

Greeneway Improvement District

12051 Corporate Boulevard Orlando, FL 32817; 407-723-5900

www.greenewayid.org

The following is the proposed agenda for the upcoming Meeting of the Board of Supervisors for the Greeneway Improvement District ("District"), scheduled to be held at **3:00 p.m. on Tuesday, September 17, 2019 at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827**. A quorum will be confirmed prior to the start of the meeting.

For those unable to attend in person, you may participate by telephone:

Phone: 1-866-398-2885

Participant Code: 275521

BOARD OF SUPERVISORS' MEETING AGENDA

Organizational Matters

- Roll Call to Confirm a Quorum
- Public Comment Period
- 1. **Consideration of the Minutes of the August 20, 2019 Board of Supervisors' Meeting**
- 2. **Consideration of Resolution 2019-09, Approving an Annual Meeting Schedule for Fiscal Year 2020**

Business Matters

- 3. **Ratification of Requisition Nos. 2018-24 & 25 Approved in August 2019 in an amount totaling \$159,085.87**
- 4. **Ratification of Operation and Maintenance Expenditures Paid in August 2019 in an amount totaling \$80,954.80**
- 5. **Recommendation of Work Authorizations/Proposed Services (*if applicable*)**
- 6. **Review of District's Financial Position and Budget to Actual YTD**

Other Business

- A. Staff Reports
 - 1. District Counsel
 - 2. District Manager
 - 3. District Engineer
 - 4. Construction Supervisor
- B. Audience Comments, Supervisor Requests

Adjournment



GREENEWAY IMPROVEMENT DISTRICT

**Minutes of the August 20, 2019
Board of Supervisors' Meeting**

**GREENWAY IMPROVEMENT DISTRICT
BOARD OF SUPERVISORS' MEETING MINUTES**

FIRST ORDER OF BUSINESS

The Board of Supervisors' Meeting for the Greenway Improvement District was called to order on Tuesday, August 20, 2019 at 5:30 p.m. at Lake Nona Lakehouse, 13623 Sachs Avenue, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey
Chad Tinetti
Alex Figuero
Karen Duerr

Chair
Vice-Chair
Assistant Secretary
Assistant Secretary

Also attending:

Jennifer Walden
Lynne Mullins
Jeff Newton
Larry Kaufmann
Scott Thacker
Tucker Mackie
Carlos Diaz
Susanne Diaz
Sean Turner
Terri Turner
Cristian Pagan-Rivera
Cristian Figueroa

PFM
PFM
Donald W. McIntosh Associates
Construction Supervisor
Construction Committee
Hopping Green & Sams
Resident
Resident
Resident
Resident
Resident
Resident

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey explained that there is a public comment period for any matters related to the agenda.

Mr. Diaz stated the bridge that had a car accident on it do you maintain it. Dr. Levey responded yes. Mr. Kaufmann stated we are aware of it and in the processing of repairing it.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the June 18, 2019 Board of
Supervisors' Meeting**

Board Members reviewed the minutes from the June 18, 2019 Board of Supervisors' Meeting.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the minutes of the June 18, 2019 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

Consideration of Recommendation of Construction Committee for Professional Structural Engineering Services

Mr. Kaufmann stated the Board authorized staff to advertise for structural engineering services to provide design of walls, box culverts, bridges and/or other structural elements of various project. Three proposals were received and you will find a ranking chart by the Construction Committee in your agenda packet. General discussion ensued.

On Motion by Ms. Duerr, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District adopted the rankings provided by the Construction Committee for Professional Structural Engineering Services as AVCON ranked as #1, Florida Bridge & Transportation as #2 and McLaren as #3

FIFTH ORDER OF BUSINESS

Consideration of District Website/ADA Auditing Services Proposals - a) ADA Site Compliance** - b) Campus Suite** - c) Community XS** - d) V Global Tech**

Ms. Walden noted we have for the Board's consideration District Website/ADA Auditing Services Proposals. We received four proposals, ADA Site Compliance, Campus Suite, Community XS and V Global Tech, each proposal requires to convert the website which is an additional cost. The Board reviewed the different proposals..

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved V Global Tech for District Website/ADA Auditing Service and authorize staff to work with the Chair to execute an agreement.

SIXTH ORDER OF BUSINESS

Public Hearing on the Adoption of the District's Annual Budget - a) Public Comments and Testimony** - b) Board Comments** - c) Consideration of Resolution 2019-07, Adopting the Fiscal**

**Year 2020 Budget and
Appropriating Funds**

Ms. Walden noted for the record that the budget was sent to the City and County at least 60 days prior to today's public hearing and the public hearing has been advertised in the newspaper as required by Florida Statute and mailed notice was also sent out. Dr. Levey requested a motion to open the public hearing.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District opened the Public Hearing.

Ms. Walden noted the budget is an exhibit to Resolution 2019-07 behind Tab 4 and is the same budget you saw and approved preliminary back in May of \$911,167.85.

Mr. Tinetti wanted to know why District Counsel fees increased by 27%. Ms. Mackie stated the hourly rate hasn't changed and if those costs aren't incurred you the District doesn't remit those funds to HGS.

Mr. Figuero wanted to know about the Interchange maintenance and the fluctuation in cost. Mr. Thacker stated that we had budgeted last year for a large project to replace some of that infrastructure. The scope of that changed and we didn't have to do as much as we planned.

Hearing no other comments Dr. Levey requested a motion to close the public hearing.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District closed the Public Hearing.

Dr. Levey requested a motion to approve Resolution 2019-07.

On Motion by Ms. Duerr, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2019-07, Adopting the Fiscal Year 2020 Budget and Appropriating Funds.

SEVENTH ORDER OF BUSINESS

**Public Hearing on the
Imposition of Special
Assessments**

- a) Public Comments and
Testimony**
- b) Board Comments**
- c) Consideration of
Resolution 2019-08,
Imposing Special
Assessments and
Certifying an
Assessment Roll**

Ms. Walden noted this is to consider the imposition of special assessments upon the lands located within the District to fund the proposed budget for FY 2020, to certify an assessment roll and to provide for the levy, collection and enforcement of assessments. The public hearing was advertised in the newspaper as required by Florida Statue and mailed notices were sent out to Landowners as required per Statute.

On Motion by Ms. Duerr, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District opened the Public Hearing.

Dr. Levey called for public comments. Hearing none, he requested a motion to close the public hearing.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District closed the Public Hearing.

Dr. Levey requested a motion to approve Resolution 2019-08.

On Motion by Ms. Duerr, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Resolution 2019-08, Imposing Special Assessments and Certifying an Assessment Roll.

EIGHTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 658 & 2018-15 – 2018-17
Approved in June 2019 in an
amount totaling \$126,615.40**

Board Members reviewed Requisition Nos. 658 & 2018-15 – 2018-17 approved in June 2019 in an amount totaling \$126,615.40. Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 658 and 2018-15 - 2018-17 approved in June 2019 in an amount totaling \$126,615.40.

NINTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 659 – 662 & 2018-18 – 23
Approved in July 2019 in an
amount totaling \$380,937.66**

Board Members reviewed Requisition Nos. 659 – 662 & 2018-18 – 23 approved in July 2019 in an amount totaling \$380,937.66. Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Ms. Duerr, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 659 – 662 & 2018-18 – 23 approved in July 2019 in an amount totaling \$380,937.66.

TENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in June 2019 in the amount totaling \$65,558.87

Board Members reviewed the Operation & Maintenance expenditures paid in June 2019 in the amount totaling \$65,558.87. Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance expenditures paid in June 2019 in the amount totaling \$65,558.87.

ELEVENTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in July 2019 in the amount totaling \$61,239.30

Board Members reviewed the Operation & Maintenance expenditures paid in July 2019 in the amount totaling \$61,239.30. Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance expenditures paid in July 2019 in the amount totaling \$61,239.30.

TWELFTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann stated that there were no work authorizations for this District.

THIRTEENTH ORDER OF BUSINESS

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

Board Members reviewed the District's statement of financial position. Ms. Walden noted that the District has expenses of \$629,000.00 vs. a Budget of \$684,000. The District is currently under budget through July 2019 by roughly \$55,000.00. There was no action required

FOURTEENTH ORDER OF BUSINESS

Staff Reports

District Counsel –

No report.

District Manager –

Ms. Walden noted that the next meeting is Tuesday, September 17, 2019.

District Engineer –

Mr. Newton circulated the Construction Contract Status Memorandum (Minutes Exhibit A). Nemours Parkway Phase 6 weather continues to delay Contractor's commencement of work on the quad culvert erosion repair; however, the erosion continues to expand.

Nemours Parkway Phase 7 substantial completion is anticipated in late September or early October.

With the Lake Nona Kellogg Avenue Extension there is an ongoing drainage issue that is causing intermittent flooding of Centerline Drive. DWMA has analyzed the matter and offered two alternative solutions:

1. Expand and deepen the temporary ditch along the north side of Centerline Drive and cut notches and/or orifices in the existing drainage structures within the ditch. This solution is likely the more expeditious alternative but could be an ongoing maintenance issue (erosion, mowing with soggy ditch bottom, etc.) and is more prone to failure due to construction debris blocking the structures. This would not be our recommendation as the District Engineer.
2. Install the underground drainage pipes and structures that will ultimately be required with the northerly extension of Centerline Drive. The cost of this alternative has been quoted at \$202,994.27 by the Contractor. We recommend this alternative as it implements the improvements that are contained within the District's CIP and offers a permanent highly reliable solution. This would be our recommendation as the District Engineer.

On Motion by Mr. Tinetti, second by Mr. Figuero, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Change Order No. 11 in the additive amount not to exceed \$210,000.00 and authorize District Engineer, after further review and negotiation with the Contractor, to execute such Change Order on behalf of the District.

Construction Supervisor –

No Report

FIFTEENTH ORDER OF BUSINESS

Supervisor and Audience Comments & Adjournment

Mr. Pagan-Rivera asked about the sidewalk and who was responsible for them, he didn't think you were able to get a certificate of occupancy if the sidewalk wasn't complete. Mr. Kaufmann stated he would look into this further.

There were no Supervisor requests. Dr. Levey requested a motion to adjourn.

On Motion by Ms. Duerr, second by Mr. Figuero, with all in favor, the August 20, 2019 Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.

Secretary/Assistant Secretary

Chair/Vice Chair



MEMORANDUM

EXHIBIT A

**DONALD W. McINTOSH
ASSOCIATES, INC.**

DATE: August 20, 2019
TO: Greenway Improvement District
Board of Supervisors
FROM: Donald W. McIntosh Associates, Inc.
District Engineer
RE: Construction Contract Status

Dear Board Members,

Please accept this correspondence as a current summary of our construction contract status. Listed below by project is a brief summary of recent contract activity. Copies of the latest Change Order logs are attached.

CIVIL ENGINEERS

LAND PLANNERS

SURVEYORS

Nemours Parkway Phase 6 – Jr. Davis Construction, Inc. / BrightView

Construction Status: Weather continues to delay Contractor's commencement of work on the quad culvert erosion repair; however, the erosion continues to expand. If construction doesn't commence soon, it is Devo's opinion that interim stabilization measures should be implemented. Once commenced, the repair should be completed within 2-3 weeks.

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.



Nemours Parkway Phase 7 – Jr. Davis Construction, Inc.

Construction Status: Video inspection of the sanitary sewers has been completed and City review comments have been received and were transmitted to the contractor on 7/2/19. Video inspection of the storm sewers have been completed and City review comments have been received and were transmitted to the contractor on 7/9/19. Repairs of deficient segments of pipe have been completed per City's authorized method and we are currently awaiting City re-video and review of completed repairs and confirmation. Contractor has completed installation of curb and gutter, limerock base and the first lift of asphalt. Landscaping is 80% complete. Substantial completion is anticipated in late-September or early-October.

Change Order (C.O.) Status: None at this time.

Recommended Motion: None at this time.

2200 Park Ave. North

Winter Park, FL

32789-2355

Fax 407-644-8318

407-644-4068

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<http://www.dwma.com>



Memorandum

Re: Greenway Improvement District

Construction Contract Status

August 20, 2019

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Lake Nona Kellogg Avenue Extension – DeWitt Excavation

Construction Status: There is an ongoing drainage issue that is causing intermittent flooding of Centerline Drive. DWMA has analyzed the matter and offered two alternative solutions:

1. Expand and deepen the temporary ditch along the north side of Centerline Drive and cut notches and/or orifices in the existing drainage structures within the ditch. The cost of this alternative has been quoted as \$66,900.62 by the Contractor. This solution is likely the more expeditious alternative but could be an ongoing maintenance issue (erosion, mowing with a soggy ditch bottom, etc.) and is more prone to failure due to construction debris blocking the structures. Additionally, the entire cost of this alternative is associated with an interim condition that will be removed upon the northerly extension of Centerline Drive in 12-18 months.
2. Install the underground drainage pipes and structures that will ultimately be required with the northerly extension of Centerline Drive. The cost of this alternative has been initially quoted as \$202,994.27 by the Contractor. While this solution is more costly and will likely take longer to implement, it is included in the District's CIP and the current expense will largely be offset by a corresponding cost reduction with the Centerline Drive extension that is planned for construction within the next 12-18 months. Additionally, this alternative is less susceptible to failure from construction debris and requires little or no ongoing maintenance.

Based on the fact that the second alternative implements improvements that are contained within the District's CIP and offers a permanent and highly reliable solution to the current drainage issue, it is the District Engineer's recommendation that the Board authorize the second alternative.

Change Order (C.O.) Status: Change Order No. 11 in the additive amount of \$202,994.27 for permanent drainage improvements along the future northerly extension of Centerline Drive.

Recommended Motion: Approve Change Order No. 11 in an additive amount not to exceed \$210,000.00 and authorize the District Engineer, after further review and negotiation with the Contractor, to execute such Change Order on behalf of the District.

Should there be any questions, please do not hesitate to call.

Thank you.

