

**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, March 19, 2019 at 3:03 p.m. at 6900 Tavistock Lakes Blvd., Suite 200, Orlando, FL 32827. Members listed below constituted a quorum.

Richard Levey	Chair
Chad Tinetti	Vice-Chair
Amanda Kost	Assistant Secretary

Also attending:

Jennifer Walden	PFM
Lynne Mullins	PFM
Jeff Newton	Donald W. McIntosh Associates
Larry Kaufmann	Construction Supervisor
Troy Davidson	Construction Committee
Scott Thacker	Construction Committee
Tucker Mackie	Hopping Green & Sams (via phone)

SECOND ORDER OF BUSINESS

Public Comment Period

Dr. Levey announced that there were no public comments at this time.

THIRD ORDER OF BUSINESS

**Consideration of Minutes of
the February 19, 2019 Board of
Supervisors' Meeting**

Board Members reviewed the minutes from the February 19, 2019 Board of Supervisors' Meeting.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the minutes of the February 19, 2019 Board of Supervisors' Meeting.

FOURTH ORDER OF BUSINESS

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

Ms. Walden explained that the Construction Committee meeting was on Thursday and they went over these items. The two items that they went over are the ad for the RFP and the evaluation criteria. District staff is recommending a mandatory pre-proposal conference and it will be held at the Lake Nona Lakehouse on

either April 3, 2019 or April 10, 2019. Ms. Walden recommended April 10, 2019. If the Contractors do not attend the mandatory meeting they cannot bid on the project.

Ms. Walden stated that the Construction Committee reviewed the evaluation criteria and this is their recommendation to the Board.

Dr. Levey stated that none of the criteria are subjective, they are all objective performance criteria that are weighted by individual Board Members or Committee Members. Mr. Walden added that the bidder with the lowest price would get the full 30 points and the remaining bidders are awarded points based on their pricing relative to the low bid.

Ms. Kost asked if the score for understanding scope of work would be decreased when the District has previously dealt with a contractor who issued multiple change orders because they do not understand what project and they continue to add on work. Mr. Kaufmann stated yes.

Ms. Mackie stated that when the District went through this process three years ago for Greenway they bid out separate sections and allowed contractors to select which section they would like to bid on, or they could have bid on the whole project. Mr. Thacker's recommendation was still divide the work into sections but that the District make it a requirement that each proposer bid on every section and the whole. The evaluation criteria is different and District staff is also requiring a performance bond but instead of an amount of \$250,000.00, District staff is requiring that it be 25% of the contract amount. Mr. Newton stated that it is 25% of the first year's amount. Ms. Mackie stated that District staff will ask for three years of pricing with the two additional years to be optional renewal to the District.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Request for Proposals for District Landscaping & Common Area Maintenance and the Evaluation Criteria as presented.

FIFTH ORDER OF BUSINESS

**Consideration of Master
Lighting and Service
Agreement -Nemours Parkway
Phase 7**

Mr. Kaufmann presented the agreement for Greenway District portion of Nemours Parkway Phase 7, from Barish Avenue east. It is a standard form agreement. The list of materials that is included with this did not accommodate the different color poles that Tavistock wants. The fixture count and pole count are correct, OUC stated that there is no difference in cost based on pole color. Mr. Kaufmann is requesting approval from the Board subject to him inserting the correct bill of materials to go with this proposal.

Mr. Tinetti asked if there are other options besides OUC or is OUC the exclusive option. Mr. Kaufmann responded that OUC is the only option.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the Master Lighting and Service Agreement- Nemours Parkway Phase 7 and authorized the Construction Supervisor to confirm the fixture color with the Developer and attach the correct specs.

SIXTH ORDER OF BUSINESS

**Consideration of Amendment
No. One (1) to Service
Agreement for Lighting
Service between OUC and
Greenway Improvement
District -Landon House**

Mr. Kaufmann explained that the original streetlights that were installed in front of Landon House were of a different color than is desired by the Developer. This agreement changes the pole colors for 6 poles and fixtures in front of Landon House.

Mr. Tinetti asked if these are light poles that have not been installed. Mr. Kaufmann replied that they are existing poles with the wrong color. Dr. Levey asked if they are changing out the poles. Mr. Kaufmann responded that they are swapping the poles out. Dr. Levey asked if there is a cost for swapping them out. Mr. Kaufmann answered that there is labor cost to swap them out and it is allocated over the life of the lease and about \$0.02 per month.

Mr. Tinetti stated that the sheet shows a cost of \$215.00 and asked if that is the additional cost or the total cost. Mr. Kaufmann stated that is the total cost. Ms. Kost asked the difference between the colors. Mr. Kaufmann stated that bronze is the existing color and the Developer wants to go to black.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Amendment No. One (1) to Service Agreement for Lighting Service between OUC and Greenway Improvement District- Landon House.

