

**RULES OF PROCEDURE
COMMUNITY DEVELOPMENT DISTRICT**

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Rule 1.0 General.

- (1) The _____ Community Development District (the “District”) was created pursuant to the provisions of Chapter 190, Florida Statutes and was established to provide for the ownership, operation, maintenance, and provision of various capital facilities and services within its jurisdiction. The purpose of these rules (the “Rules”) is to describe the general operations of the District.
- (2) Definitions located within any section of these Rules shall be applicable within all other sections, unless specifically stated to the contrary.
- (3) Unless specifically permitted by a written agreement with the District, the District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.
- (4) A Rule of the District shall be effective upon adoption by affirmative vote of the District Board. After a Rule becomes effective, it may be repealed or amended only through the rulemaking procedures specified in these Rules. Notwithstanding, the District may immediately suspend the application of a Rule if the District determines that the Rule conflicts with Florida law.

Specific Authority: §§ 190.011(5), ~~120.53(1)(a)~~190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(5), ~~120.53(1)(a)~~190.011(15), Fla. Stat.

Rule 1.1 Board of Supervisors; Officers and Voting.

- (1) Board of Supervisors. The Board of Supervisors of the District (the “Board”) shall consist of five (5) members. Members of the Board (~~“Supervisors”~~) appointed by ordinance or rule or elected by landowners must be residents of the State of Florida and citizens of the United States. Supervisors elected by resident electors must be citizens of the United States of America, residents of the State of Florida and of the District, registered to vote with the Supervisor of Elections of the county in which the District is located, and qualified. The Board shall exercise the powers granted to the District under Florida law.
- (a) ~~Board members~~(a) Supervisors shall hold office for the term specified by Section 190.006, Florida Statutes. If, during the term of office, any Board ~~Member~~member(s) vacates their office, the remaining member(s) of the Board shall fill the vacancies by appointment for the remainder of the term(s). If three or more vacancies exist at the same time, a quorum, as defined herein, shall not be required to appoint replacement Board members.
- (b) Three (3) members of the Board shall constitute a quorum for the purposes of conducting business ~~and,~~ exercising ~~its~~ powers and ~~for~~ all other purposes. ~~However, if three (3) or more vacancies occur at the same time, a quorum is not necessary to fill the vacancies. A Board member shall be counted toward the quorum if physically present at the meeting, regardless of whether such Board member is prohibited from, or abstains from, participating in discussion or voting on a particular item.~~
- (c) Action taken by the Board shall be upon a majority vote of the members present and voting, unless otherwise provided in the Rules or required by law. A Board member participating in the Board Meeting by phone shall be entitled to vote and take all other action as though physically present.
- (2) Officers. At the first Board meeting held after each election where the newly elected members take office, the Board shall select a ~~Chairman~~Chairperson, Vice-~~Chairman~~Chairperson, Secretary, Assistant Secretary, and Treasurer.
- (a) The ~~Chairman~~Chairperson must be a member of the Board. If the ~~Chairman~~Chairperson resigns from that office or ceases to be a member of the Board, the Board shall select a ~~Chairman, after filling the vacancy.~~Chairperson. The ~~Chairman~~Chairperson serves at the pleasure of the Board. The ~~Chairman~~Chairperson shall be authorized to sign checks and warrants for the District, countersigned by the Treasurer or other persons authorized by the Board. The ~~Chairman~~Chairperson shall convene and conduct all meetings of the Board. In the event the ~~Chairman~~Chairperson is unable to attend a meeting, the Vice-~~Chairman~~Chairperson shall convene and conduct the meeting. The

Chairperson or Vice Chairperson may delegate the responsibility of conducting the meeting to the District Manager or District Counsel, in whole or in part.

- (b) The Vice-~~Chairman~~Chairperson shall be a member of the Board and shall have such duties and responsibilities as specifically designated by the Board from time to time. The Vice-Chairperson has the authority to execute resolutions and contracts on the District's behalf in the absence of the Chairperson. If the Vice-~~Chairman~~Chairperson resigns from office or ceases to be a member of the Board, the Board shall select a Vice-~~Chairman, after filling the Board vacancy.~~Chairperson. The Vice-~~Chairman~~Chairperson serves at the pleasure of the Board.
 - (c) The Secretary of the Board serves at the pleasure of the Board and need not be a member of the board. The Secretary shall be responsible for maintaining the minutes of Board meetings and may have other duties assigned by the Board from time to time. The district's manager ("District Manager") may serve as Secretary. The Secretary shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000).
 - (d) The Treasurer need not be a member of the Board but must be a resident of Florida. The Treasurer shall perform duties described in Section 190.007(2) and (3), Florida Statutes, as well as those assigned by the Board from time to time. The Treasurer shall serve at the pleasure of the Board. The Treasurer shall be bonded by a reputable and qualified bonding company in at least the amount of one million dollars (\$1,000,000).
 - (e) In the event that both the Chairperson and Vice Chairperson are absent from a board meeting and a quorum is present, the Board may designate one of its members or a member of district staff to convene and conduct the meeting. In such circumstances, any of the Board members present are authorized to execute agreements, resolutions and other documents approved by the Board at such meeting. In the event that the Chairman and Vice Chairman are both unavailable to execute a document previously approved by the Board, the Secretary or any Assistant Secretary may execute such document.
 - (f) The Board of Supervisors may assign additional duties to District officers from time to time, which include, but are not limited to, executing documents on behalf of the District.
- (3) Committees. The Board may establish committees of the Board, either on a permanent or temporary basis, to perform specifically designated functions. Committees may include individuals who are not members of the Board. Such

functions may include, but are not limited to, review of bids, proposals and qualifications, contract negotiations, personnel matters, and budget preparation.

