

**PELICAN BAY SERVICES DIVISION**  
**Municipal Services Taxing & Benefit Unit**

**NOTICE OF PUBLIC MEETING**

**WEDNESDAY, APRIL 12, 2023**

**THE PELICAN BAY SERVICES DIVISION BOARD WILL MEET AT 1 PM ON APRIL 12 AT THE COMMUNITY CENTER AT PELICAN BAY, 8960 HAMMOCK OAK DRIVE, NAPLES, FLORIDA, 34108.**

**AGENDA**

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 3/08/23 Regular Session meeting minutes
5. Audience comments
6. \*Election of chair and vice chair
7. Administrator's report
  - a. Capital Projects updates
    - i. Sidewalk Phase II
    - ii. Beach and dune restoration
    - iii. Replacement Operations Facility
  - b. March 31 Financial Report
  - c. Army Corps of Engineers study update (Apr.26 – 28 meeting)
  - d. Red tide update
8. Committee reports
  - a. Landscape & Safety
    - i. US 41 and other Pelican Bay traffic safety issues
  - b. Budget
    - i. \*Approval of draft FY24 PBSB budget
9. Chairman's report
  - a. RFP Management services
10. Old Business
11. New Business/Miscellaneous Correspondence
12. Adjournment

*\*indicates possible action items*

ANY PERSON WISHING TO SPEAK ON AN AGENDA ITEM WILL RECEIVE UP TO THREE (3) MINUTES PER ITEM TO ADDRESS THE BOARD. THE BOARD WILL SOLICIT PUBLIC COMMENTS ON SUBJECTS NOT ON THIS AGENDA AND ANY PERSON WISHING TO SPEAK WILL RECEIVE UP TO THREE (3) MINUTES. THE BOARD ENCOURAGES YOU TO SUBMIT YOUR COMMENTS IN WRITING IN ADVANCE OF THE MEETING. ANY PERSON WHO DECIDES TO APPEAL A DECISION OF THIS BOARD WILL NEED A RECORD OF THE PROCEEDING PERTAINING THERETO, AND THEREFORE MAY NEED TO ENSURE THAT A VERBATIM RECORD IS MADE, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. IF YOU ARE A PERSON WITH A DISABILITY WHO NEEDS AN ACCOMMODATION IN ORDER TO PARTICIPATE IN THIS MEETING YOU ARE ENTITLED TO THE PROVISION OF CERTAIN ASSISTANCE. PLEASE CONTACT THE PELICAN BAY SERVICES DIVISION AT (239) 252-1355.

**PELICAN BAY SERVICES DIVISION BOARD REGULAR SESSION  
MARCH 8, 2023**

The Pelican Bay Services Division Board met on Wednesday, March 8, 2023, at 1:00 p.m. at the Community Center at Pelican Bay, 8960 Hammock Oak Drive, Naples, Florida 34108.

In attendance were:

**Pelican Bay Services Division Board**

Michael Fogg, Chairman  
Joe Chicurel, Vice-Chairman  
Jack Cullen  
Jacob Damouni  
Mark Ferland

Peter Griffith  
Susan Hamilton (*absent*)  
Denise McLaughlin  
Michael Rodburg  
Rick Swider  
Michael Weir

**Pelican Bay Services Division Staff**

Neil Dorrill, Administrator (*by telephone*)  
Chad Coleman, Ops. Manager  
Darren Duprey, Supervisor - Field I

Dave Greenfield, Supervisor - Field II  
Karin Herrmann, Ops. Support Spec. II  
Lisa Jacob, Project Manager II  
Barbara Shea, Admin. Support Spec. II

**Also Present**

Mohamed Dabees, Humiston & Moore

**APPROVED AGENDA (*AS PRESENTED*)**

1. Pledge of Allegiance
2. Roll Call
3. Agenda approval
4. Approval of 2/08/23 Regular Session meeting minutes
5. Audience comments
6. Administrator's report
  - a. Capital Projects updates
    - i. Sidewalk Phase II
    - ii. Beaches and dune restoration
  - b. February 28 Financial Report
7. Chairman's report
8. Old Business
9. New Business/Miscellaneous Correspondence
10. Adjournment

**MR. DORRILL PARTICIPATED BY TELEPHONE**

**MR. FOGG WELCOMED OUR NEW COMMERCIAL BOARD MEMBER, MR. MARK FERLAND**

**ROLL CALL**

Ms. Hamilton was absent and a quorum was established.

**AGENDA APPROVAL**

**Mr. Rodburg motioned, Mr. Damouni seconded to approve the agenda as presented. The motion carried unanimously.**

**APPROVAL OF 2/08/2023 REGULAR SESSION MEETING MINUTES**

**Ms. McLaughlin motioned, Mr. Rodburg seconded to approve the 2/08/2023 regular session meeting minutes as amended. The motion carried unanimously.**

**AUDIENCE COMMENTS**

None

**ADMINISTRATOR'S REPORT**

**SIDEWALK PHASE II UPDATE**

Mr. Dorrill provided the following updates on our Sidewalk Phase II Project.

- Our sidewalk contractor, Quality Enterprises (QE), has installed approximately one mile of sidewalk so far, averaging 180 feet per day. The project is now at 30% of the total time schedule.
- We have established an agreement with QE for them to limit the exposed construction area, from demolition until new concrete is poured, to less than two weeks.
- As noted in the February Administrator's Report, there was a small portion of sidewalk (on Ridgewood Dr.) which did not meet the slope and pitch specifications due to a QE surveying error. These sections are scheduled to be removed and replaced.
- QE is making every effort to pour concrete in the early morning to prevent vandalism to the newly poured sidewalk sections. Defaced concrete sections were identified in mid to late February. It is the responsibility of the contractor to control and protect the construction site. Mr. Coleman commented that there has recently been additional defacing of new concrete sections. The Sheriff's Dept. has been notified and they have been providing additional patrols.
- QE has begun pouring concrete on Gulf Park Drive.
- QE has increased their crew sizes.
- The total drawdown during FY23 of our line of credit is \$1.495 million. We are incurring about \$3,000/month in interest; year-to-date interest expense is approximately \$11,000.

Mr. Coleman commented that test results of the quality of core concrete samples, after 58 days, has met the 4,000 psi threshold. He also noted that we should not have to do another drawdown of our line of credit during this fiscal year.

**BEACHES AND DUNE RESTORATION UPDATE**

Mr. Dorrill reported that the project for 560 tons of sand for emergency beach fill adjacent and under the Marker 36 beach facility is at substantial completion. He noted that the quality of sand is outstanding. Mr. Coleman reported that he is working with the contractor, TSI Disaster Recovery, to deliver an additional 50 tons of sand, considered necessary for this area.

**Pelican Bay Services Division Board Regular Session**  
**March 8, 2023**

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Mr. Dorrill reported that the County's beach dune restoration project is out to bid; bid opening will be within the next two weeks. The project is divided into two segments with segment "A" covering the urban Naples and Park Shore beaches and segment "B" covering the Vanderbilt and Pelican Bay beaches. Work on the two segments will run concurrently. Work on segment "B," covering Pelican Bay will begin in mid to late April and continue for two months through June. Mr. Dorrill commented that berm restoration will include the area from the Ritz Hotel south to Marker 36.5. There will be no restoration work further south (South Beach Facility or Clam Pass areas).

Dr. Mohamed Dabees, Coastal Engineer with Humiston and Moore, provided the following updates.

- The County's dune restoration project is a post-Ian FEMA reimbursable emergency restoration project.
- The dune restoration project will include those areas which are in front of upland infrastructure, which would be susceptible to flooding (FEMA Category B), including the PBF Marker 36 facility, Bay Colony condominiums, and the Strand homes. The area from Marker 36 southward to Clam Pass will not be covered by this project.
- A permit modification application has been submitted to the state to allow sand from a future Clam Pass dredging project to be used to restore the dune adjacent to Clam Pass and upland of the South Beach facility.
- Currently the inlet flow in Clam Pass appears to be acceptable. Turtle season is upon us and we have no plans for a dredging project this Spring. We will continue to monitor the inlet flow, and will do a bathymetric survey later this year.

Mr. Ferland requested a copy of the County's plans for the berm replacement project. Mr. Coleman commented that he will provide a copy of the plans to Mr. Ferland.

**OPERATIONS BUILDING REPLACEMENT PROJECT UPDATE**

Mr. Dorrill reported that our double-wide trailer was delivered and assembled at the end of February and is ready for occupancy. Utilities have been connected to the trailer, and it is ready for our maintenance crews to use over the next two years, during the Operations Building Replacement Project.

**FEBRUARY FINANCIAL REPORT**

Mr. Dorrill reviewed the February 28 financial statements and discussed highlights including a current PBSB cash balance of approximately \$15 million, and interest earned for the first five months of FY2023 of approximately \$26,000. Mr. Coleman commented that we have sufficient reserves to cover our Hurricane Ian expenses. He also noted that although we are seeing price inflation across the board, we have some protection against price increases through the County contracts in place which are available for us to use. Mr. Coleman reported that aeration equipment, damaged from Hurricane Ian, is eligible for FEMA reimbursement. He noted that we are running a bit over budget on irrigation equipment expenses.

Mr. Dorrill commented that he will follow up on our Hurricane Ian insurance claims. Our Operations Building's insurance claim may have implications for our FY2024 budget. Mr. Coleman reported that the Procurement Dept. continues to work on our Operations Building Replacement Project bid package and that he will follow up on the status of the bid package with Deputy County Manager Dan Rodriguez. Mr. Coleman commented that he hopes the bid package will be out on the street by next month.

**OTHER BOARD MEMBER COMMENTS**

Mr. Fogg commented on the significant drop-offs along the Oakmont Lake pathway. He noted that the PBF is responsible for the pathway replacement while the PBSB is responsible for grading the slope up to the pathway. Mr. Dorrill commented that he has asked for an engineering sketch to be prepared of those areas with drop-offs adjacent to the pathway. Mr. Coleman commented that the PBSB will work with our contractor to regrade/readjust the slope along the pathway.

Ms. McLaughlin requested an update on our tide gauges. Mr. Coleman commented that we have received our replacement tide gauges, and are waiting on Earth Tech to schedule installation. He also stated that at least gauge #14 will be installed within the next few weeks.