End of memorandum.

c: Larry Kaufmann
Scott Thacker
Troy Davidson
Rene Schneider
Lance Jackson
Tarek Fahmy

**LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 6
Change Order Log
Jr. Davis**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date 8/17/17	To Board	Approval Date	Notes
						\$2,070,587.60			
<u>1</u>	7/10/2018	8" Directional Bore	0	\$ 10,874.88	Approved	\$ 2,081,462.48	7/17/2018	7/17/2018	
<u>2</u>	6/20/2018	Culvert Rail Installation	0	\$ 13,464.00	Approved	\$ 2,094,926.48	7/17/2018	7/17/2018	
<u>3</u>	7/16/2018	OCPS sidewalk revision	30	\$ 42,220.54	Approved	\$ 2,137,147.02	7/17/2018	7/17/2018	
<u>4</u>	5/20/2019	Erosion repair and expanded protection at the north and south ends of the quad 36" culverts	0	\$ 77,713.83	Approved	\$ 2,214,860.85	5/21/2019	5/21/2019	

**LAKE NONA SOUTH
Greenway Improvement District
Nemours Parkway Phase 7
Change Order Log
Jr. Davis**

C.O. #	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$6,312,276.70			
1	2/8/2019	Contract adjustment for revision to include scope of work for addendums/plans issued after bid date.		\$ 161,445.97	Approved	\$ 6,473,722.75	2/19/2019	2/19/2019	
2	5/20/2019	Add sanitary and reclaim service laterals intended to serve the Nemours Children's Hospital		\$ 12,879.00	Approved	\$ 6,486,601.75	5/21/2019	5/21/2019	

**LAKE NONA SOUTH
Greenway Improvement District
Kellogg Avenue Extension
Change Order Log
Dewitt Excavating**

C.O.#	Date	Description of Revision	Additional Days	Amount	Status	New Contract Amount Original Contract Date	To Board	Approval Date	Notes
						\$1,797,324.58			
1	7/12/2018	Developer Portion - Stabilize Construction Access Road and Import Fill	0	\$230,500.00	Approved	\$2,027,824.58	7/17/2018	7/17/2018	
2	8/1/2018	Add days to contract due to weather	8	\$0.00	Approved	\$2,027,824.58	8/23/2018	8/23/2018	
3	9/14/2018	OUC Access Revision - electric and street lighting layout configuration - Kellogg Avenue Extension	0	-\$2,146.88	Approved	\$2,025,677.70	9/18/2018	9/18/2018	
4	9/14/2018	OUC Access Revision - electric and street lighting layout configuration - Hartwell Court Extension	0	\$65,127.18	Approved	\$2,090,804.88	9/18/2018	9/18/2018	
5	10/15/2018	Change of Oak Trees to Acer Rubrum	0	-\$500.00	Approved	\$2,090,304.88	10/16/2018	10/16/2018	
6	10/16/2018	Addition of compost to plant area for Canopy Trees only	0	\$1,691.88	Approved	\$2,091,996.76	11/19/2018	11/19/2018	
7	2/4/2019	Credit for dirt not imported	0	-\$124,608.00	Approved	\$1,967,388.76	2/19/2019	2/19/2019	
8	1/7/2019	Core and connection for SM07 - Soccer Field; Water Service Connection for Soccer Field and Water park	0	\$19,077.25	Approved	\$1,986,466.01	2/19/2019	2/19/2019	
9	2/6/2019	Stop sign and thermopaint	0	\$1,956.00	Approved	\$1,988,422.01	2/19/2019	2/19/2019	
10	2/19/2019	Change of street sign	0	\$750.00	Approved	\$1,989,172.01	3/19/2019	3/19/2019	



PROJECT NAME: Kellogg Ditch Redesign No Haul

DATE: 8/12/2019

14463 W. Colonial Drive • Winter Garden, FL 34787 • (o) 407-656-1799 • (f) 407-656-0552

Description	Quantity	Unit	Unit Price	Total
General Conditions				
Supt, Mobilization, GC	1.0	LS	\$ 18,525.00	\$ 18,525.00
Construction Layout (by Owner)	-	LS	\$ -	\$ -
Certified As-built Drawings (by Owner)	-	LS	\$ -	\$ -
General Conditions				\$ 18,525.00
Erosion Control & Maintenance				
Silt Fence Install only	1,900.0	LF	\$ 2.17	\$ 3,255.00
Erosion Control & Maintenance				\$ 3,255.00
Earthwork & Grading				
Pond Exc to Stockpile	2,800.0	CY	\$ 3.06	\$ 8,568.00
Final Grading Pond Slopes	6,160.0	SY	\$ 0.59	\$ 3,634.40
Dewatering	1.0	LS	\$ 12,038.82	\$ 12,038.82
Sod Pond Slopes	4,620.0	SY	\$ 2.73	\$ 12,612.60
Earthwork & Grading				\$ 36,853.82
Storm System				
Rubble Rip Rap	22.0	SY	\$ 201.15	\$ 4,425.30
Modify Control Structures	2.0	Ea.	\$ 1,920.75	\$ 3,841.50
Storm System				\$ 8,266.80
Total				\$ 65,900.62

Dewatering includes 3 weeks of pump time. Any additional time will be charged at \$600.00 per week

Payment and Performance Bond

Add 1%



PROJECT NAME: Kellogg Ditch Redesign Storm Pipe

DATE: 8/20/2019

14463 W. Colonial Drive • Winter Garden, FL 34787 • (o) 407-656-1799 • (f) 407-656-0552

Description	Quantity	Unit	Unit Price	Total
General Conditions				
Supt, Mobilization, GC	1.0	LS	\$ 29,900.00	\$ 29,900.00
Construction Layout (by Owner)	-	LS	\$ -	\$ -
Certified As-built Drawings (by Owner)	-	LS	\$ -	\$ -
General Conditions				\$ 29,900.00
Erosion Control & Maintenance				
Silt Fence Install only	1,560.0	LF	\$ 2.17	3,385.20
Erosion Control & Maintenance				\$ 3,385.20
Dewatering & Grassing				
Dewatering	1.0	LS	\$ 12,313.05	12,313.05
Seed and Mulch	4,620.0	SY	\$ 1.30	6,006.00
Dewatering & Grassing				\$ 18,319.05
Storm System				
Core Into Existing Inlet	2.0	Ea.	\$ 3,182.08	6,364.16
42" RCP (8 - 10')	360.0	LF	\$ 135.28	48,700.80
48" RCP (10 -12')	416.0	LF	\$ 166.20	69,139.20
Type 6 Curb Inlet (no top)	3.0	Ea.	\$ 5,823.35	17,470.05
Storm Manhole	1.0	Ea.	\$ 6,185.01	6,185.01
Clean/Inspection	776.0		\$ 4.55	3,530.80
Storm System				\$ 151,390.02
Total				\$ 202,994.27

Dewatering includes 3 weeks of pump time. Any additional time will be charged at \$600.00 per week

Payment and Performance Bond

Add 1%

GREENEWAY IMPROVEMENT DISTRICT

**Resolution 2019-09,
Approving an Annual Meeting Schedule
for Fiscal Year 2020**

RESOLUTION 2019-09

A RESOLUTION OF THE GREENWAY IMPROVEMENT DISTRICT DESIGNATING DATES, TIMES AND LOCATIONS FOR REGULAR MEETINGS OF THE BOARD OF SUPERVISORS OF THE DISTRICT AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Greenway Improvement District ("District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated in City of Orlando, Florida; and

WHEREAS, the Board of Supervisors of the District ("Board") is statutorily authorized to exercise the powers granted to the District; and

WHEREAS, all meetings of the Board shall be open to the public and governed by the provisions of Chapter 286, *Florida Statutes*; and

WHEREAS, the Board is statutorily required to file annually, with the local governing authority and the Florida Department of Economic Opportunity, a schedule of its regular meetings.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE GREENWAY IMPROVEMENT DISTRICT:

1. Regular meetings of the District's Board shall be held as provided on the schedule attached hereto as **Exhibit A**.
2. In accordance with Section 189.015(1), *Florida Statutes*, the District's Secretary is hereby directed to file annually with Orange County a schedule of the District's regular meetings.
3. This Resolution shall take effect immediately upon adoption.

Adopted this 17th day of September, 2019.

ATTEST:

Greenway Improvement District

Secretary/Assistant Secretary

Chairman/Vice Chairman

EXHIBIT A

**Greenway Improvement District
Fiscal Year 2019-2020**

The Board of Supervisors of the Greenway Improvement District will hold its meetings for the Fiscal Year 2020 in the offices of Lake Nona Land Company located at 6900 Tavistock Lakes Blvd, Suite 200, Orlando, Florida 32827 at 3:00 p.m. on the third Tuesday of each month.

October 15, 2019
November 19, 2019
December 17, 2019
January 21, 2020
February 18, 2020
March 17, 2020
April 21, 2020
May 19, 2020
June 16, 2020
July 21, 2020
August 18, 2020
September 22, 2020

**Construction Committee of the Boggy Creek, Greenway
& Myrtle Creek Improvement Districts
Fiscal Year 2019-2020**

The Construction Committee of the Boggy Creek, Greenway and Myrtle Creek Improvement Districts will be meeting for the Fiscal Year 2020 in the office of Donald W. McIntosh Associates, Inc., 2200 Park Avenue North, Winter Park, FL 32789 at 3:30 p.m. every other week as follows:

October 10 & 24, 2019
November 7 & 21, 2019
December 5 & 19, 2019
January 2, 16 & 30, 2020
February 13 & 27, 2020
March 12 & 26, 2020
April 9 & 23, 2020
May 7 & 21, 2020
June 4 & 18, 2020
July 2, 16 & 30, 2020
August 13 & 27, 2020
September 10 & 24, 2020

GREENEWAY IMPROVEMENT DISTRICT

**Operation and Maintenance Expenditures Paid
in August 2019 in an amount totaling \$80,954.80**

GREENEWAY IMPROVEMENT DISTRICT

DISTRICT OFFICE • 12051 CORPORATE BLVD • ORLANDO, FL 32817

PHONE: (407) 382-3256 • FAX: (407) 382-3254

Operation and Maintenance Expenditures For Board Approval

Attached please find the check register listing Operations and Maintenance expenditures paid from August 1, 2019 through August 31, 2019. This does not include expenditures previously approved by the Board.

The total items being presented: **\$80,954.80**

Approval of Expenditures:

_____ Chairman

_____ Vice Chairman

_____ Assistant Secretary

Greenway Improvement District
AP Check Register (Current by Bank)
Check Dates: 8/1/2019 to 8/31/2019

Check No.	Date	Status*	Vendor ID	Payee Name	Amount
BANK ID: SUN - CITY NATIONAL BANK					001-101-0000-00-01
2779	08/22/19	P	ASCC	All Star Custom Construction	\$350.00
2780	08/22/19	P	BERMAN	Berman Construction LLC	\$558.00
2781	08/22/19	P	HGS	Hopping Green & Sams	\$1,576.00
2782	08/22/19	P	LCPC	Lake Country Pest Control	\$750.50
2783	08/22/19	P	MLM	Michael's Lighting & Electric	\$81.25
2784	08/22/19	P	ONSIGH	Onsighl	\$1,180.05
2785	08/22/19	P	PFMGC	PFM Group Consulting	\$890.05
2786	08/22/19	P	TRUSTE	US Bank as Trustee for Greenew	\$3,720.35
2787	08/22/19	P	VENTUR	VenturesIn.com, Inc.	\$125.99
2788	08/31/19	P	BERMAN	Berman Construction LLC	\$394.57
2789	08/31/19	P	VALLEY	BrightView Landscape Services	\$39,936.96
2790	08/31/19	P	ORLS	Orlando Sentinel	\$3,703.34
2791	08/31/19	P	PFMGC	PFM Group Consulting	\$5,148.23
2792	08/31/19	P	RLEVEY	Richard Levey	\$200.00
BANK SUN REGISTER TOTAL:					\$58,615.29
GRAND TOTAL :					\$58,615.29

Debt service

DS
BCID
OVC

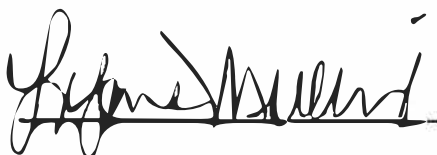
13,715.29
13,297.48
17,778.03
13,814.49

GREENWAY IMPROVEMENT DISTRICT

Payment Authorization #400

8/2/2019

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction Sock Drain Removal and Reinstallation	5318	\$ 558.00
2	Michael's Lighting & Electric Night Lighting Check	10306	\$ 81.25
3	PFM Group Consulting March Copies April Copies May Copies March Postage April Postage May Postage March FedEx April FedEx May FedEx	OE-EXP-0165 OE-EXP-0166 OE-EXP-0167 OE-EXP-0168 OE-EXP-0169 OE-EXP-0170 OE-EXP-0171 OE-EXP-0172 OE-EXP-0173	\$ 229.50 \$ 124.50 \$ 452.10 \$ 5.65 \$ 8.80 \$ 9.05 \$ 5.82 \$ 21.19 \$ 18.15
4	VenturesIn.com Domain Name Registration August Application Hosting	44701 44735	\$ 20.99 \$ 105.00
TOTAL			\$ 1,640.00



Secretary/Assistant Secretary



Chairperson


8/10/19

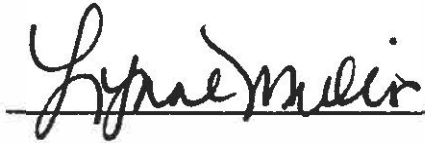
RECEIVED AUG 10 2019

GREENWAY IMPROVEMENT DISTRICT

Payment Authorization #401

8/9/2019

Item No.	Payee	Invoice Number	General Fund
1	Boggy Creek Improvement District July ICM Expenses <i>pd online 8/16/19</i>	ICM2019-10	\$ 15,297.63
2	Hopping Green & Sams General Counsel Through 06/30/2019	109094	\$ 1,576.00
3	Lake Country Pest Control Tree Injections	GID-101	\$ 750.50
4	OUC <i>pd online 8/15/19</i> Acct: 8795843030 ; 07/02/2019 - 08/02/2019		\$ 10,762.23
5	PFM Group Consulting June Reimbursables	OE-EXP-00284	\$ 15.29
TOTAL			\$ 28,401.65



Secretary/Assistant Secretary



Chairperson



RECEIVED AUG 10 2019

GREENWAY IMPROVEMENT DISTRICT

Payment Authorization #402

8/15/2019

Item No.	Payee	Invoice Number	General Fund
1	All Star Custom Construction Stone Repair on Bridge	--	\$ 350.00
2	Onsight Pedestrian Crossing Sign Replacement	001-19-255669-1	\$ 1,180.05
TOTAL			\$ 1,530.05



Secretary/Assistant Secretary



Chairperson

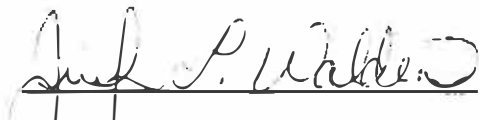
Janet
8/16/19

GREENEWAY IMPROVEMENT DISTRICT

Payment Authorization #403

8/23/2019

Item No.	Payee	Invoice Number	General Fund
1	Berman Construction Cut Pipes	5468	\$ 394.57
2	BrightView Landscape Services Controller #19 Repairs	6411134	\$ 51.50
	MI Repairs	6411145	\$ 247.50
	Summer Flower Installation	6443721	\$ 7,926.80
	August Landscape Maintenance	6452058	\$ 20,651.25
3	Orange County Utilities <i>pd online 9/5/19</i> Acct 6838006489 : Service 07/17/2019 - 08/15/2019	--	\$ 283.18
4	Orlando Sentinel Legal Advertising (Ad: 6381975 : OSC8832067)	008832067000	\$ 3,703.34
5	PFM Group Consulting August DM Fee	DM-08-2019-0022	\$ 3,333.33
	July Reimbursables	OE-EXP-00335	\$ 1,814.90
6	Supervisor Fees - 08/20/2019 Meeting Richard Levey	--	\$ 200.00
TOTAL			\$ 38,606.37


Secretary/Assistant Secretary

Chairperson

 8/24/19

GREENWAY IMPROVEMENT DISTRICT

Payment Authorization #404

8/29/2019

Item No.	Payee	Invoice Number	General Fund
1	BrightView Landscape Services		
	Landscape Improvements at Intersection	6463145	\$ 1,777.50
	Ramp and Apron Extra Work	6488295	\$ 9,282.41
TOTAL			\$ 11,059.91


Secretary/Assistant Secretary

Chairperson

Jay
8/31/19

GREENEWAY IMPROVEMENT DISTRICT

**Requisition Nos. 2018-24 & 25 Approved in
August 2019 in an amount totaling \$159,085.87**

GREENWAY IMPROVEMENT DISTRICT

DISTRICT OFFICE • 12051 CORPORATE BLVD • ORLANDO, FL 32817

PHONE: (407) 382-3256 • FAX: (407) 382-3254

Requisition Recap For Board Approval

Attached please find the listing of requisitions approved to be paid from bond funds from August 1, 2019 through August 31, 2019. This does not include requisitions previously approved by the Board.