- (4) Record Book. The Board shall keep a permanent record book entitled "Record of Proceedings", in which shall be recorded minutes of all meetings, resolutions, proceedings, certificates and corporate acts. The Records of Proceedings shall be located at a District ~~Office~~office and shall be available for inspection by the public.
- (5) Meetings. ~~The For each fiscal year, the~~ Board shall establish ~~each fiscal year, an annual~~ a schedule of regular meetings, which shall be ~~submitted to the City, County~~ published in a newspaper of general circulation in the county in which the District is located and filed with the local general-purpose governments within whose boundaries the District is located and the Florida Department of Community Affairs. All meetings of the Board and Committees serving an advisory function shall be open to the public in accord with the provisions of Chapter 286, Florida Statutes.
- (6) Voting Conflict of Interest. The Board shall comply with Section 112.3143, Florida Statutes, so as to ensure the proper disclosure of conflicts of interests on matters coming before the Board for a vote. ~~Nothing in this Rule shall prohibit a Board member with a voting conflict of interest from voting on a matter.~~ For the purposes of this section, "voting conflict of interest" shall be governed by Chapters 112 and 190, Florida Statutes, as amended from time to time. Generally, a voting conflict exists when a Board member is called upon to vote on an item which would inure to the official's special private gain or loss or the Board member knows would inure to the special private gain or loss of a principal by whom the Board member is retained, the parent organization or subsidiary of a corporate principal, a business associate or a relative including only a father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law and daughter-in-law.
 - (a) When a Board member knows the member has a conflict of interest on a matter coming before the Board, the member should notify the Board's Secretary prior to participating in any discussion with the Board on the matter. The member shall publicly announce the conflict of interest at the meeting. This announcement shall appear in the minutes. ~~The~~

If the Board member was elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, the Board member may ~~then~~ vote—or abstain from voting on the matter at issue. If the Board member was elected by electors residing within the district, the Board member is prohibited from voting on the matter at issue. In the event that the Board member intends to abstain or is prohibited from voting, such Board member shall not participate in the discussion on the item subject to the vote.

~~_____~~ The Board's ~~secretary~~Secretary shall prepare a ~~memorandum of voting conflict~~Memorandum of Voting Conflict (Form 8B) which shall then be signed by the Board member, filed with the Board's Secretary, and ~~attached~~provided for attachment to the minutes of the meeting within fifteen (15) days of the meeting.

- (b) If a Board member inadvertently votes on a matter and later learns ~~they~~ ~~have~~he or she has a conflict on the matter, the member shall immediately notify the Board's Secretary. Within fifteen (15) days of the notification, the member shall file the appropriate ~~memorandum of voting conflict~~Memorandum of Voting Conflict, which will be attached to the minutes of the Board meeting during which the vote on the matter occurred. The ~~memorandum~~Memorandum of Voting Conflict shall immediately be provided to other Board members and shall be read publicly at the next meeting held subsequent to the filing of the written memorandum. The Board member's vote is unaffected by this filing.
- ~~(c) It is not a conflict of interest for a Board member, the District Manager or employee of the District to be a stockholder, officer or employee of a landowner or of an entity affiliated with a landowner.~~
- ~~(d) In the event that a Board member elected at a landowner's election or appointed to fill a vacancy of a seat last filled at a landowner's election, has a continuing conflict of interest, such Board member is permitted to file a Memorandum of Voting Conflict at any time in which it shall state the nature of the continuing conflict. Only one such continuing memorandum of voting conflict shall be required to be filed for each term the Board member is in office.~~

Specific Authority: §§ 190.~~001~~, 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.006, 190.007, 112.3143, Fla. Stat.

Rule 1.2 District Offices; Public Information and Inspection of Records; Policies.

- (1) District Offices. Unless otherwise designated by the Board, the official District office shall be the District Manager's office identified by the District Manager. If the District Manager's office is not located within the county in which the District is located, the Board shall designate a local records office within such county which shall at a minimum contain, but not be limited to, the following documents:
- (a) Agenda packages for prior 24 months and next meeting; and
 - (b) Official minutes of meetings, including adopted resolutions of the Board; and
 - (c) Names and addresses of current Board members and District Manager, unless such addresses are protected from disclosure by law; and
 - (d) Adopted engineer's reports;
 - (e) Adopted assessment methodologies/reports; and
 - (f) Adopted disclosure of public financing; and
 - (g) Limited Offering Memorandum for each financing undertaken by the District; and
 - (h) Proceedings, certificates, bonds given by all employees and any and all corporate acts; and
 - (i) District policies and rules; and
 - (j) Fiscal year end audits; and
 - (k) Adopted budget for the current fiscal year.

The District Manager shall ensure that each district records office contains the documents required by Florida law.

- (2) Public Records. All District public records within the meaning of Chapter 119, Florida Statutes, and not otherwise restricted by law, including the "Records of Proceedings^{22, 23}" may be copied or inspected at the District ~~Office~~ Manager's office during regular business hours. Certain District records can also be inspected and copied at the District's local records office during regular business hours. All written public records requests shall be directed to the Secretary who by these rules is appointed as the District's records custodian. Any Board member or staff member who receives a public records request shall immediately forward or communicate such request to the Secretary for coordination of a prompt response. The Secretary, after consulting with District Counsel as to the applicability of any exceptions under the public records laws, shall be responsible for responding to the public records request. At no time can the District be required to create records or summaries of records in response to a public records request.