Mr. Griffith commented on the progress and work product by our sidewalk contractor on Ridgewood Drive, and noted that QE is now in the “remediation phase,” which includes repairs to irrigation pipes, and landscape and sod replacement. He noted that Johnson Engineering, our Quality Assurance specialist, has done a great job. He expressed concern over whether it is the board’s responsibility to protect the homeowners’ property. Mr. Coleman commented that it is the responsibility of the contractor to complete all aspects of remediation and that we must give the contractor the opportunity to complete the remediation. He noted that we have told the contractor to limit sidewalk demolition to areas which can be replaced within two weeks. Mr. Coleman commented that Johnson Engineering is carefully checking all of QE’s work, and we are also asking residents to report any issues directly to PBSB staff. He noted that in some cases PBSB staff is involved in remediation (generally in those areas where we have easements).

Mr. Dorrill emphasized that the sidewalk project has three levels of supervision including (1) QE supervisors, (2) Johnson Engineering, and (3) PBSB staff. He noted that the project includes \$250,000 for landscape restoration and includes 10% in retainage for each payment application. Mr. Dorrill commented that QE must replace any sidewalk segment that has been vandalized, or QE may repair/patch a vandalized segment only with the approval of the PBSB. Mr. Griffith suggested that defaced concrete segments be replaced prior to re-landscaping remediation.

Mr. Weir commented on a resident report of QE workers cleaning equipment in a Georgetown lake (per a resident email sent to staff and board members). Mr. Coleman commented that QE has been scolded and that this will never happen again. A water truck is now on the construction site.

Ms. McLaughlin proposed “Sept. 2023 Expiration of DMG contract – next steps” be included as an agenda item on the April PBSB Board meeting agenda. Mr. Dorrill commented that he spoke with Deputy County Manager Rodriguez on Monday, who informed him that he should expect a schedule and finished RFP (for a contracted Administrator) within two weeks. Ms. McLaughlin commented that a “finished RFP” would be ahead of board discussion on this issue. She noted that the board has not made a decision on whether to go forward with a part-time management process (contracted Administrator) or a full-time management process (full-time County employee). Mr. Fogg commented that we need to be in a position to go forward with either scenario, and that this was expressed to the County Manager’s Office in December. He noted that the “finished RFP” could be used if we choose to go out for bid. In conclusion, Mr. Fogg commented that this item will be placed on the April board agenda for board discussion. Ms. McLaughlin asked whether a job description for a full-time “County employee Administrator” has been developed. Mr. Fogg responded that the job description has not been developed, but that it is his understanding that this job description could be developed fairly quickly.

**CHAIRMAN’S REPORT**

**Pelican Bay Services Division Board Regular Session**  
**March 8, 2023**

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Mr. Fogg commented that this is Mr. Weir's last board meeting (his term expires on March 31). On behalf of the PBSB, he thanked Mr. Weir for his service. He noted that the new board will be seated at the April board meeting, where a Chair and Vice Chair will be elected. He directed board members to contact Mr. Dorrill to express any interest in the positions of Chair, Vice Chair, or any of the Committee Chairs.

**ADJOURNMENT**

**The meeting was adjourned at 2:12 p.m.**

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Michael Fogg, Chairman

Minutes approved [ ] *as presented* OR [ ] *as amended* ON [ ] *date*

**Pelican Bay Services Division Project Tracking Spreadsheet**

**04/03/2023**

**Emergency Beach Fill at R-36**

February 21-24, TSI Disaster Recovery performed the emergency beach fill at R-36 in accordance with an emergency permit obtained from FDEP. Approximately 560 tons of beach compatible mine sand was trucked in and graded. Additional sand will be placed during the emergency beach dune restoration anticipated to start in mid-April.

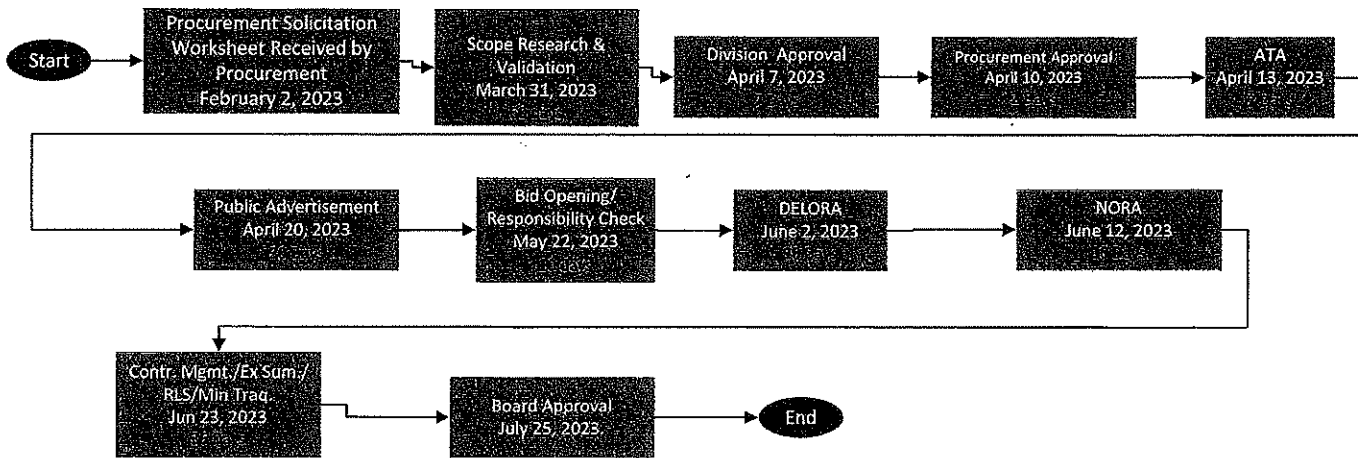
**PBSD New Maintenance Facilities – Project #50211**

The bid packet is in Procurement. The temporary trailer for field staff to operate out of until the new building is completed was delivered February 10. Electric service is in place.

**Sidewalk Improvements - Project #50212**

In March, the Contractor placed 3,507 lineal feet of sidewalk on Ridgewood Dr and Gulf Park Dr. Total lineal footage to date is 8,244. LF. Average daily placement is 213 linear feet.

### Pelican Bay Schedule Workflow Diagram





ID	Task Name	Task Mode	Duration	Start	Finish	Predecessors
1						
2	Procurement Solicitation Worksheet Received by Procurement		1 day	Wed 2/1/23	Wed 2/1/23	
3	Scope Research & Validation		60 days	Thu 2/2/23	Fri 3/31/23	2
4	Division Approval		7 days	Tue 4/4/23	Mon 4/10/23	3
5	Procurement Approval		2 days	Tue 4/11/23	Wed 4/12/23	4
6	ATA		7 days	Thu 4/13/23	Wed 4/19/23	5
7	Public Advertisement		30 days	Thu 4/20/23	Thu 5/18/23	6
8	Bid Opening/Responsibility Check		10 days	Mon 5/22/23	Wed 5/31/23	7
9	DELORA		10 days	Wed 5/31/23	Sat 6/10/23	8
10	NORA		10 days	Sat 6/10/23	Mon 6/19/23	9
11	Contr. Mgmt./Ex Sum./RLS/Min Traq.		36.25 days	Tue 6/20/23	Mon 7/24/23	10
12	Board Approval		1 day	Tue 7/25/23	Tue 7/25/23	11

Project: Pelican Bay Procurement  
Date: Fri 3/24/23

Task	Inactive Task	Manual Summary Rollup	External Milestone
Task Split	Inactive Milestone	Manual Summary	Deadline
Milestone Summary	Inactive Summary	Start-only	Progress
Project Summary	Manual Task	Finish-only	Manual Progress
	Duration-only	External Tasks	