SEVENTH ORDER OF BUSINESS

**Ratification of Requisition
Nos. 620 – 644 & 2018-001 –
2018-002 Approved in
February 2019 in an amount
totaling \$2,307,394.40**

Board Members reviewed Requisition Nos. 620 – 644 & 2018-001 – 2018-002 approved in February 2019 in an amount totaling \$2,307,394.40.

Dr. Levey 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 Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified Requisition Nos. 620 – 644 & 2018-001 – 2018-002 approved in February 2019 in an amount totaling \$2,307,394.40.

EIGHTH ORDER OF BUSINESS

Ratification of Operation and Maintenance Expenditures Paid in February 2019 in an amount totaling \$56,966.28

Board Members reviewed the Operation and Maintenance Expenditures paid in February 2019 in an amount totaling \$56,966.28.

Ms. Walden noted that these have already been approved and paid and just need to be ratified by the Board.

On Motion by Mr. Kost, second by Ms. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District ratified the Operation and Maintenance Expenditures paid in February 2019 in an amount totaling \$56,996.28.

NINTH ORDER OF BUSINESS

Recommendation of Work Authorizations/Proposed Services

Mr. Kaufmann stated that he has seven work authorizations. A work authorization from Donald W. McIntosh related to Nemours Parkway Phase 7 for revisions to the streetlight conduit and power plans required by OUC in the amount of \$3,525.00.

Mr. Kaufmann presented a work authorization from Donald W. McIntosh Associates, Inc. related to Nemours Parkway Phase 6 - Monument Survey Work for Topo, Sketch of Description and Surveys for second monument in the amount of \$3,900.00.

Mr. Kaufmann presented a work authorization from Central Florida Locating, Inc. related to Nemours Parkway Phase 6 - Monument for Underground Utility Locates for the second monument location in the amount of \$1,942.50.

Mr. Kaufmann presented a work authorization from DIX-HITE related to Nemours Parkway Phase 5 & 6 for ASR# 9 – Design changes for additional monument for north side of R/W in the amount of \$1,800.00.

Mr. Kaufmann presented a work authorization from DIX-HITE related to Nemours Parkway Phase 7 for ASR# 4 – Design Changes to landscape / irrigation plans for revised streetlight plan in the amount of \$2,500.00.

Mr. Kaufmann presented a work authorization from Devo Engineering related to Nemours Parkway Phase 6 – Eroded Soil at RCP for investigation and report to determine cause of erosion in area at end of 36” pipes under parkway and recommendations for action to correct in the amount of \$7,440.00.

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the Board of Supervisors for the Greenway Improvement District approved the work authorizations from Donald W. McIntosh related to Nemours Parkway Phase 7 for revisions to the streetlight conduit and power plans required by OUC in the amount of \$3,525.00, Donald W. McIntosh Associates, Inc. related to Nemours Parkway Phase 6 - Monument Survey Work for Topo, Sketch of Description and Surveys for second monument in the amount of \$3,900.00, Central Florida Locating, Inc. related to Nemours Parkway Phase 6 - Monument for Underground Utility Locates for the second monument location in the amount of \$1,942.50, DIX-HITE related to Nemours Parkway Phase 5 & 6 for ASR# 9 – Design changes for additional monument for north side of RW in the amount of \$1,800.00, DIX-HITE related to Nemours Parkway Phase 7 for ASR# 4 – Design Changes to landscape / irrigation plans for revised streetlight plan in the amount of \$2,500.00 and Devo Engineering related to Nemours Parkway Phase 6 – Eroded Soil at RCP for investigation and report to determine cause of erosion in area at end of 36” pipes under parkway and recommendations for action to correct in the amount of \$7,440.00 from the Construction Supervisor.

TENTH ORDER OF BUSINESS

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

Ms. Walden explained that the District has total expenses of \$290,000.00 vs. a budget of \$342,000.00. The District is currently running under budget through February. Board Members reviewed the District’s statement of financial position. There was no action required.

ELEVENTH ORDER OF BUSINESS

Staff Reports

District Counsel – No Report

District Manager – Ms. Walden noted that the next meeting is Tuesday April 16, 2019. The Board can start looking at the budget and some of the budget items. The Board is not scheduled to approve the proposed budget until the May meeting. Dr. Levey requested that District staff bring a draft budget to the April meeting.

District Engineer – Mr. Newton circulated the Construction Contract Status Memorandum (Minutes Exhibit A). The Board already discussed the Nemours Parkway Phase 6 culvert erosion issue when considering the Devo Engineering work authorization..

Mr. Newton stated that construction of Nemours Parkway Phase 7 is ongoing and they were planning on starting asphalt yesterday but the weather delayed it.

Mr. Newton stated that he is still working on closeout for Kellogg and Centerline Drive and presented Change Order #10 in the additive amount of \$750.00 for replacement of two street name blade signs. He noted that the name of the road changed, which requires that the signs be changed to read Centerline Drive rather than Hartwell Court.