- ~~(2)~~ 3) Fees; Copies. Copies of public records shall be made available to the requesting person at a charge of \$.~~25~~15 per page for one-sided copies and \$.~~35~~20 per page for two-sided copies if not more than 8 ½ by 14 inches; ~~and for.~~ For copies of public records in excess of ~~that size at a~~ the sizes listed above and for outside duplication services, the charge ~~not to exceed~~ shall be equal to the actual

cost of reproduction. Certified copies of public records shall be made available at a charge of \$1.00 per page. If the nature or volume of records requested requires extensive use of information technology resources or extensive clerical or supervisory assistance, the District may charge, in addition to the duplication charge, a special service fee of \$30 per hour for supervisory assistance, \$20 per hour for clerical assistance, and the actual cost incurred for the use of information technology resources. For purposes of this rule, the word “extensive” shall mean that it will take more than 15 minutes to locate, review for confidential information, copy and re-file the requested material. In cases where extensive personnel time is determined by the District to be necessary to safeguard original records being inspected, the above special service fees shall apply. If the total fees, including but not limited to special service fees, are anticipated to exceed \$25.00, payment in advance by the person making the public records request is required.

- (4) Records Retention. The Secretary of the District shall be responsible for retaining the District’s records in accordance with applicable Florida law.
- (5) Policies. The Board may adopt policies related to the conduct of its business and the provision of services either by resolution or motion.

Specific Authority: §§ 190.011(5), ~~120.53~~190.011(15), Fla. Stat.

Law Implemented: §§ 190.006, 119.07, ~~120.53~~, Fla. Stat.

Rule 1.3 Public Meetings, Hearings, and Workshops.

- (1) Notice. Except in emergencies, or as otherwise required by ~~Statute~~statute or these Rules, at least seven (7) days, but no more than thirty (30) days public notice shall be given of any ~~non-regular~~ public meeting, hearing or workshop of the Board. Public notice shall be given by publication in a newspaper of general circulation in the District and in the county in which the District is located. “General circulation” means a publication printed and published at least once a week for the preceding year, offering at least 25% or its words in the English language, qualifies as a periodicals material for postal purposes in the county in which the District is located, for sale to the public generally, available to the public generally for the publication of official or other notices and customarily containing information of a public character or of interest or of value to the residents or owners of property in the county where published, or of interest or of value to the general public. The annual meeting notice required to be published by section 189.417 of the Florida Statutes shall be published in a newspaper not of limited subject matter, which is published at least five days a week, unless the only newspaper in the county is published less than five days a week. Each Notice shall state, as applicable:
- (a) The date, time and place of the meeting, hearing or workshop;
 - (b) A brief description of the nature, subjects and purposes of the meeting, hearing or workshop;
 - (c) The District ~~Office~~office address for the submission of requests for copies of the agenda; as well as a contact name and telephone number for verbal requests for copies of the agenda; and
 - (d) The following language: “Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations to participate in this meeting/hearing/workshop is asked to advise the District Office at least forty-eight (48) hours before the meeting/hearing/workshop by contacting the District Manager at (). If you are hearing or speech impaired, please contact the Florida Relay Service at 1-(800) 955-8770, who can aid you in contacting the District Office.”
 - (e) The following language: “A person who decides to appeal any decision made at the meeting/hearing/workshop with respect to any matter considered at the meeting/hearing/workshop is advised that person will need a record of the proceedings and that accordingly, the person may need to ensure that a verbatim record of the proceedings is made including the testimony and evidence upon which the appeal is to be based.”

(f) The following language: “The meeting [or hearing or workshop] may be continued in progress without additional notice to a time, date and location stated on the record.”

(2) Mistake. In the event that a meeting is held under the incorrect assumption that notice required by law and these Rules has been given, the Board at its next properly noticed meeting shall cure such defect by considering the agenda items from the prior meeting individually and anew.

(3) Agenda. The District Manager, under the guidance of ~~the Chairman or those members of the Board calling for the meeting/hearing/workshop~~ District Counsel and the Chairperson or Vice Chairperson, shall prepare a notice and an agenda of the meeting/hearing/workshop. The notice and agenda shall be available to the public at least ~~seven (7) days~~ seventy-two hours before the meeting/hearing/workshop except in an emergency. ~~The agenda may be changed before or at the meeting/hearing/workshop.~~ For good cause, the agenda may be changed after it is first made available for distribution. The requirement of good cause shall be liberally construed to allow the District to efficiently conduct business and to avoid the expenses associated with special meetings.

(a) The District may, but is not required to, use the following format in preparing its agenda for its regular meetings:

Call to order

Roll call

Organizational Matters

Review of minutes

Specific items of old business

Specific items of new business

Staff reports

(a) District Counsel

(b) District Engineer

(c) District Manager

1. Financial Report

2. Approval of Expenditures

Supervisor’s requests and comments

Audience questions and comments

Adjournment

(34) Minutes. The Secretary shall be responsible for preparing and keeping the minutes of each meeting of the Board. Minutes shall be corrected and approved by the Board at a subsequent meeting. The Secretary may work with other staff members in preparing draft minutes for the Board’s consideration.

