

**ESTANCIA AT WIREGRASS  
COMMUNITY DEVELOPMENT  
DISTRICT**

**OCTOBER 25, 2016**

**AGENDA PACKAGE**

## **Estancia at Wiregrass Community Development District**

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October 18, 2016

Board of Supervisors  
Estancia at Wiregrass Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Estancia at Wiregrass Community Development District is scheduled for **Tuesday, October 25, 2016 at 5:30 p.m.** at the Estancia at Wiregrass Clubhouse, 4000 Estancia Boulevard, Wesley Chapel, Florida. Following is the agenda for the meeting:

- 1. Call to Order**
- 2. Audience Comments on Agenda Items**
- 3. Organizational Matters**
  - A. Appointment of Supervisor to Fill the Unexpired Term of Office  
(Seat #3 – Expires 11/2016)**
  - B. Oath of Office of Newly Appointed Supervisor**
  - C. Designation of Officers, Resolution 2017-1**
- 4. Action Items**
  - A. Consideration of Landscape Maintenance Service Proposals**
- 5. Staff Reports**
  - A. District Counsel**
  - B. District Engineer**
  - C. District Manager**
- 6. Supervisor Requests**
- 7. Adjournment**

Any supporting material for the items listed above, not included in the agenda package, will be provided as soon as they are available or they will be distributed at the meeting. I look forward to seeing you at the meeting, but in the meantime if you have any questions, please contact me.

Sincerely,  
***Andy Mendenhall***  
Andy Mendenhall  
District Manager

cc: Jere Earlywine  
Tonja Stewart

# **Third Order of Business**

**3C.**

**RESOLUTION 2017-1**

**A RESOLUTION DESIGNATING OFFICERS OF THE  
ESTANCIA AT WIREGRASS COMMUNITY  
DEVELOPMENT DISTRICT**

WHEREAS, the Board of Supervisors of Estancia at Wiregrass Community Development District at a regular business meeting desires to appoint the below recited persons to the offices specified.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF ESTANCIA AT WIREGRASS COMMUNITY DEVELOPMENT DISTRICT:

1. The following persons were appointed to the offices shown, to wit:

- \_\_\_\_\_ Chairman
- \_\_\_\_\_ Vice Chairman
- Andrew P. Mendenhall Secretary
- Robert Koncar Treasurer
- Stephen Bloom Assistant Treasurer
- \_\_\_\_\_ Assistant Secretary(s)
- \_\_\_\_\_
- \_\_\_\_\_

PASSED AND ADOPTED THIS, 25<sup>TH</sup> DAY OF OCTOBER, 2016.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Secretary

## **Fourth Order of Business**

**4A.**





**ESTANCIA AT WIREGRASS COMMUNITY DEVELOPMENT DISTRICT  
LANDSCAPE AND IRRIGATION MAINTENANCE SERVICES  
REQUEST FOR PROPOSALS**

**EVALUATION CRITERIA**

**Pre-Requisite:** Contractor has all applicable licenses?

**Pre-Requisite:** Contractor is authorized to do business in Florida?

**Pre-Requisite:** Contractor has 5 years of experience as a landscape maintenance contractor?

**1. Personnel & Equipment**

**(5 Points Possible)**

This category addresses the following criteria: skill set and experience of key management and assigned personnel, including the project manager and other specifically trained individuals who will manage the property; present ability to manage this project; proposed staffing levels; capability of performing the work; geographic location; subcontractor listing; inventory of all equipment; etc. Skill set includes certification, technical training, and experience with similar projects. Please include resumes, certifications, etc., with Proposal.

**2. General Experience**

**(10 Points Possible)**

This category addresses past & current record and experience of the Proposer in similar projects; volume of work previously awarded to the firm; past performance in any other contracts; etc.

**3. Experience with Bermuda Grass**

**(5 Points Possible)**

This category addresses past & current record and experience of the Proposer in projects involving Bermuda turf.

**4. Understanding Scope of RFP**

**(5 Points Possible)**

This category addresses the following issues: Does the Proposal demonstrate an understanding of the District's needs for the services requested? Does it provide all information as requested by the District including pricing, scheduling, staffing, etc.? Does it demonstrate clearly the ability to perform these services? Were any suggestions for "best practices" included? Does the Proposal as a whole appear to be feasible, in light of the scope of work? Did the contractor use the forms provided from the Project Manual in responding to the Proposal?

**5. Financial Capacity**

**(5 Points Possible)**

This category addresses whether the Proposer has demonstrated that it has the financial resources and stability as a business entity necessary to implement and execute the work. Proposer should include proof of ability to provide insurance coverage as required by the District, any additional insurance being offered, and audited financial statements, or similar information.

**6. Price**

**(20 Points Possible)**

This category addresses the proposed pricing for the work, taking into account the initial term and all renewal terms, as well as the reasonableness of all unit pricing and other pricing information. A full ten (10) points will be awarded to the Proposer submitting the lowest priced Proposal (Parts 1, 2, 3 and 4 of the Proposal, Part IV – Pricing), taking into account the initial term and all renewal years. All other Proposers will receive a percentage of this total amount based upon a formula which divides the lowest Proposal price by the Proposer's Proposal price and is then multiplied by the number of points possible in this part of the price evaluation (i.e., ten). Up to an additional ten (10) points will be awarded as to the reasonableness of all numbers and quantities provided in Parts 1, 2, 3, 4, 5 & 6 of the Proposal Part IV - Pricing (including but not limited to any unit prices provided).

**Total Points Possible**

**(50 Points Possible)**