

Greenway Improvement District

3501 Quadrangle Boulevard, Suite 270, Orlando, FL 32817; Phone: 407-723-5900

www.greenwayid.org

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Greenway Improvement District ("District"), scheduled to be held at **2:30 p.m. on Tuesday, February 15, 2022 at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

District Staff, please use the following information to join via computer or the conference line:

Phone: 1-844-621-3956 Computer: pfgroup.webex.com Participant Code: 796 580 192#

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the January 18, 2022 Board of Supervisors' Meeting**

Business Matters

- 2. **Consideration of RFP for District Landscaping & Common Area Maintenance**
- 3. **Ratification of Requisition Nos. 711 – 713 Paid in January 2022 in an amount totaling \$428.75 (provided under separate cover)**
- 4. **Ratification of Operation and Maintenance Expenditures Paid in January 2022 in an amount totaling \$48,390.51 (provided under separate cover)**
- 5. **Recommendation of Work Authorizations/Proposed Services (if applicable)**
- 6. **Review of District's Financial Position and Budget to Actual YTD (provided under separate cover)**

Other Business

- A. Staff Reports
 - 1. District Counsel
 - 2. District Manager
 - 3. District Engineer
 - 4. Construction Supervisor
 - 5. Landscape Supervisor
 - 6. Irrigation Supervisor
- B. Supervisor Requests

Adjournment



GREENEWAY IMPROVEMENT DISTRICT

**Minutes of the January 18, 2022
Board of Supervisors' Meeting**

GREENWAY IMPROVEMENT DISTRICT BOARD OF SUPERVISORS' MEETING MINUTES

FIRST ORDER OF BUSINESS

Roll Call to Confirm a Quorum

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Tuesday, January 18, 2022, at 2:30 p.m. at Courtyard Orlando Lake Nona, 6955 Lake Nona Blvd, Orlando, FL 32827.

Present:

Chad Tinetti	Chairperson
Amanda Kost	Assistant Secretary
Antoinette Munroe	Assistant Secretary

Also attending:

Jennifer Walden	PFM	(via phone)
Lynne Mullins	PFM	
Tucker Mackie	Kutak Rock	
Jeff Newton	Donald W. McIntosh Associates	
Larry Kaufmann	Construction Supervisor & Construction Committee Member	(via phone at 2:31 p.m.)
Scott Thacker	District Landscape Supervisor	(via phone)
Matt McDermott	Construction Committee Member	(via phone at 2:33 p.m.)

SECOND ORDER OF BUSINESS

Public Comment Period

Ms. Mullins asked for any public comments. There were no public comments at this time.

THIRD ORDER OF BUSINESS

Consideration of the Minutes of the November 16, 2021, Board of Supervisors' Meeting

The Board reviewed the minutes of the November 16, 2021, Board of Supervisors' Meeting.

On Motion by Mr. Tinetti, second by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Minutes of the November 16, 2021, Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Second Amended and Restated Interlocal Agreement Among the Boggy Creek Improvement District, the Myrtle Creek Improvement District, the Midtown Improvement District and the Greenway Improvement District

Regarding Certain Maintenance of the Interchange

Ms. Mackie explained the Board has an existing Interchange Maintenance Agreement with the Boggy Creek ID and the Myrtle Creek ID regarding the cost share of the maintenance of the Interchange. With the creation of the Midtown ID, a portion of the acreage formerly within the Greenway ID is now located with the Midtown ID. The previous assessment to the Greenway ID was 36% and has now been allocated proportionately between the Greenway ID and the Midtown ID based on the acreage within each district. The Greenway ID cost is now reduced to 24% on an annual basis. She noted that the Agreement is listed as Amended and Restated is because the Midtown ID is now included.

Mr. Tinetti asked if density was ever considered as a factor. Ms. Mackie responded that if the density calculation would have been used, it would have been difficult to determine, so acreage was used as that does not vary over time.

Mr. McDermott joined the meeting via phone at 2:33 p.m.

On Motion by Ms. Munroe, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Second Amended and Restated Interlocal Agreement Among the Boggy Creek Improvement District, the Myrtle Creek Improvement District, the Midtown Improvement District and the Greenway Improvement District Regarding Certain Maintenance of the Interchange.