REQUISITION NO.	PAYEE	AMOUNT
2018-024	DeWitt Excavation	\$1,686.80
2018-025	Jr. Davis Construction Co., Inc.	\$157,399.07
		\$159,085.87

EXHIBIT A

GREENWAY IMPROVEMENT DISTRICT REQUISITION FOR PAYMENT AND 2018 NOTE REQUISITION AND CONSTRUCTION ACCOUNT

DATE:	August 2, 2019	REQUISITION NO:	024
PAYEE:	DeWitt Excavation	AMOUNT DUE:	\$1,686.80
ADDRESS:	14463 W. Colonial Drive Winter Garden, FL 34787	FUND:	Acquisition/Construction
ITEM:	<ul style="list-style-type: none">• Pay Application #11 (revised) for Project 2951 (Lake Nona Hartwell Court Extension (CDD Portion)) Through 05/31/2019 - \$675.00• Pay Application #13 for Project 2951 (Lake Nona Hartwell Court Extension (CDD Portion)) Through 06/25/2019 - \$505.90• Pay Application #14 for Project 2951 (Lake Nona Hartwell Court Extension (CDD Portion)) Through 07/25/2019 - \$505.90		

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2018 Acquisition and Construction Account, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and the construction of the 2018 Project (herein after the "Project") and each represents a Cost of the Project, and has not previously been paid.

The undersigned hereby further certifies that there has not been filed with or served upon the District notice of any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable to the Payee set forth above, which has not been released or will not be released simultaneously with the payment hereof.

The undersigned hereby further certifies that such requisition contains no item representing payment on account of any retained percentage, which the District is at the date of such certificate entitled to retain.

It is hereby represented by the undersigned that the Governing Body of the District has approved this requisition or has approved the specific contract with respect to which disbursements pursuant to this requisition are due and payable.

Attached hereto are photocopies of the invoice(s) from the vendor of the property acquired or services rendered with respect to which disbursement is hereby requested.

GREENWAY IMPROVEMENT DISTRICT

BY:

CHAIRMAN or VICE CHAIRMAN

DISTRICT ENGINEER'S APPROVAL FOR PROJECT EXPENDITURES

The undersigned District Engineer hereby certifies that this disbursement is for a cost of the 2018 Project and is consistent with: (i) the applicable or construction contract; (ii) the plans and specifications for the portion of the 2018 Project with respect to which such disbursement is being made; and, (iii) the report of the District Engineer.

BY:

DISTRICT ENGINEER

Jeffrey S. Newton, P.E.

EXHIBIT A

GREENWAY IMPROVEMENT DISTRICT REQUISITION FOR PAYMENT AND 2018 NOTE REQUISITION AND CONSTRUCTION ACCOUNT

DATE:	August 9, 2019	REQUISITION NO:	025
PAYEE:	Jr. Davis Construction Co., Inc.	AMOUNT DUE:	\$157,399.07
ADDRESS:	210 S. Hoagland Blvd. Kissimmee, FL 34741	FUND:	Acquisition/Construction
ITEM:	Invoice 125382 (Pay Application # 10) for Project 1961 (Nemours Parkway Ph. 7) Through 07/25/2019		

The undersigned hereby certifies that obligations in the stated amount set forth above have been incurred by the District, that each disbursement set forth above is a proper charge against the 2018 Acquisition and Construction Account, referenced above, that each disbursement set forth above was incurred in connection with the acquisition and the construction of the 2018 Project (herein after the "Project") and each represents a Cost of the Project, and has not previously been paid.

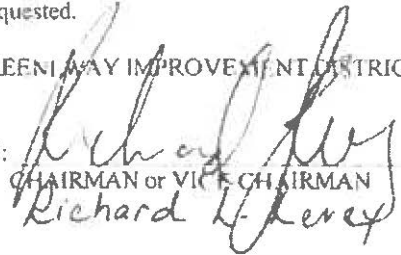
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GREENWAY IMPROVEMENT DISTRICT

BY: 
CHAIRMAN or VICE CHAIRMAN

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BY:  8/14/19
DISTRICT ENGINEER

Received 08/14/2019

GREENEWAY IMPROVEMENT DISTRICT

**Recommendation of Work
Authorizations/Proposed Services
*(if applicable)***

GREENEWAY IMPROVEMENT DISTRICT

Recommendation for Work Authorization / Proposed Services

Project Name: GID – Centerline Drive Segments A&B

Brief Description: Landscape Design Services for Segments A&B

Name of Consultant /Vendor: DIX-HITE

Is this work pursuant to an existing Agreement? Yes No

If so, name and date of Agreement: _____

Is this project included in the District Capital Improvement Plan? Yes No

Are the services required contemplated in the Capital Improvement Plan? Yes No

Is this a continuation of previously authorized work? Yes No

Proposal attached: Yes No

Form of Agreement Utilized: Proposal

Amount of Services: \$ 35,000.00

Recommendation: Approve Deny

By: _____

Larry Kaufmann, Chairman
Greeneway Improvement District Construction Committee

c: Jennifer Walden
Tucker Mackie
Jeffrey Newton
Lynne Mullins



September 17, 2019

District Chair
Greenway Improvement District
12051 Corporate Boulevard
Orlando, FL 32817

**Re: Greenway Improvement District
Centerline Drive – Segments A and B**

Dear District Chair:

It is my pleasure to submit this proposed Scope of Work to provide landscape architectural services. We are excited about the opportunity to work with your team and look forward to collaborating on another streetscape project in Lake Nona.

Please find below our scope of design services which Dix.Hite will provide to Greenway Improvement District for the above referenced project. If you agree with the work described in this proposal, please let us know next steps to begin providing the services as outlined here. We look forward to working with you.

Regards,

A handwritten signature in blue ink, appearing to read "John Griffin".

John Griffin, RLA
Associate

Attachments

c: Jennifer Walden, District Manager
Larry Kaufmann, Construction Supervisor
Jeff Newton, Donald W. McIntosh Associates
Scott Thacker, Tavistock Development Company

SCOPE OF SERVICES
Greenway Improvement District
Centerline Drive – Segments A and B
September 17, 2019

PART I – DREAM / DISCOVER / DESIGN

- 1.1 **Project Description** – Greenway Improvement District (Client) desires to engage Dix.Hite + Partners, Inc. (Consultant) to provide professional services in support of Client’s development of Centerline Drive – Segments A and B (Project) in Lake Nona (Orlando, Orange County, Florida). As an integral member of the Client’s Project team Consultant will provide landscape architectural design services to the Client, who in turn will provide required Project/site information (plans, studies, investigations), respond to requests from Consultant, and who will review and provide comments/feedback as appropriate on deliverables submitted by Consultant.
- 1.2 **Project Program/Elements**
- Streetscape
 - 2,310 Linear Feet – see Centerline Drive Exhibit A, dated 8/31/2019 (attached)
 - Phasing:
 - Design: single phase
 - Construction: single phase
- 1.3 **Consultant’s Services**
- Landscape design
 - Irrigation design
 - Lighting design coordination with OUC
- 1.4 **Key Personnel** – Key personnel from Dix.Hite involved in the Project include:
- Christina Hite Principal in Charge
 - John Griffin Senior Project Manager
- 1.5 **Project Coordination** – In addition to the specific services detailed below (the “Services”), Consultant shall coordinate our work with the Client’s representative and the Client’s Project team, monitor the Project schedule as it relates to the scope contained herein, and provide timely invoicing and reporting of Project progress.
- 1.6 **Base Data** – The Client will provide Consultant with the following data that Consultant will incorporate into the development of base plans prior to beginning design work. Consultant shall rely on all information supplied by the Client as accurate and correct. Additional work required due to inaccurate, incorrect, or incomplete information supplied by the Client shall be completed as an Additional Service.
- Site Plan
 - Boundary Survey
 - Topographical Survey
 - Site survey
 - Tree survey
 - Civil plans
- 1.7 **Kick-off Meeting** – Consultant will attend a kick-off meeting with the Client and the Project team in the Client’s offices to kick-off the Project. The agenda for the meeting will include:
- Client objectives
 - Project issues
 - Preliminary development program

- Project requirements
 - Team member responsibilities
 - Schedule
- 1.8 **Conceptual Design** – Based on the themes discussed with the Client, Consultant shall prepare the following Conceptual Design Documents to reflect opportunities and constraints for development of the Project design that are specific to the site (for example, considering the character of adjacent Projects):
- Options for street tree layout and light pole layout
 - Coordination of base refinements and utilities with Project team
 - Order of Magnitude Estimate of Cost
- 1.9 **Client Review** – The Client will review the Conceptual Design Documents and provide a consolidated set of written review comments to Consultant. Consultant will have one (1) meeting with the Client to discuss the review comments to ensure understanding of the requested changes. Upon Client approval Consultant shall proceed, incorporating the Client’s review comments into the 90% Construction Documents. Revisions to the Conceptual Design documents requested by the Client shall be provided as an Additional Service.

Part I – Dream/Discover/Design – Meetings and Deliverables

Meetings – The following meetings are included in Part I:

- *Kick-off Meeting (1 meeting)*
- *Review of Conceptual Design Documents (1 meeting)*

Deliverables – As a result of these tasks, Consultant shall produce the following:

- *One (1) set of the Conceptual Design Documents (.pdf format)*
- *One (1) Order of Magnitude Estimate of Cost (.pdf format)*

PART II – DOCUMENT

- 2.1 **90% Construction Documents** – Based on the approved Conceptual Design Documents, Consultant shall prepare documents to guide construction of the Project Elements designed by Consultant. The documents will be submitted to the Client for review at 90% stage of completion. Consultants documents shall include:
- **Landscape Plans:**
 - Overall site development and coordination of base refinement with Civil Engineer. Consultant will attend one (1) coordination meeting with the Client and Civil Engineer to review progress of design.
 - Landscape construction plans showing the layout and name of plant materials including trees and lawn areas.
 - Plant material schedule describing plants by name, size and location.
 - **Lighting:**
 - Consultant will work with OUC to identify site light pole locations, coordinated with the location of street trees.
 - Selection of lighting fixtures and poles (cut sheets), documentation of wiring, circuitry, photometrics, and lighting required for emergency egress is not included in Consultant’s work.
 - **Irrigation:**
 - Consultant will provide input and coordination for the location of the irrigation POC, mainline routing, and all underground sleeving under roadways and sidewalks.
 - **Construction Details** – Including details, elevations and sections provided as necessary to communicate the design intent and construction materials.
 - **Cost Estimate** – An order of magnitude estimate of cost for Project Elements included in our plans.
 - **Technical specifications** that define materials and methods appropriate for construction, shown as notes on the drawings.
- 2.2 **Client Review** - Consultant will attend two (2) meetings, one coordination meeting with the Civil Engineer and one at the 90 percent stages of completion with the Client to review the progress of the Construction Documents. The Client shall provide written review comments/drawing markups that will be incorporated

into the plans in each subsequent stage. Minor revisions will be incorporated into the 90% Construction Documents based on review comments. Major changes that represent a significant departure from the original design program, budget, and approved concept shall be considered an Additional Service

- 2.3 **100% Irrigation Plans** - Prepare construction irrigation plans using engineering CAD as base data. The plans will be prepared at an approximate scale of 1" = 20' (based on sheet count), showing locations of sprinklers, valves, controllers and pipes and their connection to a water source determined by the Client. Prepare technical specifications for the Irrigation Plans. Consultant will utilize the irrigation materials approved by Lake Nona.
- 2.4 **100% Construction Documents** - Consultant shall prepare the final set of Landscape Construction Documents, incorporating review comments from the 90% Client review meeting. The documents will be suitable for permitting, bidding, and construction of the elements of the Project as detailed in this Scope of Services. Consultant will also provide:
- Private and/or Public Improvement Cost Sheets
 - Statement of Probable Costs to be used for bidding comparison
 - Signed and sealed drawing for submittal to the City of Orlando
- 2.5 **Site and Building Permitting** – The Consultant will meet one (1) time with the City of Orlando and shall coordinate our work with the Client in support of the governmental approval process.
- The Consultant will submit construction permit plans and permit applications or documents required to the Client to be used for permitting with the City of Orlando.
 - The Consultant will respond to one (1) round of review comments from the City of Orlando during the Permitting process.

Part II – Document: Meetings and Deliverables

Meetings – The following meetings are included in Part II:

- *Project Coordination meetings (1 meeting)*
- *Review of 90% Construction Documents (1 meeting)*
- *Agency Review Meeting for Permitting Plans (1 meeting)*

Deliverables – As a result of these tasks, Consultant shall produce the following:

- *One (1) copy of 90% Construction Documents (.pdf format)*
- *One (1) copy of 100% Construction Documents (.pdf format, signed/sealed)*
- *One (1) copy of the order of magnitude cost estimate for each of the 90% and 100% submittals (.pdf format)*
- *One (1) copy of responses to Agency review comments (.pdf format)*

PART III – DELIVER

- 3.1 **Bidding** – Consultant will provide the following services in support of the Client's work to solicit bids from qualified contractors. Significant changes to the documents during or after bidding due to unknown site conditions, value engineering or other cost-saving measures submitted by bidders, inaccurate information provided by the Client, substantial deviations in materials, design or methods previously approved by the Client, regulatory agency requirements after permit approvals and/or construction budget changes will be provided as an Additional Service:
- Review Contractor Bids.
 - Respond to bidder's RFI's.
 - Issue one (1) addenda to the Construction Documents in response to bidder's request for information (RFI) or requests for clarification of the Construction Documents as required to convey the design intent for construction of the Project.