(4) ~~Receipt of Notice~~(5) Special Requests. Persons wishing to receive, by mail, notices or agendas of meetings, may so advise the District Manager or Secretary

at the District Office. Such persons shall furnish a mailing address in writing and shall be required to pre-pay the cost of the copying and postage.

- (56) Emergency Meetings. The ~~Chairman~~Chairperson, or Vice-~~Chairman~~Chairperson if the ~~Chairman~~Chairperson is unavailable, may convene an emergency meeting of the Board without first having complied with subsections (1), ~~(2)~~ and ~~(4)~~(3), to act on emergency matters that may affect the public health, safety, or welfare. Whenever possible, the ~~Chairman~~District Manager shall make reasonable efforts to provide public notice and notify all Board members of an emergency meeting twenty-four (24) hours in advance. Reasonable efforts may include telephone notification. ~~After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date, and place of the emergency meeting, the reasons why an emergency meeting was necessary, and a description of the action taken.~~Notice of the emergency meeting must be provided both before and after the meeting on the District's website, if it has one. Whenever an emergency meeting is called, the District Manager shall be responsible for notifying at least one ~~major~~ newspaper of general circulation in the District. ~~After an emergency meeting, the Board shall publish in a newspaper of general circulation in the District, the time, date and place of the emergency meeting, the reasons why an emergency meeting was necessary and a description of the action taken.~~ Actions taken at an emergency meeting may be ratified by the Board at a regularly noticed meeting subsequently held.
- (67) Public Comment. The Board shall set aside a reasonable amount of time at each ~~regular~~ meeting for public comment. The ~~time~~portion of the meeting reserved for audience comment shall be identified in the agenda. ~~Persons wishing to address the Board are required to notify the Secretary of the Board prior to the "Audience Comment" section on the agenda.~~ At the ~~Board's~~ Chairperson's discretion, or at the discretion of the Vice-Chairman or Board member appointed pursuant to Rule 1.1(2)(e) above, each person wishing to address the Board ~~will be given~~may be subject to a three (3) minute time limit for their comments, in the interest of time and fairness to other speakers.
- (78) Budget Hearing. Notice of hearing on the annual budget(s) shall be in accord with ~~Section~~section 190.008, ~~of the~~ Florida Statutes. Once adopted in accord with ~~Section~~section 190.008, ~~of the~~ Florida Statutes, the annual budget(s) may be amended from time to time by action of the Board. Approval of invoices by the Board in excess of the funds allocated to a particular budgeted line item shall serve to amend the budgeted line item.
- ~~(8) —~~ ~~Continuances. Any meeting of the Board or any item or matter included on the agenda for a meeting~~(9) Public Hearings. Notice of required public hearings shall contain the information required by applicable Florida law and by these Rules applicable to meeting notices and shall be mailed and published as required by Florida law. The District Manager shall ensure that all such notices, whether mailed or published, contain the information required by Florida law and

these Rules and are mailed and published as required by Florida law. Public hearings may be held during board meetings when the agenda includes such public hearing.

(10) Participation by Teleconference. District staff and Board members may participate in board meetings by teleconference; provided however, at least three Board members must be physically present at the meeting location to establish a quorum.

(11) Board Authorization. The District has not adopted Robert's Rules of Order. For each agenda item, there shall be discussion permitted among the Board members during the meeting. Approval or disapproval of resolutions and other proposed Board actions shall be in the form of a motion by one Board member, a second by another Board member, and an affirmative vote by the majority of the Board members voting. Any Board member, including the Chairperson, can make or second a motion.

(12) Continuances. Any meeting or public hearing of the Board may be continued without re-notice or re-advertising provided that:

(a) the Board identifies on the record at the original meeting a reasonable need for a continuance; and

(b) the continuance is to a specified date, time, and location publicly announced at the ~~meeting where the item or matter was included on the agenda.~~original meeting; and

(c) the public notice for the original meeting states that the meeting may be continued to a date and time and states that the date, time and location of any continuance shall be publicly announced at the original meeting and posted at the District Office immediately following the original meeting.

(13) Attorney-Client Sessions. An Attorney-Client Session is permitted when the District's attorneys deem it necessary to meet in private with the District's Board to discuss pending litigation to which the District is a party before a court or administrative agency or as may be authorized by law. The District's attorneys must request such session at a public meeting. Prior to holding the Attorney-Client Session, the District must give reasonable public notice of the time and date of the session and the names of the persons anticipated to attend the session. The session must commence at an open meeting in which the Chairperson or Vice Chairperson announces the commencement of the session, the estimated length of the session, and the names of the persons who will be attending the session. The discussion during the session is confined to settlement negotiations or strategy related to litigation expenses or as may be authorized by law. Only the Board, the District's attorneys (including outside counsel), the District Manager, and the court reporter may attend an Attorney-Client Session. During the session, no

votes may be taken and no final decisions concerning settlement can be made. Upon the conclusion of the session, the public meeting is reopened and the Chairperson or Vice Chairperson must announce that the session has concluded. The session must be transcribed by a court-reporter and the transcript of the session filed with the District Secretary within a reasonable time after the session. The transcript shall not be available for public inspection until after the conclusion of the litigation.

Specific Authority: §§ 190.011(5), ~~120.53~~190.011(15), Fla. Stat.

Law Implemented: §§ 190.006, 190.007, 190.008, ~~120.53~~, 286.0105, ~~120.54~~, Fla. Stat.