**PELICAN BAY**  
**BALANCE SHEET**  
**March 31, 2023**  
**(UNAUDITED)**

	Operating Fund 109	Street Lighting 778	Pelican Bay Landscape, Safety, Lake & Beach Projects 322	Clam Bay Capital Projects 320	Assessment Funded Activities Total	Pelican Bay Financed Capital Projects 323	TOTAL
<b>ASSETS</b>							
Cash and investments	4,562,661.24	481,666.69	7,366,920.04	293,247.28	12,704,495.25	1,399,904.29	14,104,399.54
Interest receivable	-	-	-	-	-	-	-
Trade receivable, net	-	-	-	-	-	-	-
ROU Lease Receivable-Current	47,707.73	23,497.84	-	-	71,205.57	-	71,205.57
Due from other Funds	-	-	-	-	-	-	-
Due from other governments	8.00	-	37,235.06	-	37,243.06	-	37,243.06
<b>Total assets</b>	<b>4,610,376.97</b>	<b>505,164.53</b>	<b>7,404,155.10</b>	<b>293,247.28</b>	<b>12,812,943.88</b>	<b>1,399,904.29</b>	<b>14,212,848.17</b>
<b>LIABILITIES AND FUND BALANCE</b>							
<b>Liabilities:</b>							
Accounts payable	91,558.73	1,947.08	31,297.17	-	124,802.98	239,861.20	364,664.18
Wages payable	-	-	-	-	-	-	-
Retainage payable	-	-	-	-	-	-	-
Due to other Government	128.20	64.10	-	-	192.30	-	192.30
Deferred Inflows-Leases	46,738.73	23,020.57	-	-	69,759.30	-	69,759.30
Commercial Paper Loan	-	-	2,500,000.00	-	2,500,000.00	-	2,500,000.00
<b>Total liabilities</b>	<b>138,425.66</b>	<b>25,031.75</b>	<b>2,531,297.17</b>	<b>-</b>	<b>2,694,754.58</b>	<b>239,861.20</b>	<b>2,934,615.78</b>
<b>Fund balances:</b>							
Fund balance	4,471,951.31	480,132.78	4,872,857.93	293,247.28	10,118,189.30	1,160,043.09	11,278,232.39
<b>Total liabilities and fund balances</b>	<b>4,610,376.97</b>	<b>505,164.53</b>	<b>7,404,155.10</b>	<b>293,247.28</b>	<b>12,812,943.88</b>	<b>1,399,904.29</b>	<b>14,212,848.17</b>
<b>Fund Balance at the end of the period</b>	<b>4,471,951.31</b>	<b>480,132.78</b>	<b>4,872,857.93</b>	<b>293,247.28</b>		<b>1,160,043.09</b>	
<b>Approved Project Financing Available to Draw</b>						<b>4,000,000.00</b>	
<b>Unspent balance of projects:</b>							
Small projects under \$200K	-	-	551,004.03	-	-	-	-
50126-Beach Renourishment	-	-	693,557.51	-	-	-	-
50211-PBSD OPS BLD	-	-	3,690,191.60	-	-	-	-
50212-PBSD PH1-SW	-	-	802,700.20	-	-	-	-
50212-PBSD PH2-SW	-	-	-	-	-	5,150,496.41	-
51026-PBSD Lake Bank Restoration	-	-	1,338,557.28	-	-	-	-
51100-Clam Bay Restoration	-	-	-	273,347.85	-	-	-
<b>Total unspent balance of major projects</b>	<b>-</b>	<b>-</b>	<b>7,076,010.62</b>	<b>273,347.85</b>		<b>5,150,496.41</b>	
<b>Budgeted reserves:</b>							
991000-Reserve for contingencies	108,500.00	11,400.00	-	-	-	-	-
991700-Reserve for disaster relief	700,000.00	-	-	-	-	-	-
992090-Reserve for sinking fund	-	-	-	-	-	-	-
993000-Reserve for capital outlay	110,500.00	50,000.00	110,400.00	-	-	-	-
994500-Reserve for future construction and improvement	-	-	-	-	-	-	-
998000-Reserve for cash	475,000.00	40,000.00	-	-	-	-	-
<b>Total budgeted reserves</b>	<b>1,394,000.00</b>	<b>101,400.00</b>	<b>110,400.00</b>	<b>-</b>			
<b>Budgeted commitments at the end of the period</b>	<b>1,394,000.00</b>	<b>101,400.00</b>	<b>7,185,410.62</b>	<b>273,347.85</b>		<b>5,150,496.41</b>	
	<b>3,077,951.31</b>	<b>378,732.78</b>	<b>(2,313,552.69)</b>	<b>19,899.43</b>		<b>9,546.68</b>	
<b>Financing Recap:</b>							
Funding for current sidewalk program planned				6,500,000.00			This is the difference between interest earned on unspent proceeds and accrued interest paid on the borrowing.
Funding reserved for future capital projects				3,500,000.00			
Financing Secured				<u>10,000,000.00</u>			

PELICAN BAY  
INCOME STATEMENT  
OPERATING FUND - 109  
March 31, 2023  
(UNAUDITED)

	Adopted Budget	Amended Budget	Commitments	October	November	December	January	February	March	Total Expenditures	Variance	% Budget Consumed
<b>REVENUES AND CARRYFORWARD</b>												
Special assessments	4,903,400.00	4,903,400.00	-	12,360.64	1,131,632.82	2,440,960.27	645,241.49	172,845.74	104,849.60	4,507,910.56	(395,489.44)	91.9%
FEMA	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Interest	20,000.00	20,000.00	-	2,900.50	4,025.90	8,100.03	11,182.29	8,114.54	-	34,323.26	14,323.26	171.6%
Miscellaneous	36,800.00	36,800.00	-	3,240.91	3,223.27	3,223.27	3,723.27	4,021.29	3,672.28	21,104.29	(15,695.71)	57.3%
Transfers in	34,100.00	34,100.00	-	34,547.10	-	-	(447.10)	-	-	34,100.00	-	100.0%
Negative 5% of estimated revenue	(248,100.00)	(248,100.00)	-	-	-	-	-	-	-	-	248,100.00	
Budgeted carryforward	1,811,000.00	1,982,193.44	-	-	-	-	-	-	-	-	(1,982,193.44)	
<b>Total revenues + carryforward</b>	<b>6,557,200.00</b>	<b>6,728,393.44</b>	<b>-</b>	<b>53,049.15</b>	<b>1,138,901.99</b>	<b>2,452,283.57</b>	<b>659,699.95</b>	<b>184,981.57</b>	<b>108,521.88</b>	<b>4,597,438.11</b>	<b>(2,130,955.33)</b>	<b>68.3%</b>
<b>EXPENDITURES AND RESERVES</b>												
Personal services												
Salaries, taxes and retirement	1,976,835.00	1,976,835.00	-	138,095.57	155,761.29	312,029.51	36,822.12	140,480.88	143,823.21	927,012.58	1,049,822.42	46.9%
Health, dental, life insurance; Short term, lo	427,265.00	427,265.00	213,692.50	-	-	-	106,816.25	-	-	106,816.25	106,816.25	75.0%
Total personal services	2,404,100.00	2,404,100.00	213,692.50	138,095.57	155,761.29	312,029.51	143,638.37	140,480.88	143,823.21	1,033,828.83	1,156,638.67	51.9%
Operating												
182602-Lake & Stormwater Management fe	841,400.00	896,768.68	481,354.03	26,260.04	102,617.75	39,889.35	47,945.37	26,433.15	34,285.46	277,431.12	137,983.53	84.6%
182904-Right of way beautification field	1,595,100.00	1,595,100.00	448,695.16	60,984.19	143,309.01	149,864.41	268,066.33	81,835.81	104,164.37	808,224.12	338,180.72	78.8%
Total operating	2,436,500.00	2,491,868.68	930,049.19	87,244.23	245,926.76	189,753.76	316,011.70	108,268.96	138,449.83	1,085,655.24	476,164.25	80.9%
Capital outlay	98,500.00	214,324.76	91,135.26	-	-	-	35,171.09	-	79,518.05	114,689.14	8,500.36	96.0%
Transfers out	263,400.00	263,400.00	-	1,759.11	31,821.65	112,219.20	12,876.96	3,456.91	3,526.85	165,660.68	97,739.32	62.9%
Total expenditures	5,202,500.00	5,373,693.44	1,234,816.95	227,098.91	433,509.70	614,002.47	507,698.12	252,206.75	365,317.94	2,399,833.89	1,739,042.60	67.6%
Budgeted reserves												
991000-Reserve for contingencies	108,500.00	108,500.00	-	-	-	-	-	-	-	-	108,500.00	
991700-Reserve for disaster relief	700,000.00	700,000.00	-	-	-	-	-	-	-	-	700,000.00	
993000-Reserve for capital outlay	110,500.00	110,500.00	-	-	-	-	-	-	-	-	110,500.00	
998000-Reserve for cash	475,000.00	475,000.00	-	-	-	-	-	-	-	-	475,000.00	
Total reserves	1,354,000.00	1,354,000.00	-	-	-	-	-	-	-	-	1,354,000.00	
<b>Total expenditures + reserves</b>	<b>6,557,200.00</b>	<b>6,728,393.44</b>	<b>1,234,816.95</b>	<b>227,098.91</b>	<b>433,509.70</b>	<b>614,002.47</b>	<b>507,698.12</b>	<b>252,206.75</b>	<b>365,317.94</b>	<b>2,399,833.89</b>	<b>3,133,042.60</b>	<b>54.0%</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(174,049.76)</b>	<b>705,392.29</b>	<b>1,838,281.10</b>	<b>152,001.83</b>	<b>(67,225.18)</b>	<b>(256,796.06)</b>	<b>2,197,604.22</b>	<b>-</b>	

2,274,347.09 Carryforward as of 9/30/22  
4,471,951.31 Fund Balance as of 03/31/2023

PELICAN BAY  
INCOME STATEMENT  
STREET LIGHTING - 778  
March 31, 2023  
(UNAUDITED)

	Adopted Budget	Amended Budget	Commitments	October	November	December	January	February	March	Total Expenditures	Variance	% Budget Consumed
<b>REVENUES AND CARRYFORWARD</b>												
Current Ad Valorem Taxes	743,400.00	743,400.00	-	1,182.49	212,444.90	403,129.66	29,616.55	28,117.77	12,229.41	686,820.78	(56,579.22)	92.4%
Miscellaneous revenue	18,900.00	18,900.00	-	1,637.13	1,646.67	1,611.65	1,611.65	2,010.65	1,811.16	10,328.91	(8,571.09)	54.7%
Interest	1,500.00	1,500.00	-	399.89	600.51	1,083.90	1,566.20	1,140.32	-	4,790.82	3,290.82	319.4%
Insurance refunds	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Negative 5% of estimated revenue	(38,300.00)	(38,300.00)	-	-	-	-	-	-	-	-	-	-
Transfers in	-	-	-	-	-	-	-	-	-	-	38,300.00	-
Budgeted carryforward	148,700.00	299,567.37	-	-	-	-	-	-	-	-	(299,967.37)	-
<b>Total revenues + carryforward</b>	<b>874,200.00</b>	<b>1,025,467.37</b>	<b>-</b>	<b>3,219.51</b>	<b>214,692.08</b>	<b>405,825.21</b>	<b>32,794.40</b>	<b>31,268.74</b>	<b>14,140.57</b>	<b>701,940.51</b>	<b>(323,526.86)</b>	<b>68.5%</b>
<b>EXPENDITURES AND RESERVES</b>												
Personal services	108,380.00	108,380.00	-	7,869.75	8,101.97	11,596.13	2,404.63	7,920.62	7,867.24	45,760.34	62,619.66	42.2%
Salaries, taxes and retirement	16,620.00	16,620.00	8,310.00	-	-	4,155.00	4,155.00	-	-	8,310.00	-	100.0%
Health, dental, life insurance; Short term, long term disability, v	125,000.00	125,000.00	8,310.00	7,869.75	8,101.97	15,751.13	6,559.63	7,920.62	7,867.24	54,070.34	62,619.66	49.9%
Total operating	223,700.00	223,700.00	78,419.50	12,848.87	16,655.15	18,587.80	16,127.54	15,144.77	13,789.62	93,153.75	52,126.75	76.7%
182701-Street Lighting Field Operations	223,700.00	223,700.00	78,419.50	12,848.87	16,655.15	18,587.80	16,127.54	15,144.77	13,789.62	93,153.75	52,126.75	76.7%
Total operating	223,700.00	223,700.00	78,419.50	12,848.87	16,655.15	18,587.80	16,127.54	15,144.77	13,789.62	93,153.75	52,126.75	76.7%
Capital outlay	500.00	151,767.37	151,267.37	-	-	-	-	-	-	-	500.00	99.7%
Transfers out	423,600.00	423,600.00	-	35.86	4,280.62	206,912.59	592.33	562.36	199,096.59	411,480.35	12,119.65	97.1%
Total expenditures	772,800.00	924,067.37	237,996.87	20,754.48	29,037.74	241,251.52	23,279.50	23,627.75	220,753.45	558,704.44	127,366.06	86.2%
Budgeted reserves	11,400.00	11,400.00	-	-	-	-	-	-	-	-	11,400.00	-
991000-Reserve for Contingencies	50,000.00	50,000.00	-	-	-	-	-	-	-	-	50,000.00	-
993000-Reserve for capital outlay	40,000.00	40,000.00	-	-	-	-	-	-	-	-	40,000.00	-
998000-Reserve for cash	101,400.00	101,400.00	-	-	-	-	-	-	-	-	101,400.00	-
Total reserves	874,200.00	1,025,467.37	237,996.87	20,754.48	29,037.74	241,251.52	23,279.50	23,627.75	220,753.45	558,704.44	228,766.06	77.7%
<b>Total expenditures + reserves</b>	<b>874,200.00</b>	<b>1,025,467.37</b>	<b>237,996.87</b>	<b>20,754.48</b>	<b>29,037.74</b>	<b>241,251.52</b>	<b>23,279.50</b>	<b>23,627.75</b>	<b>220,753.45</b>	<b>558,704.44</b>	<b>228,766.06</b>	<b>77.7%</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>												
				(17,534.97)	185,654.34	164,573.69	9,514.90	7,640.99	(206,612.88)	143,236.07		
										336,896.71		Carryforward as of 9/30/22
										480,132.78		Fund Balance as of 03/31/2023

