annual budget amount for lifeguards at Rivers Edge and Rivers Edge III shall be provided by the proposing companies. It is understood that weather plays a role in staffing, and the District expects the company that is selected to manage staffing closely to avoid over staffing the facility due to weather.

#### TOTAL LIFEGUARD STAFFING DAYS APPROXIMATELY: 110

- MARCH 2025 ( 9 DAYS )
- 03/08 through 03/16
- APRIL 2025 ( 8 DAYS ) - 04/05, 04/06, 04/12, 04/13, 04/19, 04/20, 04/26, 04/27
- MAY 2025 ( 15 DAYS ) - 05/03, 05/04, 05/10, 05/11, 05/17, 05/18, 05/23 - 05/31
- JUNE 2025 ( 30 DAYS )
- 06/01 through 06/30
- JULY 2025 ( 31 DAYS )
- 07/01 through 07/31
- AUGUST 2025 ( 16 DAYS ) - 08/01 through 08/10 (School Starts 08/11), 08/16, 08/17, 08/23, 08/24, 08/30, 08/31
- SEPTEMBER 2025 ( 1 DAY ) - 09/01



Additional Guidance on Rivers Edge II “River Club,” cafe operations

- The Rivers Edge II Amenity Center is otherwise known as the RiverClub” and has a café that operates as a full restaurant, including a bar that serves alcohol and liquor.
- The RiverClub Café operates under the following operational processes:
  - The Amenity Company shall provide a monthly profit and loss statement which shall include All Revenues, Discounts, Voids, All Costs of Goods Sold, all Labor Costs, Food and Beverage Costs, Controllable Expenses, Merchant Services/CC fees, Bank fees, Accounting and Accounts Payable Expenses. The P&L shall not include regional or corporate costs as a burden to the Café Operations.
  - The Amenity Company shall provide a flat Monthly Management Fee to pay for all costs associated with the Proper Regional/Corporate oversight of the Café Operations.
  - All revenues that exceed expenditures shall be remitted on a semi-annual basis to the District. The P&L shall concur with the Districts fiscal year (October 1st through September 30th).
  - All expenses that exceed revenues will be paid by the District to the Amenity Company, payable semi-annually after the Semi-Annual True Up is completed by the District and the Amenity Companies accounting departments.
  - The Amenity Company shall ensure that all staff are properly trained in food safety and responsible alcohol serving using the Florida Hotel and Restaurant or some other accredited training course. A member of Management must be trained in the Manager’s Course. This training must remain in place for all employees who work in the Café through the term of the agreement.
  - Under no circumstances shall a patron/resident/guest be served to intoxication.
  - Please note that due to restrictions associated with the Rivers Edge II CDD bonds, compensation to the Amenity Company may not be based on net profits from the operation of the managed property, and the Amenity Company shall not bear the burden of net losses from the operation of the managed property. Additionally, the Amenity Company must agree that it is not entitled to and will not take any tax position that is inconsistent with being a service provider to the District with respect to the managed property. For example, the Amenity Company must agree not to claim any depreciation or amortization deduction, investment tax credit, or deduction for any payment as rent with respect to the managed.



# PROPOSAL FORMS

## GENERAL PROPOSER INFORMATION

- *Proposer General Information:*

Proposer Name Vesta Property Services, Inc.  
Street Address 245 Riverside Avenue #300  
P. O. Box (if any)  
City State Zip Code Jacksonville, Florida 32202  
Telephone (904) 355-1831 Fax no. (904) 355-1832  
1st Contact Name Jay King Title Regional Vice President  
2nd Contact Name Ginger Anzalone Title Regional President

Parent Company Name (if any) PMG Holdings  
Street Address 5401 N. Central Expressway #290  
P. O. Box (if any)  
City Dallas State TX Zip Code 75205  
Telephone (214) 272-4074 Fax no. (214) 751-2397  
1st Contact Name Jose B. Maldonado Title Treasurer  
2nd Contact Name Jason Villalba Title Secretary

- *Company Standing:*

Proposer's Corporate Form: **Corporation**  
(e.g., individual, corporation, partnership, limited liability company, etc.)  
In what State was the Proposer organized? **Florida** Date **November 12, 1995**  
Is the Proposer in good standing with that State? Yes **X** No  
If no, please explain

Is the Proposer registered with the State of Florida, Division of Corporations and authorized to do business in Florida? Yes **X** **Charter No. P95000090161**  
If no, please explain

- *What are the Proposer's current insurance limits?*

General Liability	<b>\$1,000,000</b>
Automobile Liability	<b>\$5,000,000</b>
Workers Compensation	<b>\$1,000,000</b>
Expiration Date	<b>01/01/2025</b>

- *Licensure* – Please list all applicable state and federal licenses, and state whether such licenses are presently in good standing:

**Type of registration: Community Association Management Firm License**  
**License No. #CAB3970 Expiration Date: 09/30/2024**  
**Qualifying Individual: Lisa Ann Manzione Title: CAM / Regional President**

## PERSONNEL

• List the location of the Proposer's office which would perform work for the District.

Street Address : **245 Riverside Ave. \$300**

P. O. Box (if any)

City State Zip Code **Jacksonville FL**

Telephone Fax no. **904-355-1831**

1st Contact Name: **Jason Davidson** Title : **Regional Manager**

2nd Contact Name: **Jay King** Title: **Regional Vice President**

• Officers and Supervisory Personnel – Please complete the pages that follow at the end of this Part regarding the Proposer's Officers and Supervisory Personnel, and attach resumes for any Supervisory Personnel listed. **Refer to bio's on pages 10 - 12.**

OFFICERS			
PROPOSER: <u>Vesta Property Services</u>		DATE: <u>June 4<sup>th</sup>, 2024</u>	
Provide the following information for key officers of the Proposer and parent company, if any			
NAME	POSITION OR TITLE	RESPONSIBILITIES	INDIVIDUAL'S RESIDENCE CITY, STATE
David Surface	Chief Executive Officer	Oversees company executive and day to day operations.	Jacksonville, FL
Christine Richie	Chief Accounting Officer	Oversees company accounting.	Jacksonville, FL
Dan Armstrong	Chief Financial Officer	Oversees company financial and administrative functions.	Jacksonville, FL
Ginger Anzalone	President	Oversee all community management operations from Central, West to NE Florida.	
Lisa Manzione	President	Oversee all community management operations in South and Southeast Florida.	
FOR PARENT COMPANY (if applicable)			
John J Corona	Chairman/CEO	Oversees company executive and day to day operations.	Dallas, TX
Helen Eden Carona	EVP/CCO/Director	Oversees company executive and day to day operations.	Dallas, TX
Jason Villalba	Secretary		Dallas, TX
Jose B Maldonado	Treasurer		Dallas, TX

SUPERVISORY PERSONNEL WHO WILL BE INVOLVED WITH THE WORK						
**NOTE: ATTACH RESUMES OF INDIVIDUALS LISTED BELOW**						
PROPOSER: <u>Vesta Property Services</u>		DATE: <u>June 4<sup>th</sup>, 2024</u>				
INDIVIDUAL'S NAME	PRESENT TITLE	JOB RESPONSIBILITIES	OFFICE LOCATION	% OF TIME TO BE DEDICATED TO THIS PROJECT	YEARS OF EXPERIENCE IN PRESENT POSITION	TOTAL YEARS OF RELATED EXPERIENCE
Richard Losco	General Manager	Oversee overall operation of <u>RiverTown</u>	<u>RiverClub</u>	100%	Less than 1 Year	30 Years
Kevin Mckendree	Field Operations Manager	Oversee all field operations and maintenance of <u>RiverTown</u>	<u>RiverClub</u>	100%	2 Years	12 Years
Lisa McKormick	Café Manager	Oversee all operations related to the <u>RiverCafé</u>	<u>RiverClub</u>	100%	Less than 1 Year	6 Years
Kim Fatuch	Lifestyle Director	Oversee <u>RiverTown's</u> lifestyle, marketing and events.	<u>RiverClub</u>	100%	1 Year	15 Years
Ken Council	Amenity Manager	Oversees staffing, training, facility maintenance, HVAC, fire security systems, security systems, Guest Services, Lifeguards, IT, and scheduling.	<u>RiverHouse</u>	100%	Less than 1 Year	12 years
Jason Davidson	Regional Manager	Oversight of <u>RiverTown</u> in its entirety.	Vesta Corporate	60%	Less than 1 Year/Former GM of RT	15 Years

## PERSONNEL

• Subcontractors – Does the Proposer intend to use any subcontractors in connection with the work? Yes No **X** For each subcontractor, please provide the following information (attach additional sheets if necessary):

• Security Measures – Please describe any background checks, drug tests or other security measures that were taken with respect to the hiring and retention of the Proposer’s personnel who will be involved with this project, and provide proof thereof to the extent permitted by law:

**Vesta runs a comprehensive state and federal background check on all new hires prior to final onboarding through our third-party provider, Screening One. Additionally, all new hires are required to successfully complete a 7-panel drug test prior to Day 1. Finally, we participate in all federal and state mandated I9 and E-Verify requirements to ensure work authorization/eligibility meets compliance standards.**

• Confirm Compliance with the Youth Safety Guidelines attached here to and provide any clarification or additional screening or training you do regarding the same.

X Check here to confirm you have read and agree to comply with the Youth Safety Guidelines.



## EXPERIENCE

- Has the Proposer performed work for a community development district or master planned residential community in excess of 4000 acres previously? Yes No If yes, please provide the following information for each project (attach additional sheets if necessary):

Project Name/Location: **Julington Creek Plantation CDD**

Contact: Michael Morton Contact Phone: 856-392-2245

Project Type/Description: CDD of 5,800 homes (built-out)

Dollar Amount of Contract: \$1,650,000 (+ Cafe w/ \$185K in annual sales)

Scope of Services for Project: Amenity Management & Staffing, Field Operations Management, Facility Maintenance Services, turnkey Café Operation, Lifeguard Staffing, and Lifestyle Programs & Events.

Dates Serviced: 2017 - Present



Project Name/Location: **Rivers Edge CDD 1, 2, 3 ("RiverTown") / Saint Johns, FL**

Contact: Mac McIntyre Contact Phone: (850) 496-5510

Project Type/Description: CDD of 4,400 homes at build-out

Dollar Amount of Contract: \$769,000 (+ Cafe w/ \$755K in annual sales)

Scope of Services for Project: Amenity Management, Field Operations Management, Facility Maintenance Services, turnkey Café Operation, Lifeguard Staffing, and Lifestyle Programs & Events.

Dates Serviced: 2015 - Present



### ADDITIONAL EXPERIENCE

Community Name	Indicate CDD or HOA	Total # of Households Occupied as of 10/1/2023 (1)	County Community is Located	Yrs & Months Contract Managed by Proposer
Avenir	CDD	600	Palm Beach	2 years
Bateman Creek	HOA	320	St. Johns	4.5 years
Beach CDD (Tannaya)	CDD	1,000	Duval	3 years
Brandy Creek CDD (Johns Creek)	CDD	600	St. Johns	8 years
Brightmore at Weller Park*	HOA	0	Hillsborough	5 months
Cabot Citrus Farms*	CDD	0	Hillsborough	1 month
Celestina	HOA	635	St. Johns	10 yrs.
Cross Creek North*	CDD	1,112	Clay	6 months
Cypress Bluff CDD (eTown)	CDD	1,700	Duval	3 years
Durbin Crossing	CDD	2,600	St. Johns	16 years
Five Towns	HOA	1,701	Pinellas	22 years
Glen St. Johns	CDD	850	St. Johns	8 years
Grand Haven	CDD	2,000	Flagler	17 years
Grand Reserve	COA	322	Duval	3 yrs.
Harbor Bay CDD (MiraBay)	CDD	1,400	Hillsborough	4 years
Harbour Isles	CDD	900	Hillsborough	3 ½ years
Herring Landing	CDD	1,200	St. Johns	18 years
Julington Creek Plantation	CDD	5,800	St. Johns	6 years
Kings Point Sun City Center	HOA	5,600	Hillsborough	16 years

Community Name	Indicate CDD or HOA	Total # of Households Occupied as of 10/1/2023 (1)	County Community is Located	Yrs & Months Contract Managed by Proposer
Kings Point Golf & Country Club	HOA	7,200	Palm Beach	31 years
Lakes at Bella Lago*	CDD	0	Clay	1 month
LakeShore Ranch	CDD	720	Pasco	8 years
Marshall Creek (Palmetto)*	CDD	2,000	St. Johns	6 months
Montecito*	CDD	450	St. Johns	8 months
Parkland Preserve*	CDD	357	St. Johns	5 months
Renaissance	HOA	700	Sarasota	5 ½ yrs.
Rivers Edge (RiverTown)	CDD	2,950†	St. Johns	9 years
Yellowbluff Landing (Tison's)	CDD	680	Duval	5 years
Sampson Creek CDD (SJGCC)	CDD	799	St. Johns	8 years
Solterra*	CDD	1189	Orange	8 months
Southaven CDD (Markland)	CDD	356	St. Johns	8 years
Sunstone at Weller Park*	CDD	60	Hillsborough	6 months
Triple Creek	CDD	2,000	Hillsborough	2 ½ years
Venetian	CDD	1,100	Sarasota	3 years
WestLake	HOA	2,000	Palm Beach	4 ½ years
The Preserve at Wilderness Lake*	CDD	940	Hillsborough	8 months
Wynfield Lakes	CDD	372	Duval	3 years

\* Accounts added since 2022 and reflect 2023 contracts

- *Within the last three years, has the Proposer provided a full range of amenity services for at least three community development districts with an annual general fund budget of over \$500,000? (x) Yes No If yes, please provide the following information for each project (attach additional sheets if necessary):*

Project Name/Location: **Julington Creek Plantation CDD**

Contact: Michael Morton Contact Phone: 856-392-2245

Project Type/Description: CDD of 5,800 homes (built-out)

Dollar Amount of Contract: \$1,650,000 (+ Cafe w/ \$185K in annual sales)

Scope of Services for Project: Amenity Management & Staffing, Field Operations Management, Facility Maintenance Services, turnkey Café Operation, Lifeguard Staffing, and Lifestyle Programs & Events.

Dates Serviced: 2017 - Present



Project Name/Location: **Rivers Edge CDD 1, 2, 3 ("RiverTown") / Saint Johns, FL**

Contact: Mac McIntyre Contact Phone: (850) 496-5510

Project Type/Description: CDD of 4,400 homes at build-out

Dollar Amount of Contract: \$769,000 (+ Cafe w/ \$755K in annual sales)

Scope of Services for Project: Amenity Management, Field Operations Management, Facility Maintenance Services, turnkey Café Operation, Lifeguard Staffing, and Lifestyle Programs & Events.

Dates Serviced: 2015 - Present



Project Name/Location: **Durbin Crossing CDD / Saint Johns, Florida**

Contact: Peter Pollicino Contact Phone: (973) 713-7384

Project Type/Description: CDD of 2,600 homes (built-out)

Dollar Amount of Contract: \$568,000

Scope of Services for Project: Amenity Management, Field Operations Management, Maintenance Services, Lifestyle Programs, Lifeguard Services, and Facility Monitoring.

Dates Serviced: 2008 - Present



Project Name/Location: **Grand Haven CDD / Palm Coast, Florida**

Contact: Barry Kloptosky (CDD Ops. Mgr.) Contact Phone: (386) 715-6081

Project Type/Description: CDD with 1,895 homes (built-out)

Dollar Amount of Contract: \$839,000 (+ Cafe w/ \$980k in annual sales)

Scope of Services for Project: Amenities Management, Restaurant & Bar (Turnkey Operation), Facilities Maintenance, and Lifestyle Programs.

Dates Serviced: 2007 - Present



Project Name/Location: **Heritage Landing CDD / Saint Johns, Florida**

Contact: Michael Taylor Contact Phone: (603) 627-8467

Project Type/Description: CDD of 1,151 homes (built-out)

Dollar Amount of Contract: \$464,000

Scope of Services for Project: Amenity Management, Field Operations Management, Facilities Maintenance Services, Lifestyle Programs, and Lifeguard Services.

Dates Serviced: 2006 - Present



- List the Proposer's total annual dollar value of amenity center management and grounds maintenance management\* completed for each of the last three (3) years starting with the latest year and ending with the most current year.

**2021 = \$26,220,613**

**2022 = \$28,813,860**

**2023 = \$32,375,124**

**\*Vesta provides "Grounds Maintenance Management" (as part of hundreds of HOA Management agreements) as well as Food & Beverage Management, Lifestyle Programming, and Project Management services that are included in the above-dollar amounts.**

- Has the Proposer been cited by OSHA for any job site or company office/shop safety violations in the past five years? Yes \_\_\_ No **X**
- Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past five years? Yes \_\_\_ No **X**
- Please state whether or not the Proposer or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal contracts? Yes\_\_ No **X**
- List any and all governmental enforcement actions (e.g., any action taken to impose fines or penalties, licensure issues, permit violations, consent orders, etc.) taken against the Proposer or its principals, or relating to the work of the Proposer or its principals, in the last five (5) years. Please describe the nature of the action, the Proposer's role in the action, and the status and/or resolution of the action.

### **None**

- List any and all litigation to which the Proposer or its principals have been a party in the last five (5) years. Please describe the nature of the litigation, the Proposer's role in the litigation, and the status and/or resolution of the litigation.
- **At our "Five Towns" managed community in the St. Petersburg area, a resident alleged a type of "slip-and-fall," supposedly resulting from an insect sting occurring on the club premises/facilities that we maintain. The claim was dismissed.**
- **A former employee at our Kings Point Sun City Center property alleged wrongful termination in lieu of receiving severance pay (contrary to our standard employment practice.) The claim was dismissed.**
- **In February of 2019, a "Dram Shop" liability matter was settled by our insurance carrier involving a homicide of a resident by a fellow resident in a managed community of Vesta's in the Tampa area, The Bay Club at Westshore Yacht Club.**
- **A former Vesta employee alleged age-discrimination as the reason for his or her termination at our Villages of Bloomingdale contact in Riverview. The claim was settled (for a modest sum) out of court on May 21, 2021.**

- Has any public employer terminated a contract with the Contractor under Section 448.095(2)(c), Florida Statutes, within the past year?

[ ] Yes [ x ] No

- Please note that the successful proposer will be required to perform all applicable provisions of Section 448.095, Florida Statutes. Accordingly, to the extent required by Florida Statute, Contractor shall register with and use the United States Department of Homeland Security's E-Verify system to verify the work authorization status of all newly hired employees and shall comply with all requirements of Section 448.095, Florida Statutes, as to the use of subcontractors.





## Pricing Options

**TABLE 1: Combined Staffing Level Comparison**

	RFP Staffing	Alternate Staffing
Lifeguard Hours	Same	Same
Compensation Levels	Same	Same
Lifestyle Assistant	Full Time	Part Time
Maintenance	4 Full Time	4 Full Time + 1 Part Time
Janitorial	1 Full Time	1 Full Time + 1 Part Time
Amenity Office/Resident Services	3 Full Time	1 Full Time
Facility Attendants/Guest Services	12,996 Hours	10,161 Hours

TABLE 2: All 3 Districts Combined (Total Cost Comparison)	Rivers Edge			Rivers Edge II			Rivers Edge III		
Staffing Options (RFP & Alternates) Total Cost Comparison (1)	Annual Total October 1, 2024 - September 30, 2025 Including (Total Cost)	Annual Total October 1, 2025 - September 30, 2026 Including (Total Cost)	Annual Total October 1, 2026 - September 30, 2027 Including (Total Cost)	Annual Total October 1, 2024 - September 30, 2025 Including (Total Cost)	Annual Total October 1, 2025 - September 30, 2026 Including (Total Cost)	Annual Total October 1, 2026 - September 30, 2027 Including (Total Cost)	Annual Total October 1, 2024 - September 30, 2025 Including (Total Cost)	Annual Total October 1, 2025 - September 30, 2026 Including (Total Cost)	Annual Total October 1, 2026 - September 30, 2027 Including (Total Cost)
Per RFP Staffing (cost plus fixed management fee)	\$475,307	\$499,253	\$523,120	\$433,000	\$453,773	\$474,911	\$484,964	\$509,635	\$534,124
Per Alternative Staffing (current fixed billing arrangement)	\$414,196	\$438,967	\$462,154	\$409,042	\$433,549	\$458,837	\$434,415	\$458,248	\$485,283
Per Alternative Staffing (cost plus with variable management fee)	\$402,253	\$422,703	\$440,814	\$397,246	\$417,252	\$437,648	\$421,887	\$441,024	\$462,873

(1) The table above shows total cost to CDD inclusive of all labor costs (to include lifeguards where applicable), non labor onsite costs, offsite support costs and management fees to best project what would need to be budgeted for amenity services in a given year.

TABLE 3: All 3 Districts Combined per RFP Format	Rivers Edge			Rivers Edge II			Rivers Edge III		
Staffing Option Per RFP	Annual Total October 1, 2024 - September 30, 2025 Including (Wage + Labor Rate + Medical)	Annual Total October 1, 2025 - September 30, 2026 Including (Wage + Labor Rate + Medical)	Annual Total October 1, 2026 - September 30, 2027 Including (Wage + Labor Rate + Medical)	Annual Total October 1, 2024 - September 30, 2025 Including (Wage + Labor Rate + Medical)	Annual Total October 1, 2025 - September 30, 2026 Including (Wage + Labor Rate + Medical)	Annual Total October 1, 2026 - September 30, 2027 Including (Wage + Labor Rate + Medical)	Annual Total October 1, 2024 - September 30, 2025 Including (Wage + Labor Rate + Medical)	Annual Total October 1, 2025 - September 30, 2026 Including (Wage + Labor Rate + Medical)	Annual Total October 1, 2026 - September 30, 2027 Including (Wage + Labor Rate + Medical)
Per RFP Staffing (cost plus fixed management fee)	\$395,043	\$414,900	\$434,693	\$360,078	\$377,313	\$394,851	\$403,024	\$423,479	\$443,787

(1) Labor Rate % varies by whether a team member is full-time (18.06%) or part-time (13.11%). It encompasses just those direct incremental costs associated with each individual employee such as Social Security Tax, Medicare Tax, Unemployment Tax, Worker's Comp Insurance, Payroll Processing by 3rd party vendor, associate Incentives, etc. It DOES NOT include any indirect or aggregated employee costs such as training, liability insurance, regional or corporate support or any profit. We are happy to provide on request a Labor Allocation Detail Report from our 3rd party payroll processor (Paycom) that details all of our labor costs per a particular time period.

TABLE 4: Misc Costs	Annual Total October 1, 2024 - September 30, 2025 Including (Wage + Labor Rate + Medical)	Annual Total October 1, 2025 - September 30, 2026 Including (Wage + Labor Rate + Medical)	Annual Total October 1, 2026 - September 30, 2027 Including (Wage + Labor Rate + Medical)	
Monthly Management Fee Per RFP	\$19,594	\$20,581	\$21,569	This amount must be a Flat Monthly Fee
Monthly Café Management Fee	\$2,000	\$2,100	\$2,205	This amount must be a Flat Monthly Fee
Lifeguards Billable Hourly Rate	\$19.73	\$21.40	\$22.89	
Room Rentals-Facilities Attendants Billable Hourly Rate (1)	\$29.59	\$32.10	\$34.34	

(1) Assumes OT will be required

NOTE: Labor Rate shall be all inclusive of all Payroll Expenses/Burdens, Health Insurance and Cell Phone Costs. Mileage is billable separately based on actual Monthly Mileage at an agreed upon rate  
NOTE: Please provide pricing as if a contract is awarded to one company for all 3 Districts

## **Pricing Options**

**A. Fixed Rate Pricing Model:** With traditional Fixed Rate pricing, Vesta projects what we believe our expenses will be specific to each contract for the coming year(s). Expenses include gross wages, workers comp, benefits, associated corporate burden and more. We price our services to remain competitive, provide the highest level of service while earning some level of profit. That said, with the uncertainty of the labor market and inflation, Vesta must create additional margin to buffer against the unknown and still attain some level of profitability.

### Pros:

- This is the pricing model the RFP anticipated.

### Cons:

- More Expensive
- Not Flexible

**B. Cost Plus Model:** An alternative pricing model is considered as Cost Plus. Vesta invoices the District based on actual wages and benefits (the "Cost"). We then add a flat rate multiplier (the "Plus") to cover non-billable expenses such as laptops, uniforms, insurances, corporate support, etc. and profit. The District pays only for what it receives.

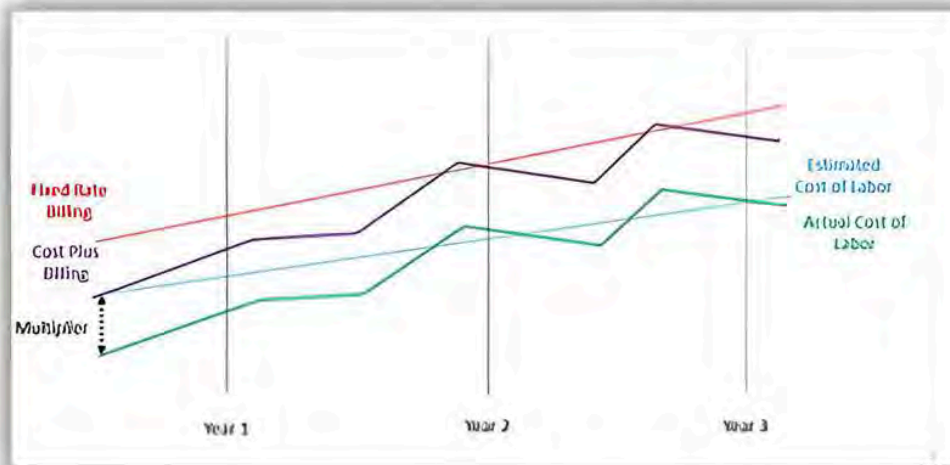
### Pros:

- Creates transparency. The District knows what compensation flows directly to the onsite personnel without incurring the financial or operational hardship of being an employer. Detailed payroll reports are provided with each invoice.
- The District only pays for what it actually gets. If a position is vacant or operating hours are reduced, savings is realized directly to the District. To date every CDD that has chosen the "Cost Plus" option has realized savings.
- Vesta is still accountable to keeping the District on budget and will estimate annual expenses for our services during the annual budget process.
- Hours, levels of services and scope can be easily adjusted by the Board without any need for renegotiating the contract to accommodate preferences, staffing levels or in response to economic pressures. This arrangement provides flexibility to tweak costs throughout the year to hit a desired budget target.
- Compensation rates are variable. In the case of a management vacancy, multiple candidates with differing compensation levels may be considered. Someone with less experience could save the District money whereas a more experienced candidate might cost more but provide greater overall value. There is no incentive for Vesta to choose a less expensive option.
- Less expensive than fixed rate. Since there is a shared risk Vesta does not need to charge more as a hedge against rising costs.

## Fixed vs Cost Plus Pricing

With traditional Fixed Rate pricing the service provider agrees on the scope of services and provides pricing for several years. The provider starts with what they think their costs will be and then they add in additional margin as uncertainty grows with subsequent years to ensure if their estimates are off (under estimate costs) that do not lose money since the provider has to render the services regardless of their actual costs. Predicting the future can be hard, especially in an inflationary labor market. The CDD can also be overcharged for the services provided.

With Cost Plus pricing the service provider again estimates costs and the CDD budgets accordingly. However the service provider only bills for what costs are incurred. If cost are less than anticipated (under budget) then the savings goes to the CDD. If the cost are greater than budgeted then the CDD can choose to reduce services to come in on budget or provide funds from other sources to maintain or even increases services as they see fit. Cost Plus is more of a shared, flexible and transparent partnership between the CDD and the service provider as detailed in the following sections.



**Thus far, every CDD that has been offered a “Cost Plus” option has chosen it and has realized savings vs. their budget (what we estimated our expenses would be).**



## Cost-Plus Pricing Model

We are proposing to bill based on actual cost of wages and benefits (The **Cost**) using reporting from our third party payroll processor (Paycom) and then apply a multiplier (the **Plus**) to cover non-payroll expenses such as onsite non-billable items (smart phones, training, materials, uniforms, etc.), insurance, regional and corporate support and a profit. The multiplier is set at fixed 1.21. So, for every \$1.00 in employee wages and benefits incurred, Vesta charges \$1.21. 83% of every dollar paid to Vesta goes directly to onsite employee compensation and benefits.

### Advantages

1. **Creates transparency.** The District knows what compensation flows directly to onsite personnel.
2. This **eliminates the inefficiencies** created by a multi-year fixed rate contract where uncertainty increases over time and vendor's need to increase their margins to offset it resulting in an inevitably winner and loser. If the vendor does not accurately project future labor costs, they can lose money and conversely if the vendor overestimates costs, then they will profit at the expense of the District. Neither scenario is necessarily good for long-term trust and partnership.
3. The **District only pays for what it actually gets.** If a position is gapped, then there are no wages to bill. There is no need to negotiate refunds or adjustments.
4. **Vesta is still accountable to keep the District's on budget** and will estimate annual expenses for our services during the annual budget process.
5. **Hours, levels of services, and/or scope can be easily adjusted** by the Board without any need for reworking the contract to accommodate preferences or in response to economic pressures. This arrangement provides flexibility to tweak costs throughout the year to hit a desired target.
6. When there is a vacancy, **multiple candidates** for a position at different compensation levels can be considered with the District only being billed for costs actually incurred. Someone with less experience could save the District money whereas a more experienced candidate might cost more but provide greater overall value. There is no incentive for the vendor to choose a less expensive option to save against a fixed reimbursement rate.

