

TURNBULL CREEK
COMMUNITY DEVELOPMENT DISTRICT

The Turnbull Creek Community Development District RFP Committee met Tuesday, April 7, 2015 at 2:00 p.m. at the Murabella Amenity Center, 101 Positano Avenue, St. Augustine, Florida.

Present were:

Kathleen Venezia
Joseph Quinto
Brian J. Wing

Also Present were:

David deNagy
Jeff Branch

The following is a summary of the minutes and actions taken at the RFP Committee meeting held April 7, 2015 meeting. A copy of the proceedings can be obtained by contacting the District Manager.

FIRST ORDER OF BUSINESS

Roll Call

Mr. deNagy called the meeting to order at 2:00 p.m.

SECOND ORDER OF BUSINESS

Audience Comments

There being none, the next item followed.

THIRD ORDER OF BUSINESS

Discussion of Landscape RFP and Criteria

Mr. deNagy stated since we last met we sent the RFP to Mike Eckert and the chairman for comment and we received their comments along with comments from Jeff Branch who has been working with Matt Durkee, a resident with a background in landscaping who had worked on the RFP committee for the pond bank. I consolidated everything and on Saturday I sent to the RFP committee members a copy of the most recent comments and updates to the scope of services as well as the schedule of values. There wasn't any change to the project manual, which

includes the contract and information provided by the vendors. This morning Jeff and I went through all the comments I sent to everyone and I have refined the project manual along with the scope of services and schedule of values that I handed out to you.

The only change to the project manual is I have broken out the bids for the lump sum proposals, along with no change in services provided we have, alternate 1 without mowing the pond banks and alternate 2 is mowing with small equipment, which we are defining as mowers that have a deck size less than 36”.

When the RFP committee approves the package I will send it to the chairman who was authorized at the last board meeting to approve it to be put on the street. We can have this noticed and have the package ready for pickup by April 13th and hold a mandatory pre-proposal conference at the amenity center on April 20th at 1:00 p.m. The pre-proposal conference is an opportunity for anybody bidding to ask questions and be clear about what it is they are bidding. The proposals will be received on Wednesday, May 13th and we will schedule an RFP committee meeting the week of the 18th so that the committee could score all the proposals and have that ready for the board meeting on May 26th, which will also dovetail with our Fiscal Year 2016 budget approval meeting.

On MOTION by Mr. Wing seconded by Mr. Quinto with all in favor the RFP Project Manual was approved as revised.
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The committee meeting adjourned at 2:37 p.m.