

MINUTES OF MEETING
SIX MILE CREEK COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Six Mile Creek Community Development District was held on Wednesday, March 11, 2015 at 2:35 p.m. at the offices of GMS, LLC, 475 West Town Place, Suite 114, St. Augustine, Florida 32092.

Present and constituting a quorum were:

Chris Kuhn	Chairman
Mike Veazey	Supervisor
Rose Bock	Supervisor
Chris O'Bannon	Supervisor

Also present were:

Jim Oliver	District Manager
Jim Perry	GMS, LLC
Wes Haber	District Counsel
Zachary Brecht	District Engineer
Jere Earlywine	Hopping Green & Sams (by phone)

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 2:30 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

**Approval of Minutes of the February 18,
2015 Meeting**

Mr. Oliver stated we just got these minutes back so we would table these and put them in the next agenda packet.

FOURTH ORDER OF BUSINESS

**Approval of Audit Criteria and
Authorization for Staff to Publish an RFP
for Fiscal Year 2015 Auditing Services**

Mr. Oliver stated the audit committee met earlier today and they approved the audit criteria. We would ask the board to approve the criteria also and to issue an RFP for auditing services.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the Audit Criteria and the issuance of an RFP for Auditing Services were approved.

FIFTH ORDER OF BUSINESS

**Discussion of Amenity Center
Construction RFP**

A. Consideration of Resolution 2015-18

Mr. Haber stated Jere Earlywine with my firm is on the phone. He is going to cover the substance of this resolution. The district has begun the process of procuring a contractor for the construction of the amenity facility. There was a desire to get that process underway as soon as possible, therefore a notice has already published letting people know that a project manual is going to be ready for pick up this Monday. I will defer to Jere to explain the process in this resolution. What this resolution does is Two-fold. It ratifies the publication of that notice and approves the RFP in general. That way when they pick it up we would have the board authorization.

Mr. Earlywine stated that is a pretty good introduction. We would move forward with the construction of the amenity center and have it done by spring of next year. The budget is 3.5 million dollars and it has to go through a public procurement process. Section 255.20 of the Florida statutes gives the district some flexibility in terms of creating that RFP process or procurement process. Under the current circumstances I think we have partially completed plans and there is still a couple of different ways that you could do the project. I think schedule is very important in terms of getting it done before that spring. We are looking for quality over just price. You can use what is called an RFP process. That is essentially what we are proposing here. Our resolution approves in substantial form a project manual and ratifies the notices that have already been issued. That is the resolution in a nutshell. If you look at the RFP package that is attached to the resolution it has a couple of different components to it. It is probably a little different from what you guys have done in the past. It calls for information about the personnel and experience from the contractors. They are going to provide their overhead price expressed as

a percentage of the 3.5 million dollar budget. They would also give you a price for monthly general conditions. There would be unit pricing information and a price on the \$5,000 budget for preconstruction work. The way this process would work is we would get all of the pricing information and we would get all of the information on their qualifications. We would have that on the thirtieth of March. The top ranked contractor would enter into the contract that is in the packet. The preconstruction work would entail the contractor working with the project architect to identify those costs. They are not doing any professional services. They are essentially just identifying the time and cost. After that process is complete we would authorize the construction work and sign an AIA document for the construction work. The AIA document could be a lump sum, which is fairly traditional, or it could be done in a price format with a cost and not to exceed basis. If you look at page fourteen of the packet there it deals with our evaluation criteria. Essentially you have your standard categories. Price is not the primary factor that the board cares about in this RFP process so price is weighted with thirty points. Scheduling importance is weighted at twenty points. Personnel and equipment is weighted at fifteen points. Experience is weighted at twenty points. Understanding the scope of work is weighted at ten points. Financial capacity is weighted at five points. Those are the criteria that you would use to evaluate the proposals that come in on the thirtieth. There is a preconstruction meeting next Thursday the nineteenth. They drop their packages off on the thirtieth. You all would meet later that week to rank them and authorize a contract award.

Mr. Kuhn stated we are looking to start construction in June of this year.

Mr. Earlywine stated unless you all have questions or comments on the process we are looking for a motion to adopt the resolution and authorize the chair to sign it.

Mr. Kuhn stated we are really making a selection based on qualifications, overhead and profit as a percentage, and general conditions. It is different from what we have done in the past.

Mr. Earlywine stated this contract has been used more broadly in the private contracting process. There is a competitive process on the back end incase we need to subcontract out work. It is a very competitive process. The people I have talked to who have done this before say it really helps in terms of timing and getting a better price. People have been really pleased with this kind of process.

Mr. Kuhn stated I am looking at page thirteen which is the evaluation criteria. I am recommending from personal experience a change that would put an additional five points on

financial capacity. Having been through a difficult experience with a contractor that could not perform, I think we should have at least ten points there. My suggestion would be that we make schedule twenty points. The version that is in our book has fifteen for experience so we could take five from there.

Mr. Earlywine stated we would make that adjustment.

Mr. Kuhn stated in the narrative of paragraph five on price there is a reference to four million. I would propose that we clean that up in the draft to be consistent with the other budget number throughout the document.