PELICAN BAY  
 INCOME STATEMENT  
 PELICAN BAY LANDSCAPE, SAFETY, LAKE & BEACH PROJECTS - 322  
 March 31, 2023  
 (UNAUDITED)

	Adopted Budget	Amended Budget	Commitments	October	November	December	January	February	March	Apr	Total Expenditures	Variance	% Budget Consumed
<b>REVENUES AND CARRYFORWARD</b>													
Special assessments	1,582,800.00	1,582,800.00	-	5,960.04	545,659.77	1,176,980.96	(363,157.05)	55,794.87	33,845.61	-	1,455,084.20	(127,715.80)	91.9% #DIV/0!
Misc Revenue	-	-	-	-	-	-	-	-	-	-	-	-	-
Interest	10,000.00	10,000.00	-	7,123.83	9,724.10	14,855.11	14,813.81	12,807.56	-	-	59,324.41	49,324.41	593.2%
Insurance refunds	-	-	-	-	-	-	-	-	-	-	-	-	-
Transfers in	917,700.00	917,700.00	-	-	-	328,850.00	130,000.00	-	198,850.00	-	657,700.00	(260,000.00)	#DIV/0!
Negative % of estimated revenue	(79,700.00)	(79,700.00)	-	-	-	-	-	-	-	-	-	-	71.7%
Budgeted carryforward	468,000.00	6,144,989.41	-	-	-	-	-	-	-	-	-	79,700.00	-
<b>Total revenues + carryforward</b>	<b>2,898,800.00</b>	<b>8,575,789.41</b>	<b>-</b>	<b>13,083.87</b>	<b>555,383.87</b>	<b>1,520,686.07</b>	<b>(218,343.24)</b>	<b>68,602.43</b>	<b>232,695.61</b>	<b>-</b>	<b>2,172,108.61</b>	<b>(6,403,680.80)</b>	<b>25.3%</b>
<b>EXPENDITURES AND RESERVES</b>													
Projects:													
50056-PBSD Landscape Improvement	100,000.00	115,958.90	8,685.00	-	-	-	-	300.00	1,500.00	-	1,800.00	105,473.90	9.0%
50103-PBSD Signage	227,700.00	321,671.26	32,148.00	-	-	-	-	-	-	-	-	289,523.26	10.0%
50126-Beach Renourishment	400,000.00	693,557.51	-	-	14,957.27	(14,957.27)	-	-	-	-	-	693,557.51	0.0%
50154-Hurricane Irma	160,000.00	160,000.00	-	-	-	-	-	-	-	-	-	160,000.00	0.0%
50158-PBSD Roadway Safety	-	88,772.05	69,332.25	-	-	-	-	-	-	-	-	19,439.80	78.1%
50178-Sidewalk Maintenance/Enhancement	-	35,882.82	23,704.82	4,366.75	521.75	-	-	-	4,592.50	-	9,481.00	2,697.00	92.5%
50211-PBSD OPS BID	-	3,747,527.06	128,964.00	680.00	3,226.50	5,916.88	1,160.11	20,343.96	26,008.01	-	57,335.46	3,561,227.60	5.0%
50212-PBSD PH1-SW	-	876,487.45	779,377.75	3,205.25	1,409.00	10,769.25	12,524.25	22,559.50	23,320.00	-	73,787.25	23,322.45	97.3%
50272-Streetlight Improvement	300,000.00	300,000.00	171,500.00	-	-	-	-	-	-	-	-	128,500.00	57.2%
51026-PBSD Lake Bank Restoration	1,300,000.00	1,824,832.36	66,683.20	201,048.44	379.38	17,592.46	6,349.00	266,647.80	(5,742.00)	-	486,275.08	1,271,874.08	30.3%
<b>Total expenditures</b>	<b>2,487,700.00</b>	<b>8,164,689.41</b>	<b>1,280,395.02</b>	<b>209,300.44</b>	<b>20,493.90</b>	<b>19,321.32</b>	<b>20,033.36</b>	<b>309,851.26</b>	<b>49,678.51</b>	<b>-</b>	<b>628,678.79</b>	<b>6,255,615.60</b>	<b>7.7%</b>
Transfers out	300,700.00	300,700.00	-	2,819.20	19,278.24	46,839.62	(5,953.04)	9,115.90	9,676.91	-	81,776.83	218,923.17	27.2%
<b>Total expenditures</b>	<b>2,788,400.00</b>	<b>8,465,389.41</b>	<b>1,280,395.02</b>	<b>212,119.64</b>	<b>39,772.14</b>	<b>66,160.94</b>	<b>14,080.32</b>	<b>318,967.16</b>	<b>59,355.42</b>	<b>-</b>	<b>710,455.62</b>	<b>6,474,538.77</b>	<b>8.4%</b>
Budgeted reserves													
993000-Reserve for capital outlay	110,400.00	110,400.00	-	-	-	-	-	-	-	-	-	110,400.00	0.0%
992090-Reserve for sinking fund	-	-	-	-	-	-	-	-	-	-	-	-	-
991700-Reserve for disaster relief	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total reserves</b>	<b>110,400.00</b>	<b>110,400.00</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>110,400.00</b>	<b>0.0%</b>
<b>Total expenditures + reserves</b>	<b>2,898,800.00</b>	<b>8,575,789.41</b>	<b>1,280,395.02</b>	<b>212,119.64</b>	<b>39,772.14</b>	<b>66,160.94</b>	<b>14,080.32</b>	<b>318,967.16</b>	<b>59,355.42</b>	<b>-</b>	<b>710,455.62</b>	<b>6,584,938.77</b>	<b>23.2%</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>(199,035.77)</b>	<b>515,611.73</b>	<b>1,454,525.13</b>	<b>(232,423.56)</b>	<b>(250,364.73)</b>	<b>173,340.19</b>	<b>1,461,532.99</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

5,911,204.94 Carryforward as of 9/30/22  
 7,372,857.93 Fund Balance as of 03/31/2023  
 2,500,000.00 Commercial Paper loan

PELICAN BAY  
 INCOME STATEMENT  
 CLAM BAY CAPITAL PROJECT FUND - 320  
 March 31, 2023  
 (UNAUDITED)

	Adopted Budget	Amended Budget	Commitments	October	November	December	January	February	March	Total Expenditures	Variance	% Budget Consumed
<b>REVENUES AND CARRYFORWARD</b>												
Special assessments	203,100.00	203,100.00	-	742.31	67,960.95	146,590.88	(40,090.77)	7,158.87	4,342.63	186,704.87	(16,395.13)	91.9%
Interest	100.00	100.00	-	196.44	284.68	560.95	685.17	488.03	-	2,165.27	2,065.27	2165.3%
Transfer in	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Negative 5% of estimated revenue	(10,300.00)	(10,300.00)	-	-	-	-	-	-	-	-	10,300.00	0.0%
Budgeted carryforward	12,600.00	185,016.85	-	-	-	-	-	-	-	-	(185,016.85)	-
<b>Total revenues + carryforward</b>	<b>205,500.00</b>	<b>377,916.85</b>	<b>-</b>	<b>938.75</b>	<b>68,245.63</b>	<b>147,151.83</b>	<b>(39,455.60)</b>	<b>7,646.90</b>	<b>4,342.63</b>	<b>188,870.14</b>	<b>(189,046.71)</b>	<b>50.0%</b>
<b>EXPENDITURES AND RESERVES</b>												
Projects:												
51100-Clam Bay Restoration	155,000.00	327,416.85	186,131.50	10,871.50	33,962.50	-	-	8,235.00	-	54,069.00	87,216.35	73.4%
Total operating	155,000.00	327,416.85	186,131.50	10,871.50	33,962.50	-	-	9,235.00	-	54,069.00	87,216.35	73.4%
Transfers out	50,500.00	50,500.00	-	34,114.85	1,768.12	2,931.83	(654.18)	143.18	86.85	38,390.65	12,109.35	76.0%
Total expenditures	205,500.00	377,916.85	186,131.50	44,986.35	35,730.62	2,931.83	(654.18)	9,378.18	86.85	92,459.65	99,325.70	73.7%
Budgeted reserves												
991000-Reserve for contingencies	-	-	-	-	-	-	-	-	-	-	-	-
998000-Reserve for cash	-	-	-	-	-	-	-	-	-	-	-	-
Total reserves	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures + reserves</b>	<b>205,500.00</b>	<b>377,916.85</b>	<b>186,131.50</b>	<b>44,986.35</b>	<b>35,730.62</b>	<b>2,931.83</b>	<b>(654.18)</b>	<b>9,378.18</b>	<b>86.85</b>	<b>92,459.65</b>	<b>99,325.70</b>	<b>73.7%</b>
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	<b>-</b>	<b>-</b>	<b>(44,047.60)</b>	<b>(44,047.60)</b>	<b>32,515.01</b>	<b>144,220.00</b>	<b>(38,801.42)</b>	<b>(1,731.28)</b>	<b>4,255.78</b>	<b>96,410.49</b>	<b>-</b>	<b>-</b>