3.2 Construction Observation

Commencement of Construction Observation Services – Consultant’s responsibility to provide services during construction of the Project commences with the award of the initial Contract for Construction and terminates at the earlier of the issuance to the Client of the Landscape Contractor’s final Certificate for Payment or 30 days after the date of Substantial Completion of the work.

Construction Schedule – Consultant anticipates that our Construction phase services will be completed within twelve (12) months of commencement. If the construction schedule exceeds twelve (12) months, Consultant shall request Additional Services to continue providing its services throughout the remainder of construction of its work.

Administration of Construction – The contract for construction shall be between the Client and the Contractor. The Client or his designated representative shall be responsible for day-to-day administration of the contract and for daily observation of construction. The Client shall notify Consultant when it requires services in addition to those described in this Part of the work, which services shall be provided as an Additional Service to this Agreement. Consultant will rely on the Client’s construction manager to maintain a record of, and to timely communicate to Consultant information during construction that is relevant to the scope of work we have designed. Consultant will limit site visits to the number described below to provide periodic observation of the work. Consultant will notify the Client when 70% of the construction observation fee has been expended. The remaining scope and construction schedule will be evaluated to determine whether the remaining fee is adequate to complete the Scope of work described in this task.

Consultant’s Services during Construction – Consultant shall provide the following services during construction of the Project elements included in Consultant’s Construction Documents:

3.2.1 Administrative Services:

- Construction Meeting (1 meeting; concurrent with site visits listed below)
- Review and approve/reject product submittals/substitutions and Shop Drawing submittals from the Contractor.
- Preparing responses to RFI’s and informal requests from Contractor
- Preparing Field Sketches or Modifications to Documents Related to Constructability based on Contractor requests or site observations. Each set of changes will be issued as a Revision to the Construction Drawings. Significant drawing revisions due to a modification of the Program by the Client are not included and will be provided as Additional Services.

3.2.2 Review of Materials:

- One (1) Nursery Site Visit to Select and/or Review Contractor-Selected Plant Material (8 Hours) with Client’s arborist.

3.2.3 Periodic Site Visits to Observe Construction – Consultant will visit the site one (1) time (concurrent with construction meetings), at an interval appropriate to the stage of construction to become familiar with the progress and quality of the work completed, and to determine in general if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Construction Documents. However, Consultant will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of work. Consultant shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, since these are solely the Contractor’s rights and responsibilities under the contract documents.

3.2.4 Discuss: Site Visit Reports – Each site visit will be followed by a report to the Client of known deviations from the contract documents. However, Consultant shall not be responsible for the Contractor’s failure to perform the work in accordance with the requirements of the contract documents or the Project schedule.

3.3 **Project Completion:**

- Participate in one (1) preliminary walk-through at the point of Substantial Completion to determine the date of Substantial Completion. Following these walk-throughs, a punch list will be provided by Consultant to the Client and Contractor.
- Participate in one (1) final walk-through to review that the work was performed in general accordance with plans and specifications and punch list at final acceptance, and to determine the date of Final Completion.

3.4 **Warranty Walks:**

- Participate in two (2) warranty walks with the Client and the Contractor at 6 months and 12 months after Substantial Completion has been established. The warranty walks will happen on a date determined by the Client.
- Consultant will provide a written report of items that need to be addressed under the warranty.

Part III – Deliver: Meetings and Deliverables

Meetings – A summary of meetings Consultant will attend includes the following:

- *Construction Meeting and Site Visit (1 meeting)*
- *One (1) Nursery Site Visit*
- *One (1) Preliminary Walk-through to establish Substantial Completion*
- *One (1) Final Walk Through to determine date of Final Completion*
- *Two (2) Warranty Walks*

Deliverables – As a result of these tasks, Consultant shall produce the following:

- *One (1) copy of RFI Responses (.pdf format)*
- *One (1) copy of Construction Drawing Addenda (.pdf format)*
- *One (1) copy of site visit reports for each site visit*
- *One (1) copy of preliminary punch list (.pdf format)*
- *One (1) copy of final punch list (.pdf format)*
- *Two (2) Warranty Walk reports (.pdf format)*

ASSUMPTIONS/EXCLUSIONS

- If, as part of the Scope of Services, Consultant provides an estimate of construction cost, then Client, acknowledging that actual costs are subject to the unpredictability of competitive bidding and market conditions and that Consultant has no control over the costs of labor and materials, agrees that any estimate is made only on the basis of the judgment and experience of those making the estimate and published indices of construction costs and that Consultant is not responsible for actual costs exceeding Consultant's estimate.
- The Civil Engineer is responsible for overall site grading design and stormwater conveyance design as well as hardscape documents.
- The Client will provide the water source location and adequate pressure and capacity for the irrigation system.
- Provision of utilities to the site/Project elements, electrical diagrams/plans, plumbing plans and other utility routing plans are not included in Consultant's scope.
- The Consultant is not responsible for paying fees associated with permits.
- Bidding and Construction of the Project will begin immediately upon completion of design and as appropriate permits are secured.

ADDITIONAL SERVICES

Consultant will provide Additional Services as mutually agreed between Consultant and the Client. An equitable adjustment to Consultant's compensation and time for performance will be made through an amendment to the Agreement for any Additional Services. Additional Services may include, but are not limited to:

- Hardscape Construction Documents
- Meetings and Presentations not specifically outlined in the Scope of Services
- Attendance at regular Client meetings or conference calls
- Additional work required due to inaccurate information provided by the Client or the design team.
- Revisions to previously-approved plans
- Revisions to base/plans that result from changes by others (Client, Contractor, Architect, Engineers, Permitting Authorities)
- Value Engineering in response to Budget changes or Contractor bids
- Preparing as-built or record drawings, including revising Construction Documents to show actual construction
- Structural Engineering of Project Elements, including but not limited to footings, retaining walls, and anchoring to structures designed by others
- Property Services, including but not limited to: determining zoning, applying for rezoning, variances, and/or subdivision of property
- Work required to accommodate any concealed or unknown conditions that are encountered at the Project Site that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities

ASSIGNED PERSONNEL

The following personnel from Consultant will be assigned to this Project, and will have the responsibilities described:

Christina Hite	Principal in Charge / Principal III
John Griffin	Senior Project Manager / Landscape Architect III

PROJECT SCHEDULE

Consultant is prepared to begin work on the Project immediately upon receipt of the executed Agreement. Consultant, in consultation with the Client, shall perform its work in such a manner as to comply with a mutually agreed schedule.

COMPENSATION

Consultant will provide the Scope of Services for the fees outlined below. Direct expenses will be billed in addition to the fees listed below, at cost plus a 10% administration fee. Direct expenses for this Project are estimated not to exceed \$1,000. Direct expense may include, but are not limited to, costs associated with travel, printing and reprographics.

PART I DREAM/DISCOVER/DESIGN	\$9,100	Lump Sum
PART II DOCUMENT	\$18,600	Lump Sum
PART III DELIVER	\$7,300	Lump Sum
Total	\$35,000	Lump Sum
Reimbursable Expense	\$1,000	HNTB

OTHER LABOR RATES

Rates for expert testimony, litigation support, personal service contracts, and depositions/court appearances are subject to an additional premium. If additional services are authorized during the performance of a contract, compensation will be based on the Schedule of Fees in effect at the time the services are authorized.

ANNUAL BILLING RATE ADJUSTMENTS

Billing rates are adjusted each year to reflect updated labor cost categories. Labor cost of work authorized in subsequent calendar years will be based on current billing rates for those years.



September 17, 2019

District Chair
Greenway Improvement District
12051 Corporate Boulevard
Orlando, FL 32817

**Re: Greenway Improvement District
Centerline Drive – Segments A and B**

Dear District Chair:

It is my pleasure to submit this proposed Scope of Work to provide landscape architectural services. We are excited about the opportunity to work with your team and look forward to collaborating on another streetscape project in Lake Nona.

Please find below our scope of design services which Dix.Hite will provide to Greenway Improvement District for the above referenced project. If you agree with the work described in this proposal, please let us know next steps to begin providing the services as outlined here. We look forward to working with you.

Regards,

John Griffin, RLA
Associate

Attachments

c: Jennifer Walden, District Manager
Larry Kaufmann, Construction Supervisor
Jeff Newton, Donald W. McIntosh Associates
Scott Thacker, Tavistock Development Company

SCOPE OF SERVICES
Greenway Improvement District
Centerline Drive – Segments A and B
September 17, 2019

PART I – DREAM / DISCOVER / DESIGN

- 1.1 **Project Description** – Greenway Improvement District (Client) desires to engage Dix.Hite + Partners, Inc. (Consultant) to provide professional services in support of Client’s development of Centerline Drive – Segments A and B (Project) in Lake Nona (Orlando, Orange County, Florida). As an integral member of the Client’s Project team Consultant will provide landscape architectural design services to the Client, who in turn will provide required Project/site information (plans, studies, investigations), respond to requests from Consultant, and who will review and provide comments/feedback as appropriate on deliverables submitted by Consultant.
- 1.2 **Project Program/Elements**
- Streetscape
 - 2,310 Linear Feet – see Centerline Drive Exhibit A, dated 8/31/2019 (attached)
 - Phasing:
 - Design: single phase
 - Construction: single phase
- 1.3 **Consultant’s Services**
- Landscape design
 - Irrigation design
 - Lighting design coordination with OUC
- 1.4 **Key Personnel** – Key personnel from Dix.Hite involved in the Project include:
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 - John Griffin Senior Project Manager
- 1.5 **Project Coordination** – In addition to the specific services detailed below (the “Services”), Consultant shall coordinate our work with the Client’s representative and the Client’s Project team, monitor the Project schedule as it relates to the scope contained herein, and provide timely invoicing and reporting of Project progress.
- 1.6 **Base Data** – The Client will provide Consultant with the following data that Consultant will incorporate into the development of base plans prior to beginning design work. Consultant shall rely on all information supplied by the Client as accurate and correct. Additional work required due to inaccurate, incorrect, or incomplete information supplied by the Client shall be completed as an Additional Service.
- Site Plan
 - Boundary Survey
 - Topographical Survey
 - Site survey
 - Tree survey
 - Civil plans
- 1.7 **Kick-off Meeting** – Consultant will attend a kick-off meeting with the Client and the Project team in the Client’s offices to kick-off the Project. The agenda for the meeting will include:
- Client objectives
 - Project issues
 - Preliminary development program

- Project requirements
 - Team member responsibilities
 - Schedule
- 1.8 **Conceptual Design** – Based on the themes discussed with the Client, Consultant shall prepare the following Conceptual Design Documents to reflect opportunities and constraints for development of the Project design that are specific to the site (for example, considering the character of adjacent Projects):
- Options for street tree layout and light pole layout
 - Coordination of base refinements and utilities with Project team
 - Order of Magnitude Estimate of Cost
- 1.9 **Client Review** – The Client will review the Conceptual Design Documents and provide a consolidated set of written review comments to Consultant. Consultant will have one (1) meeting with the Client to discuss the review comments to ensure understanding of the requested changes. Upon Client approval Consultant shall proceed, incorporating the Client’s review comments into the 90% Construction Documents. Revisions to the Conceptual Design documents requested by the Client shall be provided as an Additional Service.

Part I – Dream/Discover/Design – Meetings and Deliverables

Meetings – The following meetings are included in Part I:

- *Kick-off Meeting (1 meeting)*
- *Review of Conceptual Design Documents (1 meeting)*

Deliverables – As a result of these tasks, Consultant shall produce the following:

- *One (1) set of the Conceptual Design Documents (.pdf format)*
- *One (1) Order of Magnitude Estimate of Cost (.pdf format)*

PART II – DOCUMENT

- 2.1 **90% Construction Documents** – Based on the approved Conceptual Design Documents, Consultant shall prepare documents to guide construction of the Project Elements designed by Consultant. The documents will be submitted to the Client for review at 90% stage of completion. Consultants documents shall include:
- **Landscape Plans:**
 - Overall site development and coordination of base refinement with Civil Engineer. Consultant will attend one (1) coordination meeting with the Client and Civil Engineer to review progress of design.
 - Landscape construction plans showing the layout and name of plant materials including trees and lawn areas.
 - Plant material schedule describing plants by name, size and location.
 - **Lighting:**
 - Consultant will work with OUC to identify site light pole locations, coordinated with the location of street trees.
 - Selection of lighting fixtures and poles (cut sheets), documentation of wiring, circuitry, photometrics, and lighting required for emergency egress is not included in Consultant’s work.
 - **Irrigation:**
 - Consultant will provide input and coordination for the location of the irrigation POC, mainline routing, and all underground sleeving under roadways and sidewalks.
 - **Construction Details** – Including details, elevations and sections provided as necessary to communicate the design intent and construction materials.
 - **Cost Estimate** – An order of magnitude estimate of cost for Project Elements included in our plans.
 - **Technical specifications** that define materials and methods appropriate for construction, shown as notes on the drawings.
- 2.2 **Client Review** - Consultant will attend two (2) meetings, one coordination meeting with the Civil Engineer and one at the 90 percent stages of completion with the Client to review the progress of the Construction Documents. The Client shall provide written review comments/drawing markups that will be incorporated

into the plans in each subsequent stage. Minor revisions will be incorporated into the 90% Construction Documents based on review comments. Major changes that represent a significant departure from the original design program, budget, and approved concept shall be considered an Additional Service

- 2.3 **100% Irrigation Plans** - Prepare construction irrigation plans using engineering CAD as base data. The plans will be prepared at an approximate scale of 1" = 20' (based on sheet count), showing locations of sprinklers, valves, controllers and pipes and their connection to a water source determined by the Client. Prepare technical specifications for the Irrigation Plans. Consultant will utilize the irrigation materials approved by Lake Nona.
- 2.4 **100% Construction Documents** - Consultant shall prepare the final set of Landscape Construction Documents, incorporating review comments from the 90% Client review meeting. The documents will be suitable for permitting, bidding, and construction of the elements of the Project as detailed in this Scope of Services. Consultant will also provide:
- Private and/or Public Improvement Cost Sheets
 - Statement of Probable Costs to be used for bidding comparison
 - Signed and sealed drawing for submittal to the City of Orlando
- 2.5 **Site and Building Permitting** – The Consultant will meet one (1) time with the City of Orlando and shall coordinate our work with the Client in support of the governmental approval process.
- The Consultant will submit construction permit plans and permit applications or documents required to the Client to be used for permitting with the City of Orlando.
 - The Consultant will respond to one (1) round of review comments from the City of Orlando during the Permitting process.