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Rule 2.0 **Rulemaking Proceedings.**

- (1) Commencement of Proceedings. Proceedings held for adoption, amendment, or repeal of a District rule shall be conducted according to ~~the applicable provisions of Chapter 120, Florida Statutes, and~~ these Rules. Rulemaking proceedings shall be deemed to have been initiated upon publication of notice by the District. A “rule” is a District statement of general applicability that implements, interprets, or prescribes law or policy or describes the procedure or practice requirements of the District (“Rule”). Nothing herein shall be construed as requiring the District to consider or adopt rules unless required by Chapter 190 of the Florida Statutes. Policies adopted by the District which do not consist of rates, fees, rentals or other monetary charges may be, but are not required to be, implemented through rulemaking proceedings.

- (2) Notice of Rule Development.
 - (a) Except when the intended action is the repeal of a ~~rule~~Rule, the District shall provide notice of the development of a proposed rules by publication of a notice of rule development in a newspaper of general circulation in the District before providing notice of a proposed rule as required by paragraph (3). Consequently, the notice of rule development shall be published at least twenty-nine (29) days prior to the public hearing on the proposed Rule. The notice of rule development shall indicate the subject area to be addressed by rule development, provide a short, plain explanation of the purpose and effect of the proposed rule, cite the specific legal authority for the proposed rule, and a statement of how a person may promptly obtain, without cost, a copy of any preliminary draft, if available.

 - (b) All rules ~~shall be~~ drafted ~~in accord~~shall be consistent with ~~Chapter~~sections 120.54(1)(g) and 120.54(2)(b) of the Florida Statutes.

- (3) Notice of Proceedings and Proposed Rules.
 - (a) Prior to the adoption, amendment, or repeal of any rule other than an emergency rule, the District shall give notice of its intended action, setting forth a short, plain explanation of the purpose and effect of the proposed action; a reference to the specific rulemaking authority pursuant to which the rule is adopted; and a reference to the section or subsection of the Florida Statutes ~~or the Laws of Florida~~ being implemented, interpreted, or made specific. The notice shall include a summary of the District’s statement of the estimated regulatory costs, if one has been prepared, based on the factors set forth in ~~Section~~section 120.541(2), Florida Statutes, and a statement that any person who wishes to provide the District with a lower cost regulatory alternative as provided by Section 120.541(1), must do so in writing within twenty-one (21) days after publication of the notice. ~~The notice must state the procedure for~~

~~requesting a public hearing on the proposed rule unless one is otherwise scheduled.~~ The notice shall additionally include a statement that any affected person may request a public hearing by submitting a written request within twenty-one (21) days after the date of publication of the notice. Except when intended action is the repeal of a rule, the notice shall include a reference both to the date on which and to the place where the notice of rule development that is required by subsection (2) appeared.

- (b) The notice shall be published in a newspaper of general circulation in the District and each county in which the District is located not less than twenty-eight (28) days prior to the intended action. The proposed rule shall be available for inspection and copying by the public at the time of the publication of notice.
- (c) The notice shall be mailed to all persons named in the proposed rule and to all persons who, at least fourteen (14) days prior to such mailing, have made requests of the District for advance notice of its rulemaking proceedings. Any person may file a written request with the District Manager to receive notice by mail of District proceedings to adopt, amend or repeal a rule. Such persons must furnish a mailing address and may be required to pay the cost of copying and mailing. Notice will then be mailed to all persons whom, at least fourteen (14) days prior to such mailing, have made requests of the ~~district~~District for advance notice of its proceedings.
- (4) Rule Development Workshops. Whenever requested in writing by any affected person, the District must either conduct a rule development workshop prior to proposing rules for adoption or the ~~District Chairman~~Chairperson must explain in writing why a workshop is unnecessary. The District may initiate a rule development workshop but is not required to do so.
- (5) Petitions to Initiate Rulemaking. All petitions for the initiation of rulemaking proceedings ~~pursuant to Section 120.54(7), Florida Statutes,~~ must contain the name, address and telephone number of the ~~Petitioner,~~ petitioner, the specific action requested, the specific reason for adoption, amendment, or repeal, the date submitted, ~~and shall specify~~ the text of the proposed rule and the facts showing that the ~~Petitioner~~petitioner is regulated by the District, or has substantial interest in the rulemaking, ~~shall be filed with.~~ Not later than sixty (60) calendar days following the District. ~~The date of filing a petition, the Board shall then act on the petition in accordance with Section 120.54(7), Florida Statutes, except that copies of initiate rulemaking proceedings or deny the petition shall not be sent to with a written statement of its reasons for the Administrative Procedure Committee, and notice may be given in a newspaper of general circulation in the county in which the District is located~~denial. If the petition is directed to an existing policy that the District has not formally adopted as a Rule, the District may, in its discretion, notice and hold a public hearing on the petition to consider the comments of the

public directed to the policy, its scope and application, and to consider whether the public interest is served adequately by the application of the policy on a case-by-case basis, as contrasted with its formal adoption as a Rule. However, this subsection shall not be construed as requiring the District to adopt a rule to replace a policy.

(6) Rulemaking Materials. After the ~~Publication~~publication of the notice ~~to initiate rulemaking~~referenced in section 3, above, the Board shall make available for public inspection and shall provide, upon request and payment of the cost of copies, the following materials:

(a) The text of the proposed rule, or any amendment or repeal of any existing rules;

(b) A detailed written statement of the facts and circumstances justifying the proposed rule;

(c) A copy of the statement of estimated regulatory costs if required by Section 120.541, Florida Statutes; and

(d) The published notice.