FIFTH ORDER OF BUSINESS

Ratification of Non-Ad Valorem Assessment Administration Agreement with Orange County Property Appraiser

Ms. Mullins explained this is an annual Agreement that is in place with the Property Appraiser for the tax roll. This has already been executed by the Chairman and needs to be ratified by the Board.

On Motion by Ms. Kost, second by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Non-Ad Valorem Assessment Administration Agreement with Orange County Property Appraiser.

SIXTH ORDER OF BUSINESS

Ratification of Requisition Nos. 708 – 710 paid in November 2021 in an amount totaling \$1,059.75

The Board reviewed Requisition Nos. 708 – 710 paid in November 2021 in an amount totaling \$1,059.75. Ms. Mullins noted these have been previously approved and need to be ratified by the Board.

On Motion by Ms. Kost, second by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 708 – 710 paid in November 2021 in an amount totaling \$1,059.75.

SEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in

November 2021 in an amount totaling \$24,410.82

The Board reviewed Operation and Maintenance Expenditures paid in November 2021 in an amount totaling \$24,410.82. Ms. Mullins noted these have been approved and need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures Paid in November 2021 in an amount totaling \$24,410.82.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in December 2021 in an amount totaling \$95,368.68

The Board reviewed Operation and Maintenance Expenditures paid in December 2021 in an amount totaling \$95,368.68. Ms. Mullins noted these have been approved and need to be ratified by the Board.

On Motion by Ms. Kost, second by Ms. Munroe, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Operation and Maintenance Expenditures Paid in December 2021 in an amount totaling \$95,368.68.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann stated there were no Work Authorizations.

TENTH ORDER OF BUSINESS

Review of District's Financial Position and Budget to Actual YTD

Ms. Mullins noted the District's Financial Statements are updated through December 31, 2021, with total expenses of \$154,000.00 vs. a budget of \$613,000.00. No action is required by the Board.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Mullins noted the next meeting is scheduled for Tuesday, February 15, 2022.

District Engineer – No Report

Construction Supervisor – No Report

District Landscape Supervisor – No Report

TWELFTH ORDER OF BUSINESS

Supervisor Requests & Adjournment

There were no Supervisor requests, so Ms. Mullins requested a motion to adjourn.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the January 18, 2022, Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

Secretary / Assistant Secretary

Chairperson / Vice Chairperson

GREENEWAY IMPROVEMENT DISTRICT

**RFP for District Landscaping
& Common Area Maintenance**

**GREENWAY IMPROVEMENT DISTRICT
REQUEST FOR PROPOSALS FOR
Landscaping, Common Areas, & Irrigation Maintenance Services
Tavistock Lakes and Laureate Boulevard & Nemours Parkway
Orange County, Florida
AND
NOTICE OF PUBLIC MEETING TO OPEN RFP RESPONSES**

Greenway Improvement District, the Owner, announces that Landscaping, Common Areas, and Irrigation Maintenance Services will be required for the project listed below:

PROJECT: Tavistock Lakes and Laureate Boulevard & Nemours Parkway
Landscaping, Common Areas, & Irrigation Maintenance Services Agreement Request for Proposal

The contract for landscaping, common areas, and irrigation maintenance services will consist of maintenance of turf, trees, shrubs and ground cover, open areas, hardscape and irrigation as well as trash removal through certain distinct areas of maintenance as more specifically set forth in the Request for Proposal.

The Request for Proposal will be available electronically beginning **Monday, April 4, 2022 at 10:00 a.m.** from PFM Group Consulting LLC, located at 3501 Quadrangle Blvd., Suite 270, Orlando, Florida 32817. Contact is Jennifer Walden, District Manager, at waldenj@pfn.com. The request for Proposal requires proposers to submit proposals for individual district areas of maintenance and collectively submit a proposal for all areas (3 total). The District reserves the right to award Sections 1, 2 and 3 separately to different proposers, or to award collectively to one proposer.

A mandatory pre-proposal conference will be held on this project on **Friday, April 8, 2022 at 10:00 a.m.** (EST) through virtual means by calling 1-844-621-3956 or logging in via the computer at pfnmgp.webex.com and entering code 796580192#. The pre-proposal conference may include, but not be limited to, a discussion of contract requirements, inspections, evaluations, and submittal requirements and may involve a site visit to inspect existing conditions and the areas to be maintained.

