

ROLLING HILLS
COMMUNITY DEVELOPMENT DISTRICT

A special meeting of the Board of Supervisors of the Rolling Hills Community Development District was held Thursday, July 23, 2020 at 11:00 a.m. via Zoom.

Present and constituting a quorum were:

Bill Tew	Chairman
Rose Bock	Vice Chairperson
David Church	Supervisor
Shannon Jordan	Supervisor
Kurt von der Osten	Supervisor

Also present were:

Jim Oliver	District Manager
Michelle Rigoni	District Counsel
Keith Hadden	District Engineer
Freddie Oca	Riverside Management
Bill Huck	Common Bond Capital Partners
Ernesto Torres	Governmental Management Services

FIRST ORDER OF BUSINESS

Roll Call

Mr. Oliver called the meeting to order at 11:00 a.m. and called the roll and stated today we are going to talk about the next phase, Phase A and Keith will talk about this in more detail later. We are just starting the process to issue a construction contract and that starts with the ranking of the proposals that we received via a request for proposals process. We advertised a request for proposals and provided a very detailed scope, which included the project specifications. Deadline for submittal was 2:00 p.m. this past Monday. Our District Engineer Keith Hadden conducted a public bid opening at the amenity center. We had two proposers present for the bid opening. No contractors arrived late to the meeting or submitted proposals after the fact. Over the last three days, Keith has worked with the development team to review and rank those proposals for the Board's consideration. He will review the proposals with the Board today. At the end of his discussion and following any questions you may have regarding that process, the board will rank those proposals. The Board can certainly accept Keith's ranking that he will present shortly. The attorney will assist with the preparation of letters of notice of intent to award to send to both

bidders, advise the Board regarding the protest period, and begin contract preparation. Contract details need to be worked out and staff will work on that with the chairman and the development team. We are not handling any financing matters today, that can be done at future meetings. This is just the first step in the process right now.

We can take audience comments later in the meeting because as we discuss this project in more detail that may answer some of the questions.

SECOND ORDER OF BUSINESS

Consideration of Proposals for Construction Services for Infrastructure Improvements

Mr. Oliver stated next is consideration of proposals for construction services for infrastructure improvements. Keith will give a quick review of the proposal process and what he has done since the proposals were received. I will put a copy of Keith's score sheet on the screen so everyone can see that.

Mr. Hadden stated we received bids at 2:00 p.m. on Monday, we had two bids, one from Vallencourt Construction and one from Baker Contractors. We advertised and had six companies that requested plans and specifications, but only these two actually gave us bids. I have worked with both companies in the last three years and know the quality of both. I went through each line item, we had it broken down to clearing and earthwork and paving and water, sewer, lift station, that kind of thing and my scoring sheet is on the screen now.

The first criteria is personnel and I ranked Vallencourt higher than Baker and that was based more on my personal experience the last three years in working with both of them. Vallencourt is headquartered in Green Cove and they do a lot of their work here in St. Johns County. Baker is headquartered in Savannah, but they do have an office here in Jacksonville in St. Johns County. Vallencourt has more bodies in the vicinity they can put onsite if need be. Experience, Vallencourt has been in business longer. Understanding the scope, I felt that the presentation they put together, the detail they gave me they spent more time looking at the ways we could possibly save money and whatever. Schedule, Vallencourt had 227 days, Baker had 262 days and that is over a month quicker. Price, Vallencourt broke out some alternate things that we may not need even if you include all their alternates they are still the lowest of the two bids, therefore, I ranked them higher. The total was 100 points for Vallencourt and 85 points for Baker and I ranked Vallencourt no. 1.

Ms. Rigoni asked in your review, were both of the bids received responsive and responsible to this request for proposals?

Mr. Hadden responded yes.

Mr. Oliver stated at this point the board can discuss the proposals or they can accept Keith's recommended scoring. You can see there is a pretty wide spread in scoring. Even if some of the scoring were to fluctuate some among the individual areas, the 15 points difference would be pretty tough to overcome, especially when you look at the price and schedule, which account for 65 of the 100 points. If there is no discussion, any board member could make a motion accepting the engineer's ranking with Vallencourt no. 1 and Baker no. 2 and authorize staff to work with the chairman and developer, and for staff to issue the notice of intent to award letter, and begin the contracting process with the chairman authorized to execute the contract when it is ready.