Part II – Document: Meetings and Deliverables

Meetings – The following meetings are included in Part II:

- *Project Coordination meetings (1 meeting)*
- *Review of 90% Construction Documents (1 meeting)*
- *Agency Review Meeting for Permitting Plans (1 meeting)*

Deliverables – As a result of these tasks, Consultant shall produce the following:

- *One (1) copy of 90% Construction Documents (.pdf format)*
- *One (1) copy of 100% Construction Documents (.pdf format, signed/sealed)*
- *One (1) copy of the order of magnitude cost estimate for each of the 90% and 100% submittals (.pdf format)*
- *One (1) copy of responses to Agency review comments (.pdf format)*

PART III – DELIVER

- 3.1 **Bidding** – Consultant will provide the following services in support of the Client's work to solicit bids from qualified contractors. Significant changes to the documents during or after bidding due to unknown site conditions, value engineering or other cost-saving measures submitted by bidders, inaccurate information provided by the Client, substantial deviations in materials, design or methods previously approved by the Client, regulatory agency requirements after permit approvals and/or construction budget changes will be provided as an Additional Service:
- Review Contractor Bids.
 - Respond to bidder's RFI's.
 - Issue one (1) addenda to the Construction Documents in response to bidder's request for information (RFI) or requests for clarification of the Construction Documents as required to convey the design intent for construction of the Project.

3.2 Construction Observation

Commencement of Construction Observation Services – Consultant’s responsibility to provide services during construction of the Project commences with the award of the initial Contract for Construction and terminates at the earlier of the issuance to the Client of the Landscape Contractor’s final Certificate for Payment or 30 days after the date of Substantial Completion of the work.

Construction Schedule – Consultant anticipates that our Construction phase services will be completed within twelve (12) months of commencement. If the construction schedule exceeds twelve (12) months, Consultant shall request Additional Services to continue providing its services throughout the remainder of construction of its work.

Administration of Construction – The contract for construction shall be between the Client and the Contractor. The Client or his designated representative shall be responsible for day-to-day administration of the contract and for daily observation of construction. The Client shall notify Consultant when it requires services in addition to those described in this Part of the work, which services shall be provided as an Additional Service to this Agreement. Consultant will rely on the Client’s construction manager to maintain a record of, and to timely communicate to Consultant information during construction that is relevant to the scope of work we have designed. Consultant will limit site visits to the number described below to provide periodic observation of the work. Consultant will notify the Client when 70% of the construction observation fee has been expended. The remaining scope and construction schedule will be evaluated to determine whether the remaining fee is adequate to complete the Scope of work described in this task.

Consultant’s Services during Construction – Consultant shall provide the following services during construction of the Project elements included in Consultant’s Construction Documents:

3.2.1 Administrative Services:

- Construction Meeting (1 meeting; concurrent with site visits listed below)
- Review and approve/reject product submittals/substitutions and Shop Drawing submittals from the Contractor.
- Preparing responses to RFI’s and informal requests from Contractor
- Preparing Field Sketches or Modifications to Documents Related to Constructability based on Contractor requests or site observations. Each set of changes will be issued as a Revision to the Construction Drawings. Significant drawing revisions due to a modification of the Program by the Client are not included and will be provided as Additional Services.

3.2.2 Review of Materials:

- One (1) Nursery Site Visit to Select and/or Review Contractor-Selected Plant Material (8 Hours) with Client’s arborist.

3.2.3 Periodic Site Visits to Observe Construction – Consultant will visit the site one (1) time (concurrent with construction meetings), at an interval appropriate to the stage of construction to become familiar with the progress and quality of the work completed, and to determine in general if the work observed is being performed in a manner indicating that the work, when fully completed, will be in accordance with the Construction Documents. However, Consultant will not be required to make exhaustive or continuous on-site inspections to check the quality or quantity of work. Consultant shall neither have control over or charge of, nor be responsible for, the construction means, methods, techniques, sequences or procedures, or for safety precautions and programs in connection with the work, since these are solely the Contractor’s rights and responsibilities under the contract documents.

3.2.4 Discuss: Site Visit Reports – Each site visit will be followed by a report to the Client of known deviations from the contract documents. However, Consultant shall not be responsible for the Contractor’s failure to perform the work in accordance with the requirements of the contract documents or the Project schedule.

3.3 **Project Completion:**

- Participate in one (1) preliminary walk-through at the point of Substantial Completion to determine the date of Substantial Completion. Following these walk-throughs, a punch list will be provided by Consultant to the Client and Contractor.
- Participate in one (1) final walk-through to review that the work was performed in general accordance with plans and specifications and punch list at final acceptance, and to determine the date of Final Completion.

3.4 **Warranty Walks:**

- Participate in two (2) warranty walks with the Client and the Contractor at 6 months and 12 months after Substantial Completion has been established. The warranty walks will happen on a date determined by the Client.
- Consultant will provide a written report of items that need to be addressed under the warranty.

Part III – Deliver: Meetings and Deliverables

Meetings – A summary of meetings Consultant will attend includes the following:

- *Construction Meeting and Site Visit (1 meeting)*
- *One (1) Nursery Site Visit*
- *One (1) Preliminary Walk-through to establish Substantial Completion*
- *One (1) Final Walk Through to determine date of Final Completion*
- *Two (2) Warranty Walks*

Deliverables – As a result of these tasks, Consultant shall produce the following:

- *One (1) copy of RFI Responses (.pdf format)*
- *One (1) copy of Construction Drawing Addenda (.pdf format)*
- *One (1) copy of site visit reports for each site visit*
- *One (1) copy of preliminary punch list (.pdf format)*
- *One (1) copy of final punch list (.pdf format)*
- *Two (2) Warranty Walk reports (.pdf format)*

ASSUMPTIONS/EXCLUSIONS

- If, as part of the Scope of Services, Consultant provides an estimate of construction cost, then Client, acknowledging that actual costs are subject to the unpredictability of competitive bidding and market conditions and that Consultant has no control over the costs of labor and materials, agrees that any estimate is made only on the basis of the judgment and experience of those making the estimate and published indices of construction costs and that Consultant is not responsible for actual costs exceeding Consultant's estimate.
- The Civil Engineer is responsible for overall site grading design and stormwater conveyance design as well as hardscape documents.
- The Client will provide the water source location and adequate pressure and capacity for the irrigation system.
- Provision of utilities to the site/Project elements, electrical diagrams/plans, plumbing plans and other utility routing plans are not included in Consultant's scope.
- The Consultant is not responsible for paying fees associated with permits.
- Bidding and Construction of the Project will begin immediately upon completion of design and as appropriate permits are secured.

ADDITIONAL SERVICES

Consultant will provide Additional Services as mutually agreed between Consultant and the Client. An equitable adjustment to Consultant's compensation and time for performance will be made through an amendment to the Agreement for any Additional Services. Additional Services may include, but are not limited to:

- Hardscape Construction Documents
- Meetings and Presentations not specifically outlined in the Scope of Services
- Attendance at regular Client meetings or conference calls
- Additional work required due to inaccurate information provided by the Client or the design team.
- Revisions to previously-approved plans
- Revisions to base/plans that result from changes by others (Client, Contractor, Architect, Engineers, Permitting Authorities)
- Value Engineering in response to Budget changes or Contractor bids
- Preparing as-built or record drawings, including revising Construction Documents to show actual construction
- Structural Engineering of Project Elements, including but not limited to footings, retaining walls, and anchoring to structures designed by others
- Property Services, including but not limited to: determining zoning, applying for rezoning, variances, and/or subdivision of property
- Work required to accommodate any concealed or unknown conditions that are encountered at the Project Site that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities

ASSIGNED PERSONNEL

The following personnel from Consultant will be assigned to this Project, and will have the responsibilities described:

Christina Hite	Principal in Charge / Principal III
John Griffin	Senior Project Manager / Landscape Architect III

PROJECT SCHEDULE

Consultant is prepared to begin work on the Project immediately upon receipt of the executed Agreement. Consultant, in consultation with the Client, shall perform its work in such a manner as to comply with a mutually agreed schedule.

COMPENSATION

Consultant will provide the Scope of Services for the fees outlined below. Direct expenses will be billed in addition to the fees listed below, at cost plus a 10% administration fee. Direct expenses for this Project are estimated not to exceed \$1,000. Direct expense may include, but are not limited to, costs associated with travel, printing and reprographics.

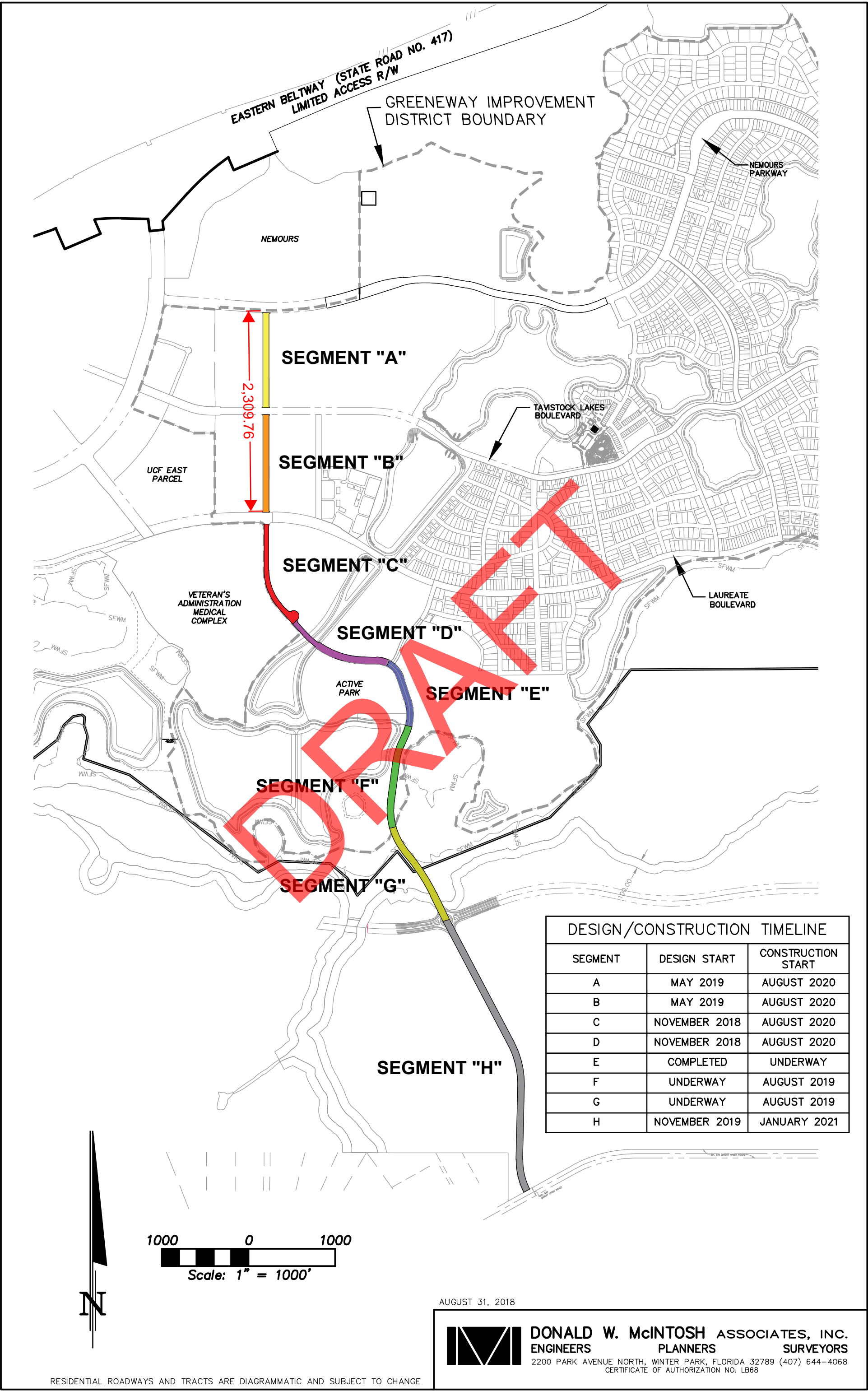
PART I DREAM/DISCOVER/DESIGN	\$9,100	Lump Sum
PART II DOCUMENT	\$18,600	Lump Sum
PART III DELIVER	\$7,300	Lump Sum
Total	\$35,000	Lump Sum
Reimbursable Expense	\$1,000	HNTB

OTHER LABOR RATES

Rates for expert testimony, litigation support, personal service contracts, and depositions/court appearances are subject to an additional premium. If additional services are authorized during the performance of a contract, compensation will be based on the Schedule of Fees in effect at the time the services are authorized.

ANNUAL BILLING RATE ADJUSTMENTS

Billing rates are adjusted each year to reflect updated labor cost categories. Labor cost of work authorized in subsequent calendar years will be based on current billing rates for those years.



RESIDENTIAL ROADWAYS AND TRACTS ARE DIAGRAMMATIC AND SUBJECT TO CHANGE

AUGUST 31, 2018



DONALD W. MCINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068
CERTIFICATE OF AUTHORIZATION NO. LB68

GREENEWAY IMPROVEMENT DISTRICT

Recommendation for Work Authorization / Proposed Services

Project Name: GID – Centerline Drive Segments C&D

Brief Description: Landscape Design Services for Segments C&D

Name of Consultant /Vendor: DIX-HITE

Is this work pursuant to an existing Agreement? Yes No

If so, name and date of Agreement: _____

Is this project included in the District Capital Improvement Plan? Yes No

Are the services required contemplated in the Capital Improvement Plan? Yes No

Is this a continuation of previously authorized work? Yes No

Proposal attached: Yes No

Form of Agreement Utilized: Proposal

Amount of Services: \$ 35,000.00

Recommendation: Approve Deny

By: _____

Larry Kaufmann, Chairman
Greeneway Improvement District Construction Committee

c: Jennifer Walden
Tucker Mackie
Jeffrey Newton
Lynne Mullins



September 17, 2019

District Chair
Greenway Improvement District
12051 Corporate Boulevard
Orlando, FL 32817

**Re: Greenway Improvement District
Centerline Drive – Segments C and D**

Dear District Chair:

It is my pleasure to submit this proposed Scope of Work to provide landscape architectural services. We are excited about the opportunity to work with your team and look forward to collaborating on another streetscape project in Lake Nona.