Ranking of proposers will be made on the basis of qualifications according to the Evaluation Criteria contained within the Request for Proposal. The Successful proposer(s) will be required to furnish a performance bond in the amount of 25% of the total amount of the first full year's proposal. The District has the right to reject any and all proposals if it determines, at its sole discretion, such rejection is in the best interest of the District. Any proposer who wishes to protest the scope of work and selection criteria shall file with the District a written notice of protest within seventy-two (72) hours after receipt of the proposed project plans and specifications or other contract documents, and shall file a formal written protest with the District within seven (7) calendar days after the date of timely filing the initial notice of protest. Filing will be perfected and deemed to have occurred upon receipt by the District Manager, PFM Group Consulting LLC, located at 12051 Corporate Boulevard, Orlando, Florida 32817. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the contents of the Request for Proposal. The formal written protest shall state with particularity the facts and law upon which the protest is based. Any and all questions relative to this project shall be directed in writing only to PFM Group Consulting LLC, Jennifer Walden District Manager, PFM Group Consulting LLC, 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817, via facsimile 407-723-5901 or e-mail at waldenj@pfn.com, no later than **Friday, April 15, 2022 at 5:00 p.m.**

Firms desiring to provide services for this project must submit four (4) bound copies of the required proposal section(s) and one electronic copy of the required proposal section(s) no later than **10:00 a.m. on Monday, May 9, 2022** at the offices of PFM Group Consulting LLC, 3501 Quadrangle Blvd., Suite 270, Orlando, FL 32817, and Attention: Jennifer Walden, District Manager. Additionally, as further described in the Request for Proposal, each proposer shall supply a bid bond or cashier's check in the sum equal to five percent (5%) of the total amount of the first full year's proposal. Proposals shall be submitted in a sealed package, shall bear the name of the proposer on the outside of the package, and shall identify the name of the project. Proposals will be opened at the time and date stipulated above; those received after the time and date stipulated above will be returned un-opened to the proposer. Any proposal not completed as specified or missing the required proposal documents may be disqualified.

Notice of Public Meeting to Open RFP Responses

A meeting will be held on **Monday, May 9, 2022 at 10:15 a.m.** at 3501 Quadrangle Blvd., Suite 197, Orlando, FL 32817. No official action of the District's Board will be taken at this meeting, it is held for the limited purpose of opening the RFP responses. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. This meeting may be continued to a date, time, and place to be specified on the record at the meeting. Any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at 407-723-5900 at least five calendar days prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

Greenway Improvement District Jennifer Walden, District Manager
Run Date(s): Sunday, March 27, 2022 and Sunday, April 3, 2022

Greenway Improvement District Evaluation Criteria

1. Technical Capability (30 points)

Considerations here include the geographic locations of the firm's office(s) in relation to the project; adequacy of equipment to perform the work in a high quality manner; adequacy and capabilities of labor available to perform the work according to the specifications; qualifications, training, and licenses/certifications of key personnel; evaluation of existing and future workload; the volume of work previously awarded to the firm; proposed detailed staffing levels, etc.

2. Experience (30 points)

The proposer's past record and experience in similar projects will be considered. Additional factors may include past performance on other projects, record and experience working for the references provided, observation of similar sites maintained by the firm, character, integrity, and reputation of respondent, etc.

3. Understanding of Scope of Work (10 points)

Points will be awarded based on the proposer's demonstrated understanding of the District's needs for the services requested and the level of detail provided in the proposal.

4. Price (30 points)

Points will be awarded to the proposer submitting the lowest total proposal for completing the work. All other proposals will receive a percentage of this amount based upon the difference between that proposer's proposal and the low proposal.

Total Points Possible (100 points)

GREENEWAY IMPROVEMENT DISTRICT

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amount totaling \$428.75
*(provided under separate cover)***

GREENEWAY IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid in
January 2022 in an amount totaling \$48,390.51
*(provided under separate cover)***

GREENEWAY IMPROVEMENT DISTRICT

Work Authorizations/Proposed Services
(if applicable)

GREENEWAY IMPROVEMENT DISTRICT

**District's Financial Position and
Budget to Actual YTD**
(provided under separate cover)