196,836.79 Carryforward as of 9/30/22  
 293,247.28 Fund Balance as of 03/31/2023

**PELICAN BAY**  
**INCOME STATEMENT**  
**COMMERCIAL PAPER - 323**  
**March 31, 2023**  
**(UNAUDITED)**

	Adopted Budget	Amended Budget	Commitments	October	November	December	January	February	March	Total Expenditures	Variance	% Budget Consumed
<b>REVENUES AND CARRYFORWARD</b>												
Loan Proceeds	5,500,000.00	5,500,000.00	-	1,495,954.00	-	-	-	-	-	1,495,954.00	(4,004,046.00)	27.2%
Interest	-	-	-	1,562.59	2,494.25	3,909.42	3,066.57	2,510.59	-	13,543.42	13,543.42	#DIV/0!
Budgeted carryforward	(5,500,000.00)	684,404.00	-	-	-	-	-	-	-	-	(684,404.00)	0.0%
	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
<b>Total revenues + carryforward</b>	-	6,184,404.00	-	1,497,516.59	2,494.25	3,909.42	3,066.57	2,510.59	-	1,509,497.42	(4,674,906.58)	24.4%
<b>EXPENDITURES AND RESERVES</b>												
Projects:												
50212-Pelican Bay Sidewalk Improvements Phase 2	6,184,404.00	5,150,496.41	5,150,496.41	-	134,163.50	615,903.09	27,143.83	75,238.19	181,458.98	1,033,907.59	-	100.0%
Total Expenditure	-	6,184,404.00	5,150,496.41	-	134,163.50	615,903.09	27,143.83	75,238.19	181,458.98	1,033,907.59	-	100.0%
Transfers out	-	-	-	-	-	-	-	-	-	-	-	#DIV/0!
Total expenditures	-	6,184,404.00	5,150,496.41	-	134,163.50	615,903.09	27,143.83	75,238.19	181,458.98	1,033,907.59	-	100.0%
Budgeted reserves	-	-	-	-	-	-	-	-	-	-	-	-
993000-Reserve for capital	-	-	-	-	-	-	-	-	-	-	-	-
Total reserves	-	-	-	-	-	-	-	-	-	-	-	-
<b>Total expenditures + reserves</b>	-	6,184,404.00	5,150,496.41	-	134,163.50	615,903.09	27,143.83	75,238.19	181,458.98	1,033,907.59	-	100.0%
<b>EXCESS OF REVENUE OVER EXPENDITURES</b>	-	-	-	1,497,516.59	(131,669.25)	(611,993.67)	(24,077.26)	(72,727.60)	(181,458.98)	475,589.83		

684,453.26 Carryforward as of 9/30/22  
 1,160,043.09 Fund Balance as of 03/31/2023

04/11/2023

## EXECUTIVE SUMMARY

**Recommendation to authorize the Chairman to sign a letter of concurrence to support the continuation of the U.S. Army Corps of Engineers (USACE) Collier County Coastal Storm Risk Management Feasibility Study.**

---

**OBJECTIVE:** To provide concurrence to the U.S. Army Corps of Engineers (USACE) to continue the Collier County Coastal Storm Risk Management (CSRM) Feasibility Study.

**CONSIDERATION:** On January 24, 2023, the Board received a presentation from the USACE regarding the re-initiation of the Collier County CSRM. The USACE explained that the path forward would reformulate the recommended plan from the previous three-year study to address local and community concerns regarding the potential impacts and design of various recommended features. The Board expressed that an emphasis on public engagement and coordination through the feasibility study is imperative, of which the USACE agreed with. At the meeting, the USACE requested concurrence to continue forward with the study, staff advised that a letter of concurrence would be brought back to a future Board meeting.

Since the January 2023 Board meeting, the USACE has been working to engage multiple stakeholders and in coordination with County staff is working on the planning of a charette to further engage interested individuals and stakeholders on the Collier County CSRM.

Staff has drafted a letter of concurrence for consideration by the Board to support the continuation of the Collier County CSRM, which includes data collection, analysis and public engagement, recognizing that a close partnership between the County and the USACE is critical to have a successful plan. A successful plan will be one that is economically justified, engineeringly feasible, and environmentally/socially acceptable. The proposed letter would not constitute any obligation for cost share or project partnership agreement and does not bind the Board to approve any future items related to the study.

**FISCAL IMPACT:** There is no fiscal impact related to this request. The feasibility study is, currently, 100% Federally funded.

**LEGAL CONSIDERATIONS:** This item has been reviewed by the County Attorney, raises no legal issues and requires majority vote for approval. -JAK

**RECOMMENDATION:** To authorize the Chairman to sign a letter of concurrence to support the continuation of the USACE Collier County Coastal Storm Risk Management Feasibility Study.

Prepared by: J. Gary McAlpin, PE, Project Manager III

### **ATTACHMENT(S)**

1. Draft Board of Commissioners Letter - Collier CSRM (DOCX)



11.A.1

April 11, 2023

Colonel Brian P. Hallberg, PMP  
Commander, Norfolk District  
U.S. Army Corps of Engineers  
803 Front St  
Norfolk, VA 23510

Dear Colonel Hallberg,

At the April 11, 2023, Collier County Board of County Commissioners meeting, the Board voted to support the continuation of the Collier County Coastal Storm Risk Management (CSRM) Feasibility Study that was re-initiated on August 3, 2022, following the Office of the Assistant to the Secretary of the Army's approval of the 3x3 Time and Funding Exemption Request by the U.S. Army Corps of Engineers (USACE), Norfolk District. It is the Board's understanding that the purpose of the Collier CSRM Feasibility Study, as authorized by the Water Resources Development Act of 2007 (Public Law 110-114), Section 4033, is to evaluate and recommend a solution that helps manage risk of damages from coastal storms to the community of Collier County, Florida.

The Board concurs with the proposed path forward briefed by USACE Norfolk District leadership during the Board meeting on January 24, 2023. This path forward includes reformulating the recommended plan from the previous three-year study, to address local and community concerns regarding the potential impacts and design of various recommended features. Additionally, the path forward includes a critical emphasis on public engagement and coordination throughout the feasibility study process, including but not limited to public meetings, interagency coordination meetings, recurring and regular collaboration with Collier County and other key stakeholders, and planning workshops/charrettes.

With this concurrence, the Board acknowledges that while the feasibility study is fully federally funded, close partnership between Collier County and USACE is critical to successfully recommend a plan for congressional authorization that is economically justified, engineeringly feasible, and environmentally/socially acceptable. It is our understanding the USACE project team is committed to this partnership, the community, and ultimately to the development of a coastal storm risk management plan that Collier County could support.

Attachment: Draft Board of Commissioners Letter - Collier CSRM (25007) : Concurrence Letter for Coastal Storm Risk Management Feasibility

11.A.1

The Board provides this concurrence for the continuation of the Collier County CSRM Feasibility Study with the understanding that this signed document is not legally binding, does not constitute any kind of cost share or project partnership agreement, and does not replace the requirement for a non-federal sponsor signed letter of support of the recommended plan.

Sincerely,

Commissioner Rick LoCastro  
Chairman, Collier County Board of Commissioners

Attachment: Draft Board of Commissioners Letter - Collier CSRM (25007 : Concurrence Letter for Coastal Storm Risk Management Feasibility

04/11/2023

### EXECUTIVE SUMMARY

**Recommendation to adopt a Resolution establishing the Coastal Storm Risk Management Feasibility Study Ad Hoc Advisory Committee, and direct staff to advertise for members in the same manner as other advisory boards.**

---

**OBJECTIVE:** To provide for public participation and feedback regarding the Army Corps of Engineers Collier County Coastal Storm Risk Management (CSRM) Feasibility Study.

**CONSIDERATIONS:** On January 24, 2023, the Board of County Commissioners was presented a report regarding the re-initiation of the Collier County CSRM Feasibility Study. I would like to create an ad hoc committee to provide a forum for public participation and feedback regarding this study. The proposed Committee would be composed of five regular members (one from each Commission District) and two members at-large who are appointed by resolution of the Board of County Commissioners. I would like to limit the committee to one year to see if it proves valuable. If so, the Board could make this a permanent advisory board. If not, the committee would sunset one year from the date of its first meeting.

The functions, powers and duties of the Committee were intentionally left broad. Experience with the Committee will lead to a better understanding of the issues which most concern the community, and if the committee is made permanent, a more detailed functions, powers and duties will be made a part of the ordinance.

**FISCAL IMPACT:** The County Manager's agency will provide staff liaison and administrative support to the committee, and a location for meetings. The full fiscal impact of this support is unknown at this time.

**GROWTH MANAGEMENT IMPACT:** There is no Growth Management impact.

**LEGAL CONSIDERATIONS:** This item has been reviewed by the County Attorney, is approved as to form and legality and requires majority vote for approval. -JAK

**RECOMMENDATION:** That the Board adopt a Resolution establishing the Coastal Storm Risk Management Feasibility Study Ad Hoc Advisory Committee, and direct staff to advertise for members in the same manner as other advisory boards.