~~(7) Rulemaking Proceedings — No Hearing. When no hearing is requested and the Board chooses not to initiate a hearing on its own~~The District may, or if the rule relates exclusively to organization, practice or procedure, the Board may direct the proposed rule be filed with the District Office no less than twenty eight (28) days following notice. Such direction may be given by the Board either before initiating the rule adoption process or after the expiration of the twenty one (21) days during which affected persons may request a hearing.

~~(8) Rulemaking Proceedings — Hearing. If the proposed rule does not relate exclusively to organization, practice or procedure, the District shall provide (upon the written request) of any affected person received within 21 days after the date of publication of the notice described in paragraph 3 above, shall, provide a public hearing for the presentation of evidence, argument and oral statements, within the reasonable conditions and limitations imposed by the District to avoid duplication, irrelevant comments, unnecessary delay or disruption of the proceedings. Any affected person may request a hearing within twenty one (21) days after the date of publication of the notice of intent to adopt, amend or repeal a rule.~~

~~(9) Request for a Public Hearing.~~

~~(a) — A request for a public hearing shall be in writing and shall specify how the person requesting the public hearing would be affected by the proposed rule. The request shall be submitted to the District within twenty one (21) days after notice of intent to adopt, amend, or repeal the rule is published as require by law, in accordance with the procedure for submitting~~

~~requests for public hearing stated in the notice of intent to adopt, amend or repeal the rule.~~

- ~~(b) — If the notice of intent to adopt, amend, or repeal a rule did not notice a public hearing and the District determines to hold a public hearing, the District shall publish notice of a the public hearing in a newspaper of general circulation within the District either in the text of the notice described in paragraph 3 above or in a separate publication at least seven (7) days before the scheduled public hearing. The notice shall specify the date, time, and location of the public hearing, and the name, address, and telephone number of the District contact person who can provide information about the public hearing.~~

~~Written statements may be submitted by any person within a specified period of time prior to or following at the public hearing. All timely submitted written statements shall be considered by the District and made part of the rulemaking record.~~

- ~~(108) Emergency Rule Adoption. The Board may adopt an emergency rule if it finds that immediate danger to the public health, safety, or welfare exists which requires immediate action. Prior to the adoption of an emergency rule, the District Manager shall make reasonable efforts to notify a newspaper of general circulation in the District. Notice of emergency rules shall be published as soon as possible in a newspaper of general circulation in the District. The District may use any procedure which is fair under the circumstances in the adoption of an emergency rule as long as it protects the public interest as determined by the District and otherwise complies with these provisions.~~

- ~~(119) Negotiated Rulemaking. The District may use negotiated rulemaking in developing and adopting rules pursuant to Section 120.54(2)(d), Florida Statutes, except that any notices required under Section 120.54(2)(d), Florida Statutes, may be published in a newspaper of general circulation in the county in which the District is located.~~

- ~~(12) Variances and Waivers. Variances and waivers from District rules may be granted subject to the provisions and limitations contained in Section 120.542, Florida Statutes.(10) Rulemaking Record. In all rulemaking proceedings, the District shall compile and maintain a rulemaking record. The record shall include, if applicable:~~

~~Specific Authority: §§ 190.011(5), 190.011(15), 120.54, 190.035, Fla. Stat. (a) the texts of the proposed rule and the adopted rule;~~

~~Law Implemented: §§ 120.54, 190.035(2), Fla. Stat.~~

~~3.0 Decisions Determining Substantial Interests.~~

- ~~(1) Conduct of Proceedings. Proceedings may be held by the District in response to a written request submitted by a substantially affected person within fourteen (14) days after written notice or published notice of District action or notice of District intent to render a decision. Notice of both action taken by the District and the District's intent to render a decision shall state the time limit for requesting a hearing and shall reference the District's procedural rules. If a hearing is held, the Chairman shall~~
- ~~(b) all notices given for a proposed rule;~~
 - ~~(c) any statement of estimated regulatory costs for the rule;~~
 - ~~(d) a written summary of hearings, if any, on the proposed rule;~~
 - ~~(e) all written comments received by the District and responses to those written comments; and~~
 - ~~(f) all notices and findings pertaining to an emergency rule.~~

(12) Petitions to Challenge Existing Rules.

- ~~(a) Any person substantially affected by a Rule may seek an administrative determination of the invalidity of the Rule on the ground that the rule is an invalid exercise of the District's authority.~~
- ~~(b) The petition seeking an administrative determination must state with particularity the provisions alleged to be invalid with sufficient explanation of the facts or grounds for the alleged invalidity and facts sufficient to show that the person challenging a rule is substantially affected by it.~~
- ~~(c) The petition shall be filed with the District. Within 10 days after receiving the petition, the District's Chairperson shall, if the petition complies with the requirements of paragraph (b), designate any member of the Board (including the ~~Chairman~~Chairperson), District Manager, District ~~General~~ Counsel, or other person ~~to as a hearing officer who shall conduct the a hearing within 30 days thereafter, unless the petition is withdrawn or a continuance is granted by agreement of the parties. The failure of the District to follow the applicable rulemaking procedures or requirements in this Rule shall be presumed to be material; however, the District may rebut this presumption by showing that the substantial interests of the petitioner and the fairness of the proceedings have not been impaired.~~~~

