

**MINUTES OF MEETING  
PTC COMMUNITY DEVELOPMENT DISTRICT**

The Board of Supervisors of the PTC Community Development District held a Continued Special/Regular Meeting on April 10, 2023 at 12:00 p.m., at the Hampton Inn & Suites by Hilton - Tampa/Wesley Chapel, 2740 Cypress Ridge Blvd., Wesley Chapel, Florida 33544.

**Present were:**

Michael Wolf	Chair
Jeff Porter	Vice Chair
Bob Tankel	Assistant Secretary
Clifton Fischer	Assistant Secretary
Jacob Essman	Assistant Secretary

**Also present were:**

Kristen Suit	District Manager
Jennifer Kilinski	District Counsel
Jordan Schrader (via telephone)	District Engineer

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

This item was addressed following the Third Order of Business.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Consideration of Responses to RFP for  
Pasco Town Center Phase 1A**

**A. Affidavit/Proof of Publication**

**B. Respondents**

Ms. Kilinski stated three responses were received; one from Kearney, one from Ripa and one from Phillips & Jordan. She asked the Board to deem Kearney's bid non-responsive as they failed to submit any of the required bid forms and only submitted a bid bond, a schedule and

pricing, which, under the law, is a non-responsive, non-waivable deficiency. Thus, only the Ripa and Phillips & Jordan bids will be considered. As Ms. Suit stated, Clearview Land Design, P.L., previously did a bid take-off where there was an actual price adjustment comparison of both bids, which was distributed to the Board.

**C. Ranking**

Discussion ensued regarding the bids, bidders, price differentials and contract negotiations.

The Board completed the Evaluation Criteria Matrix.

Phillips & Jordan received a score of 93 points and Ripa received a score of 85 points.

**D. Consideration of Resolution 2023-06, Regarding the Award of a Construction Contract for Pasco Town Center Mass Grading and Phase 1A Construction Project; Providing a Severability Clause; and Providing an Effective Date**

Ms. Kilinski presented Resolution 2023-06, which will be modified to reflect that Kearney was deemed non-responsive, resulting in two responsive bids, and Phillips & Jordan received 93 points and Ripa received 85 points and deeming Phillips & Jordan as the most responsive bidder.

**On MOTION by Mr. Fischer and seconded by Mr. Porter, with all in favor, Resolution 2023-06, as amended Regarding the Award of a Construction Contract for Pasco Town Center Mass Grading and Phase 1A Construction Project; Providing a Severability Clause; and Providing an Effective Date, was adopted.**

▪ **Call to Order/Roll Call**

**This item, previously the First Order of Business was presented out of order.**

Ms. Suit noted, for the record, that there was a delay with the recorder. She stated that all five Board Members were present, in person. This Continued Special Meeting was called to order at 12:01 p.m.

## FOURTH ORDER OF BUSINESS

Consideration of Responses to RFQ for  
Geotechnical Engineering Service and  
Surveying Services

## A. Affidavit/Proof of Publication

## B. Respondents

## I. Allen &amp; Company, Inc. [Surveying Services]

Ms. Kilinski stated, given that only one bid was received for surveying services, the Board can either award the contract to Allen & Company, Inc., reject the bid and re-advertise the RFQ or go to any selected surveying company and enter into a direct contract with them.

**On MOTION by Mr. Wolf and seconded by Mr. Fischer, with all in favor, rejecting the sole bid received for Surveying Services and contracting directly with a Surveying contractor, was approved.**

## II. Mortensen Engineering, Inc. [Geotechnical Engineering Services]

## III. Professional Service Industries, Inc. [Geotechnical Engineering Services]

## C. Ranking

Discussion ensued regarding the geotechnical bids, the bidders and evaluation criteria.

The Board completed the Evaluation Criteria Matrix. The ranking and scores were as follows:

#1	Mortensen Engineering Inc.	90 points
#2	Professional Services Industries	80 points

**On MOTION by Mr. Fischer and seconded by Mr. Wolf, with all in favor, ranking Mortensen Engineering Inc., the #1 ranked respondent to the RFQ for Geotechnical Engineering Services, and ranking Professional Service Industries, the #2 ranked respondent, was approved.**

## D. Award of Contract

**On MOTION by Mr. Fischer and seconded by Mr. Wolf, with all in favor, awarding the Geotechnical Engineering Services contract to Mortensen Engineering, Inc., the #1 ranked respondent to the RFQ for Geotechnical Engineering Services, was approved.**

- **Consideration of Forms of Agreements**

Ms. Suit presented the following:

- I. Geotechnical Engineering Services**
- II. Professional Surveying Services**

**On MOTION by Mr. Fischer and seconded by Mr. Essman, with all in favor, the forms of agreements for Geotechnical Engineering Services and for Professional Surveying Services, in substantial form, were approved.**

**FIFTH ORDER OF BUSINESS**

**Consideration of Construction Management Agreement**

Ms. Suit presented the Construction Management Agreement between the CDD and CHII Management, LLC.

**On MOTION by Mr. Fischer and seconded by Mr. Porter, with all in favor, the Construction Management Agreement, in substantial form, subject to District Counsel providing the final form of the Agreement for execution, was approved.**

**SIXTH ORDER OF BUSINESS**

**Consideration of Clearview Land Design, P.L. Work Authorization for CDD Bid Assistance [Job No. CDD-PC-002]**

Ms. Suit presented the Clearview Land Design, P.L. Work Authorization for CDD Bid Assistance.

On MOTION by Mr. Wolf and seconded by Mr. Fischer, with all in favor, the Clearview Land Design, P.L. Work Authorization for CDD Bid Assistance for Job No. CDD-PC-002, in an amount of \$10,000, was approved.

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Kilinski/Van Wyk***

There was no report.

**B. District Engineer: *Clearview Land Design, P.L.***

Mr. Schrader stated, regarding the work authorization for the bid assistance, the Board can bill against the existing contracts and, from an accounting perspective, Staff will submit work orders for defined tasks to keep track of the billing.

Mr. Schrader will email the invoices to Ms. Suit.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

- **NEXT MEETING DATE: April 28, 2023 at 11:00 A.M.**
  - **QUORUM CHECK**

**EIGHTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Member's comments or requests.

**NINTH ORDER OF BUSINESS**

**Public Comments**


There were no public comments.

**TENTH ORDER OF BUSINESS**

**Adjournment**

On MOTION by Mr. Wolf and seconded by Mr. Fischer, with all in favor, the meeting adjourned at 12:39 p.m.

[SIGNATURES APPEAR ON THE FOLLOWING PAGE]

  
Secretary/Assistant Secretary

  
Chair/Vice Chair