Prepared by: William L. McDaniel, Jr., District 5 Commissioner

**ATTACHMENT(S)**

1. Resolution - CSRM Feasibility Study Advisory Committee (PDF)

16.H.1.a

**RESOLUTION NO. 2023 - \_\_\_\_**

**A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, CREATING THE COASTAL STORM RISK MANAGEMENT FEASIBILITY STUDY AD HOC ADVISORY COMMITTEE.**

WHEREAS, the Army Corps of Engineers has undertaken a study entitled the Collier County Coastal Storm Risk Management (CSRSM) Feasibility Study, to study and provide recommendations regarding beach erosion, sea level rise, and storm risk for the coastline of Collier County; and

WHEREAS, the Board of County Commissioners (Board) desires to establish an Ad Hoc Advisory Committee to provide a forum for public participation and feedback as it relates to the CSRSM Feasibility Study; and

WHEREAS, the Board desires to create this Ad Hoc Advisory Committee for a preliminary term of one initial year, with the potential to make this a permanent advisory board if warranted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF COLLIER COUNTY, FLORIDA, THAT:

**SECTION ONE: Creation and Purpose of the Coastal Storm Risk Management Feasibility Study Ad Hoc Advisory Committee.**

Pursuant to the provisions of Collier County Ordinance No. 2001-55, as amended, the Board hereby establishes the Coastal Storm Risk Management Feasibility Study Ad Hoc Advisory Committee (Committee), to provide for public participation and feedback to the Board regarding the CSRSM Feasibility Study.

**SECTION TWO: Functions, Powers and Duties of the Committee.**

The functions, powers, and duties of this Committee shall be to assist the Board in identifying issues and relevant best practices as they relate to the CSRSM Feasibility Study. In addition, at the request of the Board, the committee shall consider topics of interest for the Board.

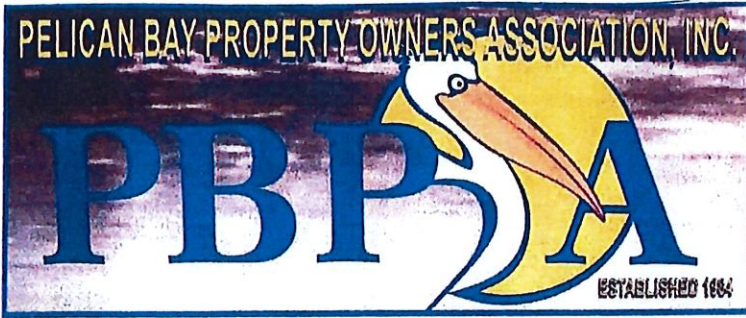
**SECTION THREE: Appointment of Members and Terms of Office.**

A. The Committee shall be composed of seven regular members who are appointed by resolution of the Board. Five members shall be District members representing each of the five Commission Districts and who reside in their District, and two members shall be At-Large members who reside in any Commission District.

B. Terms of office shall be for one year, commencing with the first meeting of the Committee; however, if the Board by resolution extends the sunset date of the Committee, the

Attachment: Resolution - CSRSM Feasibility Study Advisory Committee (24836 : creating the CSRSM Feasibility Study Ad Hoc Advisory





*Join Us* **Thursday, April 13, 2023**  
**1-3PM,**  
**at the PB Community Center**

*FOR AN Informative Listen & Learn Presentation:  
'All That Is Traffic & More' With Special Guest Panelists*



**- Learn From Our Transportation Network Providers Which Roadways Each Is Responsible For Locally:**

Florida Dept. of Transportation (FDOT)  
Collier Metropolitan Planning Organization (CMPO)  
Collier County Transportation Management Services & Pelican Bay Services Division (PBSD)

- Get The Latest North Naples Traffic Counts
- Learn About Congestion Management Priorities
- Project Priority And Project Selection Processes
- Share Your Safety Concerns About The Intersection of Gulf Park Dr/US 41
- Planned Capital Improvements In The North Naples Area and..
- Get Answers To Frequently Asked Questions



**GUEST PANELISTS:**

- **Walter Brueggeman, P.E., Traffic Services Program Engineer Florida Department of Transportation (FDOT)- District 1.** *Walter manages the Traffic Studies, Access Management, and Signing/Pavement Marking groups. He has been with FDOT 8 + years. Prior to FDOT, Walter worked in the private sector for engineering firms designing and managing residential and commercial development projects. A Florida native, Walter obtained his B.S. in Civil Engineering degree from the University of South Florida in 2004.*



- **Anne McLaughlin, Executive Director of the Collier Metropolitan Planning Organization (Collier MPO)** *since 2016. Prior to that, Anne was in charge of Statewide Planning for the New Mexico Department of Transportation and has worked in various other capacities in the field of urban and regional planning for nearly 40 years.*



- **Jay Ahmad, P.E., Division Director, Transportation Engineering at Collier County Government since 2005.** *Jay's Transportation Engineering Division maintains the traffic operation on our County's roads and implements capital improvements for the transportation network to promote the quality, safety and the efficiency of the County's road network.*



- **Joe Chicurel, Vice Chairman of the Pelican Bay Services Division Board (PBSD) and Chairman of the PBSD Landscape & Safety Committee,** *a 20 year full time resident of Pelican Bay, member of the PBPOA and retired periodontist. Joe has also previously served on the PBPOA Board of Directors and the Pelican Bay Foundation's Member Policy Committee.*





Capital fund 322

	09/23 est.	2024 Budget	Transfers	Total
Landscape Improvement	-	100,000	-	100,000
Signage	289,000	150,000	-	439,000
Street Light	130,000	150,000	-	280,000
Beach Renourishment	693,000	400,000	-	1,093,000
Operations Building	3,500,000	250,000	-	3,750,000
Lake Banks	1,300,000	-	(1,000,000)	300,000
Capital	110,400	-	(110,400)	-
Debt Service	180,000	-	-	180,000
County	-	90,000	-	90,000
Sidewaks	-	1,525,600	1,000,000	2,525,600
			110,400	110,400
Carryforward		364,800		364,800
<b>Total</b>	<b>6,202,400</b>	<b>3,030,400</b>	<b>0</b>	<b>9,232,800</b>
County Contribution		\$ (520,000.00)	-	
Transfer From 778		\$ (442,100.00)	-	
Carryforward		\$ (364,800.00)		
Intrest		\$ (40,000.00)		
<b>Net</b>	<b>6,202,000</b>	<b>\$ (1,663,500.00)</b>	<b>0</b>	
ERU		1,751,100		
Per ERU 7659		228		



Fund Detail Proforma Summary Grouped By Account Minor

Collier County Government

Fiscal Year 2024

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Amended	FY 2023 Forecast	FY 2024 Current	FY 2024 Expanded	FY 2024 Budget	Adopted % Change
<b>109 Pelican Bay Beautification MSTBU</b>								
<b>Expenditures</b>								
500 Personal Services	2,161,126	2,241,600	2,241,600	2,281,700	2,585,800	0	2,585,800	15.36
600 Operating Expense	2,048,634	2,286,500	2,341,869	2,273,900	2,342,100	0	2,342,100	2.43
610 Indirect Cost Reimburs	136,100	150,000	150,000	150,000	141,000	0	141,000	-6.00
700 Capital Outlay	50,362	98,500	214,325	212,900	184,500	0	184,500	87.31
855f Trans to Property Appraiser	72,036	80,000	80,000	80,000	80,000	0	80,000	0.00
855h Trans to Tax Collector	77,899	120,000	120,000	120,000	110,000	0	110,000	-8.33
912a Trans to 301 Co Wide Cap Fd	8,700	8,700	8,700	8,700	8,700	0	8,700	0.00
916h Trans to 408 Water/Sewer Fd	21,000	17,600	17,600	17,600	17,600	0	17,600	0.00
920f Trans to 506 IT Capital	0	37,100	37,100	37,100	37,100	0	37,100	0.00
991 Reserve for Contingencies	0	108,500	108,500	0	170,000	0	170,000	56.68
991d Reserve for Salary Adj.	0	162,500	162,500	0	0	0	0	-100.00
993 Reserve for Capital	0	110,500	110,500	0	120,000	0	120,000	8.60
995e Reserve for Disaster Relief	0	700,000	700,000	0	700,000	0	700,000	0.00
998 Reserve for Cash Flow	0	475,000	475,000	0	475,000	0	475,000	0.00
999 Reserve for Attrition	0	-39,300	-39,300	0	-39,300	0	-39,300	0.00
<b>Revenues</b>								
325a Special Assessments	3,894,956	4,903,400	4,903,400	4,707,200	5,215,600	0	5,215,600	6.37
360 Miscellaneous Revenues	106,977	36,800	36,800	18,400	40,800	0	40,800	10.87
361 Interest/Misc	25,666	20,000	20,000	26,000	26,000	0	26,000	30.00
392d Trans frm Property Appraiser	447	0	0	0	0	0	0	N/A
392h Trans frm Tax Collector	30,134	0	0	0	0	0	0	N/A
413u Trans fm 320 Clam Bay Cap Fd	34,100	34,100	34,100	34,100	34,700	0	34,700	1.76
499u Carry Forward	2,756,900	1,811,000	1,982,193	2,273,300	1,877,100	0	1,877,100	3.65
499z Less 5% Required By Law	0	-248,100	-248,100	0	-261,700	0	-261,700	5.48
Fund Total Expenditure:	4,575,856	6,557,200	6,728,393	5,181,900	6,932,500	0	6,932,500	5.72
Fund Total Revenue:	6,849,180	6,557,200	6,728,393	7,059,000	6,932,500	0	6,932,500	5.72
Fund Balance:	2,273,324	0	0	1,877,100	0	0	0	N/A