Mr. Tew moved to accept the engineer's ranking of Vallencourt no. 1 and Baker no. 2 and to authorize staff to work with the chair and developer to issue the notice of intent to award and begin the contracting process and to authorize the chairman to execute the final contract and Ms. Bock seconded the motion.

Mr. Church stated the only thing I noticed on Baker's is they outlined the curbing, what it was made out of. They said it was asphalt curbing. Vallencourt did not say what their curbing would be. I know the rest of the development is concrete curbing.

Mr. Hadden stated it will all be concrete. I didn't pick up on Baker saying asphalt curbing, but it will not be asphalt. Clay County requires all curbing be concrete.

On voice vote with all in favor the motion passed.

Mr. Oliver stated Keith, for the benefit of everyone here, can you give a brief overview of this project?

Mr. Hadden stated this is what we call the Christmas Tree parcel or the Ribcage parcel, it is 139 lots, directly off of the main road through Rolling Hills. As you drive past the amenity center, the first large pond on your left has trees along it, the second large pond does not have trees and there is a little stub where a lot of people have been dumping concrete and whatever and that is the entrance road you see on the map. That is a spine road that consists of 6 cul-de-sacs. We

have water that loops under the main road and feeds all 6 cul-de-sacs. The sewer goes down, on the bottom right cul-de-sac it says easement across there and that is where we cross the wetland with gravity sewer and it will go over to a lift station, which is in the area further to the south. The lift station is sized to not only serve these 139 lots but the future lots as well.

Ms. Jordan asked are there any parks in that area?

Mr. Hadden stated between the bottom of the spine road and the lake, we have a park right there.

Ms. Jordan asked is there irrigation for that park?

Mr. Hadden stated we have reuse water throughout the property. All these lots will have reuse meters and we could very easily irrigate the park if we wanted to.

Mr. Church asked is there a secondary amenity center? I know that was a selling point for everyone who has bought into the community. They said there would be a second amenity center eventually or just a pool. Is there any land allotted for that?

Mr. Hadden responded not in this. It is in the next section. Richmond America built the 53 lots two years ago, the southernmost development right now and behind the woods behind them is a big field and that is where the next phases will go and that is where we are going to put amenities.

Ms. Jordan asked how many more phases are left for development?

Mr. Hadden responded this one then at least two more phases after this phase of 139 lots and it could be three more, but at least two after this.

Ms. Jordan asked is that built into the bond?

Mr. Hadden responded no, the bonds are just for these 139 lots.

Ms. Jordan asked is their only construction vehicle access point through the community?

Mr. Hadden stated yes, they need to come through by the front amenity center. They could drive down that road that parallels the outer beltway and come in from the backside and go through the 53 lots that Richmond American built back there.

Ms. Jordan recommended construction traffic use the access road.

Mr. Church agreed and asked if the access road could be paved.

THIRD ORDER OF BUSINESS

Audience Comments

There not being any, the next item followed.

FOURTH ORDER OF BUSINESS

Next Scheduled Meeting: August 11, 2020 at 6:00 p.m. at the Rolling Hills Amenity Center

Mr. Oliver stated the next meeting is scheduled for August 11, 2020 at 6:00 p.m. and that is a regular CDD meeting and we will also have our budget hearing to determine the FY 21 budget. There is no increase in assessments for FY 21 for the third year in a row.

Mr. Huck stated my partner Ken Peterson and I are representing the developer. I wanted to thank all the board members and the professional staff for a special meeting early on a Thursday. We appreciate the opportunity to participate in it. We know that there are many things going on in the community because of the virus and other matters that we are not as accustomed to as you are. We very much appreciate the hard work of everybody dealing with those.

On MOTION by Ms. Bock seconded by Ms. Jordan with all in favor the meeting adjourned at 11:22 a.m.



Secretary/Assistant Secretary



Chairman/Vice Chairman