### Wages

- Regular
- Onboarding
- Holiday
- Incentive
- Back Pay
- Overtime
- Vacation
- Retro Pay
- Fitness Club
- Miscellaneous
- Sick
- Floating Holiday
- Swim Class
- Holiday Work



The image shows a screenshot of a 'Labor Allocation Detail Report' (LADR) from Paycom. The report is a table with multiple columns and rows. Three specific areas are highlighted with colored boxes: a red box on the left side, a blue box in the middle, and a green box on the right side. Lines connect these boxes to the corresponding lists of items on the page.

### Non-Wage Benefits

- Basic ADD
- Basic Life
- Medical Me

### Taxes & WC

- FUTA
- Medicare
- Social Sec.
- FL SUI
- Worker's Comp

### What is the "Plus"?

The "plus" is a multiplier we use to factor in all other costs not on the Labor Allocation Detail Report (LADR) to ensure we cover all other expenses (noted below) and make a profit. The multiplier will be tailored to each account and vary from contract to contract depending on our costs, size of the account (volume discount), other sources of revenue (programming, café, etc.), etc. The plus multiplier covers everything the contract and or operations require Vesta to pay for that is not billable to the District such as:

- Smart phones
- Training materials
- Vesta logo uniforms
- Computers/tablets/IT not billable
- Offsite employee travel that is not billable
- Liability Insurance
- All costs associated with Regional Support
- All costs associated with Corporate Support
- Our Profit

## Process for Cost-Plus Monthly Billing

We will provide Monthly Reporting to compare our actual billing to your budget. • If our onsite, billable labor is less expensive than we estimated as part of your annual budget process, then these realized savings would go to the District (not Vesta.) • If our onsite, billable labor is trending to be more expensive than estimated, we can partner with you regarding ways to reduce staffing costs proactively, to come in on-budget (or as directed by the Board.)

Below is an example of the Monthly Reporting we provide as part of our manager's report for Heritage Landing CDD:

Heritage Landing Actual vs Forecast (Budget) Summary						
FY 2023	Estimated (Budgeted) Fee	Actual Fee	Variance MTD	Cumulative Variance YTD	Comments	% by Month
October	\$31,762	\$29,032	-\$2,730	-\$2,730	Additional maint tech hours not yet staffed. Partial FA Wednesday vacancy. No management increases until 11/1.	7.10%
November	\$31,762	\$28,784	-\$2,978	-\$5,709	Additional maint tech and FA vacancy not filled until mid November.	7.10%
December	\$31,762	\$29,645	-\$2,117	-\$7,826	Wages and Benefits were less than expected.	7.10%
January	\$31,762	\$30,608	-\$1,154	-\$8,980	Wages and Benefits were less than expected.	7.10%
February	\$31,762	\$30,418	-\$1,344	-\$10,325	Wages and Benefits were less than expected.	7.10%
March	\$37,794	\$39,755	\$1,960	-\$8,364	Onboarding 25+ Staff. Lifeguard Training. Added unbudgeted weekend maintenance hours for rest of year.	8.34%
April	\$38,013	\$42,372	\$4,359	-\$4,006	Continued Lifeguard Training. Additional Maintenance Hours added to insource work.	8.39%
May	\$39,646	\$38,491	-\$1,156	-\$5,161	Wages and Benefits were less than expected.	8.75%
June	\$50,679	\$51,065	\$386	-\$4,775	Wages and Benefits were on target. Includes 5/31.	11.22%
July	\$49,758	\$50,294	\$535	-\$4,239	Wages and Benefits were on target.	11.02%
August	\$41,732	\$46,759	\$5,027	\$788	Wages and Benefits were on target.	9.22%
September	\$34,254	\$37,048	\$2,794	\$3,582	Over budget for the FY due to Board decision to add unbudgeted weekend maintenance hours (\$3,483) and insourcing of work (\$2,746) to save money over vending.	7.55%
	\$450,689	\$454,270				100.00%

“ I'd like to take the opportunity to share some of my family's thoughts on the work that the Vesta team is doing in our neighborhood, Bartram Springs. We moved here in 2018 with a toddler and another on the way. We fell in love with the neighborhood but were unaware of the sense of community we would find here. We absolutely attribute this to the Vesta team and the programs and services they provide for us. Our daughter has participated in the Bartram Springs Summer Camp and Kids Activity Night for the past two years and we'd been counting down the days until our son turned five. He got to join his very first Kids Activity Night in November! This is a HUGE luxury and convenience for us to have right here in our own neighborhood. These are just two examples that don't even begin to touch on the wide variety of opportunities available to us to meet others in our community and create memories with our family. We are regulars at Food Truck Fridays, I've participated in multiple fitness classes, pool parties, festivals, Easter egg hunts, Santa visits (and personalized letters from the big guy!), soccer and swimming and the list goes on and on.

While we have been very pleased with the stellar work that Vesta is doing, we also recognize the time and energy it takes to make all of this work. The team running the show here is always responsive and helpful and truly takes all voices into consideration. This is true dedication to our community and we wholeheartedly believe that Vesta will continue to be the best choice for Bartram Springs.

Lauren and John Wilkinson, Northeast Florida CDD Residents

4.A.

**AFFIDAVIT OF ACKNOWLEDGMENTS**

STATE OF Florida  
COUNTY OF Duval

Before me, the undersigned authority, appeared the affiant, Daniel Armstrong and having taken an oath, affiant, based on personal knowledge, deposes and states:

1. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of CFO for Vesta Property Services, Inc. ("Proposer"), and am authorized to make this Affidavit of Acknowledgments on behalf of Proposer.

2. I assisted with the preparation of, and have reviewed, the Proposer's proposal ("Proposal") provided in response to the Rivers Edge, Rivers Edge II, and Rivers Edge III Community Development Districts proposal for amenity, café, lifestyle, and field management. All of the information provided therein is full and complete, and truthful and accurate. I understand that intentional inclusion of false, deceptive or fraudulent statements, or the intentional failure to include full and complete answers, may constitute fraud; and, that the District may consider such action on the part of the Proposer to constitute good cause for rejection of the proposal.

3. I do hereby certify that the Proposer has not, either directly or indirectly, participated in collusion or proposal rigging.

4. The Proposer agrees through submission of the Proposal to honor all pricing information one hundred and twenty (120) days from the opening of the proposals.

5. The Proposer acknowledges the receipt of the complete Request for Proposals as provided by the District and as described in the Table of Contents, as well as the receipt of the following Addendum Numbers: \_\_\_\_\_.

6. The Proposer authorizes and requests any person, firm or corporation to furnish any pertinent information requested by the Rivers Edge, Rivers Edge II, Rivers Edge III Community Development District, or its authorized agents, deemed necessary to verify the statements made in the Proposal, or regarding the ability, standing, integrity, quality of performance, efficiency, and general reputation of the Proposer.

*[Continued on following page]*

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Affidavit of Acknowledgments and that the foregoing is true and correct.

Dated this 5th day of June, 2024.

Proposer: [Signature]  
By: Daniel Armstrong  
Title: CFO

STATE OF Florida  
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 5th day of JUNE, 2024, by Daniel Armstrong of Vesta Property Services, Inc. who is personally known to me or who has produced as identification, and did [ ] or did not [ ] take the oath.

[Signature]  
Notary Public, State of Florida  
Print Name: Daisy King  
Commission No.: HH 226819  
My Commission Expires: 4/3/24



4.B.

**SWORN STATEMENT UNDER SECTION 287.133(3)(a),  
FLORIDA STATUTES, REGARDING PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Rivers Edge, Rivers Edge II, and Rivers Edge III Community Development Districts.
2. I am over eighteen (18) years of age and competent to testify as to the matters contained herein. I serve in the capacity of CFO for Vesta Property Services, Inc. ("Proposer"), and am authorized to make this Sworn Statement on behalf of Proposer.
3. Proposer's business address is 245 Riverside Avenue, Ste 300  
Jacksonville FL 32202

4. Proposer's Federal Employer Identification Number (FEIN) is 59-3353294

(If the Proposer has no FEIN, include the Social Security Number of the individual signing this sworn statement: \_\_\_\_\_.)

5. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
6. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudication of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
7. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
  - a. A predecessor or successor of a person convicted of a public entity crime; or,
  - b. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders,



employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

8. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.
9. Based on information and belief, the statement which I have marked below is true in relation to the Proposer submitting this sworn statement. (Please indicate which statement applies.)

Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor any affiliate of the entity, have been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members or agents who are active in management of the entity or an affiliate of the entity, has been charged with and convicted of a public entity crime subsequent to July 1, 1989, AND (please indicate which additional statement applies):

There has been a proceeding concerning the conviction before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge did not place the person or affiliate on the convicted vendor list. (Please attach a copy of the final order.)

The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before an Administrative Law Judge of the State of Florida, Division of Administrative Hearings. The final order entered by the Administrative Law Judge determined that it was in the public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)

\_\_\_\_\_ The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by or pending with the Florida Department of Management Services.)

Under penalties of perjury under the laws of the State of Florida, I declare that I have read the foregoing Sworn Statement under Section 287.133(3)(a), Florida Statutes, Regarding Public Entity Crimes and all of the information provided is true and correct.

Dated this 5th day of June, 2024.

Proposer: Dan Armstrong  
By: Daniel Armstrong  
Title: CFO

STATE OF Florida  
COUNTY OF Duval

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this 5th day of June, 2024, by Daniel Armstrong of Vesta Property Services, Inc. who is personally known to me or who has produced \_\_\_\_\_ as identification, and did [ ] or did not [ ] take the oath.

[Signature]  
Notary Public, State of Florida  
Print Name: Daisy King  
Commission No.: HH 256819  
My Commission Expires: 4/3/26



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/10/2024

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

If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

<b>PRODUCER</b> Association Insurance Agency, Inc. 5401 North Central Expressway, Suite 315 Dallas, TX 75205	<b>CONTACT NAME:</b> Association Insurance Agency, Inc. <b>PHONE:</b> (866) 384-8879 <b>FAX:</b> (214) 751-2300 <b>E-MAIL ADDRESS:</b> Info@AssociationInsuranceAgency.com <b>PRODUCER LICENSE NO.:</b> 00003921
	<b>INSURER</b> Vesta Property Services, Inc. 245 Riverside Ave, Suite 300 Jacksonville, 32202

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

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

LINE	TYPE OF INSURANCE	APPLICABLE PERIOD	INSURED	POLICY NUMBER	POLICY START DATE (MM/DD/YYYY)	POLICY END DATE (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY						<input type="checkbox"/> BODILY INJURY AND PROPERTY DAMAGE <input type="checkbox"/> ADVERTISING AND PROMOTIONAL PRACTICES <input type="checkbox"/> PRODUCTS AND COMPLETED OPERATIONS <input type="checkbox"/> PERSONNEL AND VOLUNTEERS <input type="checkbox"/> CONTRACTORS <input type="checkbox"/> POLLUTANTS
	AUTOMOBILE LIABILITY						<input type="checkbox"/> BODILY INJURY AND PROPERTY DAMAGE <input type="checkbox"/> UNINSURED MOTORIST <input type="checkbox"/> MEDICAL PAYMENTS <input type="checkbox"/> PERSONNEL AND VOLUNTEERS <input type="checkbox"/> CONTRACTORS <input type="checkbox"/> POLLUTANTS
	UMBRELLA LIA						<input type="checkbox"/> BODILY INJURY AND PROPERTY DAMAGE <input type="checkbox"/> ADVERTISING AND PROMOTIONAL PRACTICES <input type="checkbox"/> PRODUCTS AND COMPLETED OPERATIONS <input type="checkbox"/> PERSONNEL AND VOLUNTEERS <input type="checkbox"/> CONTRACTORS <input type="checkbox"/> POLLUTANTS
	EMPLOYERS COMPENSATION AND EMPLOYERS LIABILITY						<input type="checkbox"/> BODILY INJURY AND PROPERTY DAMAGE <input type="checkbox"/> MEDICAL PAYMENTS <input type="checkbox"/> PERSONNEL AND VOLUNTEERS <input type="checkbox"/> CONTRACTORS <input type="checkbox"/> POLLUTANTS
	A-C Various			Various		08/01/2023	08/01/2024

SPECIAL CONDITIONS / OTHER COVERAGE (Use ACORD 24, 25, 26, 27, 28, 29, 30, 31, 32, 33, 34, 35, 36, 37, 38, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100)

<b>CERTIFICATE HOLDER</b>  Insurance Verification	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Dana Hodges
---	---

“ I have had the pleasure of collaborating with Vesta throughout my 14-year tenure on the Bartram Springs CDD Board with the last six as Chair, and I cannot tell you how refreshing it was to work with an organization that supported the board's mission so well. The true test of a great company and staff is not how they manage the easy tasks but how they handle the hard tasks, problems or issues. Vesta does an incredible job. I give my highest recommendation to Vesta Property Services. ”

E. Kevin Colcord, past Board Chairman, current Bartram Springs CDD Resident



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/10/2024

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If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form. Use ACORD 27 or ACORD 28.

<b>PRODUCER</b> Associations Insurance Agency, Inc. 5401 North Central Expressway, Suite 315 Dallas, TX 75205		<b>CONTACT NAME:</b> Associations Insurance Agency, Inc. <b>PHONE:</b> (866) 384-8879 <b>FAX:</b> (214) 751-2390 <b>E-MAIL ADDRESS:</b> CertificateRequest@AssociationsInsuranceAgency.com <b>PRODUCER LICENSE NO.:</b> 00003921	
<b>INSURED</b> Vesta Property Services, Inc. 245 Riverside Ave, Suite 300 Jacksonville, 32202		<b>INSURER:</b> Aetna Specialty Insurance Company <b>INSURANCE:</b> Aetna Specialty <b>AGENCY:</b> <b>INSURED:</b>	

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

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

TYPE OF INSURANCE	ACORD FORM	CLASS CODE	POLICY NUMBER	POLICY START DATE (MM/DD/YYYY)	POLICY END DATE (MM/DD/YYYY)	LIMITS
<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> SUBVERSIVE LIST OF INSURANCE OTHER AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRODUCE <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			01-B-GL-00000000-4	08/01/2023	08/01/2024	EACH OCCURRENCE \$ 1,000,000
						AGGREGATE TO BE LIMITED (EXCEPTED OR A PER POLICY) \$ 500,000
						PER POLICY PER YEAR PERIOD \$ Excluded
						PER POLICY PER YEAR PERIOD \$ 1,000,000
						GENERAL AGGREGATE \$ 2,000,000
						PRODUCT - DEVELOP AGG \$ 2,000,000
						\$
<b>AUTOMOBILE LIABILITY</b>						COMMERCIAL GENERAL LIMIT (BY AGGREGATE)
<input type="checkbox"/> ANY AUTO <input type="checkbox"/> SOLE DRIVEN <input type="checkbox"/> ALL OTHER AUTO <input type="checkbox"/> NON-OPERATED <input type="checkbox"/> HIRED AUTO <input type="checkbox"/> NON-OPERATED <input type="checkbox"/> HIRED AUTO						COMMERCIAL LIABILITY BY OCCURRENCE \$ COMMERCIAL LIABILITY BY OCCURRENCE \$ PERSONAL AUTO LIABILITY (PER OCCURRENCE) \$ \$
<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			Various See Schedule	08/01/2023	08/01/2024	EACH OCCURRENCE \$ 5,000,000
						AGGREGATED \$ 5,000,000
<b>WORKERS COMPENSATION AND EMPLOYERS LIABILITY</b> ANY EMPLOYERS LIABILITY EXCEPTIVE OF EMPLOYERS; EXCEPTIVE OF EMPLOYERS IN THE OPERATION OF OPERATIONS ONLY						<input checked="" type="checkbox"/> PER EMPLOYEE <input type="checkbox"/> OTHER \$ E.L. EACH OCCURRENCE \$ E.L. DISEASE - EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
<b>DIRECTORS &amp; OFFICERS</b>						LIMIT \$ DEDUCTIBLE \$

SPECIAL CONDITIONS / OTHER COVERAGES (AS PER ACORD 101, ASSOCIATED Remarks Schedule, if there are none in copyfile)

<b>CERTIFICATE HOLDER</b>  • Insurance Verification	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b>   Dana Rodas
---	---

ACORD 28 (2008/02)

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The ACORD name and logo are registered marks of ACORD

“ I live in ETown and Vesta does our Recharge Center. I want to give 5 stars to Vesta for doing a good job taking care of our Amenity Center and for Marcy who is our manager there. She does a wonderful job having so many fun activities for our community, and keeps everything nice and clean there too!

Angie A - Northeast Florida CDD Resident

”

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

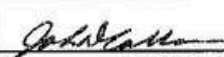
IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer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

PRODUCER <b>USI Southwest</b> 9811 Katy Freeway, Suite 500 Houston, TX 77024 713 490-4600	CONTACT NAME: <b>Brian Phan</b>	PHONE (A/C, No, Ext): <b>713-490-4600</b>	FAX (A/C, No): <b>713-490-4700</b>
	E-MAIL ADDRESS: <b>Brian.Phan@usi.com</b>		
INSURED <b>Vesta Property Services, Inc.</b> 245 Riverside Avenue, Suite 300 Jacksonville, FL 32202	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : <b>Sentry Insurance Company</b>		<b>24988</b>
	INSURER B : <b>Sentry Casualty Company</b>		<b>28460</b>
	INSURER C :		
	INSURER D :		
	INSURER E :		

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

INSR LTR	TYPE OF INSURANCE	ADDL SURR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOG OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/PROP AGG \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> Drive Oth Car <input type="checkbox"/> UMBRELLA LIAB OCCUR <input type="checkbox"/> EXCESS LIAB CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$		9017993003	08/01/2023	08/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ <b>5,000,000</b> BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**The Automobile policy includes a Blanket Automatic Additional Insured endorsement that provides additional insured status to the certificate holder only when there is a written contract between the named insured and certificate holder that requires such status. The Automobile Liability policy also contains a special endorsement with Primary and Non-Contributory wording, as required by written contract.**  
 (See Attached Descriptions)

CERTIFICATE HOLDER For Informational Purposes Only	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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“ Vesta has done an outstanding job in adapting to the ever-changing needs of the community and our 12,000+ residents. Vesta manages the amenities in the most up-to-date manner - one that the residents are proud of. I, along with the rest of the 9-member Federation Board, highly recommend Vesta for any position for which they may be considered. Jack Davidson, President Federation Board, Kings Point Sun City Center ”



# Vesta™

## Contact Us

245 Riverside Ave. #300  
Jacksonville, FL 32202

Phone: 877-988-3782  
[Contact@VestaPropertyServices.com](mailto:Contact@VestaPropertyServices.com)

*FIFTH ORDER OF BUSINESS*

**Rivertown Riverhouse Pickleball Court Bid  
Request for Proposal - Proposal Ranking Sheet**

	<b>Personnel</b>	<b>Proposer's Experience</b>	<b>Understanding of Scope of Work</b>	<b>Price</b>	<b>Schedule</b>		
	(E.g., geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel, including the project manager and field supervisor; present ability to appropriately staff and manage this project; evaluation of existing workload; proposed staffing levels, etc.)	(E.g. past record and experience of the respondent with Rivers Edge CDD; past record and experience in similar projects and with other CDDs and units of government; volume of work previously performed by the firm; character, integrity, reputation, of respondent, etc.)	Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.	Price will be evaluated both based on cost-efficiency and the reasonableness of unit prices and the balance of the bid. The District reserves the right to award a contract to a firm other than the lowest bidder.	Schedule will be evaluated based on both efficiency and the Proposer's ability to credibly complete the project within the Proposer's schedule without a premium cost for accelerated work and demonstrate on-time performance.		
	<b>Proposer</b>	<b>10</b>	<b>20</b>	<b>20</b>	<b>25</b>	<b>25</b>	<b>Total</b>
1	<b>Hoffman Comerical Construction</b>						<b>0</b>
2	<b>Brogdon Builders, LLC</b>						<b>0</b>
3	<b>Court Surfaces of Florida</b>						<b>0</b>
4	<b>Florida Certified Contractors</b>						<b>0</b>





## Rivertown Riverhouse Pickleball Court Bid Tabulations

June 10, 2024 @ 2 p.m.

<b>No.</b>	<b>Bidder</b>	<b>Bid Form</b>	<b>Addenda</b>	<b>Base Bid</b>	<b>Alternate #1</b>	<b>Alternate #2</b>	<b>Total</b>
1	Hoffman Commercial Construction	Yes	1	\$ 268,700	\$ 50,000	\$ 54,200	\$ 372,900
2	Brogdon Builders, LLC	Yes	1	\$ 261,408	\$ 43,120	\$ 37,520	\$ 342,048
3	Court Surfaces of Florida	Yes	1	\$ 264,463	\$ 60,933	\$ 45,735	\$ 371,131
4	Florida Certified Contractors	Yes	1	\$ 321,974	\$ 65,000	\$ 63,050	\$ 450,024





June 10th, 2024

Re: Rivertown Riverhouse  
Pickleball Courts

Rivertown Rivers Edge Community Development District  
c/o Prosser Prime AE  
Mr. Ryan Stilwell  
13901 Sutton Park drive, Suite 200  
Jacksonville, FL 32224

Mr. Ryan Stilwell:

We are pleased to submit our proposals for the Rivertown Riverhouse Pickleball Court Project based on the civil drawings prepared by Prosser Prime AE dated 5/7/23 and Project Manual dated May 7, 2024. Pricing is good for 45 days.

We have done several similar pickleball projects for Palencia, Nocatee and Pine Ridge amenity center. We are currently expected to be awarded the four pickleball courts for a Fleming Island project. We have the experience and knowledge to do a superior project for Rivertown Rivers Edge CDD. We would like to be part of your team to get this project complete and look forward to working with you and Rivertown Rivers Edge CDD.

**Base Bid Amount \$372,900.**

Sincerely,

Paul Hoffman  
President

**HOFFMAN COMMERCIAL CONSTRUCTION**

**SCHEDULE OF VALUES**

**RIVERTOWN RIVERHOUSE PICKLEBALL**  
140 Landing Street, St. Johns.

**DATE - 6/10/24**



ITEM	ITEM DESCRIPTION	COST ESTIMATE
1	MOBLIZATION AND SITE PREPARATION	11,100
2	EROSION AND SEDIMENT CONTROL	1,500
3	STORMWATER POLLUTION PREVENTION PLAN	1,200
4	CLEARING	18,900
5	PICKLEBALL COURTS	228,500
6	TESTING ALLOWANCE	300
7	SEEDING AND MULCH	3,000
8	BONDING/WARRANTY	4,200
9	ALT #1 - PICKLEBALL COURT LIGHTING	50,000
10	ALT #2 - BASKETBALL COURT LIGHTING	54,200
<b>PROJECT TOTAL BASE BID</b>		<b>372,900</b>

**OFFICIAL PROPOSAL FORM**  
**RIVERTOWN RIVERHOUSE PICKLEBALL COURTS**  
**ST. JOHNS COUNTY, FL**  
*(Attach as coversheet to detailed bid)*

**This Proposal has been prepared by:**

Name: Paul Hoffman

Company: Hoffman Commercial Construction, LLC

Address: 6919 Distribution Ave S. Suite #5

City: Jacksonville State: FL Zip Code: 32256

Telephone: 904-759-3211 Fax: \_\_\_\_\_

FL License #: CGC 1514994

Email: phoffman@hoffmancommercial.com

**The Proposer understands and agrees to all items & requirements listed in the Project Manual, dated May 7th, 2024, including all addenda issued during the bidding time, and is familiar with the project location and St. Johns County Permitting requirements. In accordance with the Request for Proposals for Rivers Edge Community Development District – Pickleball Court Construction Project, the undersigned proposes to provide all work necessary to install and construct the improvements specified herein as shown on plans dated April 19, 2024 prepared by Prosser, Inc. and in accordance with St. Johns County Standards.**

**DOCUMENTS AND ADDENDA**

The Proposer submits that it has carefully examined the site and existing site conditions of the proposed Work, as well as the drawings and specifications. Also, Proposer has thoroughly reviewed the Request for Proposals, Instructions to Proposers, Evaluation Criteria, Standard Form of Agreement, Specifications and all other components of the Contract Documents and acknowledges that it has received the addenda listed below.

Addendum/RFI # <u>1</u>	Received (date): <u>June 4, 2024</u>
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____

**QUALIFICATIONS**

By submitting this Proposal, the Proposer certifies that it satisfies the following qualifications (initial each):

- PH (1) Proposer is able to furnish a payment and performance bond in the full amount of the Project to the District;
- PH (2) Proposer is authorized to do business in Florida; and
- PH (3) Proposer holds all necessary certifications or licenses required to perform work in St. Johns County and is a licensed contractor in the State of Florida.

**TOTAL PRICING**

Proposer understands that the District may award a contract for all of the Work or any component thereof, to modify the Work, and to complete the work in phases in its discretion. Proposer also understands that pricing shall be based on the unit pricing submitted as part of this Proposal. With that understanding, the Proposer represents that it can complete the base-bid Project for the total lump-sum price of: \$ \_\_\_\_\_.

List prices for any bid alternates: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor. The Compensation provided for herein shall include all allowances to cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts; Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts; and there shall be no adjustments to allowances if the increase is due to claimed (or proved) escalations in the cost of materials, labor, consultants, equipment rental costs, utilities, or gasoline. The pricing and compensation herein included is a firm lump sum price for the completed Project and this forms a material part of the Agreement.

The undersigned Proposer, having a thorough understanding of the Work required by the Contract Documents, the site and conditions where the Work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the Work, and having knowledge of the expense and difficulties attending performance of the Work, and having fully inspected the site in all particulars, hereby proposes and agrees, if this Proposal is accepted, to enter into the Construction Contract with the Owner to fully perform all Work in strict compliance with the Contract Documents, including the assumption of all obligations, duties and responsibilities necessary to the successful completion of the Project and the furnishing of all materials and equipment required to be incorporated in and form a permanent part of the Work; tools, equipment, supplies, transportation facilities, labor, superintendence and services required to perform the Work; and bonds, insurance, submittals; and all fees including without limitation permits, timber taxes, inspection fees, maintenance bonds, as-builts and plats as needed for dedication, etc., as indicated or specified in the Contract Documents to be performed or furnished by Proposer for the prices as indicated in the Proposal Summary.

**TIME**

Proposer is available to begin the work described in this Project Manual starting July 1, 2024, 2024.

Proposer submits that it can reach Substantial Completion of the work described in this Project Manual within One Hundred days (100) days of the issuance of a Notice to Proceed.

Proposer submits that it can reach Final Completion of the work described in this Project Manual within One hundred fourteen days (114) days of the issuance of a Notice to Proceed.

The undersigned Proposer agrees to commence work within seven (7) days after the date of a written Notice to Proceed. The undersigned Proposer agrees that this Proposal shall be valid for a period of thirty (30) days from the date proposals are due. Proposer hereby acknowledges that any work provided and any cost incurred by Proposer prior to receiving both the Notice of Award and the Notice to Proceed will be at Proposer's risk unless specifically agreed to in writing by the District.

*Paul Hoffman*

(Signed)

Paul Hoffman

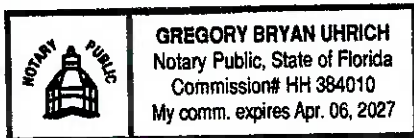
(Print Name of Signatory)

This 7<sup>th</sup> day of June, 2024.

(Corporate Seal)

Sworn to before me by means of  physical presence or  online notarization  
this 7<sup>th</sup> day of June, 2024.

(Notary Seal)



*Gregory Bryan Uhrich* Apr. 06, 2027  
Notary Public Expiration Date

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURTS**

**PART II. PROPOSAL FORM – (B) ORGANZATIONAL INFORMATION OF PROPOSER**

DATE SUBMITTED: June 10th, 2024

1. Proposer Hoffman Commercial Construction, LLC  A Individual  
(Company Name)  A Partnership  
 A Limited Liability Company  
 A Corporation  
 A Subsidiary Corporation

2. Proposer's Parent Company Name (if applicable) N.A.

3. Proposer's Parent Company Address (if applicable)

Street Address N.A.

P.O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax No. \_\_\_\_\_

1<sup>st</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2<sup>nd</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

4. Proposer Company Address (if different)

Street Address 6919 Distribution Ave S. Suite #5

P.O. Box (if any) \_\_\_\_\_

City Jacksonville State FL Zip Code 32256

Telephone 904-759-3211 Fax No. \_\_\_\_\_

1<sup>st</sup> Contact Name Paul Hoffman Title PM/President

2<sup>nd</sup> Contact Name Patrick Kennedy Title Supt

5. List the location of Proposer's office that would perform Rivers Edge Community Development District work.

Street Address 6919 Distribution Ave S. Suite #5

P.O. Box (if any) \_\_\_\_\_

City Jacksonville State FL Zip Code 32256

Telephone 904-759-3211 Fax No. \_\_\_\_\_



1<sup>st</sup> Contact Name Paul Hoffman Title PM/President

2<sup>nd</sup> Contact Name Patrick Kennedy Title Supt

6. Is the Proposer incorporated in the State of Florida? Yes () No ()

6.1 If yes, provide the following:

Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes () No ()

If no, please explain \_\_\_\_\_

Date Incorporated 3/16/2016 Charter No. L16000057188

6.2 If no, provide the following:

The state in which the Proposer company is incorporated \_\_\_\_\_

Is the company in good standing with the state? Yes () No ()

If no, please explain \_\_\_\_\_

Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

7. Is the Proposer company a registered or licensed contractor with the State of Florida? Yes () No ()

7.1 If yes, provide the following:

Type of registration (i.e. certified general contractor, certified electrical contractor, etc.)