Fund Detail Proforma Summary Grouped By Account Minor

Collier County Government

Fiscal Year 2024

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Amended	FY 2023 Forecast	FY 2024 Current	FY 2024 Expanded	FY 2024 Budget	Adopted % Change
<b>778 Pelican Bay Light</b>								
<b>Expenditures</b>								
500 Personal Services	106,486	113,600	113,600	117,500	132,700	0	132,700	16.81
600 Operating Expense	182,599	214,300	214,300	191,300	220,900	0	220,900	3.08
610 Indirect Cost Reimburs	9,800	9,400	9,400	9,400	10,500	0	10,500	11.70
700 Capital Outlay	0	500	151,767	151,300	500	0	500	0.00
855f Trans to Property Appraiser	0	8,000	8,000	8,000	8,000	0	8,000	0.00
855h Trans to Tax Collector	12,755	17,900	17,900	17,900	17,900	0	17,900	0.00
912w Trans to 322 Pel Bay Irr and Land	440,000	397,700	397,700	397,700	442,100	0	442,100	11.16
991 Reserve for Contingencies	0	11,400	11,400	0	11,400	0	11,400	0.00
991d Reserve for Salary Adj.	0	11,400	11,400	0	0	0	0	-100.00
993 Reserve for Capital	0	50,000	50,000	0	36,400	0	36,400	-27.20
998 Reserve for Cash Flow	0	40,000	40,000	0	40,000	0	40,000	0.00
<b>Revenues</b>								
306 Ad Valorem Taxes	633,124	743,400	743,400	706,300	786,100	0	786,100	5.74
307 Delinquent Ad Valorem Taxes	2,484	0	0	0	0	0	0	N/A
360 Miscellaneous Revenues	18,627	18,900	18,900	0	20,400	0	20,400	7.94
361 Interest/Misc	3,714	1,500	1,500	0	3,600	0	3,600	140.00
392h Trans frm Tax Collector	5,023	0	0	0	0	0	0	N/A
499u Carry Forward	425,000	148,700	299,967	336,400	149,600	0	149,600	0.61
499z Less 5% Required By Law	0	-38,300	-38,300	0	-39,300	0	-39,300	2.61
Fund Total Expenditure:	751,640	874,200	1,025,467	893,100	920,400	0	920,400	5.28
Fund Total Revenue:	1,087,972	874,200	1,025,467	1,042,700	920,400	0	920,400	5.28
Fund Balance:	336,333	0	0	149,600	0	0	0	N/A

Account Minor Fund Line Item Detail Proforma

Collier County Government

Fiscal Year 2024

	FY 2022 Actual	FY 2023 Adopted	FY 2023 Amended	FY 2023 Forecast	FY 2024 Current	FY 2024 Expanded	FY 2024 Budget	Adopted % Change
<b><u>320 Clam Bay Restoration</u></b>								
<b><u>600 Operating Expense Expenditures</u></b>								
183800-320 631400 Engineering Fees	89,023	35,000	110,353	110,400	35,000	0	35,000	0.00
183800-320 634999 Other Contractual	69,670	120,000	171,611	171,600	120,000	0	120,000	0.00
183800-320 646319 Tree Trimming	0	0	40,900	40,900	0	0	0	N/A
183800-320 652990 Other Operating	0	0	4,553	4,600	0	0	0	N/A
Expenditures	158,694	155,000	327,417	327,500	155,000	0	155,000	0.00
<b><u>855f Trans to Property Appraiser Expenditures</u></b>								
959010-320 930600 Budget Transfers	2,966	6,800	6,800	5,900	5,900	0	5,900	-13.24
Expenditures	2,966	6,800	6,800	5,900	5,900	0	5,900	-13.24
<b><u>855h Trans to Tax Collector Expenditures</u></b>								
959010-320 930700 Budget Transfers	4,471	9,600	9,600	8,700	8,700	0	8,700	-9.38
Expenditures	4,471	9,600	9,600	8,700	8,700	0	8,700	-9.38
<b><u>904i Trans to 109 PB MSTUBU Fd Expenditures</u></b>								
929010-320 911007 Transfer to	34,100	34,100	34,100	34,100	34,100	0	34,100	0.00
Expenditures	34,100	34,100	34,100	34,100	34,100	0	34,100	0.00
<b><u>325a Special Assessments Revenues</u></b>								
183800-320 325100 Special	0	203,100	203,100	0	0	0	0	-100.00
183805-320 325100 Special	223,552	0	0	192,900	195,300	0	195,300	N/A
Revenues	223,552	203,100	203,100	192,900	195,300	0	195,300	-3.84
<b><u>361 Interest/Misc Revenues</u></b>								
183805-320 361320 Interest Tax	14	0	0	0	0	0	0	N/A
989010-320 361170 Interest SBA	463	0	0	0	0	0	0	N/A
989010-320 361180 Investment Interest	1,051	100	100	4,500	200	0	200	100.00
Revenues	1,528	100	100	4,500	200	0	200	100.00
<b><u>392h Trans frm Tax Collector Revenues</u></b>								
959010-320 486700 Transfer From Tax	1,810	0	0	0	0	0	0	N/A
Revenues	1,810	0	0	0	0	0	0	N/A
<b><u>499u Carry Forward Revenues</u></b>								
919010-320 489200 Carryforward	170,100	12,600	12,600	196,800	18,000	0	18,000	42.86
919010-320 489201 Carry Forward Of	0	0	172,417	0	0	0	0	N/A
Revenues	170,100	12,600	185,017	196,800	18,000	0	18,000	42.86
<b><u>499z Less 5% Required By Law Revenues</u></b>								
919010-320 489900 Less 5% Required	0	-10,300	-10,300	0	-9,800	0	-9,800	-4.85
Revenues	0	-10,300	-10,300	0	-9,800	0	-9,800	-4.85
Fund Total Expenditure:	200,231	205,500	377,917	376,200	203,700	0	203,700	-0.88
Fund Total Revenue:	396,989	205,500	377,917	394,200	203,700	0	203,700	-0.88
Fund Balance:	196,758	0	0	18,000	0	0	0	N/A



COLLIER COUNTY  
BOARD OF COUNTY COMMISSIONERS

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REQUEST FOR PROPOSAL (RFP)

FOR

MANAGEMENT SERVICES FOR PELICAN BAY SERVICES  
DIVISION

**SOLICITATION NO.: 23-8129**

BARBARA LANCE, PROCUREMENT STRATEGIST  
PROCUREMENT SERVICES DIVISION  
3295 TAMiami TRAIL EAST, BLDG C-2  
NAPLES, FLORIDA 34112  
TELEPHONE: (239) 252-8998  
Barbara.Lance@colliercountyfl.gov (Email)

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This solicitation document is prepared in a Microsoft Word format (Rev 8/7/2017). Any alterations to this document made by the Vendor may be grounds for rejection of proposal, cancellation of any subsequent award, or any other legal remedies available to the Collier County Government.

**SOLICITATION PUBLIC NOTICE**

<b>REQUEST FOR PROPOSAL (RFP) NUMBER:</b>	<b><u>23-8129</u></b>
<b>PROJECT TITLE:</b>	<b><u>MANAGEMENT SERVICES FOR PELICAN BAY SERVICES DIVISION</u></b>
<b>PRE-PROPOSAL CONFERENCE:</b>	<b><u>DATE &amp; TIME</u></b>
<b>LOCATION:</b>	<b><u>PROCUREMENT SERVICES DIVISION, CONFERENCE ROOM A, 3295 TAMIAMI TRAIL EAST, BLDG C-2, NAPLES, FLORIDA 34112</u></b>
<b>DUE DATE:</b>	<b><u>DATE &amp; TIME</u></b>
<b>PLACE OF RFP OPENING:</b>	<b><u>PROCUREMENT SERVICES DIVISION 3295 TAMIAMI TRAIL EAST, BLDG C-2 NAPLES, FL 34112</u></b>

All proposals shall be submitted online via the Collier County Procurement Services Division Online Bidding System:  
<https://www.bidsync.com/bidsync-cas/>

**INTRODUCTION**

As requested by the Pelican Bay Services Division (hereinafter, the "Division"), the Collier County Board of County Commissioners Procurement Services Division (hereinafter, "County") has issued this Request for Proposal (hereinafter, "RFP") with the intent of obtaining proposals from interested and qualified vendors in accordance with the terms, conditions and specifications stated or attached. The vendor, at a minimum, must achieve the requirements of the Specifications or Scope of Work stated.

The successful firm will be responsible for the oversight and the day-to-day management services for the Pelican Bay Services Division. The spend to date on the prior contract (14-6230) is approximately \$322,240.95.

**BACKGROUND**

The Community of Pelican Bay has been designated a dependent Municipal Services Taxing and Benefit Unit (MSTBU) district within Collier County and oversees the operations of the Pelican Bay Services Division (PBSD) as per Collier County Ordinance #2002-27 ("Ordinance"), Attachment "A." The Community thus receives all services directly from Collier County and all special, non-County services and benefits from the Pelican Bay Services Division (PBSD). Pelican Bay property owners (both residential and commercial) tax and assess themselves each year to pay for the special PBSD services and amenities. These PBSD funds are collected by the County but are administered by the Administrator of the Pelican Bay Services Division with County Commission approval.

In as much as all funds administered by the Administrator are derived from Pelican Bay property owners, and all services, programs and projects are done to benefit these same property owners, it is the Administrator's primary job to manage these funds and the PBSD activities for the benefit of the Pelican Bay Community. Per Ordinance, the PBSD Board exercises decision and control of the day-to-day operational affairs of the unit to the maximum extent allowed by law, unless and except when there is some overriding governmental reason to do otherwise.

**TERM OF CONTRACT**

The contract term, if an award is made, is intended to be three (3) years with two (2) one (1) year renewal options.

Surcharges will not be accepted in conjunction with this contract, and such charges should be incorporated into the pricing structure.

The County Manager, or designee, may, at his discretion, extend the Agreement under all of the terms and conditions contained in this Agreement for up to one hundred eighty (180) days. The County Manager, or designee, shall give the Contractor written notice of the County's intention to extend the Agreement term not less than ten (10) days prior to the end of the Agreement term then in effect.

**DETAILED SCOPE OF WORK**

The Contractor shall be legally considered an independent contractor, and neither the Contractor nor their employees shall, under any circumstances, be considered employees or agents of the County nor PBSD, and that the County and PBSD shall be at no time legally responsible for any negligence on the part of said Contractor, their employees or agents, resulting in either bodily or personal injury or property damage to any individual, firm, or corporation.

The Contractor's personnel and management to be utilized for this project shall be knowledgeable in their areas of expertise. The County and Pelican Bay Services Division Board reserves the right to perform investigations as may be deemed necessary to insure that competent persons will be utilized in the performance of the contract. Selected firm shall assign as many people as necessary to complete the services on a timely basis, and each person assigned shall be available for an amount of time adequate to meet the required service dates. The firm shall not change key personnel unless the following conditions are met:

1. Proposed replacements have substantially the same or better qualifications and/or experience.
2. The County is notified in writing as far in advance as possible. Firm shall make commercially reasonable efforts to notify Collier County within seven (7) days of the change. The PBSD retains final approval of proposed replacement personnel.