On MOTION by Mr. Kuhn seconded by Ms. Bock with all in favor the Resolution 2015-18 and the authorization of chairman to sign were approved.

SIXTH ORDER OF BUSINESS

Other Business

There being none, the next item followed.

SEVENTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Haber stated we have updates on a few things. We have sent out the notice letters to both the architects and the contractors on the landscape project. We have not received any protest notices and that is a good thing. The contractor in regard to the landscape installation has been provided the full set of documents that make up the agreement. That is there for their review. After they sign it we would just be looking to get their performance bonds, permits, and proof of insurance. The district would then look to issue the notice to proceed to get that work underway. The RFP had the base bid as well as a bid alternate. They have been informed that their contract is going to include just the base bid. We are also going to get the contract executed with the architect ELM. Mr. Kuhn has been working with a company for the entry monument. At your last meeting you gave him the authority to negotiate that and he is in that process.

Mr. Kuhn stated we received four proposals ranging in price from \$127,000-\$151,000. I think the proposal amounts were pretty tight. We feel all of them were responsive and picked up on the scope of work. We have started conversations with the lowest cost proposer. We have not issued a contract yet.

Mr. Haber stated the bid documents for that project contemplated just using AIA agreements. We would put those together and get those signed. We would update the board once they are in place. That is all I have from an update perspective.

B. Engineer

1. Requisition Summary

Mr. Brecht stated first let's start with the requisitions under section seven tab B1. There are five requisitions to be considered for a total of \$27,814.23. Let me know if you have any questions.

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor the Requisitions totaling \$27,814.23 were approved.

2. Consideration of Work Authorization 13, Amendment 2

Mr. Brecht stated the next item is the two work authorizations. I have copies here. Work authorization 13 is for an increase in fee for additional engineering services.

Mr. Kuhn stated additional engineering services are relative to the next phase of community and neighborhood infrastructure to be delivered for the project. This is including roads, drainage, and utility design for the community. This is a not-to-exceed amount of \$50,000 to the district engineer for engineering and permitting services.

On MOTION by Mr. Veazey seconded by Mr. Kuhn the Work Authorization 13 was approved.

3. Consideration of Work Authorization 15

Mr. Brecht stated the next work authorization is number 15. This is for the work that is to be done in order to get a consumptive use permit through the water management district.

Mr. Kuhn stated the irrigation system that the district would deliver for the landscape in the common area is using storm water from the ponds. In order to ensure that there is sufficient water in the ponds we are seeking a consumptive use permit with the water management district. This is to get the district engineer's support in both coordinating and obtaining that permit.

On MOTION by Mr. Veazey seconded by Mr. Kuhn with all in favor the Work Authorization 15 was approved.

Mr. Brecht stated I have two change orders. They are change order number eleven and change order number twelve. They both deal with the multi-use path within the project. Change order number eleven is a deductive change order. It takes out the originally approved amount under change order number eight. That was a concrete path. Change order number twelve is the addition of an asphalt section multi-use path.

Mr. Kuhn stated when we first sought to move the project forward and seek the county development approval of the infrastructure that has been delivered the engineering plans had a sidewalk on one side of the boulevard and a multi-use path on the other side. We negotiated with the county to delay the multi-use path to limit the initial cost of our development to get the initial development approved. They gave us a timeline to do the path as tied to platting within the community. We are now at a spot where we need to move forward with delivering the permitted multi-use trail. What was previously in the Vallencourt scope was a concrete path. This is the same geometry of that path, but a change in material from concrete to asphalt. These two change orders are taking out the scope that was the concrete path and simply putting back the same path as an asphalt path.

On MOTION by Mr. Kuhn seconded by Mr. Veazey with all in favor Change Order 11 and Changer Order 12 were approved.

C. Manager

There being none, the next item followed.

D. Field Services

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS

**Supervisors' Requests and Audience
Comments**

There being none, the next item followed.

NINTH ORDER OF BUSINESS

**Financial Statements as of February 28,
2015**

Mr. Oliver stated you have your financial statements through February 28, 2015. These are unaudited. The only unusual variance is legal advertising, but that is because we have various RFPs in process.

TENTH ORDER OF BUSINESS

**Consideration of Funding Request FY15-
#6**

Mr. Oliver stated you have funding request #6 in the amount of \$7,231.17.

On MOTION by Mr. Kuhn seconded by Mr. O'Bannon with all in favor the Funding Request FY-15 #6 was approved.

ELEVENTH ORDER OF BUSINESS

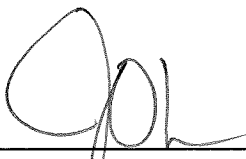
**Next Scheduled Meeting – Wednesday,
April 1, 2015 @ 2:00 p.m. at the offices of
GMS**

Mr. Oliver stated the next meeting is scheduled for Wednesday, April 1, 2015 at 2:00 p.m.

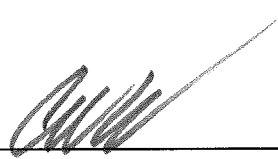
TWELTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Bock seconded by Mr. O'Bannon with all in favor the Meeting was adjourned.



Secretary / Assistant Secretary



Chairman / Vice Chairman