Certified General Contractor

License No. CGC 1514994 Expiration Date 8/30/26

Qualifying Individual Paul Hoffman Title President

List company(ies) currently qualified under this license Hoffman Commercial Construction, LLC

7.2 Is the Proposer company a registered or licensed Contractor with St. Johns County? Yes () No ()

7.3 Has the Proposer company performed work for a community development district previously?  
Yes () No ()

If yes, describe: Nocatee - Tomato CDD & SONOC CDD

Palencia - Sweetwater Creek CDD

Pine Ridge Clay Co - Pine Ridge CDD

8. Name of Proposer's Bonding Company Cecil W. Powell & Company / Old Republic Ins. Co.

Address 219 N. Newnan St. Jacksonville, FL 32202

Approved Bonding Capacities:	Aggregate Limit	\$ <u>6,000,000</u>
	Single Project Limit	\$ <u>3,000,000</u>
	Total Current Contracts Bonded	\$ <u>0</u>

9. What are the Proposers' company's current insurance limits? (Please also attach a copy of your current insurance certificate)

General Liability	\$ <u>1,000,000</u>
Automobile Liability	\$ <u>1,000,000</u>
Workers Compensation	\$ <u>1,000,000</u>
Expiration Date	<u>12/6/24</u>

10. Has the Proposer company been cited by OSHA for any job site or company office/ shop safety violations in the past two years? Yes  No

If yes, please describe each violation fine, and resolution \_\_\_\_\_

What is the Proposer's current worker compensation rating? \_\_\_\_\_

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past two (2) years? Yes  No

If yes, please describe the incident: \_\_\_\_\_

11. Please state whether or not your company or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal-aid contracts in any state(s)? Yes  No

If so, state the name(s) of the company(ies) \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

State the period(s) of debarment or suspension \_\_\_\_\_

12. Has the organization or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? Yes  No

If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Within the past five (5) years, has organization failed to complete a project within the scheduled contract time? Yes  No

If so, discuss the circumstances surrounding such failure to complete a project on time as well as the date thereof.

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14. Identify all subcontractors Contractor intends on utilizing for the project and describe the work to be performed by each subcontractor.

Radiant Elect - lighting

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Capital Concrete

---

4K site work

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15. Please attach at least three (3) references from projects of a similar size and scope.

[Remainder of Page Left Intentionally Blank]

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Rivers Edge Community Development District or their authorized agents, deemed necessary to verify the statements made in this application or attachments hereto, or necessary to determine whether the Rivers Edge Community Development District should qualify the Proposer for providing a Proposal for its construction projects, including such matters as the Proposer's ability, standing integrity, quality of performance, efficiency and general reputation.

\_\_\_\_\_

By: Paul Hoffman

Paul Hoffman - President

(Type Name and Title of Person Signing)

This 7<sup>th</sup> day of JUNE, 2024.

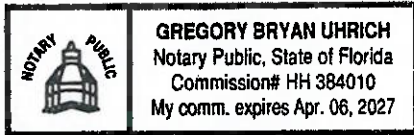
(Corporate Seal)

Sworn to by means of  physical presence or  online notarization before me this 7<sup>th</sup> day of June, 2024.

(Seal)

Notary Public/ Expiration Date

Gregory Bryan Uhrich Apr 06, 2027



**PART II. PROPOSAL FORM – (B) PERSONNEL & EQUIPMENT**

1. *For each manager, supervisor and key person who will be directly working on and/or responsible for the Project, please provide the following information:*

Name: Paul Hoffman

Title: PM

Office Location: Jacksonville

Corporation Responsibilities: PM/President

Years in Current Position: 8

Proposed Role for the Project: PM

% of Time to Be Devoted to Project: 25%

*X* Provide the following information for at LEAST THREE projects similar to the Project where the manager / supervisor / key personnel were involved.

*References*

*Project 1*

Project Name / Location: Palencia Pickleball Courts

Time Period of Project: August 2023 to Nov 2023

Description of Project: Four new pickleball courts, three shade structures and sports lighting.

Role of Manager / Supervisor / Key Personnel: PM

Reference Contact: John Smith

Contact Phone/E-Mail: 770-841-4800 john.sccdd@gmail.com

*Project 2*

Project Name / Location: Pine Ridge Pickleball and basketball courts-Clay Co.

Time Period of Project: July 2022 to January 2023

Description of Project: New Tennis/Pickleball Courts and basketball courts

Role of Manager / Supervisor / Key Personnel: PM

Reference Contact: Marie - Amenities manager

Contact Phone/E-Mail: 904-572-8107 pmgr@riversidemgtsvc.com

*Project 3*

Project Name / Location: Nocatee Pickleball courts

Time Period of Project: April 2020 to August 2020

Description of Project: Four new additional courts and resurfacing existing courts.

Installation of new volleyball courts.

Role of Manager / Supervisor / Key Personnel: PM

Reference Contact: Mo Rudolph

Contact Phone/E-Mail: 904-571-0477 mrudolph@parogroup.net

**(Attach resume, and use additional sheets as appropriate.)**

***Sweetwater Creek  
Community Development District***

---

475 West Town Place, Suite 114, St. Augustine, Florida 32092  
Phone: 904-940-5850

December 8, 2023

Mr. Paul Hoffman  
Hoffman Commercial Construction, LC 6919  
Distribution Ave South Suite #5  
Jacksonville, Florida 32256

Re: Pickleball court construction at Fitness Center

Dear Mr. Hoffman,

On behalf of the Sweetwater Creek CDD, I would like to thank you for the excellent construction of our four pickleball courts. Your talent and attention to detail was excellent, as well your ability to build to the unique vision for our community.

Your timely completion ( two weeks ahead of schedule ) was great. The colors, nets, fencing, and drainage is a superior commercial construction result which the community will enjoy for years to come.

All of your staff and sub-contractors were extremely professional and I appreciated their dedication to doing the job right.

Your firm was a delight to work with and we wish you the best for the holiday season as we enjoy the courts you built.

Best regards  
John

John Smith, Vice Chair  
2nd Seat SWCCDD



## Paul Hoffman, Project Manager

Hoffman Commercial Construction, LLC

6919 Distribution Ave, Unit #5

Jacksonville, Florida 32256

(904) 759-3211

[phoffman@hoffmancommercial.com](mailto:phoffman@hoffmancommercial.com)

[www.hoffmancommercial.com](http://www.hoffmancommercial.com)

Florida CGC 1514994

Georgia GCC 002754

### *"Hoffman Commercial Construction: The Better Building Experience"*

#### **Summary**

Paul Hoffman will be the Project Manager for the Rivertown Riverhouse Pickleball Courts project. He has more than 32 years of construction project management experience on commercial projects in Jacksonville.

In 2016, Paul Hoffman started Hoffman Commercial Construction on solid experience. During 27 years with Auld & White Constructors as a V.P. and principal, Paul was involved with more than 200 projects totaling \$340M+. He has successfully completed projects of all types, including restaurants, fast food, fitness, retail, institutional, tenant build-out, healthcare, educational, distribution centers and industrial. Paul is experienced in delivering projects via design-build, construction management and traditional design-bid-build. Here is a list of some of the projects he has managed over his 32-year career in Jacksonville.

#### **Personal Work History**

- Palencia Pickleball Courts, St. Augustine, Four new courts behind fitness center. \$465,737
- Current starting New Pickleball Courts for Fleming Island with Prosser Engineering. Waiting on contract and permits. Project to include four new pickleball courts.
- Pine Ridge Amenity Improvements. Clay Co. New BB and Tennis/pickleball courts, parking lot and splash pad. \$1,734,809.
- Hammock Oaks Clubhouse and Pool, SR 16A, SJC New clubhouse, Fitness Center and Pool, \$1,832,942
- Arbor Mill of Mill Creek Amenity Center, St. Augustine, Pool, Tennis court and Amenity Center, \$710,000, Kurt Jensen, Architect.
- Nocatee Sports Complex, Pickleball courts, volleyball courts, Fencing and court lighting. \$248,000.
- Northeast Florida Regional Airport at St. Augustine, Airport Terminal Entrance Canopy and Parking Kiosk Canopy, \$300,000, Structures International.
- Jinko Solar Manufacturing Plant, Cecil Field, Jacksonville. New \$16 Million solar panel manufacturing plant.
- Sheraton Hotel Fitness Expansion, Deerwood Park Blvd, Jacksonville, \$542,000 fitness center and pool remodel.
- Good News Church, World Golf Village, New Construction, \$3 Million, Kasper Architecture, March 2016
- Celestina Amenity Center, St. Johns., New Construction, \$8 Million, Basham & Lucas, December 2015.
- Jacksonville Humane Society Phase I addition, New Construction, \$1.5 Million, Bacon Group Architecture, May 2016.

#### **Education**

**Georgia Institute of Technology** – Bachelor's degree, Civil Engineering

**Nova Southeastern University** – Master of Business Administration (MBA)

#### **Professional & Community Involvement**

Associated Builders & Contractors - First Coast Chapter

- Past Chairman / Member Board of Directors

AIA Jacksonville



Ron DeSantis, Governor



Melanie S. Griffin, Secretary



**STATE OF FLORIDA**  
**DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION**  
**CONSTRUCTION INDUSTRY LICENSING BOARD**

THE GENERAL CONTRACTOR HEREIN IS CERTIFIED UNDER THE  
PROVISIONS OF CHAPTER 489, FLORIDA STATUTES

**HOFFMAN, PAUL ARTHUR**

HOFFMAN COMMERCIAL CONSTRUCTION, LLC  
6919 DISTRIBUTION AVE  
UNIT #5  
JACKSONVILLE FL 32256

**LICENSE NUMBER: CGC1514994**

**EXPIRATION DATE: AUGUST 31, 2024**

Always verify licenses online at [MyFloridaLicense.com](http://MyFloridaLicense.com)



Do not alter this document in any form.

This is your license. It is unlawful for anyone other than the licensee to use this document.



HOFFCOM-01

SBRUNSON

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 11/22/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER...

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed.

PRODUCER: Cecil W. Powell & Company; CONTACT NAME: Susan Brunson, AFIS, CIC, CLCS, ACSR; INSURER A: Westfield Ins Co; INSURER B: American Builders Insurance Company

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED...

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL SUBR, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes rows for Commercial General Liability, Automobile Liability, Umbrella Liability, and Workers Compensation.

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

CERTIFICATE HOLDER

CANCELLATION

Clay County Building Division PO Box 1366 Green Cove Springs, FL 32043

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Handwritten signature

**COMPANY OWNED MAJOR EQUIPMENT**  
 (Attach additional sheets if necessary)

Company Name Hoffman Commercial Construction, LLC Date 6/10/24

QUANTITY	DESCRIPTION	CAPACITY	No. LOCATED IN	
			FLORIDA	OTHER
4	Pickup Trucks		4	

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURT PROJECT**

**PART II. PROPOSAL FORM – (C) PRICING**

**SECTION 1. PRICING.**

Furnish and install all material, equipment and labor for the work complete and acceptable for construction of all infrastructure and appurtenances **as outlined in the Proposal Form attached as Exhibit A (to be prepared and completed by Proposer)** for the total lumps sum of:  
Three Hundred Seventy-Two Thousand Nine Hundred dollars

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(In Words).

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\$ 372,900.00 (In Figures).

Note: This lump sum amount must match the extended total price on the Proposer-provided Proposal Form attached as **Exhibit A** which shall provide detailed quantities, associated unit costs, and line item costs (extended to provide for total cost). In addition to providing a hard copy of this Bid Form, **this information must be submitted electronically by the Proposer in Excel format**. Please be advised the selected Contractor will be responsible for construction stakeout and the retention of a surveyor to perform such work; accordingly, a corresponding line item must be included in all submitted Proposals.

The undersigned proposes to construct all work, or portion thereof, necessary to construct four pickleball courts as shown on plans prepared by Prosser Prime AE., and A & J Land Surveyors. Geotechnical Reports and in accordance with St. Johns County, and the St. Johns River Water Management District permits.

All proposals shall include coordination of construction with others.

All applicable federal and State of Florida taxes are included.

The offer in this Proposal Form shall be open to acceptance and is irrevocable for thirty (30) days from the proposal opening date.

If this proposal is accepted by the District within the time period stated above, we will:

1. Execute the Contract within seven days of receipt of Notice of Award, unless such time period is otherwise extended by the District.
2. Furnish the required bonds within seven days of receipt of Notice of Award.
3. Commence work within five days after written Notice to Proceed of this proposal.

In addition to completing the Proposal Form attached hereto as **Exhibit A**, Proposer shall create and provide with its proposal an itemized Schedule of Values for each numbered item set forth on the attached Proposal Form. The Schedule of Values shall outline all work items that will be used for monthly pay requests and the amounts thereon will be used for negotiating change orders.

The undersigned has visited the site, examined the plans, specifications and any addenda thereto, is acquainted with and fully understands the character and extent of the Scope of Work covered by this Proposal; and the specific requirements of St. Johns County, and all other regulatory agencies. The undersigned has carefully checked this Proposal after it was prepared and has verified all items, quantities, unit costs, and values and agrees to indemnify and save harmless the Owner against any cost, damage or expense which may be incurred or caused by any error in the preparation of same.

This proposal made by and on behalf of: Hoffman Commercial Construction, LLC

Proposer Signature: Paul Hoffman Date: 6/10/24

Address: 6919 Distribution Ave south Suite #8, Jacksonville, FL 32256

By: Paul Hoffman

Print Name: Paul Hoffman

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
 INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
 RIVERHOUSE PICKLEBALL COURTS**

**PART II. PROPOSAL FORM – (C) PRICING**

<b>Item No. &amp; Description</b>	<b>TOTAL</b>
1. MOBILIZATION AND SITE PREPARATION	\$ 11,100
2. EROSION AND SEDIMENT CONTROL	\$ 1,500
3. STORM WATER POLLUTION PREVENTION	\$ 1,200
4. CLEARING	\$ 18,900
5. PICKLEBALL COURTS	\$ 228,500
6. TESTING ALLOWANCE	\$ 300
7. SEEDING & MULCHING	\$ 3,000
8. BONDING/WARRANTY	\$ 4,200
9. ALTERNATE #1: PICKLEBALL COURT LIGHTING	\$ 50,000
10. ALTERNATE #2: BASKETBALL COURT LIGHTING	\$ 54,200
 <b>Project Total</b>	 \$ 372,900

1. **MOBILIZATION AND SITE PREPARATION** - Includes the preparatory work and operations in mobilizing to begin the work and demobilizing upon completion of work on the project. Work will include any site preparation necessary for construction. This item will be paid for on a percentage of total construction complete basis.

**Total**

Lump Sum Price: \$ 11,100 (Numerals)

Eleven Thousand One Hundred (Written)

2. **EROSION AND SEDIMENT CONTROL** - Includes all measures that are required to comply with the State of Florida water quality standards. This includes, but is not limited to silt screens, sodding, or other such measures that shall prevent the discharge of turbid waters from the site and minimize erosion of all graded areas. This item includes all measures necessary to meet agency quality standards and requirements. Testing results will be provided to the Owner on a regular basis or when requested. The site will be inspected on a regular basis by the Owner's Representative and will produce a weekly report with actions items indicating deficiencies. All Deficiencies must be repaired in seven days or less, or the contractor must provide in writing why the deficiencies cannot be addressed within the seven-day limit. Failure to correct a deficiency in the first seven days will result in a written warning. If the deficiency is not corrected after fourteen days the Owners Representative will make the repair and the Contractor will be back charged for the cost of the repair and a \$500.00 fine for each line item not addressed. Upon final acceptance of the site from St. Johns County & SJRWMD. The contractor shall remove sediment control measures once the grassing and 70% stabilization is established.

**Total**

Lump Sum Price: \$ 1,500 (Numerals)

One Thousand Five Hundred (Written)

3. **STORM WATER POLLUTION PREVENTION PLAN** - Notice of Intent (NOI) to be filed by the contractor. The contractor shall adhere to all Federal rules and regulations regarding the National Pollutant Discharge Elimination System (NPDES) for construction and ground water discharge. The Storm Water Pollution Prevention Plan (SWPPP) included in these plans shall establish the minimum requirements allowed. The contractor shall implement additional measures, as required, to ensure compliance with the NPDES requirements. This item does include erosion controls item shown on the erosion and turbidity control plans or erosion and turbidity controls required by St. Johns County, or the St. Johns River Water Management District. Contractor shall provide specifications and shop drawings on all material to be used as part of the SWPPP.

**Total**

Lump Sum Price: \$ 1,200 (Numerals)

One Thousand Two Hundred (Written)

4. **CLEARING** - Includes complete clearing and grubbing and burning (if allowed) or removal off-site of all brush, roots, and all other debris in accordance with the City of St. Johns Standards and Specifications in the roadway rights-of-way. Special care shall be taken to ensure preservation of all natural vegetative areas indicated on the plans, existing mailboxes, and existing edge of pavement.

**Total**

Lump Sum Price: \$ 18,900 (Numerals)

Eighteen Thousand Nine Hundred (Written)

5. **PICKLEBALL COURTS** - Includes construction of pickleball courts in accordance with the USA Pickleball regulations. Courts must maintain an asphalt or concrete base along with resurfacing, coating, and sealing surface to ensure no cracking nor damage is sustained on the courts. Special care shall be taken to ensure netting and fencing will not inflict with the area or play or exceed the proposed edge of pavement.

**Total**

Lump Sum Price: \$ 228,500 (Numerals)

Two Hundred Twenty-Eight Thousand Five Hundred (Written)

6. **TESTING ALLOWANCE** - Although the requirement for testing is stated in other bid items, the cost for all testing associated with the construction of the proposed development Infrastructure is to be included in the Contractors Contract within this allowance. This includes, but is not limited to, all LBR tests, compaction tests, asphalt coring, pressure tests, etc. Please provide an allowance for this item, but all reimbursements for this item will be made to the Contractor based upon the actual testing company invoices. The testing allowance shall be Lump Sum Bid – Price Not to Exceed. Any additional cost for testing requirements beyond this amount will be at the cost of the Contractor. The Owner must approve the Contractors testing company.

**Total**

Lump Sum Price: \$ 300 (Numerals)

Three Hundred (Written)

7. **SEEDING & MULCHING** - Includes the complete grassing and mulching of all disturbed areas. Seed selection shall be a mix that is seasonally appropriate to germinate in a timely manner to establish cover.

**Total**

Lump Sum Price: \$ 3,000 (Numerals)

Three Thousand (Written)



**8. BONDING AND WARRANTY** – Cost to secure payment in accordance to St. Johns County and Processes and Standards

a. Payment and Performance Bond: \$ 4,000 (Numerals)  
Four thousand (Written)

b. Contractor's Warranty: \$ 200 (Numerals)  
Two hundred (Written)

**Total**

Lump Sum Price: \$ 4,200 (Numerals)  
Four thousand two hundred (Written)

**9. ALTERNATE #1: PICKLEBALL COURT LIGHTING** - Includes complete compliance with the electrical plans and lighting installation. The Contractor will be required to locate the source of power for the proposed lighting sources and produce conduit as needed. Standards and Specifications are highlighted in the Manufactures guidelines alone with a minimum distance and length of poles given with the USA Pickleball company.

**Total**

Lump Sum Price: \$ 50,000 (Numerals)  
Fifty Thousand (Written)

**10. ALTERNATE #2: BASKETBALL COURT LIGHTING** - Includes complete compliance with the electrical plans and lighting installation. The Contractor will be required to locate the source of power for the proposed lighting sources and produce conduit as needed. Standards and Specifications are highlighted in the Manufactures guidelines.

**Total**

Lump Sum Price: \$ 54,200 (Numerals)  
Fifty-Four Thousand Two Hundred (Written)

**PROJECT TOTAL**

\$ 372,900 (Numerals)  
Three Hundred Seventy-Two Thousand Nine Hundred (Written)

**GENERAL NOTES TO**  
**PROPOSAL FORM**  
**EXHIBIT A TO PART II. PROPOSAL FORM – (C) PRICING**

1. The Contractor shall submit a detailed construction schedule with the bid proposal that outlines time frames for major work items. This schedule will be used in bid evaluation.
2. The Contractor is required to perform all tests as required by St. Johns County and prior to project acceptance.
3. The Contractor is responsible for visually inspecting the entire site prior to submitting bids and notifying the Engineer of discrepancies, which may affect the construction and its cost.
4. The selected Contractor will be required to submit an itemized schedule of values outlining all work items that will be used for monthly pay requests.
5. Standard contract documents as provided by the Owner will be used for the Contract and General Conditions.
6. Stub out all utilities beyond pavement edge as needed to continue into next phase and not disturb pavement of previous phase.
7. The Owner will provide the following survey stakeout work for the Contractor. All other necessary survey work must be provided by the Contractor.
  - A. Project Benchmark
8. The Contractor shall be responsible for coordinating all work necessary with all utility subcontractor companies.
9. The Contractor shall be responsible for coordinating the work necessary to complete all final approvals and acceptances.
10. Contractor shall complete his work in a professional and workman like manner typical of his industry. There shall be no sections or parts missing. Further, the work shall be complete and able to function for its intended use. The work must be continuous.
11. All storm drainage must be maintained to each property owner during construction. If this does not occur, the Contractor will be responsible for any damage that may result.
12. Burning of clearing debris generated on this project area may be burned as allowed by the St. Johns County Fire Marshall.

13. The Contractor shall specify subcontractors to be used for major work items, i.e. water, reuse, paving.
14. Contractor shall secure and pay for all paving and drainage construction permits, building permits, right- of way construction permits, county permit, electrical permit, water and electrical meters (if applicable), installation fees, electrical inspection fees, if any required.

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURT PROJECT**

**PART II. PROPOSAL FORM – (D) SCHEDULE**

Contractor shall submit along with this Proposal a chart of its detailed project schedule. The chart shall use July 1, 2024, as the start date for the project and use calendar days for purposes of indicating the project's duration. The chart shall also include such milestones included at the Proposer's discretion; however, at the very least the chart shall identify dates for the issuance of the Notice to Proceed, the achievement of Substantial Completion and the application for Final Payment, as such events are defined in the Standard General Conditions of the Contract, respectively. In addition to the definitions in the Standard General Conditions of the Contract, Substantial Completion shall include the completion of pavement and a punch list from St. Johns County and application for Final Payment shall include receipt of St. Johns County Subdivision Acceptance Letter. Important milestones to be clearly denoted in the schedule include: St. Johns County Acceptance Schedule and System Acceptance Schedule. The number of days occurring between the issuance of the Notice to Proceed and the achievement of Substantial Completion is:

One Hundred days	(in words)	100	(in figures);
the achievement of	application of	Final Payment	is:
One hundred fourteen days	(in words)	114	(in figures) .

The Owner reserves the right to waive any informalities, or to reject any and all proposals.

**AFFIDAVIT FOR INDIVIDUAL**

STATE OF FL )  
COUNTY OF SJC ) SS

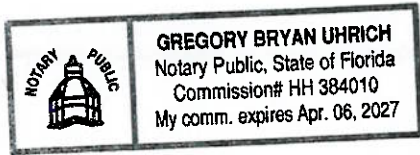
Paul Hoffman, being duly sworn, deposes and says that the statements and answers to the preceding questions are correct and true as of this date; and that he/ she understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitute fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's proposal.

  
(Proposer must also sign here)  
Paul Hoffman

Sworn to before me by means of  physical presence or  online notarization this 7<sup>th</sup> day of June, 2024.

Gregory Bryan Uhrich Apr 06, 2027  
Notary Public / Expiration Date:

(SEAL)



**AFFIDAVIT FOR CORPORATION**

STATE OF FL )  
COUNTY OF SJC ) SS

Paul Hoffman

(title) President  
of the Hoffman Commercial Construction, LLC  
(a corporation described herein) being duly sworn, deposes and says that the statements and answers to the preceding questions are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's proposal.

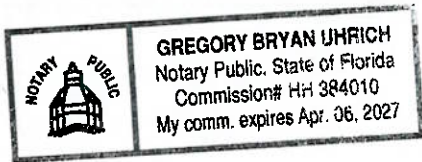
Paul Hoffman  
(Officer must also sign here)  
Paul Hoffman

CORPORATE SEAL

Sworn to before me by means of  physical presence or  online notarization this 7<sup>th</sup> day of June, 2024.

Gregory Bryan Uhrich Apr 06, 2027  
Notary Public / Expiration Date:

(SEAL)



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(N)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Rivers Edge Community Development District  
(print name of the public entity)
- by Paul Hoffman - President  
(print individual's name and title)
- for Hoffman Commercial Construction, LLC  
(print name of entity submitting sworn statement)

whose business address is

6919 Distribution Ave S. Suite #5

Jacksonville, FL 32256

and (if applicable) its Federal Employer Identification Number (FEIN) is 81-2135641

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudications of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes

those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.


Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR/VENDOR EXECUTING THIS PUBLIC ENTITY CRIME AFFIDAVIT TO VERIFY THAT NONE OF THE SUBCONTRACTORS/SUPPLIERS UTILIZED FOR THIS BID/QUOTE HAVE BEEN CONVICTED OF A PUBLIC ENTITY CRIME SUBSEQUENT TO JULY 1, 1989. IN THE EVENT IT IS LATER DISCOVERED THAT A SUBCONTRACTOR/SUPPLIER HAS BEEN CONVICTED OF A PUBLIC ENTITY CRIME, THE CONTRACTOR/VENDOR SHALL SUBSTITUTE THE SUBCONTRACTOR/ SUPPLIER WITH ANOTHER WHO HAS NOT RECEIVED A CONVICTION. ANY COST ASSOCIATED WITH THIS SUBSTITUTION SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR/VENDOR.

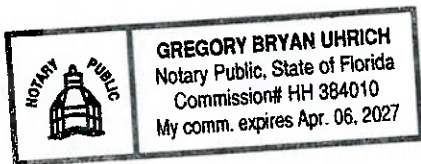


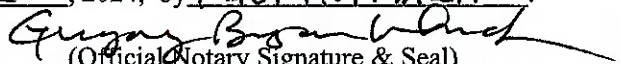
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

  
(signature)  
Paul Hoffman

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 7<sup>th</sup> day of June, 2024, by Paul Hoffman



  
(Official Notary Signature & Seal)  
Name: Gregory Bryan Uhrich  
Personally Known   
OR Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
AFFIDAVIT OF NON-COLLUSION**

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

I, Paul Hoffman, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is an officer or principal) in the firm of Hoffman Commercial Construction, LLC and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

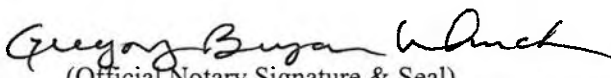
Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

  
\_\_\_\_\_  
Signature by authorized representative of Proposer  
Paul Hoffman

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 7<sup>th</sup> day of June, 2024, by Paul Hoffman.



  
(Official Notary Signature & Seal)  
Name: Gregory Bryan Uhrich  
Personally Known   
OR Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_

**SWORN STATEMENT PURSUANT TO SECTION 287.135(5), FLORIDA STATUTES,  
REGARDING SCRUTINIZED COMPANIES**

**RIVERS EDGE CDD  
RIVERTOWN RIVERHOUSE PICKLEBALL COURTS  
ST. JOHNS COUNTY, FLORIDA**

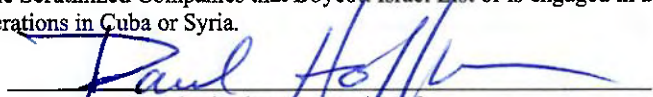
**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Prosser Inc.  
by Paul Hoffman - President (print individual's name and title)  
for Hoffman Commercial Construction, LLC (print name of entity submitting sworn statement)  
whose business address is 6919 Distribution Ave S. Suite #5, Jacksonville, FL 32256.

2. I understand that, subject to limited exemptions, section 287.135, *Florida Statutes*, declares a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with a local governmental entity for goods or services of \$1 million or more if at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, the company (a) is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, *Florida Statutes*, or is engaged in a boycott of Israel; (b) is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, created pursuant to section 215.473, *Florida Statutes*; or (c) is engaged in business operations in Cuba or Syria.

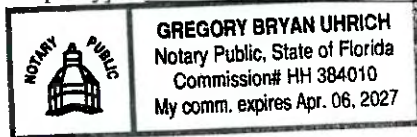
3. Based on information and belief, at the time the entity submitting this sworn statement submits its proposal to the Rivers Edge Community Development District, neither the entity, nor any of its officers, directors, executives, partners, shareholders, members, or agents, is listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or is engaged in business operations in Cuba or Syria.

4. If awarded the Contract, the entity will immediately notify the Rivers Edge Community Development District in writing if either the entity, or any of its officers, directors, executives, partners, shareholders, members, or agents, is placed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or is engaged in business operations in Cuba or Syria.

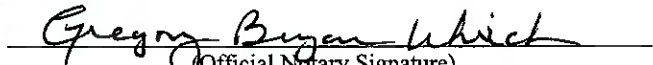
  
\_\_\_\_\_  
Signature by authorized representative of Proposer  
**Paul Hoffman**

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to and subscribed before me by means of  physical presence or  online notarization this 7<sup>th</sup> day of June, 2024, by Paul Hoffman, as President  
[title/official capacity] of Hoffman Commercial Construction, LLC



[Notary Seal]

  
\_\_\_\_\_  
(Official Notary Signature)  
Name: Gregory Bryan Uhrich  
Personally Known   
OR Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_

**TRENCH SAFETY ACT COMPLIANCE STATEMENT**

**INSTRUCTIONS**

Because trench excavations on this Project are expected to be in excess of 5 feet, Chapter 90-96 of the Laws of Florida requires that construction on the Project comply with Occupational Safety and Health Administration Standard 29 C.F.R. s. 1926.650 Subpart P. All Proposers are required to execute this Compliance Statement and the Compliance Cost Statement. The costs for complying with the Trench Safety Act must be incorporated into the Project's Proposal.