The Administrator's duties and responsibilities include the following:

1. It will be the Administrator's main responsibility to implement the policies of the PBSD, as directed by the Pelican Bay Services Division Board.
2. The Administrator shall prepare the necessary organizational structure and interview and recommend personnel to be hired and employed by the County for the PBSD. The Administrator shall supervise the personnel employed by the PBSD in accordance with all Federal, State and County laws, rules and regulations where applicable. The Administrator shall request approval of the PBSD Board for any significant changes in size or makeup of the organization. Currently, the Administrator has the following people reporting: one (1) Operations Manager; two (2) Project Managers; one (1) Operations Support Specialist II, one (1) Administrative Support Specialist II, one (1) Field Supervisor II, two (2) Field Supervisor I, and nineteen (19) field employees plus temporary labor force.
3. It will be the Administrator's job to coordinate activities of the PBSD as assigned in an effective, efficient and professional manner. The job requires an individual who has an ability to conceive, obtain approval for and implement programs or projects desired by the Pelican Bay Community as identified by the PBSD Board.
4. The Administrator shall be expected and prepared to make recommendations, on a regular basis, for programs to improve the Pelican Bay community.
5. The Administrator may be asked by the PBSD Board to participate in certain meetings, discussions, project site visits, workshops and hearings, which pertain to the administration of the services being provided and report results to the Board.
6. The Administrator shall work with the Chairperson of the PBSD Board in the preparation of the Board's Agenda for the monthly Board Meeting and will participate in this monthly meeting. The Administrator will provide background information to support the agenda of the meetings according to PBSD protocols.

The Administrator may also work with Committee Chairs in the preparation of agendas and participate in the Committee Meetings of the Budget Committee and all committees established by the PBSD Board. PBSD committees which have had regular meetings include:

- Ad Hoc Strategic Planning Committee
- Budget Committee
- Clam Bay Committee
- Landscape and Safety Committee
- Water Management Committee

<https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/pelican-bay-services-division>

(The length of a typical committee meeting is approximately two (2) hours)

7. The Administrator may be called on to provide assistance to any or all other committees that are currently and may be created by PBSD Board.
8. The Administrator shall prepare and administer the PBSD budget in accordance with all state and county laws and regulations. The Administrator shall assist and cooperate with the Budget Committee in the preparation of the PBSD's Annual Budget in accordance with County rules and regulations where applicable.

9. The Administrator will have an understanding of Florida County government operations, good management principles and skills, as well as some knowledge in personnel relations, public relations, accounting and computer software operations.
10. The Administrator's performance may be critiqued by any PBSB Board Member at a regular monthly Board Meeting in regards to performance and responsibilities. Board members may also meet privately with the Administrator to discuss the Administrator's performance.
11. The Administrator will respond to any requests for information or data from the County Manager's Office.
12. The Administrator shall devote such time as necessary to complete the duties and responsibilities assigned according to the scope of work of this RFP. The PBSB Board may require a minimum amount of time onsite to address specific concerns. The Administrator shall report in detail on a monthly basis the time spent during that period in the performance of these duties to the PBSB Board. The PBSB currently provides on-site space for the Administrator in Pelican Bay, but is not contractually required to do so.
13. At the Board's direction, the Administrator will:
  - Provide regular updates / reports on projects, community events, etc.
  - Respond to PBSB Board member inquiries in a timely manner as established in the PBSB protocols.
14. The Administrator may be called to provide additional services at the discretion of the PBSB Board, and/or County Manager, or designee, which will require the engagement of additional personnel such as a: Principal Account Manager, Account Manager, Accountant, Secretary/Clerical, and Project Manager. These additional services and categories of personnel will be billed at a pre-established hourly rate.

#### **REQUEST FOR PROPOSAL (RFP) PROCESS**

- 1.1 The Proposers will submit a qualifications proposal which will be scored based on the criteria in Evaluation Criteria for Development of Shortlist, which will be the basis for short-listing firms.

The Proposers will need to meet the minimum requirements outlined herein in order for their proposal to be evaluated and scored by the COUNTY. The COUNTY will then score and rank the firms and enter into negotiations with the top ranked firm to establish cost for the services needed. The COUNTY reserves the right to issue an invitation for oral presentations to obtain additional information after scoring and before the final ranking. With successful negotiations, a contract will be developed with the selected firm, based on the negotiated price and scope of services and submitted for approval by the Board of County Commissioners.

- 1.2 The COUNTY will use a Selection Committee in the Request for Proposal selection process.
- 1.3 The intent of the scoring of the proposal is for respondents to indicate their interest, relevant experience, financial capability, staffing and organizational structure.
- 1.4 The intent of the oral presentations, if deemed necessary, is to provide the vendors with a venue where they can conduct discussions with the Selection Committee to clarify questions and concerns before providing a final rank.
- 1.5 Based upon a review of these proposals, the COUNTY will rank the Proposers based on the discussion and clarifying questions on their approach and related criteria, and then negotiate in good faith an Agreement with the top ranked Proposer.
- 1.6 If, in the sole judgment of the COUNTY, a contract cannot be successfully negotiated with the top-ranked firm, negotiations with that firm will be formally terminated and negotiations shall begin with the firm ranked second. If a contract cannot be successfully negotiated with the firm ranked second, negotiations with that firm will be formally terminated and negotiations shall begin with the third ranked firm, and so on. The COUNTY reserves the right to negotiate any element of the proposals in the best interest of the COUNTY.

#### **RESPONSE FORMAT AND EVALUATION CRITERIA FOR DEVELOPMENT OF SHORTLIST:**

- 1.7 For the development of a shortlist, this evaluation criterion will be utilized by the COUNTY'S Selection Committee to score each proposal. Proposers are encouraged to keep their submittals concise and to include a minimum of marketing materials. Proposals must address the following criteria:

**Evaluation Criteria**

**Maximum Points**

1. Management Summary and Project Understanding	10 Points
2. Company Experience/Profile and References	25 Points
3. Ability to Perform Scope of Work	25 Points
4. Cost of Services to the County	10 Points
5. Company Challenges	10 Points
6. Location	10 Points
7. Local Vendor Preference	10 Points

**TOTAL POSSIBLE POINTS 100 Points**

Tie Breaker: In the event of a tie at final ranking, award shall be made to the proposer with the lower volume of work previously awarded. Volume of work shall be calculated based upon total dollars paid to the proposer in the twenty-four (24) months prior to the RFP submittal deadline. Payment information will be retrieved from the County's financial system of record. The tie breaking procedure is only applied in the final ranking step of the selection process and is invoked by the Procurement Services Division Director or designee. In the event a tie still exists, selection will be determined based on random selection by the Procurement Services Director before at least three (3) witnesses.

Each criterion and methodology for scoring is further described below.

**\*\*\*Proposals must be assembled, at minimum, in the order of the Evaluation Criteria listed or your proposal may be deemed non-responsive\*\*\***

**EVALUATION CRITERIA NO. 1: MANAGEMENT SUMMARY AND PROJECT UNDERSTANDING (10 Total Points Available)**

In a maximum of two (2) pages provide:

- A cover letter, signed by an authorized officer of the firm, indicating the underlying philosophy of providing the services stated herein;
- Include the name(s), address, telephone number(s), FAX number(s) and email address(es) of the authorized contact person(s) concerning proposal;
- A brief overview of the company's mission, goals and objectives with respect to property management services; and,
- List any proposed subcontractors who may participate as a part of this scope of work.

**EVALUATION CRITERIA NO. 2: COMPANY EXPERIENCE/PROFILE AND REFERENCES (25 Total Points Available)**

- Provide information that documents your assigned administrator's qualifications to produce the scope of work identified, including ability, skills, and financial strength, and number of years of experience in providing the services. Also describe the experience in working with a large and complex County or District Board.

The County requests that the vendor submits no fewer than three (3) and no more than ten (10) completed reference forms from clients during a period of the last 5 years whose projects are of a similar nature to this solicitation as a part of their proposal. Provide information on the projects completed by the Proposer that best represent projects of similar size, scope and complexity of this project using form provided in Form 5. Proposers may include two (2) additional pages for each project to illustrate aspects of the completed project that provides the information to assess the experience of the Proposer on relevant project work.

**EVALUATION CRITERIA NO. 3: ABILITY TO PERFORM SCOPE OF WORK (25 Total Points Available)**

In this tab, provide a detailed description of:

- The business plan; include with the business plan or as an attachment, a copy of a report as an example of work product for a similar account. This should be for one of the projects listed as a reference.
- Address the components of the scope of work by outlining the major tasks and subtasks.
- Provide a detailed timeline for completion of the tasks on an annual basis.
- Attach the assigned administrator's resume.

**EVALUATION CRITERIA NO. 4: COST OF SERVICES TO THE COUNTY (10 Total Points Available)**

In this tab, include the following but not limited to:

- Provide the fixed annual guaranteed price that PBSB will be assessed for the entire scope of services in the solicitation:



\_\_\_\_\_ Annual Price Guarantee

- Provide the minimum number of guaranteed services hours to perform the scope of work identified by the assigned administrator.

\_\_\_\_\_ Minimum Annual Guaranteed Hours

**EVALUATION CRITERIA NO. 5: COMPANY CHALLENGES (10 Total Points Available)**

In this tab, include the following but not limited to:

- Provide a 2-page summary explaining any prior management difficulty, explain what solutions were implemented and also include the results.

**EVALUATION CRITERIA NO. 6: LOCATION (10 Total Points Available)**

The professional team's approach to management and execution of work with respect to location of various key project team members will be evaluated under this criterion. The Proposer shall demonstrate from the project kick-off how they will establish the project location in order to manage day-to-day or on-site information collection and distribution between internal and external team members, and County staff, as well as other entities involved in the project.

**EVALUATION CRITERIA NO. 7: LOCAL VENDOR PREFERENCE (10 Total Points Available)**

Local business is defined as the vendor having a current Business Tax Receipt issued by the Collier or Lee County Tax Collector prior to proposal submission to do business within Collier County, and that identifies the business with a permanent physical business address located within the limits of Collier or Lee County from which the vendor's staff operates and performs business in an area zoned for the conduct of such business.

**VENDOR CHECKLIST**

\*\*\*Vendor should check off each of the following items as the necessary action is completed (please see, Vendor Check List)\*\*\*