Please find below our scope of design services which Dix.Hite will provide to Greenway Improvement District for the above referenced project. If you agree with the work described in this proposal, please let us know next steps to begin providing the services as outlined here. We look forward to working with you.

Regards,

A handwritten signature in blue ink, appearing to read "John Griffin".

John Griffin, RLA
Associate

Attachments

c: Jennifer Walden, District Manager
Larry Kaufmann, Construction Supervisor
Jeff Newton, Donald W. McIntosh Associates
Scott Thacker, Tavistock Development Company

SCOPE OF SERVICES
Greenway Improvement District
Centerline Drive – Segments C and D
September 17, 2019

PART I – DREAM / DISCOVER / DESIGN

- 1.1 **Project Description** – Greenway Improvement District (Client) desires to engage Dix.Hite + Partners, Inc. (Consultant) to provide professional services in support of Client’s development of Centerline Drive – Segments C and D (Project) in Lake Nona (Orlando, Orange County, Florida). As an integral member of the Client’s Project team Consultant will provide landscape architectural design services to the Client, who in turn will provide required Project/site information (plans, studies, investigations), respond to requests from Consultant, and who will review and provide comments/feedback as appropriate on deliverables submitted by Consultant.
- 1.2 **Project Program/Elements**
- Streetscape
 - 2,482 Linear Feet – see Centerline Drive Exhibit A, dated 8/31/2019 (attached)
 - Segment C is existing and will be widened. The west side of the road will remain as-is and the east side of the road will be new construction.
 - Identify a location for two (2) Lake Nona Gateway Columns in Segment D. Construction drawings and building permit for the Gateway Column to be provided by Tavistock Development Company.
 - Recommend decorative finishes for the roadway bridge in Segment D of this Project. Construction drawings for the bridge are not a part of this scope of work.
 - Phasing:
 - Design: single phase
 - Construction: single phase
- 1.3 **Consultant’s Services**
- Landscape design
 - Irrigation design
 - Lighting design coordination with OUC
- 1.4 **Key Personnel** – Key personnel from Dix.Hite involved in the Project include:
- Christina Hite Principal in Charge
 - John Griffin Senior Project Manager
- 1.5 **Project Coordination** – In addition to the specific services detailed below (the “Services”), Consultant shall coordinate our work with the Client’s representative and the Client’s Project team, monitor the Project schedule as it relates to the scope contained herein, and provide timely invoicing and reporting of Project progress.
- 1.6 **Base Data** – The Client will provide Consultant with the following data that Consultant will incorporate into the development of base plans prior to beginning design work. Consultant shall rely on all information supplied by the Client as accurate and correct. Additional work required due to inaccurate, incorrect, or incomplete information supplied by the Client shall be completed as an Additional Service.
- Site Plan
 - Boundary Survey
 - Topographical Survey
 - Site survey
 - Tree survey
 - Civil plans

- 1.7 **Kick-off Meeting** – Consultant will attend a kick-off meeting with the Client and the Project team in the Client's offices to kick-off the Project. The agenda for the meeting will include:
- Client objectives
 - Project issues
 - Preliminary development program
 - Project requirements
 - Team member responsibilities
 - Schedule
- 1.8 **Conceptual Design** – Based on the themes discussed with the Client, Consultant shall prepare the following Conceptual Design Documents to reflect opportunities and constraints for development of the Project design that are specific to the site (for example, considering the character of adjacent Projects):
- Options for street tree layout and light pole layout
 - Coordination of base refinements and utilities with Project team
 - Order of Magnitude Estimate of Cost
- 1.9 **Client Review** – The Client will review the Conceptual Design Documents and provide a consolidated set of written review comments to Consultant. Consultant shall meet with the Client to discuss the review comments to ensure understanding of the requested changes. Upon Client approval Consultant shall proceed, incorporating the Client's review comments into the 90% Construction Documents. Revisions to the Conceptual Design documents requested by the Client shall be provided as an Additional Service.

Part I – Dream/Discover/Design – Meetings and Deliverables

Meetings – The following meetings are included in Part I:

- *Kick-off Meeting (1 meeting)*
- *Review of Conceptual Design Documents (1 meeting)*

Deliverables – As a result of these tasks, Consultant shall produce the following:

- *One (1) set of the Conceptual Design Documents (.pdf format)*
- *One (1) Order of Magnitude Estimate of Cost (.pdf format)*

PART II – DOCUMENT

- 2.1 **90% Construction Documents** – Based on the approved Conceptual Design Documents, Consultant shall prepare documents to guide construction of the Project Elements designed by Consultant. The documents will be submitted to the Client for review at 90% stage of completion. Consultants documents shall include:
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 - Overall site development and coordination of base refinement with Civil Engineer. Consultant will attend one (1) coordination meeting with the Client and Civil Engineer to review progress of design.
 - Landscape construction plans showing the layout and name of plant materials including trees and lawn areas.
 - Plant material schedule describing plants by name, size and location.
 - **Lighting:**
 - Consultant will work with OUC to identify site light pole locations, coordinated with the location of street trees.
 - Selection of lighting fixtures and poles (cut sheets), documentation of wiring, circuitry, photometrics, and lighting required for emergency egress is not included in Consultant's work.
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 - Consultant will provide input and coordination for the location of the irrigation POC, mainline routing, and all underground sleeving under roadways and sidewalks.
 - **Construction Details** – Including details, elevations and sections provided as necessary to communicate the design intent and construction materials.

- **Cost Estimate** – An order of magnitude estimate of cost for Project Elements included in our plans.
 - **Technical specifications** that define materials and methods appropriate for construction, shown as notes on the drawings.
- 2.2 **Client Review** - Consultant will attend two (2) meetings, one coordination meeting with the Civil Engineer and one at the 90 percent stages of completion with the Client to review the progress of the Construction Documents. The Client shall provide written review comments/drawing markups that will be incorporated into the plans in each subsequent stage. Minor revisions will be incorporated into the 100% Construction Documents based on review comments. Major changes that represent a significant departure from the original design program, budget, and approved concept shall be considered an Additional Service
- 2.3 **100% Irrigation Plans** - Prepare construction irrigation plans using engineering CAD as base data. The plans will be prepared at an approximate scale of 1" = 20' (based on sheet count), showing locations of sprinklers, valves, controllers and pipes and their connection to a water source determined by the Client. Prepare technical specifications for the Irrigation Plans. Consultant will utilize the irrigation materials approved by Lake Nona.
- 2.4 **100% Construction Documents** - Consultant shall prepare the final set of Landscape Construction Documents, incorporating review comments from the 90% Client review meeting. The documents will be suitable for permitting, bidding, and construction of the elements of the Project as detailed in this Scope of Services. Consultant will also provide:
- Private and/or Public Improvement Cost Sheets
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 - Signed and sealed drawing for submittal to the City of Orlando
- 2.5 **Site and Building Permitting** – The Consultant will meet one (1) time with the City of Orlando and shall coordinate our work with the Client in support of the governmental approval process.
- The Consultant will submit construction permit plans and permit applications or documents required to the Client to be used for permitting with the City of Orlando.
 - The Consultant will respond to one (1) round of review comments from the City of Orlando during the Permitting process.

Part II – Document: Meetings and Deliverables

Meetings – The following meetings are included in Part II:

- *Project Coordination meetings (1 meeting)*
- *Review of 90% Construction Documents (1 meeting)*
- *Agency Review Meeting for Permitting Plans (1 meeting)*

Deliverables – As a result of these tasks, Consultant shall produce the following:

- *One (1) copy of 90% Construction Documents (.pdf format)*
- *One (1) copy of 100% Construction Documents (.pdf format, signed/sealed)*
- *One (1) copy of the order of magnitude cost estimate for each of the 90% and 100% submittals (.pdf format)*
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PART III – DELIVER

- 3.1 **Bidding** – Consultant will provide the following services in support of the Client's work to solicit bids from qualified contractors. Significant changes to the documents during or after bidding due to unknown site conditions, value engineering or other cost-saving measures submitted by bidders, inaccurate information provided by the Client, substantial deviations in materials, design or methods previously approved by the Client, regulatory agency requirements after permit approvals and/or construction budget changes will be provided as an Additional Service:

- Review Contractor Bids.
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3.2 Construction Observation

Commencement of Construction Observation Services – Consultant's responsibility to provide services during construction of the Project commences with the award of the initial Contract for Construction and terminates at the earlier of the issuance to the Client of the Landscape Contractor's final Certificate for Payment or 30 days after the date of Substantial Completion of the work.

Construction Schedule – Consultant anticipates that our Construction phase services will be completed within twelve (12) months of commencement. If the construction schedule exceeds twelve (12) months, Consultant shall request Additional Services to continue providing its services throughout the remainder of construction of its work.

Administration of Construction – The contract for construction shall be between the Client and the Contractor. The Client or his designated representative shall be responsible for day-to-day administration of the contract and for daily observation of construction. The Client shall notify Consultant when it requires services in addition to those described in this Part of the work, which services shall be provided as an Additional Service to this Agreement. Consultant will rely on the Client's construction manager to maintain a record of, and to timely communicate to Consultant information during construction that is relevant to the scope of work we have designed. Consultant will limit site visits to the number described below to provide periodic observation of the work. Consultant will notify the Client when 70% of the construction observation fee has been expended. The remaining scope and construction schedule will be evaluated to determine whether the remaining fee is adequate to complete the Scope of work described in this task.

Consultant's Services during Construction – Consultant shall provide the following services during construction of the Project elements included in Consultant's Construction Documents:

3.2.1 Administrative Services:

- Construction Meeting (1 meeting; concurrent with site visits listed below)
- Review and approve/reject product submittals/substitutions and Shop Drawing submittals from the Contractor.
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- One (1) Nursery Site Visit to Select and/or Review Contractor-Selected Plant Material (8 Hours) with Client's arborist.

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with the work, since these are solely the Contractor's rights and responsibilities under the contract documents.

- 3.2.4 **Discuss: Site Visit Reports** – Each site visit will be followed by a report to the Client of known deviations from the contract documents. However, Consultant shall not be responsible for the Contractor's failure to perform the work in accordance with the requirements of the contract documents or the Project schedule.

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- Participate in one (1) preliminary walk-through at the point of Substantial Completion to determine the date of Substantial Completion. Following these walk-throughs, a punch list will be provided by Consultant to the Client and Contractor.
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Part III – Deliver: Meetings and Deliverables

Meetings – A summary of meetings Consultant will attend includes the following:

- *Construction Meeting and Site Visit (1 meeting)*
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- *One (1) Final Walk Through to determine date of Final Completion*
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ASSUMPTIONS/EXCLUSIONS

- If, as part of the Scope of Services, Consultant provides an estimate of construction cost, then Client, acknowledging that actual costs are subject to the unpredictability of competitive bidding and market conditions and that Consultant has no control over the costs of labor and materials, agrees that any estimate is made only on the basis of the judgment and experience of those making the estimate and published indices of construction costs and that Consultant is not responsible for actual costs exceeding Consultant's estimate.
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- Bidding and Construction of the Project will begin immediately upon completion of design and as appropriate permits are secured.

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- Additional work required due to inaccurate information provided by the Client or the design team.
- Revisions to previously-approved plans
- Revisions to base/plans that result from changes by others (Client, Contractor, Architect, Engineers, Permitting Authorities)
- Value Engineering in response to Budget changes or Contractor bids
- Preparing as-built or record drawings, including revising Construction Documents to show actual construction
- Structural Engineering of Project Elements, including but not limited to footings, retaining walls, and anchoring to structures designed by others
- Property Services, including but not limited to: determining zoning, applying for rezoning, variances, and/or subdivision of property
- Work required to accommodate any concealed or unknown conditions that are encountered at the Project Site that differ materially from those ordinarily found to exist and generally recognized as inherent in construction activities

ASSIGNED PERSONNEL

The following personnel from Consultant will be assigned to this Project, and will have the responsibilities described:

Christina Hite	Principal in Charge / Principal III
John Griffin	Senior Project Manager / Landscape Architect III

PROJECT SCHEDULE

Consultant is prepared to begin work on the Project immediately upon receipt of the executed Agreement. Consultant, in consultation with the Client, shall perform its work in such a manner as to comply with a mutually agreed schedule.

COMPENSATION

Consultant will provide the Scope of Services for the fees outlined below. Direct expenses will be billed in addition to the fees listed below, at cost plus a 10% administration fee. Direct expenses for this Project are estimated not to exceed \$1,000. Direct expense may include, but are not limited to, costs associated with travel, printing and reprographics.