This form must be certified in the presence of a notary public or other officer authorized to administer oaths.

**CERTIFICATION**

1. I understand that Chapter 90.96 of the Laws of Florida (The Trench Safety Act) requires me to comply with OSHA Standard 29 C.F.R. s. 1926.650 Subpart P. I will comply with The Trench Safety Act, and I will design and provide trench safety systems at all trench excavations in excess of five feet in depth for this project.
2. The estimated cost imposed by compliance with The Trench Safety Act will be:  
Ten Dollars (Written)  
\$ 10 (Figures).
3. The amount listed above has been included within the Proposal.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Proposer:

Paul Hoffman

By: Paul Hoffman

Title: President

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

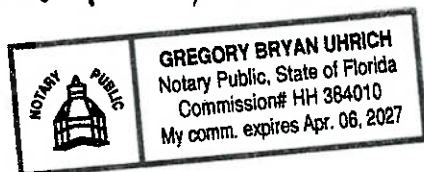
Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization this 7<sup>th</sup> day of June, 2024, by Paul Hoffman, of the Hoffman Commercial Contractor who is  personally known to me or  who has produced \_\_\_\_\_ as identification, and who  did or  did not take an oath.

Gregory Bryan Uhrich

Signature of Notary Public taking acknowledgement

My Commission Expires: Apr 06, 2027

(SEAL)



**TRENCH SAFETY ACT COMPLIANCE COST STATEMENT**

**INSTRUCTIONS**

Because trench excavations on this Project are expected to be in excess of 5 feet, Chapter 90-96 of the Laws of Florida requires that all Proposers submit a statement of the costs of complying with the Trench Safety Act. Said costs must also be incorporated into the Proposal.

This form must be certified in the presence of a notary public or other officer authorized to administer oaths.

By executing this statement, proposer acknowledges that included in the various items of its Proposal and in the total Proposal price are costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida ) effective October 1, 1990. The Proposer further identifies the costs as follows:

Type of Trench Safety Mechanism	Quantity	Unit Cost <sup>1</sup>	Item Total Cost
N.A.			
<b>Project Total</b>			

Dated this \_\_\_\_\_ day of June, 2024.

Proposer: Hoffman Commercial Construction, LLC

By: *Paul Hoffman*  
 Title: Paul Hoffman - President

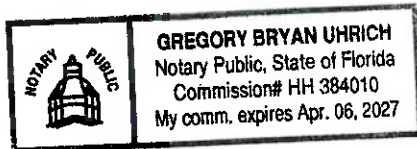
STATE OF FLORIDA  
 COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization this 7<sup>th</sup> day of June, 2024, by Paul Hoffman, of the Hoffman Commercial construction, LLC who is  personally known to me or  who has produced \_\_\_\_\_ as identification, and who  did or  did not take an oath.

*Gregory Bryan Uhrich*  
 Signature of Notary Public taking acknowledgement

My Commission Expires: Apr 06, 2027

(SEAL)



<sup>1</sup> Use cost per linear square foot of trench excavation used and cost per square foot of shoring used.

# **RIVERTOWN RIVERHOUSE PICKLEBALL COURTS**

## **PROPOSAL CLARIFICATIONS**

DATE: JUNE 10, 2024

### **INCLUDED ITEMS AND CLARIFICATIONS**

1. Building Permit Fee only.
2. Includes 100 days to substantial completion. Timeline to start with the issuance of Noticed to Proceed and the issuance of permits by St Johns County. Whichever is later.
3. Electrical Lighting Clarifications for pickleball courts.
  - Assume the existing electrical panel is sufficient for the addition of one new 20amp 2pole breaker for new lights. We don't have any modifications to existing panels other than adding this breaker.
4. Electrical Lighting Clarification for basketball courts.
  - Electrical service to tie into the existing underground box in the playground.
  - Underground trenching, pipe and wiring run to service is an allowance of 150 feet distance.
  - We assume the playground feed we can use for power.
  - No upgrades to existing service and panels.

### **EXCLUDED ITEMS**

1. Any impact fees, tree mitigation fees, meter fees or other government / Utility fees.

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that Hoffman Commercial Construction, LLC as Principal, hereinafter called the Principal, and Old Republic Surety Company a corporation duly organized under the laws of the State of WI as Surety, hereinafter called the Surety, are held and bound unto Rivers Edge Community Development District as Obligee, hereinafter called the Obligee, in the sum of

Five Percent of Bid Amount

Dollars( 5% )

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

Rivertown Pickleball Courts

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and Sealed this 3rd Day of June, 2024

[Signature]
(Witness)

[Signature]
(Witness)

Hoffman Commercial Construction, LLC
[Signature]
(Principal) (Seal)
President
(Title)

Old Republic Surety Company
[Signature]
(Surety) (Seal)
Benjamin Powell, Attorney in Fact
(Title)



# OLD REPUBLIC SURETY COMPANY

## POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint: **FITZHUGH K. POWELL, JR, ROBERT T. THEUS, BENJAMIN KNOX POWELL of JACKSONVILLE, FL**

its true and lawful Attorney(s)-in-Fact, with full power and authority for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, **(other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits, or black lung bonds)**, as follows:

### ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982.

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company

- (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or
- (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or
- (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 9th day of May, 2023.

Karen J. Haffner  
Assistant Secretary



OLD REPUBLIC SURETY COMPANY

Alan Pavlic  
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 9th day of May, 2023, personally came before me, Alan Pavlic and Karen J Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say: that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathryn R. Pearson  
Notary Public

My Commission Expires: September 28, 2026  
**(Expiration of notary's commission does not invalidate this instrument)**

### CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

92-2350



Signed and sealed at the City of Brookfield, WI this 3rd day of June, 2024.

Karen J. Haffner  
Assistant Secretary

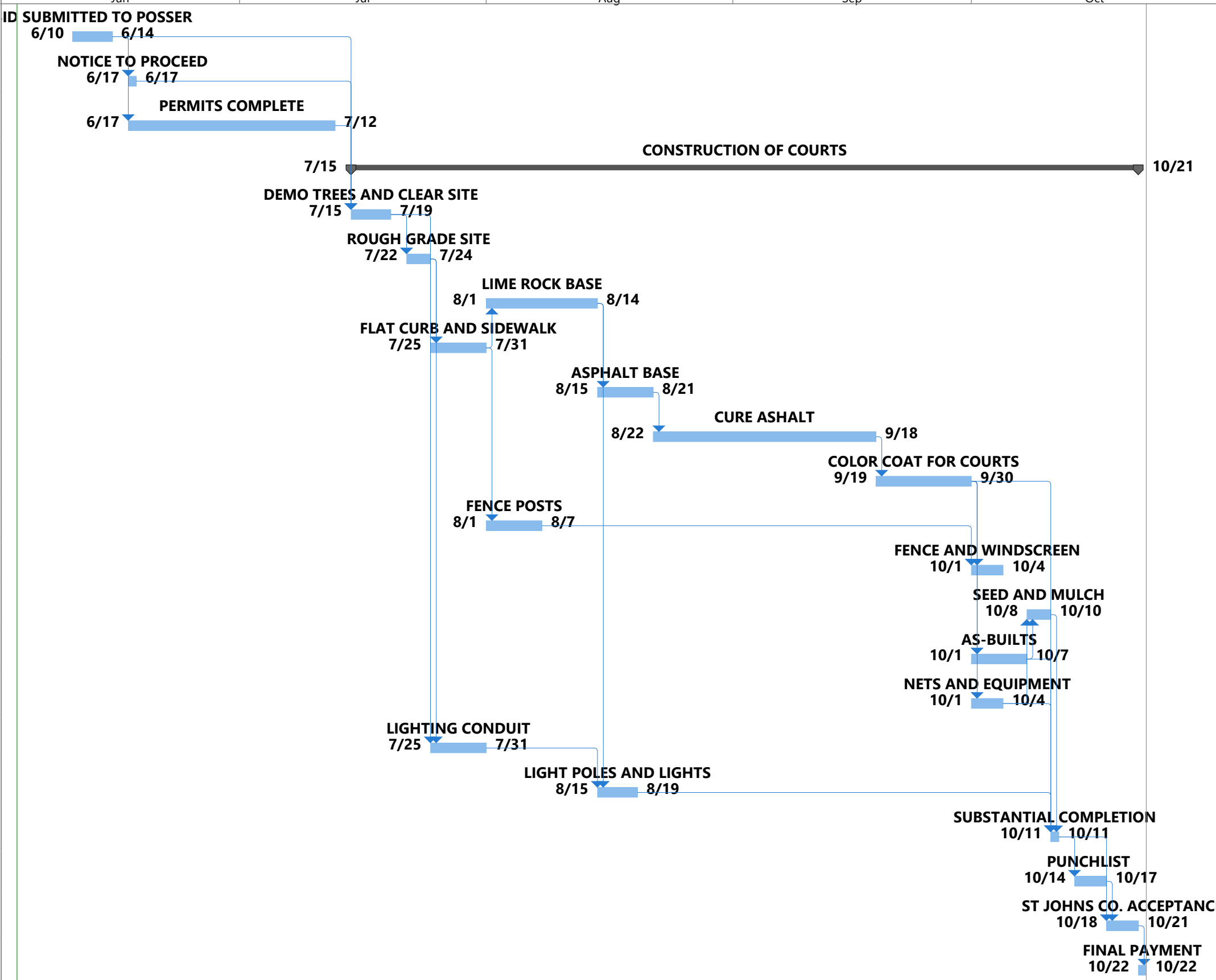
ORSC 22282 (3-06)

CECIL W. POWELL & CO.



RIVERTOWN RIVERHOUSE PICKLEBALL COURTS SCHEDULE

ID	Task Name	Duration	Start	Finish	June	July	August	September	October
1	BID SUBMITTED TO POSSER	5 days	Mon 6/10/24	Fri 6/14/24	6/10	6/14			
2	NOTICE TO PROCEED	1 day	Mon 6/17/24	Mon 6/17/24	6/17	6/17			
3	PERMITS COMPLETE	20 days	Mon 6/17/24	Fri 7/12/24	6/17	7/12			
4	<b>CONSTRUCTION OF COURTS</b>	<b>71 days</b>	<b>Mon 7/15/24</b>	<b>Mon 10/21/24</b>					10/21
5	DEMO TREES AND CLEAR SITE	5 days	Mon 7/15/24	Fri 7/19/24		7/15	7/19		
6	ROUGH GRADE SITE	3 days	Mon 7/22/24	Wed 7/24/24		7/22	7/24		
7	LIME ROCK BASE	10 days	Thu 8/1/24	Wed 8/14/24			8/1	8/14	
8	FLAT CURB AND SIDEWALK	5 days	Thu 7/25/24	Wed 7/31/24		7/25	7/31		
9	ASPHALT BASE	5 days	Thu 8/15/24	Wed 8/21/24			8/15	8/21	
10	CURE ASHALT	20 days	Thu 8/22/24	Wed 9/18/24			8/22	9/18	
11	COLOR COAT FOR COURTS	8 days	Thu 9/19/24	Mon 9/30/24				9/19	9/30
12	FENCE POSTS	5 days	Thu 8/1/24	Wed 8/7/24		8/1	8/7		
13	FENCE AND WINDSCREEN	4 days	Tue 10/1/24	Fri 10/4/24				10/1	10/4
14	SEED AND MULCH	3 days	Tue 10/8/24	Thu 10/10/24				10/8	10/10
15	AS-BUILTS	5 days	Tue 10/1/24	Mon 10/7/24				10/1	10/7
16	NETS AND EQUIPMENT	4 days	Tue 10/1/24	Fri 10/4/24				10/1	10/4
17	LIGHTING CONDUIT	5 days	Thu 7/25/24	Wed 7/31/24		7/25	7/31		
18	LIGHT POLES AND LIGHTS	3 days	Thu 8/15/24	Mon 8/19/24			8/15	8/19	
19	SUBSTANTIAL COMPLETION	1 day	Fri 10/11/24	Fri 10/11/24				10/11	10/11
20	PUNCHLIST	4 days	Mon 10/14/24	Thu 10/17/24				10/14	10/17
21	ST JOHNS CO. ACCEPTANCE	2 days	Fri 10/18/24	Mon 10/21/24				10/18	10/21
22	FINAL PAYMENT	1 day	Tue 10/22/24	Tue 10/22/24					10/22





PINE RIDGE - COURTS



PALENCIA - COURTS



NOCATEE - COURTS



ARBOR MILL SJC - COURTS



**OFFICIAL PROPOSAL FORM**  
**RIVERTOWN RIVERHOUSE PICKLEBALL COURTS**  
**ST. JOHNS COUNTY, FL**

**This Proposal has been prepared by:**

Name: Clayton Brogdon

Company: Brogdon Builders, LLC

Address: 6919 Distribution Ave S Unit 4

City: Jacksonville State: FL Zip Code: 32256

Telephone: 904-683-2301 Fax: \_\_\_\_\_

FL License #: CBC1261319

Email: clayton@brogdonbuilders.com

**The Proposer understands and agrees to all items & requirements listed in the Project Manual, dated May 7th, 2024, including all addenda issued during the bidding time, and is familiar with the project location and St. Johns County Permitting requirements.** In accordance with the Request for Proposals for Rivers Edge Community Development District – Pickleball Court Construction Project, the undersigned proposes to provide all work necessary to install and construct the improvements specified herein as shown on plans dated April 19, 2024 prepared by Prosser, Inc. and in accordance with St. Johns County Standards.

**DOCUMENTS AND ADDENDA**

The Proposer submits that it has carefully examined the site and existing site conditions of the proposed Work, as well as the drawings and specifications. Also, Proposer has thoroughly reviewed the Request for Proposals, Instructions to Proposers, Evaluation Criteria, Standard Form of Agreement, Specifications and all other components of the Contract Documents and acknowledges that it has received the addenda listed below.

Addendum/RFI # <u>1</u>	Received (date): <u>6-4-24</u>
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____

**QUALIFICATIONS**

By submitting this Proposal, the Proposer certifies that it satisfies the following qualifications (initial each):

CB (1) Proposer is able to furnish a payment and performance bond in the full amount of the Project to

the District;

CB (2) Proposer is authorized to do business in Florida; and

CB (3) Proposer holds all necessary certifications or licenses required to perform work in St. Johns County and is a licensed contractor in the State of Florida.

**TOTAL PRICING**

Proposer understands that the District may award a contract for all of the Work or any component thereof, to modify the Work, and to complete the work in phases in its discretion. Proposer also understands that pricing shall be based on the unit pricing submitted as part of this Proposal. With that understanding, the Proposer represents that it can complete the base-bid Project for the total lump-sum price of: \$ 261,408<sup>00</sup>.

List prices for any bid alternates: #1 \$43,120  
#2 \$37,520

Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor. The Compensation provided for herein shall include all allowances to cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts; Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts; and there shall be no adjustments to allowances if the increase is due to claimed (or proved) escalations in the cost of materials, labor, consultants, equipment rental costs, utilities, or gasoline. The pricing and compensation herein included is a firm lump sum price for the completed Project and this forms a material part of the Agreement.

The undersigned Proposer, having a thorough understanding of the Work required by the Contract Documents, the site and conditions where the Work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the Work, and having knowledge of the expense and difficulties attending performance of the Work, and having fully inspected the site in all particulars, hereby proposes and agrees, if this Proposal is accepted, to enter into the Construction Contract with the Owner to fully perform all Work in strict compliance with the Contract Documents, including the assumption of all obligations, duties and responsibilities necessary to the successful completion of the Project and the furnishing of all materials and equipment required to be incorporated in and form a permanent part of the Work; tools, equipment, supplies, transportation facilities, labor, superintendence and services required to perform the Work; and bonds, insurance, submittals; and all fees including without limitation permits, timber taxes, inspection fees, maintenance bonds, as-builts and plats as needed for dedication, etc., as indicated or specified in the Contract Documents to be performed or furnished by Proposer for the prices as indicated in the Proposal Summary.

**TIME**

Proposer is available to begin the work described in this Project Manual starting July / August, 2024.

Proposer submits that it can reach Substantial Completion of the work described in this Project Manual within ninety (90) days of the issuance of a Notice to Proceed.



Proposer submits that it can reach Final Completion of the work described in this Project Manual within one hundred twenty (120) days of the issuance of a Notice to Proceed.

The undersigned Proposer agrees to commence work within seven (7) days after the date of a written Notice to Proceed. The undersigned Proposer agrees that this Proposal shall be valid for a period of thirty (30) days from the date proposals are due. Proposer hereby acknowledges that any work provided and any cost incurred by Proposer prior to receiving both the Notice of Award and the Notice to Proceed will be at Proposer's risk unless specifically agreed to in writing by the District.



(Corporate Seal)

Clayton Brogdon  
(Signed)

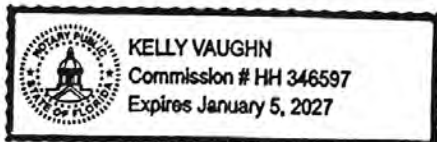
CLAYTON BROGDON  
(Print Name of Signatory)

This 7<sup>th</sup> day of June, 2024.

Sworn to before me by means of  physical presence or  online notarization  
this 7<sup>th</sup> day of June, 2024.

(Notary Seal)

Kelly Vaughn 6/7/24  
Notary Public/Expiration Date 1/5/27



**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURTS**

**PART II. PROPOSAL FORM – (B) ORGANZATIONAL INFORMATION OF PROPOSER**

DATE SUBMITTED: June 7th, 2024

1. Proposer Brogdon Builders, LLC  A Individual  
(Company Name)  A Partnership  
 A Limited Liability Company  
 A Corporation  
 A Subsidiary Corporation

2. Proposer's Parent Company Name (if applicable) \_\_\_\_\_

3. Proposer's Parent Company Address (if applicable)

Street Address 6919 Distribution Ave S Unit 4

P.O. Box (if any) \_\_\_\_\_

City Jacksonville State FL Zip Code 32256

Telephone 904-683-2301 Fax No. —

1<sup>st</sup> Contact Name Clayton Brogdon Title Manager

2<sup>nd</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

4. Proposer Company Address (if different)

Street Address \_\_\_\_\_

P.O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax No. \_\_\_\_\_

1<sup>st</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2<sup>nd</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

5. List the location of Proposer's office that would perform Rivers Edge Community Development District work.

Street Address 6919 Distribution Ave S Unit 4

P.O. Box (if any) \_\_\_\_\_

City Jacksonville State FL Zip Code 32256

Telephone 904-683-2301 Fax No. \_\_\_\_\_

1<sup>st</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2<sup>nd</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

6. Is the Proposer incorporated in the State of Florida? Yes  No

6.1 If yes, provide the following:

Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes (X) No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Date Incorporated 2015 Charter No. \_\_\_\_\_

6.2 If no, provide the following:

The state in which the Proposer company is incorporated \_\_\_\_\_

Is the company in good standing with the state? Yes  No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

7. Is the Proposer company a registered or licensed contractor with the State of Florida? Yes (X) No

7.1 If yes, provide the following:

Type of registration (i.e. certified general contractor, certified electrical contractor, etc.)

Certified Building Contractor

License No. CBC1261319 Expiration Date 8-31-2026

Qualifying Individual Clayton Brogdon Title Manager

List company(ies) currently qualified under this license Brogdon Builders, LLC

\_\_\_\_\_

7.2 Is the Proposer company a registered or licensed Contractor with St. Johns County? Yes (X) No

7.3 Has the Proposer company performed work for a community development district previously?  
Yes  No (X)

If yes, describe: We've worked directly with homebuilders and local gov

\_\_\_\_\_

8. Name of Proposer's Bonding Company Florida Surety Bonds

Address 620 N Wymore Rd Ste 200 Maitland, FL 32751

Approved Bonding Capacities:	Aggregate Limit	\$ <u>4 million</u>
	Single Project Limit	\$ <u>2 million</u>
	Total Current Contracts Bonded	\$ <u>0</u>

9. What are the Proposers' company's current insurance limits? (Please also attach a copy of your current insurance certificate)

General Liability	\$ <u>1 million/2 million</u>
Automobile Liability	\$ <u>1 million</u>
Workers Compensation	\$ <u>1 million</u>
Expiration Date	<u>exp varies - see certificates</u>

10. Has the Proposer company been cited by OSHA for any job site or company office/ shop safety violations in the past two years? Yes  No

If yes, please describe each violation fine, and resolution \_\_\_\_\_

What is the Proposer's current worker compensation rating? \_\_\_\_\_

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past two (2) years? Yes  No

If yes, please describe the incident: \_\_\_\_\_

11. Please state whether or not your company or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal-aid contracts in any state(s)? Yes  No

If so, state the name(s) of the company(ies) \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

State the period(s) of debarment or suspension \_\_\_\_\_

12. Has the organization or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? Yes  No

If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof.

13. Within the past five (5) years, has organization failed to complete a project within the scheduled contract time? Yes  No

If so, discuss the circumstances surrounding such failure to complete a project on time as well as the date thereof.

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14. Identify all subcontractors Contractor intends on utilizing for the project and describe the work to be performed by each subcontractor.

See sub list

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15. Please attach at least three (3) references from projects of a similar size and scope.

[Remainder of Page Left Intentionally Blank]

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Rivers Edge Community Development District or their authorized agents, deemed necessary to verify the statements made in this application or attachments hereto, or necessary to determine whether the Rivers Edge Community Development District should qualify the Proposer for providing a Proposal for its construction projects, including such matters as the Proposer's ability, standing integrity, quality of performance, efficiency and general reputation.

Clayton Brogdon

By: MANAGER

Clayton Brogdon Manager  
(Type Name and Title of Person Signing)

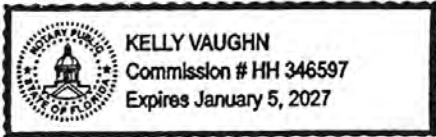
This 7th day of June, 2024.



(Corporate Seal)

Sworn to by means of  physical presence or  online notarization before me this 7th day of June, 2024.

Kelly Vaughn 4/5/27  
(Seal) Notary Public/Expiration Date





**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURT PROJECT**

**PART II. PROPOSAL FORM – (C) PRICING**

**SECTION 1. PRICING.**

Furnish and install all material, equipment and labor for the work complete and acceptable for construction of all infrastructure and appurtenances **as outlined in the Proposal Form attached as Exhibit A (to be prepared and completed by Proposer)** for the total lumps sum of:

two hundred sixty one thousand four hundred eight  
dollars (In Words).

\$ 261,408.00 (In Figures).

Note: This lump sum amount must match the extended total price on the Proposer-provided Proposal Form attached as **Exhibit A** which shall provide detailed quantities, associated unit costs, and line item costs (extended to provide for total cost). In addition to providing a hard copy of this Bid Form, **this information must be submitted electronically by the Proposer in Excel format**. Please be advised the selected Contractor will be responsible for construction stakeout and the retention of a surveyor to perform such work; accordingly, a corresponding line item must be included in all submitted Proposals.

The undersigned proposes to construct all work, or portion thereof, necessary to construct four pickleball courts as shown on plans prepared by Prosser Prime AE., and A & J Land Surveyors. Geotechnical Reports and in accordance with St. Johns County, and the St. Johns River Water Management District permits.

All proposals shall include coordination of construction with others.

All applicable federal and State of Florida taxes are included.

The offer in this Proposal Form shall be open to acceptance and is irrevocable for thirty (30) days from the proposal opening date.

If this proposal is accepted by the District within the time period stated above, we will:

1. Execute the Contract within seven days of receipt of Notice of Award, unless such time period is otherwise extended by the District.
2. Furnish the required bonds within seven days of receipt of Notice of Award.
3. Commence work within five days after written Notice to Proceed of this proposal.

In addition to completing the Proposal Form attached hereto as **Exhibit A**, Proposer shall create and provide with its proposal an itemized Schedule of Values for each numbered item set forth on the attached Proposal Form. The Schedule of Values shall outline all work items that will be used for monthly pay requests and the amounts thereon will be used for negotiating change orders.



The undersigned has visited the site, examined the plans, specifications and any addenda thereto, is acquainted with and fully understands the character and extent of the Scope of Work covered by this Proposal; and the specific requirements of St. Johns County, and all other regulatory agencies. The undersigned has carefully checked this Proposal after it was prepared and has verified all items, quantities, unit costs, and values and agrees to indemnify and save harmless the Owner against any cost, damage or expense which may be incurred or caused by any error in the preparation of same.

This proposal made by and on behalf of:

Proposer Signature: Clayton Brogdon Date: 6-7-24

Address: 6919 Distribution Ave S Unit 4 Jacksonville, FL 32256

By: MANAGER

Print Name: Clayton Brogdon

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURTS**

**PART II. PROPOSAL FORM – (C) PRICING**

<b>Item No. &amp; Description</b>	<b>TOTAL</b>
1. MOBILIZATION AND SITE PREPARATION	\$ <u>30,920</u>
2. EROSION AND SEDIMENT CONTROL	\$ <u>2,240</u>
3. STORM WATER POLLUTION PREVENTION	\$ <u>1,680</u>
4. CLEARING	\$ <u>5,600</u>
5. PICKLEBALL COURTS	\$ <u>188,048</u>
6. TESTING ALLOWANCE	\$ <u>1,000</u>
7. SEEDING & MULCHING	\$ <u>19,600</u>
8. BONDING/WARRANTY	\$ <u>12,320</u>
9. ALTERNATE #1: PICKLEBALL COURT LIGHTING	\$ <u>43,120</u>
10. ALTERNATE #2: BASKETBALL COURT LIGHTING	\$ <u>37,520</u>
 <b>Project Total</b>	 \$ <u>342,048</u>

1. **MOBILIZATION AND SITE PREPARATION** - Includes the preparatory work and operations in mobilizing to begin the work and demobilizing upon completion of work on the project. Work will include any site preparation necessary for construction. This item will be paid for on a percentage of total construction complete basis.

**Total**

Lump Sum Price: \$ 30,920 (Numerals)

thirty thousand nine hundred twenty (Written)  
dollars

2. **EROSION AND SEDIMENT CONTROL** - Includes all measures that are required to comply with the State of Florida water quality standards. This includes, but is not limited to silt screens, sodding, or other such measures that shall prevent the discharge of turbid waters from the site and minimize erosion of all graded areas. This item includes all measures necessary to meet agency quality standards and requirements. Testing results will be provided to the Owner on a regular basis or when requested. The site will be inspected on a regular basis by the Owner's Representative and will produce a weekly report with actions items indicating deficiencies. All Deficiencies must be repaired in seven days or less, or the contractor must provide in writing why the deficiencies cannot be addressed within the seven-day limit. Failure to correct a deficiency in the first seven days will result in a written warning. If the deficiency is not corrected after fourteen days the Owners Representative will make the repair and the Contractor will be back charged for the cost of the repair and a \$500.00 fine for each line item not addressed. Upon final acceptance of the site from St. Johns County & SJRWMD. The contractor shall remove sediment control measures once the grassing and 70% stabilization is established.

**Total**

Lump Sum Price: \$ 2,240 (Numerals)

two thousand two hundred forty (Written)  
dollars

3. **STORM WATER POLLUTION PREVENTION PLAN** - Notice of Intent (NOI) to be filed by the contractor. The contractor shall adhere to all Federal rules and regulations regarding the National Pollutant Discharge Elimination System (NPDES) for construction and ground water discharge. The Storm Water Pollution Prevention Plan (SWPPP) included in these plans shall establish the minimum requirements allowed. The contractor shall implement additional measures, as required, to ensure compliance with the NPDES requirements. This item does include erosion controls item shown on the erosion and turbidity control plans or erosion and turbidity controls required by St. Johns County, or the St. Johns River Water Management District. Contractor shall provide specifications and shop drawings on all material to be used as part of the SWPPP.

**Total**

Lump Sum Price: \$ 1,680 (Numerals)

one thousand six hundred eighty (Written)  
dollars

4. **CLEARING** - Includes complete clearing and grubbing and burning (if allowed) or removal off-site of all brush, roots, and all other debris in accordance with the City of St. Johns Standards and Specifications in the roadway rights-of-way. Special care shall be taken to ensure preservation of all natural vegetative areas indicated on the plans, existing mailboxes, and existing edge of pavement.

**Total**

Lump Sum Price: \$ 5,600 (Numerals)

five thousand six hundred (Written)  
dollars

5. **PICKLEBALL COURTS** - Includes construction of pickleball courts in accordance with the USA Pickleball regulations. Courts must maintain an asphalt or concrete base along with resurfacing, coating, and sealing surface to ensure no cracking nor damage is sustained on the courts. Special care shall be taken to ensure netting and fencing will not inflict with the area or play or exceed the proposed edge of pavement.

**Total**

Lump Sum Price: \$ 188,048 (Numerals)

one hundred eighty eight thousand (Written)  
forty eight dollars

6. **TESTING ALLOWANCE** - Although the requirement for testing is stated in other bid items, the cost for all testing associated with the construction of the proposed development Infrastructure is to be included in the Contractors Contract within this allowance. This includes, but is not limited to, all LBR tests, compaction tests, asphalt coring, pressure tests, etc. Please provide an allowance for this item, but all reimbursements for this item will be made to the Contractor based upon the actual testing company invoices. The testing allowance shall be Lump Sum Bid – Price Not to Exceed. Any additional cost for testing requirements beyond this amount will be at the cost of the Contractor. The Owner must approve the Contractors testing company.

**Total**

Lump Sum Price: \$ 1,000 (Numerals)

one thousand dollars (Written)

7. **SEEDING & MULCHING** - Includes the complete grassing and mulching of all disturbed areas. Seed selection shall be a mix that is seasonally appropriate to germinate in a timely manner to establish cover.