~~The person conducting the hearing may:~~

- ~~1-(d) Within 30 days after the hearing, the hearing officer shall render a decision and state the reasons therefor in writing.~~

~~(e) Hearings held under this section shall be de novo in nature. The petitioner has a burden of proving by a preponderance of the evidence that the existing rule is an invalid exercise of District authority as to the objections raised. The hearing officer may:~~

- ~~_____ a. Administer oaths and affirmations;~~
- ~~_____ 2 _____ b. Rule upon offers of proof and receive relevant evidence;~~
- ~~_____ 3 _____ c. Regulate the course of the hearing, including any pre-hearing matters;~~
- ~~_____ 4 _____ d. Enter orders; and~~
- ~~_____ 5 _____ e. Make or receive offers of settlement, stipulation, and adjustment.~~

~~_____ (a) (f) The person conducting the hearing shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, timepetitioner and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action.~~

- ~~_____ (b) The District shall issue a final order within forty-five (45) days:~~
 - ~~_____ 1. After the hearing is concluded, if conducted by the Board;~~
 - ~~_____ 2. After a recommended order is submitted to the Board and mailed to all be adverse parties, if the hearing is conducted by persons other than the Board; or. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.~~
 - ~~_____ 3. After the Board has received the written and oral material it has authorized to be submitted, if there has been no hearing.~~

~~(2) Eminent Domain. After determining the need to exercise the power of eminent domain pursuant to Subsection 190.011(11), Florida Statutes, the District shall follow those procedures prescribed in Chapters 73 and 74, Florida Statutes. Prior to exercising the power of eminent domain, the District shall:~~

~~(a) Adopt a resolution identifying the property to be taken;~~

~~(b) If the property is beyond the boundaries of the District, obtain approval by resolution of the governing body of the County if taking will occur in an unincorporated area, or of the City if the taking will occur within the City.~~

(13) Variances and Waivers. A “variance” means a decision by the District to grant a modification to all or part of the literal requirements of a Rule to a person who is subject to the Rule. A “waiver” means a decision by the District not to apply all or part of a Rule to a person who is subject to the Rule. Variances and waivers from District rules may be granted subject to the following:

(a) Variances and waivers shall be granted when the person subject to the rule demonstrates that the purpose of the underlying statute will be or has been achieved by other means by the person and when application of a rule would create a substantial hardship or would violate principles of fairness. For purposes of this section, "substantial hardship" means a demonstrated economic, technological, legal, or other type of hardship to the person requesting the variance or waiver. For purposes of this section, "principles of fairness" are violated when the literal application of a rule affects a particular person in a manner significantly different from the way it affects other similarly situated persons who are subject to the rule.

(b) A person who is subject to regulation by a District Rule may file a petition with the District, requesting a variance or waiver from the District’s Rule. Each petition shall specify:

(i) The Rule from which a variance or waiver is requested.

(ii) The type of action requested.

(iii) The specific facts that would justify a waiver or variance for the petitioner.

(iv) The reason why the variance or the waiver requested would serve the purposes of the underlying statute.

(c) The District shall review the petition and may request only that information needed to clarify the petition or to answer new questions raised by or directly related to the petition. If the petitioner asserts that any request for additional information is not authorized by law or by Rule of the District, the District shall proceed, at the petitioner’s written request, to process the petition.

(d) The District’s Board shall grant or deny a petition for variance or waiver, and shall announce such disposition at a publicly held meeting of the Board, within sixty (60) days after receipt of the original petition, the last item of timely requested additional material, or the petitioner's written request to finish processing the petition. The District’s statement granting or denying the petition shall contain a statement of the relevant facts and reasons supporting the District's action.

- (14) Rates, Fees, Rentals and Other Charges. All rates, fees, rentals, or other charges shall be subject to rulemaking proceedings. Policies adopted by the District which do not consist of rates, fees, rentals or other charges may be, but are not required to be, implemented through rulemaking proceedings.

Specific Authority: §§ 190.011(5), 190.011(15), 190.035, Fla. Stat.

Law Implemented: §§ 190.011(~~45~~), 190.035(2), Fla. Stat.

~~4.0 Purchasing, Contracts, Construction and Maintenance~~ **Rule 3.0 Competitive Purchase.**

- (1) Purpose and Scope. In order to comply with ~~Sections~~sections 190.033(1) through (3), 287.055 and 287.017, Florida Statutes, the following ~~procedures and rules are outlined for provisions shall apply to~~ the purchase of professional services, ~~contract~~insurance, construction contracts, design-build services, ~~and~~ goods, supplies, and materials, contractual services, and maintenance services.

~~Specific Authority: §§ 190.011(5), Fla. Stat~~ (2) Board Authorization. Except in cases of an Emergency Purchase, a competitive purchase governed by these Rules shall only be undertaken after authorization by the Board.

~~Law Implemented: §§ 190.033, Fla. Stat~~ (3) Definitions.