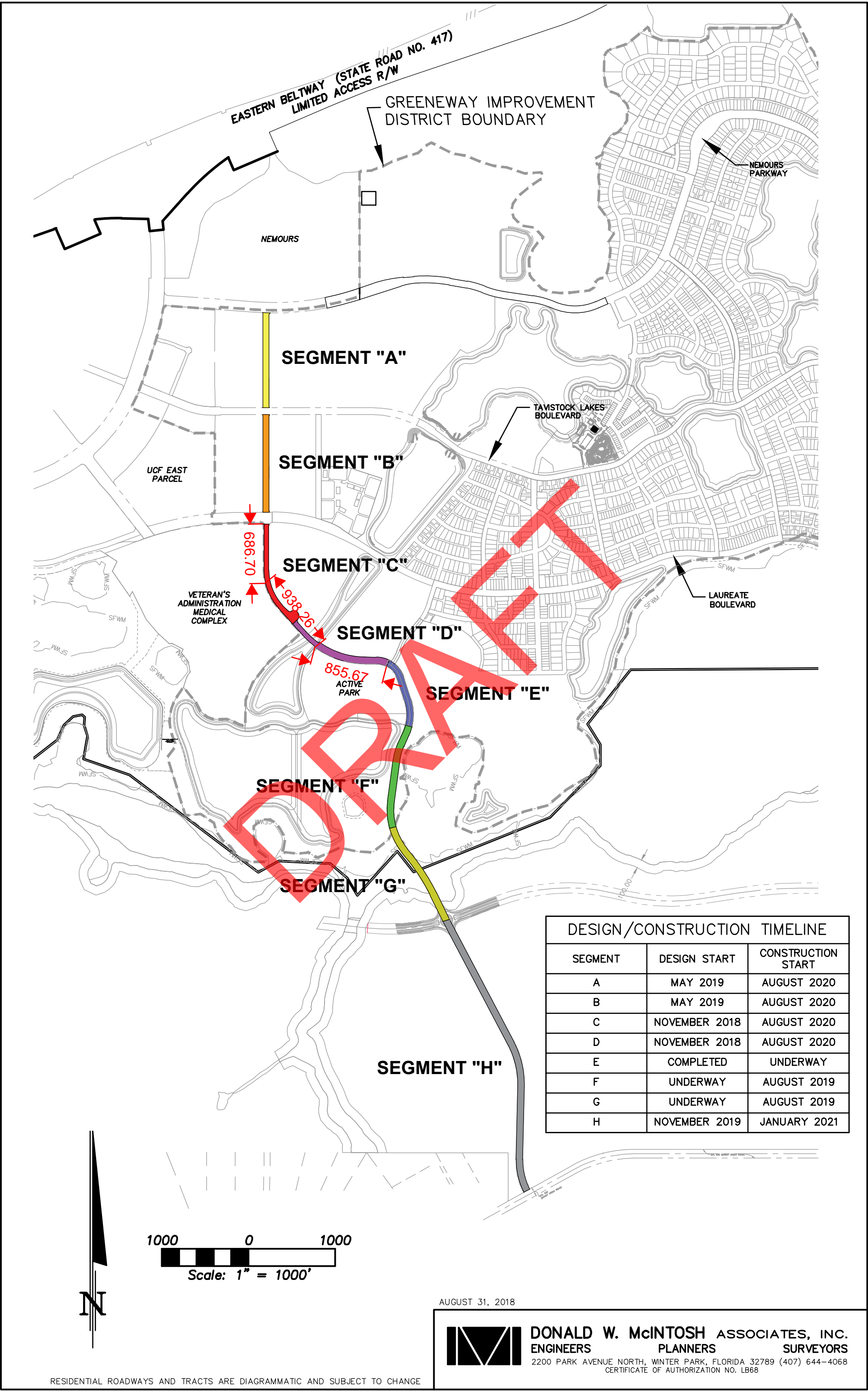
PART I DREAM/DISCOVER/DESIGN	\$9,100	Lump Sum
PART II DOCUMENT	\$18,600	Lump Sum
PART III DELIVER	\$7,300	Lump Sum
Total	\$35,000	Lump Sum
Reimbursable Expense	\$1,000	HNTe

OTHER LABOR RATES

Rates for expert testimony, litigation support, personal service contracts, and depositions/court appearances are subject to an additional premium. If additional services are authorized during the performance of a contract, compensation will be based on the Schedule of Fees in effect at the time the services are authorized.

ANNUAL BILLING RATE ADJUSTMENTS

Billing rates are adjusted each year to reflect updated labor cost categories. Labor cost of work authorized in subsequent calendar years will be based on current billing rates for those years.



DESIGN/CONSTRUCTION TIMELINE		
SEGMENT	DESIGN START	CONSTRUCTION START
A	MAY 2019	AUGUST 2020
B	MAY 2019	AUGUST 2020
C	NOVEMBER 2018	AUGUST 2020
D	NOVEMBER 2018	AUGUST 2020
E	COMPLETED	UNDERWAY
F	UNDERWAY	AUGUST 2019
G	UNDERWAY	AUGUST 2019
H	NOVEMBER 2019	JANUARY 2021

RESIDENTIAL ROADWAYS AND TRACTS ARE DIAGRAMMATIC AND SUBJECT TO CHANGE

AUGUST 31, 2018



DONALD W. McINTOSH ASSOCIATES, INC.
ENGINEERS PLANNERS SURVEYORS
2200 PARK AVENUE NORTH, WINTER PARK, FLORIDA 32789 (407) 644-4068
CERTIFICATE OF AUTHORIZATION NO. LB68

GREENEWAY IMPROVEMENT DISTRICT

**District's Financial Position and
Budget to Actual YTD**

Greenway Improvement District
Statement of Activities
As of 8/31/2019

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
<u>Revenues</u>					
On-Roll Assessments	\$430,350.69				\$430,350.69
Off-Roll Assessments	412,985.18				412,985.18
Inter-Fund Transfers In	3,650.62				3,650.62
On-Roll Assessments		\$1,850,453.53			1,850,453.53
Other Assessments		2,718,444.64			2,718,444.64
Other Income & Other Financing Sources		282,284.94			282,284.94
Inter-Fund Group Transfers In		5,380.36			5,380.36
Debt Proceeds		38,260.87			38,260.87
Other Income & Other Financing Sources			\$3,216,356.78		3,216,356.78
Inter-Fund Transfers In			(9,030.98)		(9,030.98)
Debt Proceeds			310,000.00		310,000.00
Total Revenues	<u>\$846,986.49</u>	<u>\$4,894,824.34</u>	<u>\$3,517,325.80</u>	<u>\$0.00</u>	<u>\$9,259,136.63</u>
<u>Expenses</u>					
Supervisor Fees	\$3,400.00				\$3,400.00
Public Officials' Liability Insurance	2,244.00				2,244.00
Trustee Services	3,928.39				3,928.39
Management	36,666.63				36,666.63
Engineering	6,985.50				6,985.50
Dissemination Agent	5,000.00				5,000.00
Property Appraiser	1,672.00				1,672.00
District Counsel	20,371.73				20,371.73
Assessment Administration	7,500.00				7,500.00
Audit	4,395.00				4,395.00
Travel and Per Diem	86.70				86.70
Telephone	218.24				218.24
Postage & Shipping	1,055.99				1,055.99
Copies	2,504.25				2,504.25
Legal Advertising	6,930.86				6,930.86
Miscellaneous	215.55				215.55
Property Taxes	477.29				477.29
Web Site Maintenance	1,175.99				1,175.99
Dues, Licenses, and Fees	175.00				175.00
Electric	6,439.41				6,439.41
Water Reclaimed	38,731.74				38,731.74
General Insurance	2,525.00				2,525.00
Property & Casualty	5,987.00				5,987.00
Irrigation	37,490.31				37,490.31
Landscaping Maintenance & Material	209,204.25				209,204.25
Tree Trimming	20,810.50				20,810.50
Flower & Plant Replacement	86,613.60				86,613.60
Contingency	18,241.83				18,241.83

Greenway Improvement District
Statement of Activities
As of 8/31/2019

	General Fund	Debt Service	Capital Projects Fund	General Long- Term Debt	Total
IME - Aquatics Maintenance	3,306.60				3,306.60
IME - Irrigation	8,791.40				8,791.40
IME - Landscaping	89,263.80				89,263.80
IME - Lighting	2,197.39				2,197.39
IME - Miscellaneous	2,828.85				2,828.85
IME - Water Reclaimed	873.88				873.88
Entry and Wall Maintenance	3,000.00				3,000.00
Hardscape Maintenance	350.00				350.00
Streetlights	73,300.29				73,300.29
Principal Payments		\$1,000,000.00			1,000,000.00
Interest Payments		2,578,629.81			2,578,629.81
Trustee Services			\$7,000.00		7,000.00
Management			195,000.00		195,000.00
Engineering			224,666.31		224,666.31
District Counsel			50,720.10		50,720.10
Trustee Counsel			6,500.00		6,500.00
Bond Counsel			31,000.00		31,000.00
Legal Advertising			677.75		677.75
Landscaping Maintenance & Material			10,718.57		10,718.57
Contingency			5,531,493.54		5,531,493.54
Total Expenses	<u>\$714,958.97</u>	<u>\$3,578,629.81</u>	<u>\$6,057,776.27</u>	<u>\$0.00</u>	<u>\$10,351,365.05</u>
<u>Other Revenues (Expenses) & Gains (Losses)</u>					
Interest Income	\$5,523.67				\$5,523.67
Interest Income		\$11,272.70			11,272.70
Interest Income			\$2,341.56		2,341.56
Total Other Revenues (Expenses) & Gains (Losses)	<u>\$5,523.67</u>	<u>\$11,272.70</u>	<u>\$2,341.56</u>	<u>\$0.00</u>	<u>\$19,137.93</u>
Change In Net Assets	\$137,551.19	\$1,327,467.23	(\$2,538,108.91)	\$0.00	(\$1,073,090.49)
Net Assets At Beginning Of Year	<u>\$37,061.13</u>	<u>\$3,973,346.10</u>	<u>\$1,805,897.00</u>	<u>\$0.00</u>	<u>\$5,816,304.23</u>
Net Assets At End Of Year	<u><u>\$174,612.32</u></u>	<u><u>\$5,300,813.33</u></u>	<u><u>(\$732,211.91)</u></u>	<u><u>\$0.00</u></u>	<u><u>\$4,743,213.74</u></u>

Greenway Improvement District
Statement of Financial Position
As of 8/31/2019

	General Fund	Debt Service	Capital Projects Fund	General Long-Term Debt	Total
<u>Assets</u>					
<u>Current Assets</u>					
General Checking Account	\$167,347.97				\$167,347.97
State Board of Administration	1,497.48				1,497.48
Prepaid Expenses	2,419.89				2,419.89
Deposits	1,251.00				1,251.00
Infrastructure Capital Reserve	9,782.33				9,782.33
Interchange Maintenance Reserve	12,626.03				12,626.03
Due From Other Funds		\$3,720.35			3,720.35
Debt Service Reserve (Series 2013)		3,551,196.88			3,551,196.88
Debt Service Reserve (Series 2018)		317,352.20			317,352.20
Revenue (Series 2013)		445,680.22			445,680.22
Interest (Series 2013)		24,456.23			24,456.23
Interest (Series 2018)		94.31			94.31
Prepayment (Series 2013)		958,313.14			958,313.14
General Checking Account			\$7,072.39		7,072.39
Acquisition/Construction (Series 2013)			9,002.77		9,002.77
Acquisition/Construction (Series 2018)			118,759.85		118,759.85
Total Current Assets	\$194,924.70	\$5,300,813.33	\$134,835.01	\$0.00	\$5,630,573.04
<u>Investments</u>					
Amount Available in Debt Service Funds				\$5,297,092.98	\$5,297,092.98
Amount To Be Provided				43,662,907.02	43,662,907.02
Total Investments	\$0.00	\$0.00	\$0.00	\$48,960,000.00	\$48,960,000.00
Total Assets	\$194,924.70	\$5,300,813.33	\$134,835.01	\$48,960,000.00	\$54,590,573.04
<u>Liabilities and Net Assets</u>					
<u>Current Liabilities</u>					
Due To Other Governmental Units	\$20,312.38				\$20,312.38
Accounts Payable			\$394,216.58		394,216.58
Retainage Payable			472,830.34		472,830.34
Total Current Liabilities	\$20,312.38	\$0.00	\$867,046.92	\$0.00	\$887,359.30
<u>Long Term Liabilities</u>					
Revenue Bonds Payable - Long-Term				\$48,960,000.00	\$48,960,000.00
Total Long Term Liabilities	\$0.00	\$0.00	\$0.00	\$48,960,000.00	\$48,960,000.00
Total Liabilities	\$20,312.38	\$0.00	\$867,046.92	\$48,960,000.00	\$49,847,359.30
<u>Net Assets</u>					
Net Assets, Unrestricted	\$50,369.29				\$50,369.29
Current Year Net Assets, Unrestricted	3,650.62				3,650.62
Net Assets - General Government	(13,308.16)				(13,308.16)
Current Year Net Assets - General Government	133,900.57				133,900.57
Net Assets, Unrestricted		\$3,973,346.10			3,973,346.10
Current Year Net Assets, Unrestricted		1,327,467.23			1,327,467.23
Net Assets, Unrestricted			(\$10,264,278.80)		(10,264,278.80)
Net Assets, Unrestricted			2,356,801.62		2,356,801.62
Current Year Net Assets, Unrestricted			(2,538,108.91)		(2,538,108.91)
Net Assets - General Government			9,713,374.18		9,713,374.18
Total Net Assets	\$174,612.32	\$5,300,813.33	(\$732,211.91)	\$0.00	\$4,743,213.74
Total Liabilities and Net Assets	\$194,924.70	\$5,300,813.33	\$134,835.01	\$48,960,000.00	\$54,590,573.04

Greenway Improvement District
Budget to Actual
For the Month Ending 08/31/2019

	YTD Actual	YTD Budget	YTD Variance	FY 2019 Adopted Budget
<u>Revenues</u>				
On-Roll Assessments	\$ 430,350.69	\$ 425,300.32	\$ 5,050.37	\$ 463,963.98
Off-Roll Assessments	412,985.18	326,953.89	86,031.29	356,676.97
Net Revenues	\$ 843,335.87	\$ 752,254.21	\$ 91,081.66	\$ 820,640.95
<u>General & Administrative Expenses</u>				
Legislative				
Supervisor Fees	\$ 3,400.00	\$ 6,600.00	\$ (3,200.00)	\$ 7,200.00
Financial & Administrative				
Public Officials' Liability Insurance	2,244.00	2,291.67	(47.67)	2,500.00
Trustee Services	3,928.39	2,291.67	1,636.72	2,500.00
Management	36,666.63	36,666.67	(0.04)	40,000.00
Engineering	6,985.50	9,166.67	(2,181.17)	10,000.00
Dissemination Agent	5,000.00	4,583.33	416.67	5,000.00
Property Appraiser	1,672.00	1,375.00	297.00	1,500.00
District Counsel	20,371.73	20,166.67	205.06	22,000.00
Assessment Administration	7,500.00	6,875.00	625.00	7,500.00
Audit	4,395.00	5,041.67	(646.67)	5,500.00
Travel and Per Diem	86.70	137.50	(50.80)	150.00
Telephone	218.24	458.33	(240.09)	500.00
Postage & Shipping	1,055.99	458.33	597.66	500.00
Copies	2,504.25	1,833.33	670.92	2,000.00
Legal Advertising	6,930.86	3,483.33	3,447.53	3,800.00
Bank Fees	-	45.83	(45.83)	50.00
Miscellaneous	215.55	2,291.68	(2,076.13)	2,500.00
Property Taxes	477.29	1,375.00	(897.71)	1,500.00
Web Site Maintenance	1,175.99	1,145.83	30.16	1,250.00
Dues, Licenses, and Fees	175.00	160.42	14.58	175.00
Total General & Administrative Expenses	\$ 105,003.12	\$ 106,447.93	\$ (1,444.81)	\$ 116,125.00