**Total**

Lump Sum Price: \$ 19,600 (Numerals)

nineteen thousand six hundred (Written)  
dollars

**8. BONDING AND WARRANTY** – Cost to secure payment in accordance to St. Johns County and Processes and Standards

a. Payment and Performance Bond: \$ 12,320 (Numerals)  
twelve thousand three hundred twenty (Written)

b. Contractor's Warranty: \$ 0 (Numerals)  
zero (Written)

**Total**

Lump Sum Price: \$ 261,408 (Numerals)

two hundred sixty one thousand four hundred eight dollars (Written)

9. **ALTERNATE #1: PICKLEBALL COURT LIGHTING** - Includes complete compliance with the electrical plans and lighting installation. The Contractor will be required to locate the source of power for the proposed lighting sources and produce conduit as needed. Standards and Specifications are highlighted in the Manufactures guidelines along with a minimum distance and length of poles given with the USA Pickleball company.

**Total**

Lump Sum Price: \$ 43,120 (Numerals)

forty three thousand one hundred twenty dollars (Written)

10. **ALTERNATE #2: BASKETBALL COURT LIGHTING** - Includes complete compliance with the electrical plans and lighting installation. The Contractor will be required to locate the source of power for the proposed lighting sources and produce conduit as needed. Standards and Specifications are highlighted in the Manufactures guidelines.

**Total**

Lump Sum Price: \$ 37,520 (Numerals)

thirty seven thousand five hundred twenty dollars (Written)

**PROJECT TOTAL**

\$ 342,048.00 (Numerals)

three hundred forty two thousand forty eight dollars (Written)

**GENERAL NOTES TO**  
**PROPOSAL FORM**  
**EXHIBIT A TO PART II. PROPOSAL FORM – (C) PRICING**

1. The Contractor shall submit a detailed construction schedule with the bid proposal that outlines time frames for major work items. This schedule will be used in bid evaluation.
2. The Contractor is required to perform all tests as required by St. Johns County and prior to project acceptance.
3. The Contractor is responsible for visually inspecting the entire site prior to submitting bids and notifying the Engineer of discrepancies, which may affect the construction and its cost.
4. The selected Contractor will be required to submit an itemized schedule of values outlining all work items that will be used for monthly pay requests.
5. Standard contract documents as provided by the Owner will be used for the Contract and General Conditions.
6. Stub out all utilities beyond pavement edge as needed to continue into next phase and not disturb pavement of previous phase.
7. The Owner will provide the following survey stakeout work for the Contractor. All other necessary survey work must be provided by the Contractor.
  - A. Project Benchmark
8. The Contractor shall be responsible for coordinating all work necessary with all utility subcontractor companies.
9. The Contractor shall be responsible for coordinating the work necessary to complete all final approvals and acceptances.
10. Contractor shall complete his work in a professional and workman like manner typical of his industry. There shall be no sections or parts missing. Further, the work shall be complete and able to function for its intended use. The work must be continuous.
11. All storm drainage must be maintained to each property owner during construction. If this does not occur, the Contractor will be responsible for any damage that may result.
12. Burning of clearing debris generated on this project area may be burned as allowed by the St. Johns County Fire Marshall.

13. The Contractor shall specify subcontractors to be used for major work items, i.e. water, reuse, paving.
14. Contractor shall secure and pay for all paving and drainage construction permits, building permits, right- of way construction permits, county permit, electrical permit, water and electrical meters (if applicable), installation fees, electrical inspection fees, if any required.

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURT PROJECT**

**PART II. PROPOSAL FORM – (D) SCHEDULE**

Contractor shall submit along with this Proposal a chart of its detailed project schedule. The chart shall use July 1, 2024, as the start date for the project and use calendar days for purposes of indicating the project's duration. The chart shall also include such milestones included at the Proposer's discretion; however, at the very least the chart shall identify dates for the issuance of the Notice to Proceed, the achievement of Substantial Completion and the application for Final Payment, as such events are defined in the Standard General Conditions of the Contract, respectively. In addition to the definitions in the Standard General Conditions of the Contract, Substantial Completion shall include the completion of pavement and a punch list from St. Johns County and application for Final Payment shall include receipt of St. Johns County Subdivision Acceptance Letter. Important milestones to be clearly denoted in the schedule include: St. Johns County Acceptance Schedule and System Acceptance Schedule. The number of days occurring between the issuance of the Notice to Proceed and the achievement of Substantial Completion is:

ninety (in words) 90 (in figures);  
the achievement of application of Final Payment is:  
one hundred twenty (in words) 120 (in figures) .

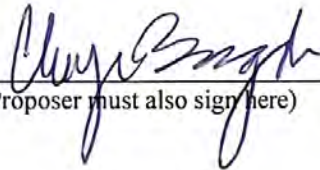
The Owner reserves the right to waive any informalities, or to reject any and all proposals.



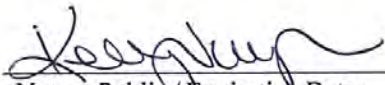
**AFFIDAVIT FOR INDIVIDUAL**

STATE OF Florida )  
 )  
COUNTY OF Duval ) SS

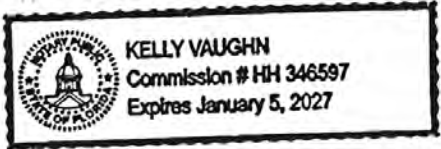
Clayton Brogdon, being duly sworn, deposes and says that the statements and answers to the preceding questions are correct and true as of this date; and that he/ she understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitute fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's proposal.

  
\_\_\_\_\_  
(Proposer must also sign here)

Sworn to before me by means of  physical presence or  online notarization this 7th day of June, 2024.

 1/5/27  
Notary Public / Expiration Date:

(SEAL)

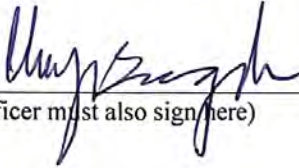


**AFFIDAVIT FOR CORPORATION**

STATE OF Florida )  
 )  
COUNTY OF Duval ) SS

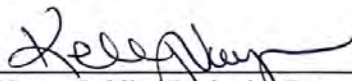
**Clayton Brogdon**

(title) Manager  
of the Brogdon Builders, LLC  
(a corporation described herein) being duly sworn, deposes and says that the statements and answers to the preceding questions are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's proposal.

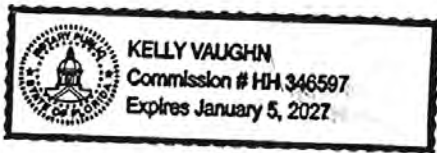
  
\_\_\_\_\_  
(Officer must also sign here)

CORPORATE SEAL

Sworn to before me by means of  physical presence or  online notarization this 7th day of June, 2024.

 1/5/27  
\_\_\_\_\_  
Notary Public / Expiration Date:

(SEAL)



**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(N)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Rivers Edge Community Development District  
(print name of the public entity)

by Clayton Brogdon  
(print individual's name and title)

for Brogdon Builders, LLC  
(print name of entity submitting sworn statement)

whose business address is

6919 Distribution Ave S Unit 4 Jacksonville, FL 32256

and (if applicable) its Federal Employer Identification Number (FEIN) is 47-4634262

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudications of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes

those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

B

Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

— The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

— The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR/VENDOR EXECUTING THIS PUBLIC ENTITY CRIME AFFIDAVIT TO VERIFY THAT NONE OF THE SUBCONTRACTORS/SUPPLIERS UTILIZED FOR THIS BID/QUOTE HAVE BEEN CONVICTED OF A PUBLIC ENTITY CRIME SUBSEQUENT TO JULY 1, 1989. IN THE EVENT IT IS LATER DISCOVERED THAT A SUBCONTRACTOR/SUPPLIER HAS BEEN CONVICTED OF A PUBLIC ENTITY CRIME, THE CONTRACTOR/VENDOR SHALL SUBSTITUTE THE SUBCONTRACTOR/ SUPPLIER WITH ANOTHER WHO HAS NOT RECEIVED A CONVICTION. ANY COST ASSOCIATED WITH THIS SUBSTITUTION SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR/VENDOR.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Clayton Broadon  
(signature)

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 7th day of June, 2024, by Clayton Broadon

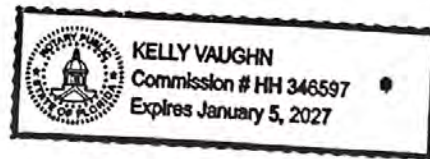
Kelly Vaughn  
(Official Notary Signature & Seal)

Name: Kelly Vaughn

Personally Known \_\_\_\_\_

OR Produced Identification  B023-119-89-377-0

Type of Identification Florida DL

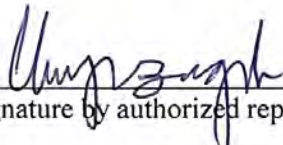


**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
AFFIDAVIT OF NON-COLLUSION**

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

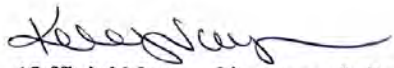
I, Clayton Brogdon, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is an officer or principal) in the firm of Brogdon Builders, LLC and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

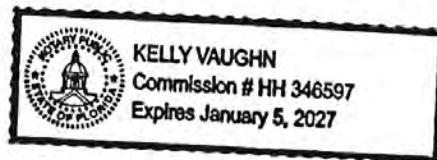
Dated this 7 day of June, 2024.

  
\_\_\_\_\_  
Signature by authorized representative of Proposer

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 7th day of June, 2024, by \_\_\_\_\_.

  
\_\_\_\_\_  
(Official Notary Signature & Seal)  
Name: Kelly Vaughn  
Personally Known \_\_\_\_\_  
OR Produced Identification X B023-119-89-377-0  
Type of Identification FLDL

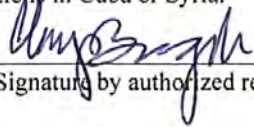


**SWORN STATEMENT PURSUANT TO SECTION 287.135(5), FLORIDA STATUTES,  
REGARDING SCRUTINIZED COMPANIES**

**RIVERS EDGE CDD  
RIVERTOWN RIVERHOUSE PICKLEBALL COURTS  
ST. JOHNS COUNTY, FLORIDA**

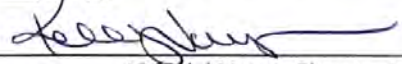
**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Rivers Edge CDD  
by Clayton Brogdon Manager (print individual's name and title)  
for Brogdon Builders, LLC (print name of entity submitting sworn statement)  
whose business address is 6919 Distribution Ave S Unit 4 Jacksonville, FL 32256.
2. I understand that, subject to limited exemptions, section 287.135, *Florida Statutes*, declares a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with a local governmental entity for goods or services of \$1 million or more if at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, the company (a) is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, *Florida Statutes*, or is engaged in a boycott of Israel; (b) is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, created pursuant to section 215.473, *Florida Statutes*; or (c) is engaged in business operations in Cuba or Syria.
3. Based on information and belief, at the time the entity submitting this sworn statement submits its proposal to the Rivers Edge Community Development District, neither the entity, nor any of its officers, directors, executives, partners, shareholders, members, or agents, is listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or is engaged in business operations in Cuba or Syria.
4. If awarded the Contract, the entity will immediately notify the Rivers Edge Community Development District in writing if either the entity, or any of its officers, directors, executives, partners, shareholders, members, or agents, is placed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or is engaged in business operations in Cuba or Syria.

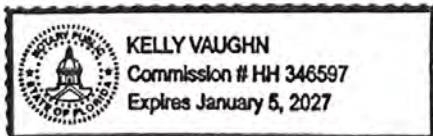
  
\_\_\_\_\_  
Signature by authorized representative of Proposer

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to and subscribed before me by means of  physical presence or  online notarization this 7th day of June, 2024, by Clayton Brogdon, as manager  
[title/official capacity] of Brogdon Builders [entity].

  
\_\_\_\_\_  
(Official Notary Signature)  
Name: Kelly Vaughn  
Personally Known \_\_\_\_\_  
OR Produced Identification X P62319-89-377-0  
Type of Identification FL 02

[Notary Seal]



**TRENCH SAFETY ACT COMPLIANCE STATEMENT**

**INSTRUCTIONS**

Because trench excavations on this Project are expected to be in excess of 5 feet, Chapter 90-96 of the Laws of Florida requires that construction on the Project comply with Occupational Safety and Health Administration Standard 29 C.F.R. s. 1926.650 Subpart P. All Proposers are required to execute this Compliance Statement and the Compliance Cost Statement. The costs for complying with the Trench Safety Act must be incorporated into the Project's Proposal.

This form must be certified in the presence of a notary public or other officer authorized to administer oaths.

**CERTIFICATION**

1. I understand that Chapter 90.96 of the Laws of Florida (The Trench Safety Act) requires me to comply with OSHA Standard 29 C.F.R. s. 1926.650 Subpart P. I will comply with The Trench Safety Act, and I will design and provide trench safety systems at all trench excavations in excess of five feet in depth for this project.
2. The estimated cost imposed by compliance with The Trench Safety Act will be:  
0 Dollars (Written)  
 \$ 0 (Figures).
3. The amount listed above has been included within the Proposal.

Dated this 7th day of June, 2024.

Proposer:

Clayton Brogdon

By: Clayton Brogdon  
Title: manager

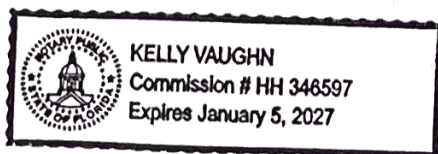
STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization this 7th day of June, 2024, by Clayton Brogdon of the Brogdon Builders who is  personally known to me or  who has produced FLDL as identification, and who  did or  did not take an oath.

Kelly Vaughn  
Signature of Notary Public taking acknowledgement

My Commission Expires: 1/5/27

(SEAL)





**TRENCH SAFETY ACT COMPLIANCE COST STATEMENT**

**INSTRUCTIONS**

Because trench excavations on this Project are expected to be in excess of 5 feet, Chapter 90-96 of the Laws of Florida requires that all Proposers submit a statement of the costs of complying with the Trench Safety Act. Said costs must also be incorporated into the Proposal.

This form must be certified in the presence of a notary public or other officer authorized to administer oaths.

By executing this statement, proposer acknowledges that included in the various items of its Proposal and in the total Proposal price are costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida ) effective October 1, 1990. The Proposer further identifies the costs as follows:

Type of Trench Safety Mechanism	Quantity	Unit Cost <sup>1</sup>	Item Total Cost
NA			
<b>Project Total</b>			0

Dated this 7<sup>th</sup> day of June, 2024.

Proposer: Clayton Brogdon / Brogdon Builders

By: Clayton Brogdon  
 Title: manager

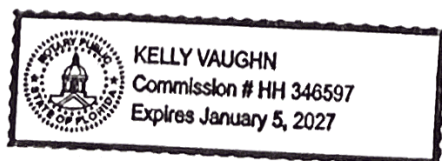
STATE OF FLORIDA  
 COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization this 7<sup>th</sup> day of June, 2024, by Clayton Brogdon of the Brogdon Builders who is  personally known to me or  who has produced FL DL as identification, and who  did or  did not take an oath.

Kelly Vaughn  
 Signature of Notary Public taking acknowledgement

My Commission Expires: 1/5/27

(SEAL)



<sup>1</sup> Use cost per linear square foot of trench excavation used and cost per square foot of shoring used.

# Bid Bond

**CONTRACTOR:**

*(Name, legal status and address)*

BROGDON BUILDERS, LLC  
6919 DISTRIBUTION AVE S. UNIT 4  
JACKSONVILLE, FL 32256

**SURETY:**

*(Name, legal status and principal place of business)*

The Gray Casualty & Surety Company  
P.O. Box 6202  
Metairie, LA 70009-6202

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification. Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**

*(Name, legal status and address)*

Rivers Edge Community Development District  
13901 Sutton Park Drive South, Suite 200  
Jacksonville, FL 32224

**BOND AMOUNT:**

5% Five Percent of Amount Bid

**PROJECT:**

*(Name, location or address, and Project number, if any)* RIVERTOWN RIVERHOUSE PICKLEBALL COURTS, St. Johns County, FL  
Project Number, if any:

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 10th day of June, 2024

BROGDON BUILDERS, LLC

*(Principal)*

*(Seal)*

*(Witness)*

**By:**

*(Title)*

The Gray Casualty & Surety Company

*(Surety)*

**By:**

*(Title)* Jeffrey W. Reich, Attorney-in-Fact & FL Licensed Resident Agent  
Inquiries: 407-786-7770

*Sophia Golecki*  
*(Witness)* Sophia Golecki



By arrangement with the American Institute of Architects, the National Association of Surety Bond Producers (NASBP) ([www.nasbp.org](http://www.nasbp.org)) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010, Bid Bond. Subsequent modifications may be made to the original text of this document by users, so careful review of its wording and consultation with an attorney are encouraged before its completion, execution or acceptance.

**THE GRAY INSURANCE COMPANY  
THE GRAY CASUALTY & SURETY COMPANY**

**GENERAL POWER OF ATTORNEY**

**Bond Number:** Bid Bond  
**Principal:** BROGDON BUILDERS, LLC  
**Obligee:** Rivers Edge Community Development District

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: Jeffrey W. Reich

on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$25,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26<sup>th</sup> day of June, 2003.

"RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 28<sup>th</sup> day of October, 2021.



By:

Michael T. Gray  
President  
The Gray Insurance Company

Cullen S. Piske  
President  
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 28<sup>th</sup> day of October, 2021, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company, and Cullen S. Piske, President of The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.

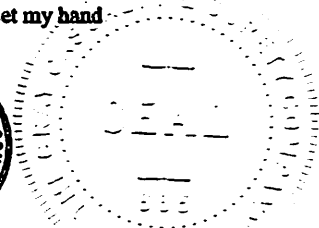


Leigh Anne Henican  
Notary Public  
Notary ID No. 92653  
Orleans Parish, Louisiana

Leigh Anne Henican  
Notary Public, Parish of Orleans State of Louisiana  
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 10th day of June, 2024.

I, Leigh Anne Henican, Secretary of The Gray Casualty & Surety Company, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect. IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Company this 10th day of June, 2024.





CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
06/06/2024

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

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

Table with PRODUCE and INSURED information. Includes Zelen Risk Solutions, Inc. as producer and Brogdon Builders, LLC as insured. Lists Progressive Express Insurance Company as the insurer.

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

Table with columns: INSR LTR, TYPE OF INSURANCE, ADDL INSD, SUBR WVD, POLICY NUMBER, POLICY EFF, POLICY EXP, LIMITS. Includes entries for Commercial General Liability, Automobile Liability, Umbrella, and Workers Compensation.

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

Table with CERTIFICATE HOLDER (Proof of Coverage) and CANCELLATION (Should any of the above described policies be cancelled before the expiration date thereof, notice will be delivered in accordance with the policy provisions.)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/05/2024

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

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

<b>PRODUCER</b> PointeNorth Insurance Group, LLC PO Box 724728  Atlanta GA 31139	<b>CONTACT NAME:</b> Audrey Dawkins <b>PHONE (A/C, No, Ext):</b> (770) 858-7540 <b>FAX (A/C, No):</b> (770) 858-7545 <b>E-MAIL ADDRESS:</b> adawkins@valdostainsurance.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Brogdon Builders, LLC 6919 Distribution Ave S Unit 4  Jacksonville FL 32256	<b>INSURER A:</b> Cincinnati Specialty	
	<b>INSURER B:</b> Builders Insurance Group (A Mutual Captive Company)	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		


COVERAGES **CERTIFICATE NUMBER:** Master 2023 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CSU 0153967	07/19/2023	07/19/2024	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ Excluded
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$			CSU 0153967	07/19/2023	07/19/2024	EACH OCCURRENCE	\$ 3,000,000
							AGGREGATE	\$ 3,000,000
								\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WCV 0355759 00	08/01/2023	08/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER	
							E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

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

**CERTIFICATE HOLDER****CANCELLATION**

Brogdon Builders 6919 Distribution Ave Unit 4  Jacksonville FL 32256	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

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ID	Task Mode	Task Name	Duration	Start	Finish	Predecessors	July 2024							August 2024							September 2024							October 2024																																				
							29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24
1		<b>Pickleball Court</b>	<b>90 days</b>	<b>Mon 7/1/24</b>	<b>Fri 11/1/24</b>																																																											
2		<b>Sitework</b>	<b>17 days</b>	<b>Mon 7/1/24</b>	<b>Tue 7/23/24</b>																																																											
3		Staking	1 day	Mon 7/1/24	Mon 7/1/24																																																											
4		Silt Fence	1 day	Tue 7/2/24	Tue 7/2/24	3																																																										
5		Sitework Mobilization	1 day	Wed 7/3/24	Wed 7/3/24	4																																																										
6		Sitework	14 days	Thu 7/4/24	Tue 7/23/24	5																																																										
7		<b>Courtwork</b>	<b>67 days</b>	<b>Wed 7/24/24</b>	<b>Thu 10/24/24</b>																																																											
8		Pickleball Mobilization	3 days	Wed 7/24/24	Fri 7/26/24	6																																																										
9		Subgrade Verification and Layc	3 days	Mon 7/29/24	Wed 7/31/24	8																																																										
10		Limerock Imports	4 days	Thu 8/1/24	Tue 8/6/24	9																																																										
11		Fine Grading	3 days	Wed 8/7/24	Fri 8/9/24	10																																																										
12		Paving Activities	4 days	Mon 8/12/24	Thu 8/15/24	11																																																										
13		Cure Time	30 days	Fri 8/16/24	Thu 9/26/24	12																																																										
14		Net Post Sleeves	1 day	Fri 8/16/24	Fri 8/16/24	12																																																										
15		Fence	1 wk	Fri 8/16/24	Thu 8/22/24	12																																																										
16		Coating Activities	4 wks	Fri 9/27/24	Thu 10/24/24	13																																																										
17		<b>Sod</b>	<b>6 days</b>	<b>Fri 10/25/24</b>	<b>Fri 11/1/24</b>																																																											
18		Lay Sod	6 days	Fri 10/25/24	Fri 11/1/24	16																																																										

Project: msproj11 Date: Thu 6/6/24	Task		External Tasks		Manual Task		Finish-only	
	Split		External Milestone		Duration-only		Deadline	
	Milestone		Inactive Task		Manual Summary Rollup		Progress	
	Summary		Inactive Milestone		Manual Summary		Manual Progress	
	Project Summary		Inactive Summary		Start-only			

Brogdon Builders, LLC  
6919 Distribution Ave S Unit 4  
Jacksonville, FL 32256  
(904) 683-2301



## 2024 REFERENCES

### **Tony Stimac/Clay County Board of Commissioners**

415 Lemon Street

Green Cove Springs, FL 32043

[anthony.stimac@claycountygov.com](mailto:anthony.stimac@claycountygov.com)

904-541-5885

Augusta Savage Community Center Pickleball Courts including site work, drainage, and six pickleball courts

### **James Teagle/DR Horton, Inc**

490 Rio San Juan Rd

St Augustine, FL 32084

(904) 268-2845 x4623

[jeteagle@drhorton.com](mailto:jeteagle@drhorton.com)

Entrada Phase II Amenity Center featuring clubhouse, four pickleball courts, regulation basketball court, and lap pool

### **JR Keen / FL Dept of Environmental Protection**

2601 Atlantic Ave

Fernandina Beach, FL 32034

[Uyles.keen@dep.state.fl.us](mailto:Uyles.keen@dep.state.fl.us)

352-339-5101

Demo of two existing buildings in Ft Clinch Park



## SUBCONTRACTOR LIST

CONCRETE SPECIALIST, INC  
4421 INDUSTRIAL PARK RD  
GREEN COVE SPRINGS, F 32043  
(904) 284-0024

ALL SERVICE ELECTRIC  
1556 WHITLOCK AVE  
JACKSONVILLE, FL 32211  
(904) 446-9440

NIDY SPORTS CONSTRUCTION  
751 GENERAL HUTCHISON PARKWAY  
LONGWOOD, FL 32750  
(407) 330-9466

TREECO  
PO Box 3247  
ST AUGUSTINE, FL 32085  
(904) 810-1033





**OFFICIAL PROPOSAL FORM**  
**RIVERTOWN RIVERHOUSE PICKLEBALL COURTS**  
**ST. JOHNS COUNTY, FL**  
*(Attach as coversheet to detailed bid)*

**This Proposal has been prepared by:**

Name: Heather Mcmandon  
Company: El Faro Group LLC dba Court Surfaces  
Address: 1528 Virgils Way Unit # 6  
City: Green Cove Springs State: FL Zip Code: 32043  
Telephone: 904-268-0888 Fax: 904-282-3339  
FL License #: CUC1225830  
Email: heatherm@surfnsr.com

**The Proposer understands and agrees to all items & requirements listed in the Project Manual, dated May 7, 2024, including all addenda issued during the bidding time, and is familiar with the project location and St. Johns County Permitting requirements.** In accordance with the Request for Proposals for Rivers Edge Community Development District – Pickleball Court Construction Project, the undersigned proposes to provide all work necessary to install and construct the improvements specified herein as shown on plans dated April 19, 2024 prepared by Prosser, Inc. and in accordance with St. Johns County Standards.

**DOCUMENTS AND ADDENDA**

The Proposer submits that it has carefully examined the site and existing site conditions of the proposed Work, as well as the drawings and specifications. Also, Proposer has thoroughly reviewed the Request for Proposals, Instructions to Proposers, Evaluation Criteria, Standard Form of Agreement, Specifications and all other components of the Contract Documents and acknowledges that it has received the addenda listed below.

Addendum/RFI # <u>1</u>	Received (date): <u>6/4/2024</u>
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____

**QUALIFICATIONS**

By submitting this Proposal, the Proposer certifies that it satisfies the following qualifications (initial each):

Hm (1) Proposer is able to furnish a payment and performance bond in the full amount of the Project to

Hm the District;

Hm (2) Proposer is authorized to do business in Florida; and

Hm (3) Proposer holds all necessary certifications or licenses required to perform work in St. Johns County and is a licensed contractor in the State of Florida.

#### TOTAL PRICING

Proposer understands that the District may award a contract for all of the Work or any component thereof, to modify the Work, and to complete the work in phases in its discretion. Proposer also understands that pricing shall be based on the unit pricing submitted as part of this Proposal. With that understanding, the Proposer represents that it can complete the base-bid Project for the total lump-sum price of: \$ 264,463.

List prices for any bid alternates: Alternak #1 pickleball lighting: \$60,933  
Alternak #2 basketball lighting: \$45,735

Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor. The Compensation provided for herein shall include all allowances to cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts; Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts; and there shall be no adjustments to allowances if the increase is due to claimed (or proved) escalations in the cost of materials, labor, consultants, equipment rental costs, utilities, or gasoline. The pricing and compensation herein included is a firm lump sum price for the completed Project and this forms a material part of the Agreement.

The undersigned Proposer, having a thorough understanding of the Work required by the Contract Documents, the site and conditions where the Work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the Work, and having knowledge of the expense and difficulties attending performance of the Work, and having fully inspected the site in all particulars, hereby proposes and agrees, if this Proposal is accepted, to enter into the Construction Contract with the Owner to fully perform all Work in strict compliance with the Contract Documents, including the assumption of all obligations, duties and responsibilities necessary to the successful completion of the Project and the furnishing of all materials and equipment required to be incorporated in and form a permanent part of the Work; tools, equipment, supplies, transportation facilities, labor, superintendence and services required to perform the Work; and bonds, insurance, submittals; and all fees including without limitation permits, timber taxes, inspection fees, maintenance bonds, as-builts and plats as needed for dedication, etc., as indicated or specified in the Contract Documents to be performed or furnished by Proposer for the prices as indicated in the Proposal Summary.

#### TIME

Proposer is available to begin the work described in this Project Manual starting July 1, 2024.

Proposer submits that it can reach Substantial Completion of the work described in this Project Manual within 109 days ( ) days of the issuance of a Notice to Proceed.

Proposer submits that it can reach Final Completion of the work described in this Project Manual within 109 days ( ) days of the issuance of a Notice to Proceed.

The undersigned Proposer agrees to commence work within seven (7) days after the date of a written Notice to Proceed. The undersigned Proposer agrees that this Proposal shall be valid for a period of thirty (30) days from the date proposals are due. Proposer hereby acknowledges that any work provided and any cost incurred by Proposer prior to receiving both the Notice of Award and the Notice to Proceed will be at Proposer's risk unless specifically agreed to in writing by the District.

Heather Mcmandor  
(Signed)

Heather Mcmandor  
(Print Name of Signatory)

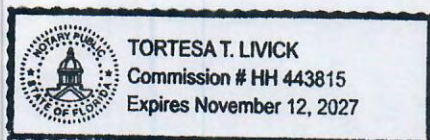
This 10 day of June, 2024.

(Corporate Seal)

Sworn to before me by means of  physical presence or  online notarization  
this 10 day of June, 2024.