Mr. Newton requested that the Board approve Change Order No. 10 to DeWitt Excavation in the amount of \$750.00.

On Motion by Mr. Tinetti, second by Ms. Kost, with all in favor, the Board of Supervisors for the Greenway Improvement District approved Change order No. 10 in the amount of \$750.00 to DeWitt for changing street sign names, as proposed in the Construction Contract Status Memorandum date March 19, 2019.

Construction Supervisor – No Report

TWELFTH ORDER OF BUSINESS

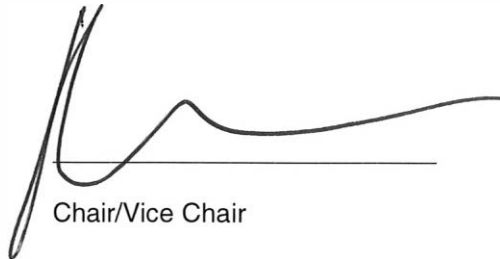
**Supervisor and Audience
Comments & Adjournment**

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

On Motion by Ms. Kost, second by Mr. Tinetti, with all in favor, the March 19, 2019 Meeting of the Board of Supervisors for the Greenway Improvement District was adjourned.



Secretary/Assistant Secretary



Chair/Vice Chair



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

MEMORANDUM

EXHIBIT A

DATE: March 19, 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

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

LAND PLANNERS

Construction Status: Final as-built surveys have been received from the Contractor and the final project certification was submitted to the City of Orlando on December 12, 2018. Review comments from the City Surveyor were received by DWMA on January 11, 2019, and forwarded to the Contractor for review and correction.

SURVEYORS

Soil has washed out on the west end of the drain culvert at Nemours Parkway west of the high school. A geotechnical investigation has been recommended to help determine the root cause.

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: Installation of underground storm and sanitary sewer systems and pressure utilities (i.e., potable and reclaimed water systems) have been completed and pressure testing is in process. Contractor completed installation of curb and gutter and lime rock base in the eastern portion of the project (±Sta. 32+00 to Sta. 43.50) with the City inspector's review and approval. Application of prime coat is ongoing, and the first lift of asphalt was scheduled to be placed on March 18, 2019. City lift station generator fuel tank comments were received on March 13, 2019, and forwarded to the Contractor to revise and resubmit. District Staff has coordinated with the Developer regarding a proposed change in lighting fixtures and the plans have been updated accordingly.

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



Memorandum
Re: Greenway Improvement District
Construction Contract Status
March 19, 2019
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Lake Nona Kellogg Avenue Extension – DeWitt Excavation

Construction Status: DWMA is coordinating with the Contractor on a street sign change from Hartwell to Centerline as well as final as-built surveys and related documents needed for project close-out.

Change Order (C.O.) Status: Change Order No. 10 in the additive amount of \$750.00 for changing the street sign name.

Recommended Motion: Approve Change Order No. 10 in the additive amount of \$750.00.

Should there be any questions, please advise.

Thank you.

End of memorandum.

c: Larry Kaufmann
Scott Thacker
Troy Davidson
Rene Schneider
Lance Jackson
James C. Nugent
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	

**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
						\$6,312,276.78			
<u>1</u>	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	

**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			
<u>1</u>	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	
<u>2</u>	8/1/2018	Add days to contract due to weather	8	\$0.00	Approved	\$2,027,824.58	8/23/2018	8/23/2018	
<u>3</u>	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	Pending	\$1,989,172.01	3/19/2019		

Greenway Improvement District
CONTRACT CHANGE ORDER

Change Order No. 10

Project: Lake Nona Kellogg Avenue Extension

Date 3/12/2019

Engineer: Donald W. McIntosh Associates, Inc.

Contractor: DeWitt Excavation, LLC

ITEM NO.	WORK PERFORMED	DESCRIPTION OF CHANGE	AMOUNT / (-) +
1	Change street sign	ADD	\$750.00

Net Change Order Amount \$750.00

Contract Amount Prior to Change Order \$ 1,988,422.01

Revised Contract Amount \$ 1,989,172.01

COMMENTS:

See detailed backup provided by DeWitt Excavation attached.

Acceptable To:

Henry E. Brown, Controller Date: 3/18/19
 DeWitt Excavation, LLC

Approved By:

_____ Date: _____
 Greenway Improvement District

c: Jeffrey J. Newton, PE
 Tarek Fahmy



Proposal For: **Kellogg Ave**
Plans Dated:
Date Prepared: 2/14/2019
COR # 4

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

Change of the street sign

Change of the 2 blades on Hartwell to Centerline Drawings state Hartwell for all signs. See attached drawing.	2 EA	\$375.00	\$750.00
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TOTAL **\$750.00**



REV-1
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18 Feb 21:56

Comments (0)

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