Greenway Improvement District
Budget to Actual
For the Month Ending 08/31/2019

	YTD Actual	YTD Budget	YTD Variance	FY 2019 Adopted Budget
<u>Field Operations</u>				
Electric Utility Services				
Electric	\$ 6,439.41	\$ 4,583.33	\$ 1,856.08	\$ 5,000.00
Water-Sewer Combination Services				
Water Reclaimed	38,731.74	18,333.33	20,398.41	20,000.00
Other Physical Environment				
General Insurance	2,525.00	2,750.00	(225.00)	3,000.00
Property & Casualty Insurance	5,987.00	-	5,987.00	-
Other Insurance	-	687.50	(687.50)	750.00
Irrigation	37,490.31	27,500.00	9,990.31	30,000.00
Landscaping Maintenance & Material	209,244.25	209,583.00	(378.75)	228,636.00
Tree Trimming	20,810.50	36,666.67	(15,856.17)	40,000.00
Flower & Plant Replacement	86,613.60	45,833.33	40,780.27	50,000.00
Contingency	18,241.83	16,146.17	2,095.66	17,614.00
Hurricane Cleanup	-	4,583.33	(4,583.33)	5,000.00
Interchange Maintenance Expenses				
IME - Aquatics Maintenance	3,306.60	3,498.00	(191.40)	3,816.00
IME - Irrigation	8,791.40	33,000.00	(24,208.60)	36,000.00
IME - Landscaping	89,263.80	80,898.84	8,364.96	88,253.28
IME - Lighting	2,197.39	18,333.33	(16,135.94)	20,000.00
IME - Miscellaneous	2,828.85	-	2,828.85	-
IME - Water Reclaimed	873.88	3,300.00	(2,426.12)	3,600.00
Road & Street Facilities				
Entry and Wall Maintenance	3,000.00	2,750.00	250.00	3,000.00
Hardscape Maintenance	350.00	2,750.00	(2,400.00)	3,000.00
Streetlights	73,300.29	91,666.67	(18,366.38)	100,000.00
Accent Lighting	-	1,833.33	(1,833.33)	2,000.00
Parks & Recreation				
Personnel Leasing Agreement	-	18,333.33	(18,333.33)	20,000.00
Reserves				
Infrastructure Capital Reserve	-	20,350.00	(20,350.00)	22,200.00
Interchange Maintenance Reserve	-	2,884.45	(2,884.45)	3,146.67
Total Field Operations Expenses	\$ 609,955.85	\$ 646,264.61	\$ (36,308.76)	\$ 705,015.95
Total Expenses	\$ 714,958.97	\$ 752,712.54	\$ (37,753.57)	\$ 821,140.95
Income (Loss) from Operations	\$ 128,376.90	\$ (458.33)	\$ 128,835.23	\$ (500.00)
<u>Other Income (Expense)</u>				
Interest Income	\$ 5,523.67	\$ 458.33	\$ 5,065.34	\$ 500.00
Total Other Income (Expense)	\$ 5,523.67	\$ 458.33	\$ 5,065.34	\$ 500.00
Net Income (Loss)	\$ 133,900.57	\$ -	\$ 133,900.57	\$ -

Greenway Improvement District
Budget to Actual
For the Month Ending 08/31/2019

	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	YTD Actual
Revenues												
On-Roll Assessments	\$ -	\$ 5,260.99	\$ 250,152.35	\$ 28,443.42	\$ 24,988.36	\$ 58,357.19	\$ 3,495.80	\$ 42,396.67	\$ 10,590.30	\$ 5,856.11	\$ 809.50	\$ 430,350.69
Off-Roll Assessments		206,493.02		277.76	102,968.15			103,246.25				412,985.18
Net Revenues	\$ -	\$ 211,754.01	\$ 250,152.35	\$ 28,721.18	\$ 127,956.51	\$ 58,357.19	\$ 3,495.80	\$ 145,642.92	\$ 10,590.30	\$ 5,856.11	\$ 809.50	\$ 843,335.87
General & Administrative Expenses												
Legislative												
Supervisor Fees	\$ 200.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 400.00	\$ 200.00	\$ -	\$ 200.00	\$ 3,400.00
Financial & Administrative												
Public Officials' Liability Insurance	2,244.00											2,244.00
Trustee Fees	2,199.90									1,728.49		3,928.39
Management	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	3,333.33	38,666.63
Engineering		806.00	887.00	648.50	633.50	598.00	783.50	2,151.50	477.50			6,985.50
Dissemination Agent					1,250.00			3,750.00				5,000.00
Property Appraiser		1,672.00										1,672.00
District Counsel			1,341.10	1,989.00	2,427.55	2,639.60	2,085.98	5,481.39		2,831.11	1,576.00	20,371.73
Assessment Administration	7,500.00											7,500.00
Audit								4,395.00				4,395.00
Travel and Per Diem		30.28	18.32	9.22	14.44	4.64		9.80				86.70
Telephone		93.61	19.47	54.9	30.69		19.69	6.16	33.11	9.02		218.24
Postage & Shipping		15.80	34.19	24.77	13.12	23.41					944.70	1,055.99
Copies		27.00	292.50	113.50	165.00	144.20					1,760.25	2,504.25
Legal Advertising	252.50	366.75		161.25	181.25	577.50	1,446.27	200.00		200.00	3,703.34	6,930.86
Bank Fees												
Miscellaneous		32.70						182.85				215.55
Property Taxes		477.29										477.29
Website Maintenance	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	105.00	125.99	1,175.99
Dues, Licenses, and Fees	175.00											175.00
Total General & Administrative Expenses	\$ 16,009.73	\$ 7,381.76	\$ 6,430.91	\$ 6,813.06	\$ 8,553.88	\$ 7,625.48	\$ 8,173.77	\$ 20,015.03	\$ 4,148.94	\$ 8,206.95	\$ 11,643.61	\$ 105,003.12

Greenway Improvement District
Budget to Actual
For the Month Ending 08/31/2019

	Oct-18	Nov-18	Dec-18	Jan-19	Feb-19	Mar-19	Apr-19	May-19	Jun-19	Jul-19	Aug-19	YTD Actual
Field Operations												
Electric Utility Services												
Electric	\$ -	\$ -	\$ 1,141.75	\$ 575.01	\$ 637.57	\$ 596.06	\$ 851.02	\$ 661.06	\$ 688.22	\$ 632.48	\$ 653.24	\$ 6,439.41
Water-Sewer Combination Services												
Water Reclaimed	-	-	4,365.69	6,770.97	4,270.91	3,558.22	3,627.22	4,091.01	4,973.26	4,096.16	2,978.30	38,731.74
Other Physical Environment												
General Insurance	2,525.00	-	-	-	-	-	-	-	-	-	-	2,525.00
Property & Casualty Insurance	-	5,987.00	-	-	-	-	-	-	-	-	-	5,987.00
Other Insurance	-	-	-	-	-	-	-	-	-	-	-	-
Irrigation	1,241.50	1,708.00	5,900.71	1,139.00	1,922.00	5,150.00	7,807.60	10,885.60	1,436.90	-	299.00	37,490.31
Landscaping Maintenance & Material	16,660.25	16,660.25	16,660.25	16,660.25	16,660.25	22,646.75	20,651.25	20,651.25	20,651.25	20,651.25	20,651.25	209,204.25
Tree Trimming	-	-	-	-	-	-	-	11,100.00	-	8,960.00	750.50	20,810.50
Flower & Plant Replacement	-	2,614.40	39,477.90	-	8,184.20	1,707.00	12,343.20	7,926.80	4,655.80	-	9,704.30	86,613.60
Contingency	-	-	-	-	-	3,700.00	-	3,126.80	-	-	11,415.03	18,241.83
Hurricane Cleanup	-	-	-	-	-	-	-	-	-	-	-	-
Interchange Maintenance Expenses												
IME - Aquatics Maintenance	-	601.20	300.60	300.60	300.60	300.60	300.60	300.60	300.60	300.60	300.60	3,306.60
IME - Irrigation	-	-	10.80	591.55	336.15	-	2,100.10	-	81.90	41.94	5,628.96	8,791.40
IME - Landscaping	7,354.44	7,354.44	7,354.44	7,354.44	7,354.44	8,832.60	-	7,354.44	7,354.44	14,708.88	14,241.24	89,263.80
IME - Lighting	98.28	262.47	200.73	105.66	736.27	409.41	794.6	69.65	72.09	68.09	75.26	2,197.39
IME - Miscellaneous	-	-	1,265.76	261.00	-	-	-	1,189.80	-	112.29	-	2,828.85
IME - Water Reclaimed	-	953.9	142.08	52.90	119.79	31.30	83.96	89.18	96.13	65.83	663.2	873.88
Road & Street Facilities												
Entry and Wall Maintenance	-	-	-	-	-	-	3,000.00	-	-	-	-	3,000.00
Hardscape Maintenance	-	-	-	-	-	-	-	-	-	-	350.00	350.00
Streetlights	33050	511.75	15,986.97	6,885.28	8,892.32	6,876.70	7,138.47	7,126.68	7,133.83	7,206.35	7,211.94	73,300.29
Accent Lighting	-	-	-	-	-	-	-	-	-	-	-	-
Parks & Recreation												
Personnel Leasing Agreement	-	-	-	-	-	-	-	-	-	-	-	-
Reserves												
Infrastructure Capital Reserve	-	-	-	-	-	-	-	-	-	-	-	-
Interchange Maintenance Reserve	-	-	-	-	-	-	-	-	-	-	-	-
Total Field Operations Expenses	<u>\$ 28,209.97</u>	<u>\$ 35,794.40</u>	<u>\$ 92,810.68</u>	<u>\$ 40,736.66</u>	<u>\$ 47,425.50</u>	<u>\$ 53,808.64</u>	<u>\$ 57,982.90</u>	<u>\$ 74,572.87</u>	<u>\$ 47,444.42</u>	<u>\$ 56,843.87</u>	<u>\$ 74,325.94</u>	<u>\$ 609,955.85</u>
Total Expenses	<u>\$ 44,219.70</u>	<u>\$ 43,176.16</u>	<u>\$ 99,241.59</u>	<u>\$ 47,549.72</u>	<u>\$ 55,979.38</u>	<u>\$ 61,434.12</u>	<u>\$ 66,156.67</u>	<u>\$ 94,587.90</u>	<u>\$ 51,593.36</u>	<u>\$ 65,050.82</u>	<u>\$ 85,969.55</u>	<u>\$ 714,958.97</u>
Income (Loss) from Operations	<u>\$ (44,219.70)</u>	<u>\$ 168,577.85</u>	<u>\$ 150,910.76</u>	<u>\$ (18,828.54)</u>	<u>\$ 71,977.13</u>	<u>\$ (3,076.93)</u>	<u>\$ (62,660.87)</u>	<u>\$ 51,055.02</u>	<u>\$ (41,003.06)</u>	<u>\$ (59,194.71)</u>	<u>\$ (85,160.05)</u>	<u>\$ 128,376.90</u>
Other Income (Expense)												
Interest Income	\$ 5.89	\$ 5.74	\$ 677.65	\$ 13.22	\$ 5.46	\$ 4,027.69	\$ 13.45	\$ 10.58	\$ 707.60	\$ 48.71	\$ 7.68	\$ 5,523.67
Total Other Income (Expense)	<u>\$ 5.89</u>	<u>\$ 5.74</u>	<u>\$ 677.65</u>	<u>\$ 13.22</u>	<u>\$ 5.46</u>	<u>\$ 4,027.69</u>	<u>\$ 13.45</u>	<u>\$ 10.58</u>	<u>\$ 707.60</u>	<u>\$ 48.71</u>	<u>\$ 7.68</u>	<u>\$ 5,523.67</u>
Net Income (Loss)	<u>\$ (44,213.81)</u>	<u>\$ 168,583.59</u>	<u>\$ 151,588.41</u>	<u>\$ (18,815.32)</u>	<u>\$ 71,982.59</u>	<u>\$ 950.76</u>	<u>\$ (62,647.42)</u>	<u>\$ 51,065.60</u>	<u>\$ (40,295.46)</u>	<u>\$ (59,146.00)</u>	<u>\$ (85,152.37)</u>	<u>\$ 133,900.57</u>

**Greenway Improvement District
Construction Tracking - early September**

Amount

Series 2013 Bond Issue	
Original Construction Fund	\$ 48,700,000.00
Additions (Interest, Transfers from DSR, etc.)	578,109.18
Cumulative Draws Through Prior Month	(49,270,192.33)
	=====
Construction Funds Available	\$ 7,916.85
Requisitions This Month	
	=====
Total Requisitions This Month	\$ -
	=====
Series 2013 Construction Funds Remaining	\$ 7,916.85

Series 2018 Bond Issue		\$ 24,000,000.00
Additions (Interest, Transfers from DSR, etc.)		71,534.00
Cumulative Draws Through Prior Month		(3,552,261.59)
Requisitions This Month		
Requisition #S2018-030: Donald W. McIntosh Associates	\$	(7,485.60)
		=====
Total Requisitions This Month	\$	(7,485.60)
Series 2018 Construction Funds Remaining		\$ 20,511,786.81

Current Committed Funding	
Lake Nona South - Traffic Control Devices	\$ (54,546.10)
Nemours Parkway Phase 4 - Yellowstone Landscape	-
Nemours Parkway Phase 6 - Jr. Davis	(106,857.38)
Lake Nona Hartwell Court Extension - DeWitt Excavation	(4,553.03)
Lake Nona Nemours Parkway Phase 7 - Jr. Davis	(2,211,014.60)
	=====
Total Current Committed Funding	\$ (2,376,971.11)

Upcoming Committed Funding	
Lake Nona Kellogg Avenue Extension – DeWitt Excavation	\$ (586,812.14)
	=====
Total Upcoming Committed Funding	\$ (586,812.14)
Total Committed Funding	\$ (2,963,783.25)

Net Uncommitted	17,555,920.41
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Greenway Improvement District
FY 2019
Cash Flow Analysis

	Beg. Cash	FY18 Inflows	FY18 Outflows	FY19 Inflows	FY19 Outflows	End. Cash
10/1/2018	4,499.76	33,166.90	(27,247.04)	61065	(5,629.50)	5,400.77
11/1/2018	5,400.77	-	(3,766.68)	235,975.89	(76,859.32)	160,750.66
12/1/2018	160,750.66	-	(1,202.40)	1,394,381.28	(735,704.80)	818,224.74
1/1/2019	818,224.74	-	-	136,470.07	(678,444.72)	276,250.09
2/1/2019	276,250.09	-	-	261,390.01	(183,917.67)	353,722.43
3/1/2019	353,722.43	-	-	330,302.13	(325,886.77)	358,137.79
4/1/2019	358,137.79	-	-	27,311.22	(95,472.88)	289,976.13
5/1/2019	289,976.13	-	-	233,360.34	(166,204.37)	357,132.10
6/1/2019	357,132.10	-	-	67,457.53	(121,720.13)	302,869.50
7/1/2019	302,869.50	-	-	30,373.89	(85,753.06)	247,490.33
8/1/2019	247,490.33	-	-	4,532.79	(84,675.15)	167,347.97
9/1/2019	167,347.97	-	-	-	(25,346.67)	142,001.30
						as of 09/11/2019
FY 19 Totals		33,166.90	(32,216.12)	2,722,165.80	(2,585,615.04)	

As of 09/11/2019