(Notary Seal)

Tortesa T. Lvick  
Notary Public/ Expiration Date



**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURTS**

**PART II. PROPOSAL FORM – (B) ORGANZATIONAL INFORMATION OF PROPOSER**

DATE SUBMITTED: June 10, 2024

1. Proposer El Faro Group LLC dba Court Surfaces  A Individual  
(Company Name)  A Partnership  
 A Limited Liability Company  
 A Corporation  
 A Subsidiary Corporation

2. Proposer's Parent Company Name (if applicable) N/A

3. Proposer's Parent Company Address (if applicable)

Street Address \_\_\_\_\_

P.O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax No. \_\_\_\_\_

1<sup>st</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2<sup>nd</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

4. Proposer Company Address (if different)

Street Address 1528 Virgils Way #6

P.O. Box (if any) \_\_\_\_\_

City Green Cove Springs State FL. Zip Code 32043

Telephone 904-268-0888 Fax No. 904-282-3339

1<sup>st</sup> Contact Name Heather Mcmandon Title managing partner

2<sup>nd</sup> Contact Name Bryan Mcmandon Title managing partner

5. List the location of Proposer's office that would perform Rivers Edge Community Development District work.

Street Address 1528 Virgils Way #6

P.O. Box (if any) \_\_\_\_\_

City Green Cove Springs State FL. Zip Code 32043

Telephone 904-268-0888 Fax No. 904-282-3339

1<sup>st</sup> Contact Name Heather Mcmandon Title managing partner

2<sup>nd</sup> Contact Name Bryan Mcmandon Title managing partner

6. Is the Proposer incorporated in the State of Florida? Yes  No

6.1 If yes, provide the following:

Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes  No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Date Incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

6.2 If no, provide the following:

The state in which the Proposer company is incorporated \_\_\_\_\_

Is the company in good standing with the state? Yes  No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

7. Is the Proposer company a registered or licensed contractor with the State of Florida? Yes  No

7.1 If yes, provide the following:

Type of registration (i.e. certified general contractor, certified electrical contractor, etc.)  
Contractors license not required for El Faro Group LLC to perform  
court surfacing. sub contractor performing site work and paving is  
licensed.

License No. \_\_\_\_\_ Expiration Date \_\_\_\_\_

Qualifying Individual \_\_\_\_\_ Title \_\_\_\_\_

List company(ies) currently qualified under this license \_\_\_\_\_

\_\_\_\_\_

7.2 Is the Proposer company a registered or licensed Contractor with St. Johns County? Yes  No

7.3 Has the Proposer company performed work for a community development district previously?  
Yes  No

If yes, describe: We currently hold an annual contract  
for court resurfacing for Village Center  
Community Development District

8. Name of Proposer's Bonding Company Philadelphia Indemnity Insurance Company  
(licensed to do business in the  
State of Florida)

Address One Bala Plaza, Suite 100, Bala Cynwyd, PA 19004-1403

Approved Bonding Capacities:	Aggregate Limit	\$ <u>1,000,000</u>
	Single Project Limit	\$ <u>650,000</u>
	Total Current Contracts Bonded	\$ <u>692,810</u>

9. What are the Proposers' company's current insurance limits? (Please also attach a copy of your current insurance certificate)

General Liability	\$ <u>2,000,000</u>	<i>Also have Umbrella Policy of \$5,000,000</i>
Automobile Liability	\$ <u>1,000,000</u>	
Workers Compensation	\$ <u>1,000,000</u>	
Expiration Date	<u>Auto &amp; GL: 5/1/2025</u> <u>WC: 9/20/2024</u>	

10. Has the Proposer company been cited by OSHA for any job site or company office/ shop safety violations in the past two years? Yes  No

If yes, please describe each violation fine, and resolution \_\_\_\_\_

What is the Proposer's current worker compensation rating? . 87

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past two (2) years? Yes  No

If yes, please describe the incident: \_\_\_\_\_

11. Please state whether or not your company or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal-aid contracts in any state(s)? Yes  No

If so, state the name(s) of the company(ies) \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

State the period(s) of debarment or suspension \_\_\_\_\_

12. Has the organization or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? Yes  No

If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Within the past ~~five~~ (5) years, has organization failed to complete a project within the scheduled contract time? Yes  No

If so, discuss the circumstances surrounding such failure to complete a project on time as well as the date thereof.

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14. Identify all subcontractors Contractor intends on utilizing for the project and describe the work to be performed by each subcontractor.

*Powers Development Group: Site work, base install,  
asphalt paving*

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15. Please attach at least three (3) references from projects of a similar size and scope.

[Remainder of Page Left Intentionally Blank]



The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Rivers Edge Community Development District or their authorized agents, deemed necessary to verify the statements made in this application or attachments hereto, or necessary to determine whether the Rivers Edge Community Development District should qualify the Proposer for providing a Proposal for its construction projects, including such matters as the Proposer's ability, standing integrity, quality of performance, efficiency and general reputation.

By Heather Memador

Heather Memador, managing partner  
(Type Name and Title of Person Signing)

This 10<sup>th</sup> day of June, 2024.

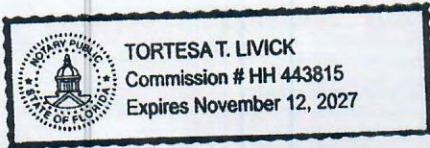
(Corporate Seal)

Sworn to by means of  physical presence or  online notarization before me this 10<sup>th</sup> day of June, 2024.

Tortesa T Livick - Nov. 12, 2027

(Seal)

Notary Public/ Expiration Date





## REFERENCES

1). **Client:** YMCA Ponte Vedra

**Project Name:** YMCA Pickeball Court Construction

**Project Address:** 301 Florida Blvd. Neptune Beach, FL. 32266

**Project Scope of Work:** Complete build of 5 asphalt pickleball courts, including surfacing, equipment and fence installation

**Project completion date:** June 2023

**Client contact info:** Charlie Chacos; phone # 904-543-9622, email: CChacos@fcymca.org

2). **Client:** The Bolles School

**Project Name:** The Bolles School Tennis Courts

**Project Address:** 7400 San Jose Blvd, Jacksonville, FL 32217

**Project Scope of Work:** Demo and construction of 8 new asphalt tennis courts. The project included fence install, surfacing and equipment install.

**Project completion date:** December 2022

**Client contact info:** Melvin Morgan; phone #: 504.351.1594, email: Morgan-Melvin@aramark.com



**3). Client:** Putnam County

**Project Name:** Theobald Park

**Project Address:** 120 Carter Rd, Palatka, FL 32177

**Project Scope of Work:** Construction of 4 new asphalt pickleball courts. The project included the surfacing and installation of all equipment.

**Project completion date:** April 2023

**Client contact info:** Kevin Stevens; phone #: 386-329-1269, email: [kevin.stevens@putnam-fl.gov](mailto:kevin.stevens@putnam-fl.gov)

**4). Client:** Clay County

**Project Name:** W.E. Varnes Park and Twin Lakes Park

**Project Address:** 6065 Twin Lakes Rd, Keystone Heights, FL 32656 and 3593 Fortuna Dr, Orange Park, FL 32065

**Project Scope of Work:** Construction of 16 new asphalt pickleball courts (6 at Twin Lakes Park and 8 at W.E. Varnes Park). The project included the surfacing and installation of fencing and equipment.

**Project completion date:** April 2023

**Client contact info:** Justin Pierce; phone # 904-429-2375, email: [justin.pierce@claycountygov.com](mailto:justin.pierce@claycountygov.com)

**COMPANY OWNED MAJOR EQUIPMENT**  
(Attach additional sheets if necessary)

Company Name El Faro Group LLC Date 6/10/2024

QUANTITY	DESCRIPTION	CAPACITY	No. LOCATED IN	
			FLORIDA	OTHER
3	Dewalt gas powered generator	6500-watt	3	N/A
3	Power flight Sander machines		3	N/A
1	Toyota Fork Lift		1	N/A
3	Simpson pressure washer		3	N/A

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURT PROJECT**

**PART II. PROPOSAL FORM – (C) PRICING**

**SECTION I. PRICING.**

Furnish and install all material, equipment and labor for the work complete and acceptable for construction of all infrastructure and appurtenances **as outlined in the Proposal Form attached as Exhibit A (to be prepared and completed by Proposer)** for the total lumps sum of:

Two hundred sixty four thousand four hundred  
sixty three Dollars (In Words).  
\$ 264,463 (In Figures).

Note: This lump sum amount must match the extended total price on the Proposer-provided Proposal Form attached as **Exhibit A** which shall provide detailed quantities, associated unit costs, and line item costs (extended to provide for total cost). In addition to providing a hard copy of this Bid Form, **this information must be submitted electronically by the Proposer in Excel format**. Please be advised the selected Contractor will be responsible for construction stakeout and the retention of a surveyor to perform such work; accordingly, a corresponding line item must be included in all submitted Proposals.

The undersigned proposes to construct all work, or portion thereof, necessary to construct four pickleball courts as shown on plans prepared by Prosser Prime AE., and A & J Land Surveyors. Geotechnical Reports and in accordance with St. Johns County, and the St. Johns River Water Management District permits.

All proposals shall include coordination of construction with others.

All applicable federal and State of Florida taxes are included.

The offer in this Proposal Form shall be open to acceptance and is irrevocable for thirty (30) days from the proposal opening date.

If this proposal is accepted by the District within the time period stated above, we will:

1. Execute the Contract within seven days of receipt of Notice of Award, unless such time period is otherwise extended by the District.
2. Furnish the required bonds within seven days of receipt of Notice of Award.
3. Commence work within five days after written Notice to Proceed of this proposal.

In addition to completing the Proposal Form attached hereto as **Exhibit A**, Proposer shall create and provide with its proposal an itemized Schedule of Values for each numbered item set forth on the attached Proposal Form. The Schedule of Values shall outline all work items that will be used for monthly pay requests and the amounts thereon will be used for negotiating change orders.

The undersigned has visited the site, examined the plans, specifications and any addenda thereto, is acquainted with and fully understands the character and extent of the Scope of Work covered by this Proposal; and the specific requirements of St. Johns County, and all other regulatory agencies. The undersigned has carefully checked this Proposal after it was prepared and has verified all items, quantities, unit costs, and values and agrees to indemnify and save harmless the Owner against any cost, damage or expense which may be incurred or caused by any error in the preparation of same.

This proposal made by and on behalf of:

Proposer Signature: Heather McManahan Date: 6/10/2024

Address: 1528 Virgils Way #6 Green Cove Springs, FL 32043

By: Heather McManahan

Print Name: Heather McManahan

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURTS**

**PART II. PROPOSAL FORM – (C) PRICING**

<b>Item No. &amp; Description</b>	<b>TOTAL</b>
1. MOBILIZATION AND SITE PREPARATION	\$ <u>11,940.00</u>
2. EROSION AND SEDIMENT CONTROL	\$ <u>9,500.00</u>
3. STORM WATER POLLUTION PREVENTION	\$ <u>9,500.00</u>
4. CLEARING	\$ <u>35,984.00</u>
5. PICKLEBALL COURTS	\$ <u>157,670.00</u>
6. TESTING ALLOWANCE	\$ <u>2,500.00</u>
7. SEEDING & MULCHING	\$ <u>24,776.00</u>
8. BONDING/WARRANTY	\$ <u>12,593.00</u>
9. ALTERNATE #1: PICKLEBALL COURT LIGHTING	\$ <u>60,933.00</u>
10. ALTERNATE #2: BASKETBALL COURT LIGHTING	\$ <u>45,735.00</u>
<b>Project Total</b>	<b>\$ <u>371,131.00</u></b>

1. **MOBILIZATION AND SITE PREPARATION** - Includes the preparatory work and operations in mobilizing to begin the work and demobilizing upon completion of work on the project. Work will include any site preparation necessary for construction. This item will be paid for on a percentage of total construction complete basis.

Total

Lump Sum Price: \$ 11,940.00 (Numerals)  
Eleven thousand nine hundred forty Dollars (Written)

2. **EROSION AND SEDIMENT CONTROL** - Includes all measures that are required to comply with the State of Florida water quality standards. This includes, but is not limited to silt screens, sodding, or other such measures that shall prevent the discharge of turbid waters from the site and minimize erosion of all graded areas. This item includes all measures necessary to meet agency quality standards and requirements. Testing results will be provided to the Owner on a regular basis or when requested. The site will be inspected on a regular basis by the Owner's Representative and will produce a weekly report with actions items indicating deficiencies. All Deficiencies must be repaired in seven days or less, or the contractor must provide in writing why the deficiencies cannot be addressed within the seven-day limit. Failure to correct a deficiency in the first seven days will result in a written warning. If the deficiency is not corrected after fourteen days the Owners Representative will make the repair and the Contractor will be back charged for the cost of the repair and a \$500.00 fine for each line item not addressed. Upon final acceptance of the site from St. Johns County & SJRWMD. The contractor shall remove sediment control measures once the grassing and 70% stabilization is established.

Total

Lump Sum Price: \$ 9500.00 (Numerals)  
nine thousand five hundred Dollars (Written)

3. **STORM WATER POLLUTION PREVENTION PLAN** - Notice of Intent (NOI) to be filed by the contractor. The contractor shall adhere to all Federal rules and regulations regarding the National Pollutant Discharge Elimination System (NPDES) for construction and ground water discharge. The Storm Water Pollution Prevention Plan (SWPPP) included in these plans shall establish the minimum requirements allowed. The contractor shall implement additional measures, as required, to ensure compliance with the NPDES requirements. This item does include erosion controls item shown on the erosion and turbidity control plans or erosion and turbidity controls required by St. Johns County, or the St. Johns River Water Management District. Contractor shall provide specifications and shop drawings on all material to be used as part of the SWPPP.

Total

Lump Sum Price: \$ 9500.00 (Numerals)  
nine thousand five hundred Dollars (Written)



4. **CLEARING** - Includes complete clearing and grubbing and burning (if allowed) or removal off-site of all brush, roots, and all other debris in accordance with the City of St. Johns Standards and Specifications in the roadway rights-of-way. Special care shall be taken to ensure preservation of all natural vegetative areas indicated on the plans, existing mailboxes, and existing edge of pavement.

**Total**

Lump Sum Price: \$ 35,984.00 (Numerals)

Thirty five thousand nine hundred Eighty four Dollars (Written)

5. **PICKLEBALL COURTS** - Includes construction of pickleball courts in accordance with the USA Pickleball regulations. Courts must maintain an asphalt or concrete base along with resurfacing, coating, and sealing surface to ensure no cracking nor damage is sustained on the courts. Special care shall be taken to ensure netting and fencing will not inflict with the area or play or exceed the proposed edge of pavement.

**Total**

Lump Sum Price: \$ 157,670.00 (Numerals)

one hundred fifty seven thousand six hundred seventy Dollars (Written)

6. **TESTING ALLOWANCE** - Although the requirement for testing is stated in other bid items, the cost for all testing associated with the construction of the proposed development Infrastructure is to be included in the Contractors Contract within this allowance. This includes, but is not limited to, all LBR tests, compaction tests, asphalt coring, pressure tests, etc. Please provide an allowance for this item, but all reimbursements for this item will be made to the Contractor based upon the actual testing company invoices. The testing allowance shall be Lump Sum Bid - Price Not to Exceed. Any additional cost for testing requirements beyond this amount will be at the cost of the Contractor. The Owner must approve the Contractors testing company.

**Total**

Lump Sum Price: \$ 2,500.00 (Numerals)

Two thousand five hundred Dollars (Written)

7. **SEEDING & MULCHING** - Includes the complete grassing and mulching of all disturbed areas. Seed selection shall be a mix that is seasonally appropriate to germinate in a timely manner to establish cover.

**Total**

Lump Sum Price: \$ 24,776.00 (Numerals)

Twenty four thousand seven hundred seventy six Dollars (Written)

8. **BONDING AND WARRANTY** – Cost to secure payment in accordance to St. Johns County and Processes and Standards

a. Payment and Performance Bond: \$ 12,593.00 (Numerals)  
Twelve thousand five hundred ninety three (Written)  
Dollars

b. Contractor's Warranty: \$ N/A (Numerals)  
\_\_\_\_\_ (Written)

**Total**

Lump Sum Price: \$ 12,593.00 (Numerals)  
Twelve thousand five hundred ninety three Dollars (Written)

9. **ALTERNATE #1: PICKLEBALL COURT LIGHTING** - Includes complete compliance with the electrical plans and lighting installation. The Contractor will be required to locate the source of power for the proposed lighting sources and produce conduit as needed. Standards and Specifications are highlighted in the Manufactures guidelines along with a minimum distance and length of poles given with the USA Pickleball company.

**Total**

Lump Sum Price: \$ 60,933.00 (Numerals)  
sixty thousand nine hundred thirty three Dollars (Written)

10. **ALTERNATE #2: BASKETBALL COURT LIGHTING** - Includes complete compliance with the electrical plans and lighting installation. The Contractor will be required to locate the source of power for the proposed lighting sources and produce conduit as needed. Standards and Specifications are highlighted in the Manufactures guidelines.

**Total**

Lump Sum Price: \$ 45,735.00 (Numerals)  
forty five thousand seven hundred thirty five Dollars (Written)

**PROJECT TOTAL**

\$ 371,131.00 (Numerals)  
Three hundred seventy one thousand one hundred thirty one Dollars (Written)

**GENERAL NOTES TO**  
**PROPOSAL FORM**  
**EXHIBIT A TO PART II. PROPOSAL FORM – (C) PRICING**

1. The Contractor shall submit a detailed construction schedule with the bid proposal that outlines time frames for major work items. This schedule will be used in bid evaluation.
2. The Contractor is required to perform all tests as required by St. Johns County and prior to project acceptance.
3. The Contractor is responsible for visually inspecting the entire site prior to submitting bids and notifying the Engineer of discrepancies, which may affect the construction and its cost.
4. The selected Contractor will be required to submit an itemized schedule of values outlining all work items that will be used for monthly pay requests.
5. Standard contract documents as provided by the Owner will be used for the Contract and General Conditions.
6. Stub out all utilities beyond pavement edge as needed to continue into next phase and not disturb pavement of previous phase.
7. The Owner will provide the following survey stakeout work for the Contractor. All other necessary survey work must be provided by the Contractor.
  - A. Project Benchmark
8. The Contractor shall be responsible for coordinating all work necessary with all utility subcontractor companies.
9. The Contractor shall be responsible for coordinating the work necessary to complete all final approvals and acceptances.
10. Contractor shall complete his work in a professional and workman like manner typical of his industry. There shall be no sections or parts missing. Further, the work shall be complete and able to function for its intended use. The work must be continuous.
11. All storm drainage must be maintained to each property owner during construction. If this does not occur, the Contractor will be responsible for any damage that may result.
12. Burning of clearing debris generated on this project area may be burned as allowed by the St. Johns County Fire Marshall.

SEVERA RIVER CATCHMENT DEVELOPMENT PROJECT

13. The Contractor shall specify subcontractors to be used for major work items, i.e. water, reuse, paving.
14. Contractor shall secure and pay for all paving and drainage construction permits, building permits, right- of way construction permits, county permit, electrical permit, water and electrical meters (if applicable), installation fees, electrical inspection fees, if any required.

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURT PROJECT**

**PART II. PROPOSAL FORM – (D) SCHEDULE**

Contractor shall submit along with this Proposal a chart of its detailed project schedule. The chart shall use July 1, 2024, as the start date for the project and use calendar days for purposes of indicating the project's duration. The chart shall also include such milestones included at the Proposer's discretion; however, at the very least the chart shall identify dates for the issuance of the Notice to Proceed, the achievement of Substantial Completion and the application for Final Payment, as such events are defined in the Standard General Conditions of the Contract, respectively. In addition to the definitions in the Standard General Conditions of the Contract, Substantial Completion shall include the completion of pavement and a punch list from St. Johns County and application for Final Payment shall include receipt of St. Johns County Subdivision Acceptance Letter. Important milestones to be clearly denoted in the schedule include: St. Johns County Acceptance Schedule and System Acceptance Schedule. The number of days occurring between the issuance of the Notice to Proceed and the achievement of Substantial Completion is: one hundred nine days (in words) 109 (in figures); the achievement of application of Final Payment is: one hundred twenty days (in words) 120 (in figures). The Owner reserves the right to waive any informalities, or to reject any and all proposals.



AFFIDAVIT FOR PARTNERSHIP

STATE OF Florida )  
COUNTY OF Duval ) SS

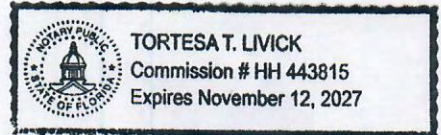
Heather Mcmaddon, is a member of the firm of El Faro Group LLC, being duly sworn, deposes and says that the statements and answers to the preceding questions are correct and true as of the date of this affidavit; and, that he/she understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitutes fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's proposal.

Heather Mcmaddon  
(Signature of a General Partner is Required)

Sworn to before me by means of  physical presence or  online notarization this 10<sup>th</sup> day of June, 2024.

Tortesa T Livick  
Notary Public / Expiration Date:

(SEAL)







**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(N)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Rivers Edge Community Development District  
(print name of the public entity)  
by Heather Mcmandon, managing partner  
(print individual's name and title)  
for El Faro Group LLC  
(print name of entity submitting sworn statement)

whose business address is

1528 Virgils Way #6  
Green Cove Springs, FL. 32043

and (if applicable) its Federal Employer Identification Number (FEIN) is 84-2685724

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudications of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a plea of guilty or nolo contendere.
4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
1. A predecessor or successor of a person convicted of a public entity crime; or
  2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.
5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes

those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

- Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR/VENDOR EXECUTING THIS PUBLIC ENTITY CRIME AFFIDAVIT TO VERIFY THAT NONE OF THE SUBCONTRACTORS/SUPPLIERS UTILIZED FOR THIS BID/QUOTE HAVE BEEN CONVICTED OF A PUBLIC ENTITY CRIME SUBSEQUENT TO JULY 1, 1989. IN THE EVENT IT IS LATER DISCOVERED THAT A SUBCONTRACTOR/SUPPLIER HAS BEEN CONVICTED OF A PUBLIC ENTITY CRIME, THE CONTRACTOR/VENDOR SHALL SUBSTITUTE THE SUBCONTRACTOR/ SUPPLIER WITH ANOTHER WHO HAS NOT RECEIVED A CONVICTION. ANY COST ASSOCIATED WITH THIS SUBSTITUTION SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR/VENDOR.

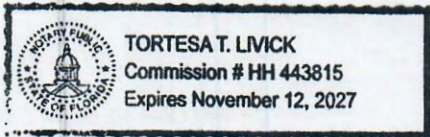
I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

Heather McMandon  
(signature)

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 10<sup>th</sup> day of June, 2024, by Heather McMandon

Tortesa T Livick (Official Notary Signature & Seal)  
Name: Tortesa T. Livick  
Personally Known  
OR Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_



RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
AFFIDAVIT OF NON-COLLUSION

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

I, Heather Mcmardon, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is an officer or principal) in the firm of EI Favo Group LLC and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated this 10<sup>th</sup> day of June, 2024.

Heath Mcmardon

Signature by authorized representative of Proposer

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 10<sup>th</sup> day of June, 2024, by Heather Mcmardon,

Tortesa T. Livick

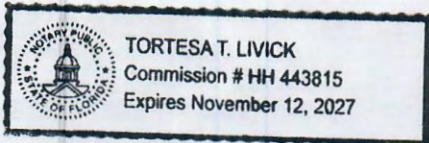
(Official Notary Signature & Seal)

Name: Tortesa T. LIVICK

Personally Known

OR Produced Identification \_\_\_\_\_

Type of Identification: \_\_\_\_\_



**SWORN STATEMENT PURSUANT TO SECTION 287.135(5), FLORIDA STATUTES,  
REGARDING SCRUTINIZED COMPANIES**

**RIVERS EDGE CDD  
RIVERTOWN RIVERHOUSE PICKLEBALL COURTS  
ST. JOHNS COUNTY, FLORIDA**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

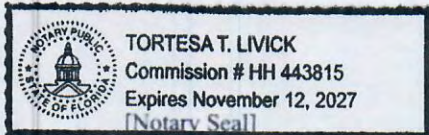
1. This sworn statement is submitted to Rivers Edge CDD  
by Heather McManidon, managing partner (print individual's name and title)  
for El Faro Group LLC (print name of entity submitting sworn statement)  
whose business address is 1528 Virgils Way #6 Green Cove Springs, FL 32043
2. I understand that, subject to limited exemptions, section 287.135, *Florida Statutes*, declares a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with a local governmental entity for goods or services of \$1 million or more if at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, the company (a) is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, *Florida Statutes*, or is engaged in a boycott of Israel; (b) is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, created pursuant to section 215.473, *Florida Statutes*; or (c) is engaged in business operations in Cuba or Syria.
3. Based on information and belief, at the time the entity submitting this sworn statement submits its proposal to the Rivers Edge Community Development District, neither the entity, nor any of its officers, directors, executives, partners, shareholders, members, or agents, is listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or is engaged in business operations in Cuba or Syria.
4. If awarded the Contract, the entity will immediately notify the Rivers Edge Community Development District in writing if either the entity, or any of its officers, directors, executives, partners, shareholders, members, or agents, is placed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or is engaged in business operations in Cuba or Syria.

Heather McManidon

Signature by authorized representative of Proposer

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to and subscribed before me by means of  physical presence or  online notarization this 10<sup>th</sup> day of June, 2024, by Heather McManidon as owner  
[title/official capacity] of El Faro Group, LLC [entity]



Tortesa T Livick  
(Official Notary Signature)

Name Tortesa T Livick

Personally Known

OR Produced Identification \_\_\_\_\_

Type of Identification \_\_\_\_\_

N/A

**TRENCH SAFETY ACT COMPLIANCE STATEMENT**

**INSTRUCTIONS**

Because trench excavations on this Project are expected to be in excess of 5 feet, Chapter 90-96 of the Laws of Florida requires that construction on the Project comply with Occupational Safety and Health Administration Standard 29 C.F.R. s. 1926.650 Subpart P. All Proposers are required to execute this Compliance Statement and the Compliance Cost Statement. The costs for complying with the Trench Safety Act must be incorporated into the Project's Proposal.

This form must be certified in the presence of a notary public or other officer authorized to administer oaths.

**CERTIFICATION**

1. I understand that Chapter 90.96 of the Laws of Florida (The Trench Safety Act) requires me to comply with OSHA Standard 29 C.F.R. s. 1926.650 Subpart P. I will comply with The Trench Safety Act, and I will design and provide trench safety systems at all trench excavations in excess of five feet in depth for this project.
2. The estimated cost imposed by compliance with The Trench Safety Act will be: \_\_\_\_\_ Dollars (Written)  
\$ \_\_\_\_\_ (Figures).
3. The amount listed above has been included within the Proposal.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Proposer:

\_\_\_\_\_

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

Title: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_, of the \_\_\_\_\_ who is  personally known to me or  who has produced \_\_\_\_\_ as identification, and who  did or  did not take an oath.

\_\_\_\_\_  
Signature of Notary Public taking acknowledgement

My Commission Expires: \_\_\_\_\_

(SEAL)

N/A

**TRENCH SAFETY ACT COMPLIANCE COST STATEMENT**

**INSTRUCTIONS**

Because trench excavations on this Project are expected to be in excess of 5 feet, Chapter 90-96 of the Laws of Florida requires that all Proposers submit a statement of the costs of complying with the Trench Safety Act. Said costs must also be incorporated into the Proposal.

This form must be certified in the presence of a notary public or other officer authorized to administer oaths.

By executing this statement, proposer acknowledges that included in the various items of its Proposal and in the total Proposal price are costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida ) effective October 1, 1990. The Proposer further identifies the costs as follows:

Type of Trench Safety Mechanism	Quantity	Unit Cost <sup>1</sup>	Item Total Cost
<b>Project Total</b>			

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

Proposer: \_\_\_\_\_

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

Title: \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization this \_\_\_\_\_ day of \_\_\_\_\_, 2024, by \_\_\_\_\_, of the \_\_\_\_\_ who is  personally known to me or  who has produced \_\_\_\_\_ as identification, and who  did or  did not take an oath.

\_\_\_\_\_  
Signature of Notary Public taking acknowledgement

My Commission Expires: \_\_\_\_\_

(SEAL)

<sup>1</sup> Use cost per linear square foot of trench excavation used and cost per square foot of shoring used.



ELFAROG-01

MCONNEI

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/7/2024

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

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

PRODUCER JP Perry Insurance, Inc 3342 Kori Road Jacksonville, FL 32257	CONTACT NAME: <b>Lori A. Stratton</b>	FAX (A/C, No): <b>(904) 900-2222</b>	
	PHONE (A/C, No, Ext): <b>(904) 482-1696</b>		
	E-MAIL ADDRESS: <b>lstratton@jpperry.com</b>		
INSURED  <b>El Faro Group, LLC, DBA: Court Surfaces 1528 Virgils Way, Suite 6 Green Cove Springs, FL 32043</b>	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A : <b>Southern-Owners Insurance Company</b>		<b>10190</b>
	INSURER B : <b>Auto-Owners Insurance Company</b>		<b>09703</b>
	INSURER C :		
	INSURER D :		
	INSURER E :		
INSURER F :			

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		78818969	5/1/2024	5/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC					
	OTHER:					
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		5281766300	5/1/2024	5/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000		5281896900	5/1/2024	5/1/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input checked="" type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	InstallationProperty		78818969	5/1/2024	5/1/2025	Ded \$5,000 50,000

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

## CERTIFICATE HOLDER

## CANCELLATION

Clay County Building Division P.O. Box 1366 Green Cove Springs, FL 32043	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 06/07/2024
---------------------------------

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

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

<b>PRODUCER</b> Automatic Data Processing Insurance Agency, Inc.  1 Adp Boulevard Roseland NJ 07068	<b>CONTACT NAME:</b> Automatic Data Processing Insurance Agency, Inc. <b>PHONE (A/C, No, Ext):</b> 1-800-524-7024 <b>FAX (A/C, No):</b> <b>E-MAIL ADDRESS:</b>  <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Ohio Security Insurance Company</td> <td>24082</td> </tr> <tr> <td>INSURER B :</td> <td></td> </tr> <tr> <td>INSURER C :</td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Ohio Security Insurance Company	24082	INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
INSURER(S) AFFORDING COVERAGE	NAIC #														
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INSURER B :															
INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															
<b>INSURED</b> EL FARO GROUP LLC  DBA: COURT SURFACES 1528 VIRGILS WAY 6 GREEN COVE SPRINGS      FL 32043															

**COVERAGES**    **CERTIFICATE NUMBER:** 3676381    **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE	\$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$
						MED EXP (Any one person)	\$
						PERSONAL & ADV INJURY	\$
						GENERAL AGGREGATE	\$
						PRODUCTS - COMP/OP AGG	\$
							\$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident)	\$
						BODILY INJURY (Per person)	\$
						BODILY INJURY (Per accident)	\$
						PROPERTY DAMAGE (Per accident)	\$
							\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE	\$
						AGGREGATE	\$
							\$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> Y / N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> N    N / A    N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		XWS60356977	09/20/2023	09/20/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT      \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE      \$ 1,000,000 E.L. DISEASE - POLICY LIMIT      \$ 1,000,000	

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

<b>CERTIFICATE HOLDER</b>  Clay County Building Division PO Box 1366  Green Cove Springs      FL 32043	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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This Receipt is issued pursuant to  
County ordinance 87-36

# 2023/2024 ST. JOHNS COUNTY LOCAL BUSINESS TAX RECEIPT

**MUST BE DISPLAYED IN A CONSPICUOUS PLACE**

**Account** 1065199  
**EXPIRES** September 30, 2024

**Business Type** Miscellaneous Professional (L)  
**Location** 1528 Virgils Way # 6  
Out Of Area 32043

**Business Name** **Court Surfaces**

**Owner Name** El Faro Group LLC

**Mailing Address** 5 Lighthouse Ave  
St. Augustine, FL 32080



**New Business**  
**Transfer**  
**Tax** 30.00  
**Penalty** 0.00  
**Cost** 0.00  
**Total** 30.00

**DENNIS W. HOLLINGSWORTH**  
**ST. JOHNS COUNTY TAX COLLECTOR**

This receipt does not constitute a franchise, an agreement, permission or authority to perform the services or operate the business described herein when a franchise, an agreement, or other county commission, state or federal permission or authority is required by county, state or federal law.

**This form becomes a receipt only when validated below**

**Paid by receipt(s) 2022-7535633 on 08/16/23 for \$30.00**



2331 Rock Spring Road  
Forest Hill, MD 21050

443.640.1042  
Fax: 443.640.1031

October 9, 2023

Court Surfaces  
1528 Virgils Way, Unit 6  
Green Cove Springs, Florida 32043

To Whom It May Concern:

This letter is to confirm that Court Surfaces is a member of the American Sports Builders Association (ASBA). The company has been a member since 2016 and is a member of the Builder Division. The definition of a Builder member is as follows:

**Builder Members:**

Any party who, for a period of two years, has been actively engaged in the building or surfacing of tennis courts, running tracks, indoor sports facilities, natural or synthetic turf sports fields or other athletic or recreational surfaces, or the installation of products or components related thereto, shall be eligible to be a Builder Member of the Association. Any applicant shall be deemed to meet the two-year requirement if a majority of the voting control of the applicant is held by individuals who at the time of the application are designated by the Association as a Certified Tennis Court Builder, a Certified Track Builder or a Certified Field Builder.

**Membership Term:** 10/01/2023 – 09/30/2024

If you have any questions, please contact me at [cynthia@sportsbuilders.org](mailto:cynthia@sportsbuilders.org) or (443) 640-1042.

Sincerely,

Cynthia M. Sanchez  
Director of Meetings & Member Services



# PHILADELPHIA INSURANCE COMPANIES

A Member of the Tokio Marine Group

One Bala Plaza, Suite 100, Bala Cynwyd, Pennsylvania 19004  
610.617.7900 • Fax 610.617.7940 • PHLI.com

June 10, 2024

RE: El Faro Group, LLC dba Court Services - Surety Bond Line Capacity Letter

To Whom It May Concern:

El Faro Group, LLC dba Court Services is currently bonded by Philadelphia Indemnity Insurance Company and is an account in good standing. Philadelphia Indemnity Insurance Company is rated by A.M. Best as an "A++" (Superior) and "XV" financial size. Philadelphia Indemnity Insurance Company has a Certificate of Authority from the Department of Treasury with an underwriting limitation of \$341,614,000.

A bonded work program of \$650,000 single limit and \$1,000,000 aggregate has been supported by Philadelphia Indemnity Insurance Company and is approved through December 10, 2024. El Faro Group, LLC dba Court Services is currently utilizing \$692,810 of their aggregate bond limit. As is customary, final approval of any bond is predicated upon the most current financial job information available to the underwriter at the time and is subject to the following.

Specific requests for surety bonds will be given our due consideration based on our underwriting evaluation at the time of the request. This evaluation includes receipt and review of contract terms and conditions and bond format that are acceptable to Philadelphia Indemnity Insurance Company, adequate financing as well as other underwriting conditions, which may exist at the time of the request. Any request for bonds is a matter between El Faro Group, LLC dba Court Services and Philadelphia Indemnity Insurance Company and we assume no liability to any party if for any reason we do not execute said bonds which may arise solely from this letter of recommendation.

Philadelphia Indemnity Insurance Company

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

John D. Weisbrot, Attorney-In-Fact

**PHILADELPHIA INDEMNITY INSURANCE COMPANY**

One Bala Plaza, Suite 100  
Bala Cynwyd, PA 19004-0950

**Power of Attorney**

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint JOHN D. WEISBROT, MELISSA L. MCDADE OR STEVEN M. VARGA its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed **\$50,000,000.**

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY on the 14<sup>th</sup> of November, 2016.

**RESOLVED:** That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

**FURTHER RESOLVED:** That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 5TH DAY OF MARCH, 2021.

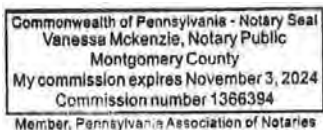


(Seal)

John Glomb, President & CEO  
Philadelphia Indemnity Insurance Company

On this 5<sup>th</sup> day of March, 2021 before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.

Notary Public:



residing at:

Bala Cynwyd, PA

My commission expires:

November 3, 2024

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and the Power of Attorney issued pursuant thereto on the 5<sup>th</sup> day March, 2021 are true and correct and are still in full force and effect. I do further certify that John Glomb, who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY.

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 10th day of June, 2024



Edward Sayago, Corporate Secretary  
**PHILADELPHIA INDEMNITY INSURANCE COMPANY**



**PHILADELPHIA INDEMNITY INSURANCE COMPANY**  
**Statutory Statements of Admitted Assets, Liabilities and Capital and Surplus**  
 (in thousands, except par value and share amounts)

**Admitted Assets**

	As of December 31,	
	<u>2022</u>	<u>2021</u>
Bonds (fair value \$7,902,637 and \$8,447,694)	\$ 8,709,823	\$ 8,102,442
Preferred stocks (fair value \$14,560 and \$19,262)	14,560	19,262
Common stocks (cost \$24,136 and \$44,923)	28,395	43,194
Mortgage loans	1,074,734	957,986
Real estate	21,779	29,408
Other invested assets (cost \$212,500 and \$194,229)	234,138	218,926
Receivables for securities sold	476	152
Cash, cash equivalents and short-term investments	<u>95,212</u>	<u>128,587</u>
Cash and invested assets	10,179,117	9,499,957
Premiums receivable, agents' balances and other receivables	955,218	914,676
Reinsurance recoverable on paid loss and loss adjustment expenses	64,607	45,200
Accrued investment income	88,001	74,000
Receivable from affiliates	4,406	5,171
Federal income taxes receivable	21,231	8,144
Net deferred tax assets	150,526	141,943
Other assets	<u>11,196</u>	<u>9,953</u>
Total admitted assets	<u>\$ 11,474,302</u>	<u>\$ 10,699,044</u>

**Liabilities and Capital and Surplus**

**Liabilities:**

Unpaid loss and loss adjustment expenses	\$ 5,680,508	\$ 5,436,808
Unearned premiums	1,766,050	1,658,339
Reinsurance payable on paid loss and loss adjustment expenses	39,160	35,820
Ceded reinsurance premiums payable	119,157	130,474
Commissions payable, contingent commissions and other similar charges	247,996	228,628
Funds held	82,555	77,317
Payable to affiliates	21,337	19,465
Provision for reinsurance	678	471
Payable for securities purchased	42,426	19,045
Accrued expenses and other liabilities	<u>58,292</u>	<u>47,213</u>
Total liabilities	<u>8,058,159</u>	<u>7,653,580</u>

**Capital:**

Common stock, par value of \$10 per share; 1,000,000 shares authorized, 450,000 shares issued and outstanding	4,500	4,500
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**Surplus:**

Gross paid-in and contributed surplus	386,071	386,071
Unassigned surplus	<u>3,025,572</u>	<u>2,654,893</u>
Total surplus	<u>3,411,643</u>	<u>3,040,964</u>
Total capital and surplus	<u>3,416,143</u>	<u>3,045,464</u>
Total liabilities and capital and surplus	<u>\$ 11,474,302</u>	<u>\$ 10,699,044</u>

The undersigned, being duly sworn, says: That she is the Executive Vice President and Chief Financial Officer of Philadelphia Indemnity Insurance Company; that said Company is a corporation duly organized in the state of Pennsylvania, and licensed and engaged in the State of Pennsylvania and has duly complied with all the requirements of the laws of the said State applicable of the said Company and is duly qualified to act as Surety under such laws; that said Company has also complied with and is duly qualified to act as Surety under the Act of Congress. And that to the best of her knowledge and belief the above statement is a full, true and correct statement of

Attest:

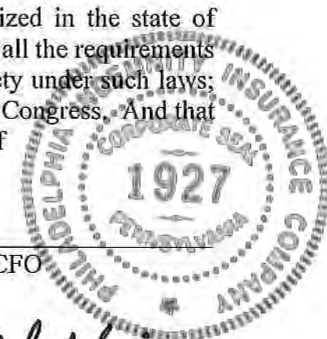
Commonwealth of Pennsylvania - Notary Seal  
 Kimberly A. Kessleski, Notary Public  
 Montgomery County  
 My commission expires December 18, 2024  
 Commission number 1245769  
 Member, Pennsylvania Association of Notaries

Sworn to before me this 6<sup>th</sup> day of June 2023.

DocuSigned by:

*Karen Gilmer-Pauciello*  
 Karen Gilmer-Pauciello, EVP & CFO

*Kimberly Kessleski*  
 Kimberly Kessleski, Notary





## RiverTown Riverhouse Pickleball Courts

ID	Task Name	Duration	Start	Finish	July 2024							August 2024							September 2024							October 2024										
					26	29	2	5	8	11	14	17	20	23	26	29	1	4	7	10	13	16	19	22	25	28	31	3	6	9	12	15	18	21	24	27
1	<b>RiverHouse Pickleball Courts</b>	<b>77 days</b>	<b>Fri 6/28/24</b>	<b>Mon 10/14/24</b>																																
2	NTP	1 day	Fri 6/28/24	Fri 6/28/24																																
3	Survey LOD	10 days	Mon 7/1/24	Fri 7/12/24																																
4	Silt Fence Installation	1 day	Mon 7/15/24	Mon 7/15/24																																
5	Clearing	3 days	Tue 7/16/24	Thu 7/18/24																																
6	Grading/Earthwork	5 days	Fri 7/19/24	Thu 7/25/24																																
7	Subgrade & Base	5 days	Fri 7/26/24	Thu 8/1/24																																
8	Ribbon Curb	5 days	Fri 8/2/24	Thu 8/8/24																																
9	Asphalt Pavement	2 days	Fri 8/9/24	Mon 8/12/24																																
10	Asphalt Cure Window	30 days	Tue 8/13/24	Mon 9/23/24																																
11	Sawcut Asphalt	1 day	Tue 8/13/24	Tue 8/13/24																																
12	Fencing & Gates	10 days	Wed 8/14/24	Tue 8/27/24																																
13	Court Prep & Sanding	3 days	Wed 8/28/24	Fri 8/30/24																																
14	Court Equipment Installation	4 days	Mon 9/2/24	Thu 9/5/24																																
15	Flood Courts & Address Any Issues	2 days	Tue 9/24/24	Wed 9/25/24																																
16	Application of Acrylic Resurfacer	2 days	Thu 9/26/24	Fri 9/27/24																																
17	Application of Paint	5 days	Mon 9/30/24	Fri 10/4/24																																
18	Painting of Playing Lines	3 days	Mon 10/7/24	Wed 10/9/24																																
19	Install Windscreen	2 days	Thu 10/10/24	Fri 10/11/24																																
20	Owner Walk/Acceptance	1 day	Mon 10/14/24	Mon 10/14/24																																

Project Name: Rivertown Riverhouse Pickleball Courts  
 Contracor: El Faro Group LLC, bda Court surfaces

Item #	Description of Work	Scheduled Value
1	General Conditions	\$ 17,778.00
2	Surveying	\$ 3,970.00
3	As-Builts	\$ 3,970.00
4	Silt Fence Type III Regular	\$ 1,889.00
5	Contstruction Materials Testing	\$ 1,590.00
6	Clearing	\$ 6,084.00
7	Earthwork	\$ 22,500.00
8	Final Dressout	\$ 7,400.00
9	Grass Disturbed Area	\$ 18,000.00
10	Remove and Replace Sidewalk	\$ 6,354.00
11	Subsoil Stabilization	\$ 4,665.00
12	4" Limerock (Mult-Use Path)	\$ 6,500.00
13	6" Limerock (Pickleball Court)	\$ 29,500.00
14	12 x 12 Ribbon Curb	\$ 16,337.00
15	1" Asphalt Pavement (Multi-Use Path)	\$ 9,500.00
16	1 1/2" Asphalt Pavement (Pickleball Court)	\$ 29,130.00
17	Saw Cut Asphalt	\$ 6,250.00
18	10' black vinyl CLF	\$ 32,000.00
19	Court prep and sanding	\$ 3,000.00
20	Install Equipment	\$ 4,800.00
21	Flood courts and address all depressions out c	\$ 1,953.00
22	Application of Acrylic Resurfacer	\$ 4,500.00
24	Application of Paint	\$ 5,500.00
25	Painting of playing lines	\$ 3,000.00
26	Install Windscreen	\$ 4,500.00
27	Demobilization	\$ 1,200.00
28	Bond	\$ 12,593.00
<b>Totals</b>		<b>\$ 264,463.00</b>







Residential & Commercial Construction

1785 Lakeside Avenue,  
St. Augustine, FL 32084  
Office: 904.824.2301

TO: RIVERS EDGE CDD

PICKLEBALL  
COURTS

Licenses: FL General #CGC1531907, Roofing #CCC1332589, GA General #GCCO008365, Building  
#CBC1255351, Mold #MRSR1173 & MRSA 1000

**OFFICIAL PROPOSAL FORM**  
**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT**  
**CONSTRUCTION SERVICES FOR THE RIVERTOWN**  
**RIVERHOUSE PICKLEBALL COURTS**  
**ST. JOHNS COUNTY, FLORIDA**

**TO BE SUBMITTED TO:**  
**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT**

Attn: Ryan Stilwell  
[ryan.stilwell@primeeng.com](mailto:ryan.stilwell@primeeng.com)  
13901 Sutton Park Drive South, Suite 200  
Jacksonville, FL 32224

**Due by 2:00 p.m. EST on June 10, 2024**

**OFFICIAL PROPOSAL FORM**  
**RIVERTOWN RIVERHOUSE PICKLEBALL COURTS**  
**ST. JOHNS COUNTY, FL**  
*(Attach as coversheet to detailed bid)*

**This Proposal has been prepared by:**

Name: ADAM RUSSO  
 Company: FLORIDA CERTIFIED CONTRACTORS, LLC,  
 Address: 1785 LAKESIDE AVE.  
 City: ST. AUGUSTINE State: FL Zip Code: 32084  
 Telephone: (904) 824-2301 Fax: (904) 824-2302  
 FL License #: FL: # CGC1531907, CBC1255351, GA: # GCC0008365  
 Email: Adam@fccbuilders.com

**The Proposer understands and agrees to all items & requirements listed in the Project Manual, dated MAY 7, 2024, including all addenda issued during the bidding time, and is familiar with the project location and St. Johns County Permitting requirements. In accordance with the Request for Proposals for Rivers Edge Community Development District – Pickleball Court Construction Project, the undersigned proposes to provide all work necessary to install and construct the improvements specified herein as shown on plans dated April 19, 2024 prepared by Prosser, Inc. and in accordance with St. Johns County Standards.**

**DOCUMENTS AND ADDENDA**

The Proposer submits that it has carefully examined the site and existing site conditions of the proposed Work, as well as the drawings and specifications. Also, Proposer has thoroughly reviewed the Request for Proposals, Instructions to Proposers, Evaluation Criteria, Standard Form of Agreement, Specifications and all other components of the Contract Documents and acknowledges that it has received the addenda listed below.

Addendum/RFI # <u>1</u>	Received (date): <u>JUNE 4</u>
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____
Addendum/RFI # _____	Received (date): _____

**QUALIFICATIONS**

By submitting this Proposal, the Proposer certifies that it satisfies the following qualifications (initial each):

- AR (1) Proposer is able to furnish a payment and performance bond in the full amount of the Project to the District;
- AR (2) Proposer is authorized to do business in Florida; and
- AR (3) Proposer holds all necessary certifications or licenses required to perform work in St. Johns County and is a licensed contractor in the State of Florida.

**TOTAL PRICING**

Proposer understands that the District may award a contract for all of the Work or any component thereof, to modify the Work, and to complete the work in phases in its discretion. Proposer also understands that pricing shall be based on the unit pricing submitted as part of this Proposal. With that understanding, the Proposer represents that it can complete the base-bid Project for the total lump-sum price of: \$ 450,024.00.

List prices for any bid alternates: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Amendments to and waivers of the provisions contained in this Agreement may be made only by an instrument in writing which is executed by both the District and the Contractor. The Compensation provided for herein shall include all allowances to cover the cost to the Contractor of materials and equipment delivered at the site and all required taxes, less applicable trade discounts; Contractor's costs for unloading and handling at the site, labor, installation costs, overhead, profit, and other expenses contemplated for stated allowance amounts; and there shall be no adjustments to allowances if the increase is due to claimed (or proved) escalations in the cost of materials, labor, consultants, equipment rental costs, utilities, or gasoline. The pricing and compensation herein included is a firm lump sum price for the completed Project and this forms a material part of the Agreement.

The undersigned Proposer, having a thorough understanding of the Work required by the Contract Documents, the site and conditions where the Work is to be performed, local labor conditions and all laws, regulations and other factors affecting performance of the Work, and having knowledge of the expense and difficulties attending performance of the Work, and having fully inspected the site in all particulars, hereby proposes and agrees, if this Proposal is accepted, to enter into the Construction Contract with the Owner to fully perform all Work in strict compliance with the Contract Documents, including the assumption of all obligations, duties and responsibilities necessary to the successful completion of the Project and the furnishing of all materials and equipment required to be incorporated in and form a permanent part of the Work; tools, equipment, supplies, transportation facilities, labor, superintendence and services required to perform the Work; and bonds, insurance, submittals; and all fees including without limitation permits, timber taxes, inspection fees, maintenance bonds, as-builts and plats as needed for dedication, etc., as indicated or specified in the Contract Documents to be performed or furnished by Proposer for the prices as indicated in the Proposal Summary.

**TIME**

Proposer is available to begin the work described in this Project Manual starting July 1, 2024.

Proposer submits that it can reach Substantial Completion of the work described in this Project Manual within one hundred ten (110) days of the issuance of a Notice to Proceed.

Proposer submits that it can reach Final Completion of the work described in this Project Manual within One hundred thirty (130) days of the issuance of a Notice to Proceed.

The undersigned Proposer agrees to commence work within seven (7) days after the date of a written Notice to Proceed. The undersigned Proposer agrees that this Proposal shall be valid for a period of thirty (30) days from the date proposals are due. Proposer hereby acknowledges that any work provided and any cost incurred by Proposer prior to receiving both the Notice of Award and the Notice to Proceed will be at Proposer's risk unless specifically agreed to in writing by the District.

(Signed)

ADAM RUSSO

(Print Name of Signatory)

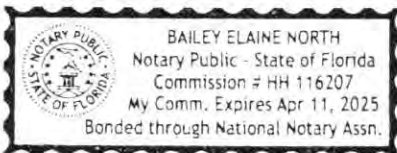
This 10 day of JUNE, 2024.

(Corporate Seal)

Sworn to before me by means of  physical presence or  online notarization  
this 10 day of June, 2024.

(Notary Seal)

4/11/2025, Bailey  
Notary Public/ Expiration Date



**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURTS**

**PART II. PROPOSAL FORM – (B) ORGANIZATIONAL INFORMATION OF PROPOSER**

DATE SUBMITTED: JUNE 10, 2024

1. Proposer FLORIDA CERTIFIED CONTRACTORS  A Individual  
(Company Name)  A Partnership  
 A Limited Liability Company  
 A Corporation  
 A Subsidiary Corporation

2. Proposer's Parent Company Name (if applicable) \_\_\_\_\_

3. Proposer's Parent Company Address (if applicable)

Street Address \_\_\_\_\_

P.O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax No. \_\_\_\_\_

1<sup>st</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2<sup>nd</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

4. Proposer Company Address (if different)

Street Address \_\_\_\_\_

P.O. Box (if any) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_ Fax No. \_\_\_\_\_

1<sup>st</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

2<sup>nd</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

5. List the location of Proposer's office that would perform Rivers Edge Community Development District work.

Street Address 1785 LAKESIDE AVE

P.O. Box (if any) \_\_\_\_\_

City ST. AUGUSTINE State FLORIDA Zip Code 32084

Telephone (904) 824-2301 Fax No. (904) 824-2302

1<sup>st</sup> Contact Name ADAM ROSSO Title CEO/OWNER

2<sup>nd</sup> Contact Name \_\_\_\_\_ Title \_\_\_\_\_

6. Is the Proposer incorporated in the State of Florida? Yes  No

6.1 If yes, provide the following:

Is the Company in good standing with the Florida Department of State, Division of Corporations? Yes  No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date Incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

6.2 If no, provide the following:

The state in which the Proposer company is incorporated \_\_\_\_\_

Is the company in good standing with the state? Yes  No

If no, please explain \_\_\_\_\_

\_\_\_\_\_

Date incorporated \_\_\_\_\_ Charter No. \_\_\_\_\_

7. Is the Proposer company a registered or licensed contractor with the State of Florida? Yes  No

7.1 If yes, provide the following:

Type of registration (i.e. certified general contractor, certified electrical contractor, etc.)

GENERAL CONTRACTOR

License No. CGC1531907 Expiration Date AUG. 31, 2024

Qualifying Individual ADAM ROSSO Title CEO/OWNER

List company(ies) currently qualified under this license FLORIDA CERTIFIED CONTRACTORS

\_\_\_\_\_

7.2 Is the Proposer company a registered or licensed Contractor with St. Johns County? Yes  No

7.3 Has the Proposer company performed work for a community development district previously?

Yes  No

If yes, describe: SWEETWATER CREEK CDD, ROOFING  
GRAND HAVEN CDD, EXTERIOR CONSTRUCTION

8. Name of Proposer's Bonding Company MERCHANTS NATIONAL BONDING



Address P.O. Box 14498, DES MOINES, IA. 50306

Approved Bonding Capacities: Aggregate Limit \$ 12,000,000  
Single Project Limit \$ 6,000,000  
Total Current Contracts Bonded \$ 8,200,000

9. What are the Proposers' company's current insurance limits? (Please also attach a copy of your current insurance certificate)

General Liability \$ 2,000,000  
Automobile Liability \$ 1,000,000  
Workers Compensation \$ 1,000,000  
Expiration Date 07/19/2024

10. Has the Proposer company been cited by OSHA for any job site or company office/ shop safety violations in the past two years? Yes  No

If yes, please describe each violation fine, and resolution \_\_\_\_\_

What is the Proposer's current worker compensation rating? .72

Has the Proposer experienced any worker injuries resulting in a worker losing more than ten (10) working days as a result of the injury in the past two (2) years? Yes  No

If yes, please describe the incident: \_\_\_\_\_

11. Please state whether or not your company or any of its affiliates are presently barred or suspended from bidding or contracting on any state, local, or federal-aid contracts in any state(s)? Yes  No

If so, state the name(s) of the company(ies) \_\_\_\_\_

The state(s) where barred or suspended \_\_\_\_\_

State the period(s) of debarment or suspension \_\_\_\_\_

12. Has the organization or any of its affiliates ever been either disqualified or denied prequalification status by a governmental entity? Yes  No

If so, discuss the circumstances surrounding such denial or disqualification as well as the date thereof.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

13. Within the past five (5) years, has organization failed to complete a project within the scheduled contract time? Yes  No

If so, discuss the circumstances surrounding such failure to complete a project on time as well as the date thereof.

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14. Identify all subcontractors Contractor intends on utilizing for the project and describe the work to be performed by each subcontractor.

AMERICAN ELECTRICAL - LIGHTING

NIDY SPORTS - COURT, ASPHALT, FENCE

A.L. DIRTWORKS - LEVELING / GRADING + SITEWORK

15. Please attach at least three (3) references from projects of a similar size and scope.

[Remainder of Page Left Intentionally Blank]

The undersigned hereby authorize(s) and request(s) any person, firm or corporation to furnish any pertinent information requested by the Rivers Edge Community Development District or their authorized agents, deemed necessary to verify the statements made in this application or attachments hereto, or necessary to determine whether the Rivers Edge Community Development District should qualify the Proposer for providing a Proposal for its construction projects, including such matters as the Proposer's ability, standing integrity, quality of performance, efficiency and general reputation.

[Signature]

By: ADAM RUSSO

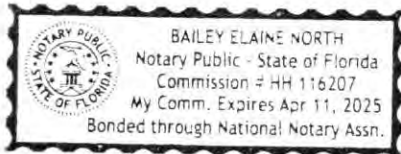
ADAM RUSSO CEO/OWNER  
(Type Name and Title of Person Signing)

This 10 day of JUNE, 2024.

(Corporate Seal)

Sworn to by means of  physical presence or  online notarization before me this 10 day of June, 2024.

[Signature], 4/11/2025  
(Seal) Notary Public/ Expiration Date



**COMPANY OWNED MAJOR EQUIPMENT**  
(Attach additional sheets if necessary)

Company Name FLORIDA CENTRICAL CONTRACTOR

Date JUNE 10, 2024

QUANTITY	DESCRIPTION	CAPACITY	No. LOCATED IN	
			FLORIDA	OTHER
2	F 350 'S			
10	F 150 'S			
3	TOYOTA TRUCKS			
3	F 250 'S			
1	EXC AVATION .	10K		
2	STEEL ALABAMA	9K		
1	SKID STEER	3K		

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURT PROJECT**

**PART II. PROPOSAL FORM – (C) PRICING**

**SECTION I. PRICING.**

Furnish and install all material, equipment and labor for the work complete and acceptable for construction of all infrastructure and appurtenances **as outlined in the Proposal Form attached as Exhibit A (to be prepared and completed by Proposer)** for the total lumps sum of:

Four hundred fifty thousand twenty four dollars (In Words).  
\$ 450,024.<sup>00</sup> (In Figures).

Note: This lump sum amount must match the extended total price on the Proposer-provided Proposal Form attached as **Exhibit A** which shall provide detailed quantities, associated unit costs, and line item costs (extended to provide for total cost). In addition to providing a hard copy of this Bid Form, **this information must be submitted electronically by the Proposer in Excel format.** Please be advised the selected Contractor will be responsible for construction stakeout and the retention of a surveyor to perform such work; accordingly, a corresponding line item must be included in all submitted Proposals.

The undersigned proposes to construct all work, or portion thereof, necessary to construct four pickleball courts as shown on plans prepared by Prosser Prime AE., and A & J Land Surveyors. Geotechnical Reports and in accordance with St. Johns County, and the St. Johns River Water Management District permits.

All proposals shall include coordination of construction with others.

All applicable federal and State of Florida taxes are included.

The offer in this Proposal Form shall be open to acceptance and is irrevocable for thirty (30) days from the proposal opening date.

If this proposal is accepted by the District within the time period stated above, we will:

1. Execute the Contract within seven days of receipt of Notice of Award, unless such time period is otherwise extended by the District.
2. Furnish the required bonds within seven days of receipt of Notice of Award.
3. Commence work within five days after written Notice to Proceed of this proposal.

In addition to completing the Proposal Form attached hereto as **Exhibit A**, Proposer shall create and provide with its proposal an itemized Schedule of Values for each numbered item set forth on the attached Proposal Form. The Schedule of Values shall outline all work items that will be used for monthly pay requests and the amounts thereon will be used for negotiating change orders.

The undersigned has visited the site, examined the plans, specifications and any addenda thereto, is acquainted with and fully understands the character and extent of the Scope of Work covered by this Proposal; and the specific requirements of St. Johns County, and all other regulatory agencies. The undersigned has carefully checked this Proposal after it was prepared and has verified all items, quantities, unit costs, and values and agrees to indemnify and save harmless the Owner against any cost, damage or expense which may be incurred or caused by any error in the preparation of same.

This proposal made by and on behalf of:

Proposer Signature: \_\_\_\_\_

Date: JUNE 10, 2024

Address: 1785 LAKESIDE AVENUE

By: OWNER / CEO

Print Name: ADAM RUSSO

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURTS**

**PART II. PROPOSAL FORM – (C) PRICING**

<b>Item No. &amp; Description</b>	<b>TOTAL</b>
1. MOBILIZATION AND SITE PREPARATION	\$ <u>43,775.<sup>00</sup></u>
2. EROSION AND SEDIMENT CONTROL	\$ <u>1,950.<sup>00</sup></u>
3. STORM WATER POLLUTION PREVENTION	\$ <u>1,350.<sup>00</sup></u>
4. CLEARING	\$ <u>10,637.<sup>00</sup></u>
5. PICKLEBALL COURTS	\$ <u>255,680.<sup>00</sup></u>
6. TESTING ALLOWANCE	\$ <u>500.<sup>00</sup></u>
7. SEEDING & MULCHING	\$ <u>1,150.<sup>00</sup></u>
8. BONDING/WARRANTY	\$ <u>6,950.<sup>00</sup></u>
9. ALTERNATE #1: PICKLEBALL COURT LIGHTING	\$ <u>65,000.<sup>00</sup></u>
10. ALTERNATE #2: BASKETBALL COURT LIGHTING	\$ <u>63,050.<sup>00</sup></u>
 <b>Project Total</b>	 \$ <u>450,024.<sup>00</sup></u>

1. **MOBILIZATION AND SITE PREPARATION** - Includes the preparatory work and operations in mobilizing to begin the work and demobilizing upon completion of work on the project. Work will include any site preparation necessary for construction. This item will be paid for on a percentage of total construction complete basis.

**Total**

Lump Sum Price: \$ 43,775.<sup>00</sup> (Numerals)

Forty three thousand Seven hundred Seventy Five dollars (Written)

2. **EROSION AND SEDIMENT CONTROL** - Includes all measures that are required to comply with the State of Florida water quality standards. This includes, but is not limited to silt screens, sodding, or other such measures that shall prevent the discharge of turbid waters from the site and minimize erosion of all graded areas. This item includes all measures necessary to meet agency quality standards and requirements. Testing results will be provided to the Owner on a regular basis or when requested. The site will be inspected on a regular basis by the Owner's Representative and will produce a weekly report with actions items indicating deficiencies. All Deficiencies must be repaired in seven days or less, or the contractor must provide in writing why the deficiencies cannot be addressed within the seven-day limit. Failure to correct a deficiency in the first seven days will result in a written warning. If the deficiency is not corrected after fourteen days the Owners Representative will make the repair and the Contractor will be back charged for the cost of the repair and a \$500.00 fine for each line item not addressed. Upon final acceptance of the site from St. Johns County & SJRWMD. The contractor shall remove sediment control measures once the grassing and 70% stabilization is established.

**Total**

Lump Sum Price: \$ 1,950.<sup>00</sup> (Numerals)

one thousand nine hundred Fifty dollars. (Written)

3. **STORM WATER POLLUTION PREVENTION PLAN** - Notice of Intent (NOI) to be filed by the contractor. The contractor shall adhere to all Federal rules and regulations regarding the National Pollutant Discharge Elimination System (NPDES) for construction and ground water discharge. The Storm Water Pollution Prevention Plan (SWPPP) included in these plans shall establish the minimum requirements allowed. The contractor shall implement additional measures, as required, to ensure compliance with the NPDES requirements. This item does include erosion controls item shown on the erosion and turbidity control plans or erosion and turbidity controls required by St. Johns County, or the St. Johns River Water Management District. Contractor shall provide specifications and shop drawings on all material to be used as part of the SWPPP.

**Total**

Lump Sum Price: \$ 1,350.<sup>00</sup> (Numerals)

one thousand three hundred Fifty dollars. (Written)



4. **CLEARING** - Includes complete clearing and grubbing and burning (if allowed) or removal off-site of all brush, roots, and all other debris in accordance with the City of St. Johns Standards and Specifications in the roadway rights-of-way. Special care shall be taken to ensure preservation of all natural vegetative areas indicated on the plans, existing mailboxes, and existing edge of pavement.

**Total**

Lump Sum Price: \$ 10,637.00 (Numerals)

Ten thousand six hundred thirty seven dollars (Written)

5. **PICKLEBALL COURTS** - Includes construction of pickleball courts in accordance with the USA Pickleball regulations. Courts must maintain an asphalt or concrete base along with resurfacing, coating, and sealing surface to ensure no cracking nor damage is sustained on the courts. Special care shall be taken to ensure netting and fencing will not inflict with the area or play or exceed the proposed edge of pavement.

**Total**

Lump Sum Price: \$ 255,680.00 (Numerals)

Two hundred fifty five thousand six hundred eighty dollars (Written)

6. **TESTING ALLOWANCE** - Although the requirement for testing is stated in other bid items, the cost for all testing associated with the construction of the proposed development Infrastructure is to be included in the Contractors Contract within this allowance. This includes, but is not limited to, all LBR tests, compaction tests, asphalt coring, pressure tests, etc. Please provide an allowance for this item, but all reimbursements for this item will be made to the Contractor based upon the actual testing company invoices. The testing allowance shall be Lump Sum Bid – Price Not to Exceed. Any additional cost for testing requirements beyond this amount will be at the cost of the Contractor. The Owner must approve the Contractors testing company.

**Total**

Lump Sum Price: \$ 500.00 (Numerals)

Five hundred dollars (Written)

7. **SEEDING & MULCHING** - Includes the complete grassing and mulching of all disturbed areas. Seed selection shall be a mix that is seasonally appropriate to germinate in a timely manner to establish cover.

**Total**

Lump Sum Price: \$ 1,150.00 (Numerals)

One thousand one hundred fifty dollars (Written)

**8. BONDING AND WARRANTY** – Cost to secure payment in accordance to St. Johns County and Processes and Standards

a. Payment and Performance Bond: \$ 6,000 (Numerals)  
Six thousand dollars (Written)

b. Contractor's Warranty: \$ 950.00 (Numerals)  
Nine hundred Fifty dollars (Written)

**Total**

Lump Sum Price: \$ 450,024.00 (Numerals)  
Four hundred fifty thousand (Written)  
twenty four dollars

**9. ALTERNATE #1: PICKLEBALL COURT LIGHTING** - Includes complete compliance with the electrical plans and lighting installation. The Contractor will be required to locate the source of power for the proposed lighting sources and produce conduit as needed. Standards and Specifications are highlighted in the Manufactures guidelines along with a minimum distance and length of poles given with the USA Pickleball company.

**Total**

Lump Sum Price: \$ 65,000.00 (Numerals)  
Sixty five thousand dollars (Written)

**10. ALTERNATE #2: BASKETBALL COURT LIGHTING** - Includes complete compliance with the electrical plans and lighting installation. The Contractor will be required to locate the source of power for the proposed lighting sources and produce conduit as needed. Standards and Specifications are highlighted in the Manufactures guidelines.

**Total**

Lump Sum Price: \$ 63,050.00 (Numerals)  
Sixty ~~three~~ three thousand (Written)  
fifty dollars

**PROJECT TOTAL**

\$ 450,024 (Numerals)  
Four hundred fifty thousand (Written)  
twenty four dollars.

**GENERAL NOTES TO**  
**PROPOSAL FORM**  
**EXHIBIT A TO PART II. PROPOSAL FORM – (C) PRICING**

1. The Contractor shall submit a detailed construction schedule with the bid proposal that outlines time frames for major work items. This schedule will be used in bid evaluation.
2. The Contractor is required to perform all tests as required by St. Johns County and prior to project acceptance.
3. The Contractor is responsible for visually inspecting the entire site prior to submitting bids and notifying the Engineer of discrepancies, which may affect the construction and its cost.
4. The selected Contractor will be required to submit an itemized schedule of values outlining all work items that will be used for monthly pay requests.
5. Standard contract documents as provided by the Owner will be used for the Contract and General Conditions.
6. Stub out all utilities beyond pavement edge as needed to continue into next phase and not disturb pavement of previous phase.
7. The Owner will provide the following survey stakeout work for the Contractor. All other necessary survey work must be provided by the Contractor.
  - A. Project Benchmark
8. The Contractor shall be responsible for coordinating all work necessary with all utility subcontractor companies.
9. The Contractor shall be responsible for coordinating the work necessary to complete all final approvals and acceptances.
10. Contractor shall complete his work in a professional and workman like manner typical of his industry. There shall be no sections or parts missing. Further, the work shall be complete and able to function for its intended use. The work must be continuous.
11. All storm drainage must be maintained to each property owner during construction. If this does not occur, the Contractor will be responsible for any damage that may result.
12. Burning of clearing debris generated on this project area may be burned as allowed by the St. Johns County Fire Marshall.

13. The Contractor shall specify subcontractors to be used for major work items, i.e. water, reuse, paving.
14. Contractor shall secure and pay for all paving and drainage construction permits, building permits, right- of way construction permits, county permit, electrical permit, water and electrical meters (if applicable), installation fees, electrical inspection fees, if any required.

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
INFORMAL REQUEST FOR PROPOSAL FOR RIVERTOWN  
RIVERHOUSE PICKLEBALL COURT PROJECT**

**PART II. PROPOSAL FORM – (D) SCHEDULE**


Contractor shall submit along with this Proposal a chart of its detailed project schedule. The chart shall use July 1, 2024, as the start date for the project and use calendar days for purposes of indicating the project's duration. The chart shall also include such milestones included at the Proposer's discretion; however, at the very least the chart shall identify dates for the issuance of the Notice to Proceed, the achievement of Substantial Completion and the application for Final Payment, as such events are defined in the Standard General Conditions of the Contract, respectively. In addition to the definitions in the Standard General Conditions of the Contract, Substantial Completion shall include the completion of pavement and a punch list from St. Johns County and application for Final Payment shall include receipt of St. Johns County Subdivision Acceptance Letter. Important milestones to be clearly denoted in the schedule include: St. Johns County Acceptance Schedule and System Acceptance Schedule. The number of days occurring between the issuance of the Notice to Proceed and the achievement of Substantial Completion is: One hundred thirty days (in words) 130 (in figures); the achievement of application of Final Payment is: \_\_\_\_\_ (in words) \_\_\_\_\_ (in figures) .

The Owner reserves the right to waive any informalities, or to reject any and all proposals.

**AFFIDAVIT FOR INDIVIDUAL**

STATE OF FL )  
 )  
COUNTY OF St. Johns ) SS

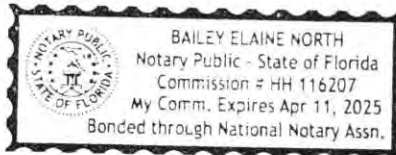
Adam Russo, being duly sworn, deposes and says that the statements and answers to the preceding questions are correct and true as of this date; and that he/ she understands that intentional inclusion of false, deceptive or fraudulent statements on this application constitute fraud; and, that the District considers such action on the part of the Proposer to constitute good cause for rejecting Proposer's proposal.

  
\_\_\_\_\_  
(Proposer must also sign here)

Sworn to before me by means of  physical presence or  online notarization this 10 day of June, 2024.

  
\_\_\_\_\_  
Notary Public / Expiration Date:

(SEAL)









**SWORN STATEMENT PURSUANT TO SECTION 287.133(3)(N)  
FLORIDA STATUTES, ON PUBLIC ENTITY CRIMES**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to Rivers Edge Community Development District  
(print name of the public entity)

by ADAM RUSSO  
(print individual's name and title)

for FLORIDA CERTIFIED CONTRACTORS  
(print name of entity submitting sworn statement)

whose business address is

1785 LAKESIDE AVENUE  
ST. AUGUSTINE, FLORIDA 32084

and (if applicable) its Federal Employer Identification Number (FEIN) is 20-4219240

(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn statement)

2. I understand that a "public entity crime" as defined in Paragraph 287.133(1)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with any agency or political subdivision of any other state or of the United States, including, but not limited to, any bid or contract for goods or services to be provided to any public entity or an agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.

3. I understand that "convicted" or "conviction" as defined in Paragraph 287.133(1)(b), Florida Statutes, means a finding of guilt or a conviction of a public entity crime, with or without an adjudications of guilt, in any federal or state trial court of record relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, nonjury trial, or entry of a please of guilty or nolo contendere.

4. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:

1. A predecessor or successor of a person convicted of a public entity crime; or
2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The ownership by one person of shares constituting a controlling interest in another person, or a pooling of equipment or income among persons when not for fair market value under an arm's length agreement, shall be a prima facie case that one person controls another person. A person who knowingly enters into a joint venture with a person who has been convicted of a public entity crime in Florida during the preceding 36 months shall be considered an affiliate.

5. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of any state or of the United States with the legal power to enter into a binding contract and which bids or applies to bid on contracts for the provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes

those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Indicate which statement applies.)

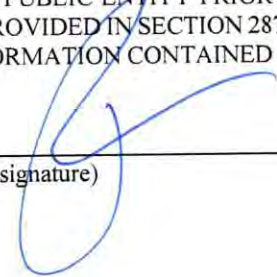
Neither the entity submitting this sworn statement, nor any of its officers, directors, executives, partners, shareholders, employees, members, or agents who are active in the management of the entity, nor any affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989.

The entity submitting this sworn statement, or one or more of its officers, directors, executives, partners, shareholders, employees members or agents who are active in the management of the entity, or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. However, there has been a subsequent proceeding before a Hearing Officer of the State of Florida, Division of Administrative Hearings and the Final Order entered by the Hearing Officer determined that it was not in the public interest to place the entity submitting this sworn statement on the convicted vendor list. (attach a copy of the final order)

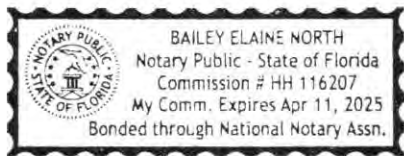
IT SHALL BE THE RESPONSIBILITY OF THE CONTRACTOR/VENDOR EXECUTING THIS PUBLIC ENTITY CRIME AFFIDAVIT TO VERIFY THAT NONE OF THE SUBCONTRACTORS/SUPPLIERS UTILIZED FOR THIS BID/QUOTE HAVE BEEN CONVICTED OF A PUBLIC ENTITY CRIME SUBSEQUENT TO JULY 1, 1989. IN THE EVENT IT IS LATER DISCOVERED THAT A SUBCONTRACTOR/SUPPLIER HAS BEEN CONVICTED OF A PUBLIC ENTITY CRIME, THE CONTRACTOR/VENDOR SHALL SUBSTITUTE THE SUBCONTRACTOR/ SUPPLIER WITH ANOTHER WHO HAS NOT RECEIVED A CONVICTION. ANY COST ASSOCIATED WITH THIS SUBSTITUTION SHALL BE THE SOLE RESPONSIBILITY OF THE CONTRACTOR/VENDOR.

I UNDERSTAND THAT THE SUBMISSION OF THIS FORM TO THE CONTRACTING OFFICER FOR THE PUBLIC ENTITY IDENTIFIED IN PARAGRAPH 1 (ONE) ABOVE IS FOR THAT PUBLIC ENTITY ONLY AND THAT THIS FORM IS VALID THROUGH DECEMBER 31 OF THE CALENDAR YEAR IN WHICH IT IS FILED. I ALSO UNDERSTAND THAT I AM REQUIRED TO INFORM THE PUBLIC ENTITY PRIOR TO ENTERING INTO A CONTRACT IN EXCESS OF THE THRESHOLD AMOUNT PROVIDED IN SECTION 287.017, FLORIDA STATUTES, FOR CATEGORY TWO OF ANY CHANGE IN THE INFORMATION CONTAINED IN THIS FORM.

  
\_\_\_\_\_  
(signature)

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 10 day of JUNE, 2024, by Adam Russo.



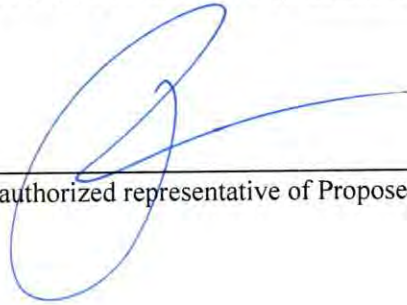
(Official Notary Signature & Seal)  
Name: Bailey North, Boughton  
Personally Known   
OR Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_

**RIVERS EDGE COMMUNITY DEVELOPMENT DISTRICT  
AFFIDAVIT OF NON-COLLUSION**

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

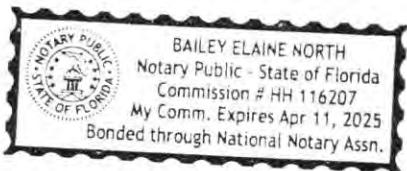
I, Adam Russo, do hereby certify that I have not, either directly or indirectly, participated in collusion or proposal rigging. Affiant is an officer or principal) in the firm of \_\_\_\_\_ and authorized to make this affidavit on behalf of the same. I understand that I am swearing or affirming under oath to the truthfulness of the claims made in this affidavit and that the punishment for knowingly making a false statement includes fines and/or imprisonment.

Dated this 10 day of June, 2024.

  
\_\_\_\_\_  
Signature by authorized representative of Proposer

STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 10 day of June, 2024, by Adam Russo.



(Official Notary Signature & Seal)  
Name: Bailey North Baughman  
Personally Known ✓  
OR Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_

**SWORN STATEMENT PURSUANT TO SECTION 287.135(5), FLORIDA STATUTES,  
REGARDING SCRUTINIZED COMPANIES**

**RIVERS EDGE CDD  
RIVERTOWN RIVERHOUSE PICKLEBALL COURTS  
ST. JOHNS COUNTY, FLORIDA**

**THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.**

1. This sworn statement is submitted to BAILEY NORTH  
by ADAM RUSSO (print individual's name and title)  
for FLORIDA CERTIFIED CONTRACTORS (print name of entity submitting sworn statement)  
whose business address is 1785 LAKESIDE AVE., ST. AUGUSTINE, FL 32084

2. I understand that, subject to limited exemptions, section 287.135, *Florida Statutes*, declares a company is ineligible to, and may not, bid on, submit a proposal for, or enter into or renew a contract with a local governmental entity for goods or services of \$1 million or more if at the time of bidding or submitting a proposal for a new contract or renewal of an existing contract, the company (a) is on the Scrutinized Companies that Boycott Israel List, created pursuant to section 215.4725, *Florida Statutes*, or is engaged in a boycott of Israel; (b) is on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, created pursuant to section 215.473, *Florida Statutes*; or (c) is engaged in business operations in Cuba or Syria.

3. Based on information and belief, at the time the entity submitting this sworn statement submits its proposal to the Rivers Edge Community Development District, neither the entity, nor any of its officers, directors, executives, partners, shareholders, members, or agents, is listed on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or is engaged in business operations in Cuba or Syria.

4. If awarded the Contract, the entity will immediately notify the Rivers Edge Community Development District in writing if either the entity, or any of its officers, directors, executives, partners, shareholders, members, or agents, is placed on either the Scrutinized Companies with Activities in Sudan List, the Scrutinized Companies with Activities in the Iran Terrorism Sectors List, the Scrutinized Companies that Boycott Israel List or is engaged in a boycott of Israel, or is engaged in business operations in Cuba or Syria.

\_\_\_\_\_  
Signature by authorized representative of Proposer

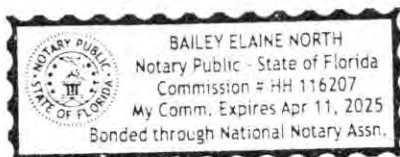
STATE OF FLORIDA  
COUNTY OF ST. JOHNS

Sworn to and subscribed before me by means of  physical presence or  online notarization this 10 day of JUNE, 2024, by ADAM RUSSO, as CEO/OWNER  
[title/official capacity] of FLORIDA CERTIFIED CONTRACTORS, LLC [entity].

\_\_\_\_\_  
(Official Notary Signature)

Name: BAILEY NORTH  
Personally Known   
OR Produced Identification \_\_\_\_\_  
Type of Identification \_\_\_\_\_

[Notary Seal]



**TRENCH SAFETY ACT COMPLIANCE STATEMENT**

**INSTRUCTIONS**

Because trench excavations on this Project are expected to be in excess of 5 feet, Chapter 90-96 of the Laws of Florida requires that construction on the Project comply with Occupational Safety and Health Administration Standard 29 C.F.R. s. 1926.650 Subpart P. All Proposers are required to execute this Compliance Statement and the Compliance Cost Statement. The costs for complying with the Trench Safety Act must be incorporated into the Project's Proposal.

This form must be certified in the presence of a notary public or other officer authorized to administer oaths.

**CERTIFICATION**

1. I understand that Chapter 90.96 of the Laws of Florida (The Trench Safety Act) requires me to comply with OSHA Standard 29 C.F.R. s. 1926.650 Subpart P. I will comply with The Trench Safety Act, and I will design and provide trench safety systems at all trench excavations in excess of five feet in depth for this project.
2. The estimated cost imposed by compliance with The Trench Safety Act will be:  
ZERO Dollars (Written)  
 \$ 0 (Figures).
3. The amount listed above has been included within the Proposal.

Dated this 10 day of JUNE, 2024.

Proposer:

By: ADAM RUSSO  
 Title: CEO/OWNER

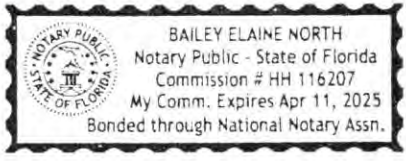
STATE OF FLORIDA  
 COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization this 10 day of JUNE, 2024, by ADAM RUSSO, of the FLORIDA CERTIFIED CONTRACTOR who is  personally known to me or  who has produced \_\_\_\_\_ as identification, and who  did or  did not take an oath.

Bailey Elaine North  
 Signature of Notary Public taking acknowledgement

My Commission Expires: 4/11/2025

(SEAL)



**TRENCH SAFETY ACT COMPLIANCE COST STATEMENT**

**INSTRUCTIONS**

Because trench excavations on this Project are expected to be in excess of 5 feet, Chapter 90-96 of the Laws of Florida requires that all Proposers submit a statement of the costs of complying with the Trench Safety Act. Said costs must also be incorporated into the Proposal.

This form must be certified in the presence of a notary public or other officer authorized to administer oaths.

By executing this statement, proposer acknowledges that included in the various items of its Proposal and in the total Proposal price are costs for complying with the Florida Trench Safety Act (90-96, Laws of Florida ) effective October 1, 1990. The Proposer further identifies the costs as follows:

Type of Trench Safety Mechanism	Quantity	Unit Cost <sup>1</sup>	Item Total Cost
0	0	0	0
<b>Project Total</b>			0

Dated this 10 day of JUNE, 2024.

Proposer: \_\_\_\_\_

By: ADAM RUSSO  
 Title: CEO/OWNER

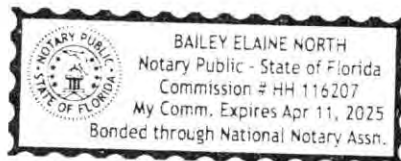
STATE OF FLORIDA  
 COUNTY OF ST. JOHNS

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization this 10 day of JUNE, 2024, by Adam Russo, of the FLORIDA CERTIFIED CONTRACTORS who is  personally known to me or  who has produced \_\_\_\_\_ as identification, and who  did or  did not take an oath.

Bailey North  
 Signature of Notary Public taking acknowledgement

My Commission Expires: 4/11/2025

(SEAL)



<sup>1</sup> Use cost per linear square foot of trench excavation used and cost per square foot of shoring used.







April 24, 2024

To whom it may concern:

RE: Florida Certified Contractors (FCC)

I am the founder and CEO of Coastal Realty & Property Management Inc and, proud to say, a native of St. Augustine.

For 31 years Coastal has managed Condominium and Homeowners Associations in St. Augustine and St. Johns County. It is this area of our business where we met Adam Russo and his team at Florida Certified Contractors.

We have completed many projects over the years, both small and large, from small stucco repairs to roof repairs, building paint projects and full roof replacements on our condominium buildings. We have also worked with them on large concrete restoration projects on these older beachfront buildings. Our projects with FCC have always been timely and on budget. His team is polite, respectful and understands these buildings are occupied and cleanliness of the jobsite is of utmost importance.

I am proud to have Florida Certified Contractors on our vetted and approved vendor list. I would without hesitation highly recommend them.

Please let me know if further information is needed.

Sincerely,

A handwritten signature in blue ink, appearing to read "Judy S. Alligood".

Judy S. Alligood  
CEO/Broker/LCAM

**Tonia Price  
240 Canal Blvd  
Ste. 2  
Ponte Vedra Beach, FL 32082**

**April 22, 2024**

**City of St. Augustine  
75 King Street #432  
St. Augustine, FL 32084**

**Re: Recommendation for Florida Certified Contractors**

**To Whom It May Concern,**

**I am pleased to write this letter in recommendation of Florida Certified Contractors, a highly competent and professional team based in Saint Augustine, Florida. My name is Tonia Price, and as a Property Manager, I have extensively collaborated with them on numerous renovation and restoration projects, both large and small.**

**Florida Certified Contractors has consistently demonstrated an exceptional level of expertise and commitment throughout our partnership. Their team excels in managing renovation and restoration projects with precision, adhering strictly to both local and national building codes, which ensures the safety and durability of their work.**

**One of the aspects that sets Florida Certified Contractors apart is their attention to detail and organizational skills. They maintain a clean and orderly job site, crucial for ensuring safety and minimizing disruptions during the restoration process. Their ability to adapt to unexpected challenges exemplifies their problem-solving skills and dedication to project success.**

**Furthermore, they exhibit strong communication skills, keeping us informed throughout the construction process and making well-considered recommendations that have saved us time and money. This proactive approach in communication has been invaluable in achieving our project goals effectively and efficiently.**

**I am confident in recommending Florida Certified Contractors for any renovation or restoration project. Their reliability, extensive industry knowledge, and commitment to customer satisfaction make them a standout provider in the construction industry.**



Brendan Strange <brendan@fccbuilders.com>

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## The Alexandria, San Marco

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John M. Gaultney <johngaultney@yahoo.com>  
To: Brendan Strange <brendan@fccbuilders.com>

Wed, Apr 24, 2024 at 9:39 AM

To Whom It May Concern:

The 89-unit (12 buildings) condominium called The Alexandria has had extensive experience with Florida Certified Contractors (FCC) for three plus years. We are a historic community in San Marco, Jacksonville.

Our experience has been excellent in quality of work, competitive pricing, completing jobs on time, and their responsiveness to resolving any typical issues during the construction phase.

On the basis of the above-mentioned experiences, The Alexandria Condominium Association highly recommends FCC as it is our contractor of choice.

Best Regards,

John M. Gaultney, Treasurer, Alexandria Condominium Association

April 24, 2024

Please feel free to contact me should you need further information or a more detailed account of my experiences working with Florida Certified Contractors.

Sincerely,

A handwritten signature in black ink that reads "Tonia Price". The signature is written in a cursive style with a large, looping initial "T".

Tonia Price, CAM

Community Association Manager

Email: [tprice@maymgt.com](mailto:tprice@maymgt.com)

M: 904-547-0669

O: 904-273-9832 ext. 165

# Rivertown Pickleball Court Schedule

Task Name	Duration	Start	Finish	Jun 30	Jul 7	Jul 14	Jul 21	Jul 28	Aug 4	Aug 11	Aug 18	Aug 25	Sep 1	Sep 8	Sep 15	Sep 22
1 PICKLEBALL COURT CONSTRUCTION	85d	07/01/24	09/23/24													
2 Demo trees and clear site	10d	07/01/24	07/10/24													
3 Rough grade	5d	07/11/24	07/15/24													
4 Electrical conduit	6d	07/16/24	07/21/24													
5 Sub base	12d	07/22/24	08/02/24													
6 Flat work & Court cuts	5d	08/03/24	08/07/24													
7 Light poles / lights	3d	07/11/24	07/13/24													
8 Fence posts	5d	07/14/24	07/18/24													
9 Asphalt base and cure	30d	07/18/24	08/17/24													
10 Court coatings	10d	08/18/24	08/27/24													
11 Chain link and wind screen	4d	08/28/24	08/31/24													
12 Nets and equipment	4d	09/01/24	09/04/24													
13 Seeding & Mulching	5d	09/05/24	09/09/24													
14 As builds	5d	09/10/24	09/14/24													
15 Final clean	1d	09/15/24	09/15/24													
16 Demob	2d	09/16/24	09/17/24													
17 Substantial completion	1d	09/18/24	09/18/24													
18 Punch completion and acceptance	5d	09/19/24	09/23/24													
19																
20																
21																
22																
23																
24																
25																
26																
27																



**Recently completed / Ongoing Project List**

**Grand Villas Resort Blue Green Corporation Resort**

Scope of work: Exterior restoration of buildings, site work, amenities  
Project Value: \$5,210,110 Completed June 1<sup>st</sup>, 2023.

**Valencia Condominiums**

Scope of work: Waterproofing, windows, and stucco restoration  
Project Value: \$3,310,200, Completed 11.28.2023

**Islander Condominiums**

Scope of work: Waterproofing, and stucco restoration  
Project Value \$1,785,500 Completed January 15<sup>th</sup>, 2023

**Old San Jose Condominiums**

Scope of work: Waterproofing, and stucco restoration  
Project Value \$860,440 Completed January 20<sup>th</sup> 2023

**Hibiscus Condominiums**

Scope of work: Waterproofing, and stucco restoration  
Project Value \$1,985,710 Completed February 25<sup>th</sup> 2022

**Deerfoot Point Condominiums**

Scope of work: Concrete site work, roofs, waterproofing  
Project Value \$1,985,710 Completed July, 1<sup>st</sup> 2022

**Sugar mill Condominiums**

Scope of work: Waterproofing, roofing and stucco restoration  
Project Value \$5,211,000 In progress, anticipated completion date June 2025

**Ocean Park Condominiums**

Scope of work: Waterproofing, and concrete restoration  
Project Value \$3,285,880 In progress, completion date May 25<sup>th</sup> 2024



Residential & Commercial Construction

1785 Lakeside Avenue  
St. Augustine, FL 32084  
Office: 904.824.2301

## **Bid qualifications & notes.**

### **Building qualifications:**

1. Water and power to be provided by owner.
2. All fee except for permit is not included