- ~~(a)~~ 4.1 Purchases of Goods, Supplies, and Materials“Competitive Solicitation” means a formal, advertised procurement process, other than an Invitation to Bid, Request for Proposals, or Invitation to Negotiate, approved by the Board to purchase commodities and/or services which affords vendors fair treatment in the competition for award of a District purchase contract.
- ~~(1)(b)~~ Purpose and Scope. All purchases of goods, supplies, or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as such category may be amended from time to time, shall be purchased under the terms of these Rules. Contracts for purchases of “goods, supplies, and materials” do not include printing, insurance, advertising or legal notices.“Continuing Contract” means a contract for Professional Services entered into in accordance with section 287.055, F.S., between the District and a firm whereby the firm provides Professional Services to the District for projects in which the costs do not exceed one million dollars, for a study activity when the fee for such professional services to the District does not exceed \$50,000, or for work of a specified nature as outlined in the contract with the District, with no time limitation except that the contract must provide a termination clause (for example, a contract for general District engineering services). Firms providing Professional Services under Continuing Contracts shall not be required to bid against one another.
- ~~(2)(c)~~ Definitions“Contractual Service” means the rendering by a contractor of its time and effort rather than the furnishing of specific commodities. The term applies only to those services rendered by individuals and firms who are independent contractors. Contractual Services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or Professional Services (as defined in Section 287.055(2)(a) Florida Statutes and these Rules) or maintenance services. Contractual Services also do not include any contract for the furnishing of labor or materials for the construction, renovation, repair, modification, or demolition of any facility, building, portion of building, utility, park, parking lot, or structure or other improvement to real property entered into pursuant to chapter 255 of the Florida Statutes and Rule 3.5.
- (d) A “Design-Build Firm” means a partnership, corporation or other legal entity that:
1. Is certified under section 489.119 of the Florida Statutes to engage in contracting through a certified or registered general contractor or a certified or registered building contractor as the qualifying agent; or

2. Is certified under section 471.023 of the Florida Statutes to practice or to offer to practice engineering; certified under section 481.219 of the Florida Statutes to practice or to offer to practice architecture; or certified under section 481.319 of the Florida Statutes to practice or to offer to practice landscape architecture.
- (e) A “Design-Build Contract” means a single contract with a Design-Build Firm for the design and construction of a public construction project.
- (f) A “Design Criteria Package” means concise, performance-oriented drawings or specifications for a public construction project. The purpose of the Design Criteria Package is to furnish sufficient information to permit Design-Build Firms to prepare a bid or a response to the District’s request for proposal, or to permit the District to enter into a negotiated Design-Build Contract. The Design Criteria Package must specify performance-based criteria for the public construction project, including the legal description of the site, survey information concerning the site, interior space requirements, material quality standards, schematic layouts and conceptual design criteria of the project, cost or budget estimates, design and construction schedules, site development requirements, provisions for utilities, stormwater retention and disposal, and parking requirements applicable to the project. Design Criteria Packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.
- (g) A “Design Criteria Professional” means a firm who holds a current certificate of registration under chapter 481 of the Florida Statutes to practice architecture or landscape architecture or a firm who holds a current certificate as a registered engineer under chapter 471 of the Florida Statutes to practice engineering and who is employed by or under contract to the agency for the providing of professional architect services, landscape architect services, or engineering services in connection with the preparation of the design criteria package.
- (h) “Emergency Purchase” means a purchase necessitated by a sudden unexpected turn of events (e.g. acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive bidding would be detrimental to the interests of the District. This includes, but is not limited to, instances where the time to competitively award the project will jeopardize the funding for the project, will materially increase the cost of the project, or will create an undue hardship on the public health, safety or welfare.

- (i) “Invitation to Bid” is a written solicitation for sealed bids with the title, date and hour of the public bid opening designated specifically and defining the commodity or service involved. It includes printed instructions prescribing conditions for bidding, qualification, evaluation criteria, and provides for a manual signature of an authorized representative. It may include one or more bid alternates.
- (j) ~~“Request for Proposal” is a written solicitation for sealed proposals with the title, date and hour of the public opening designated and requiring the manual signature of an authorized representative. It may provide general information, applicable laws and rules, statement of work, functional or general specifications, proposal instructions, work detail analysis and evaluation criteria as necessary.~~ “Invitation to Negotiate” means a written solicitation for competitive sealed replies to select one or more vendors with which to commence negotiations for the procurement of commodities or services.
- (k) ~~“Responsive bid/proposal” means a bid or proposal which conforms in all material respects to the specifications and conditions in the invitation to bid or request for proposal and these Rules, and the cost components of which are appropriately balanced. A bid /proposal is not responsive if the person or firm submitting the bid fails to meet any requirement relating to the qualifications, financial stability, or licensing of the bidder.~~ “Responsive and Responsible Bidder” means an entity or individual that has submitted a bid that conforms in all material respects to the Invitation to Bid and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. “Responsive and Responsible Vendor” means an entity or individual that has submitted a proposal, reply or response that conforms in all material respects to the Request for Proposal, Invitation to Negotiate or Competitive Solicitation and has the capability in all respects to fully perform the contract requirements and the integrity and reliability that will assure good faith performance. In determining whether an entity or individual is a Responsive and Responsible Bidder (or Vendor), the District may consider, in addition to factors described in the Invitation to Bid, Request for Proposal, Invitation to Negotiate or Competitive Solicitation, the following:
- “Lowest Responsible bid/proposal” means, in the
1. The ability and adequacy of the professional personnel employed by the entity/individual.
 2. The past performance of the entity/individual for the District and in other professional employment.
 3. The willingness of the entity/individual to meet time and budget requirements.

4. The geographic location of the entity's/individual's headquarters or office in relation to the project.
 5. The recent, current and projected workloads of the entity/individual.
 6. The volume of work previously awarded to the entity/individual.
 7. Whether the cost components of the bid or proposal are appropriately balanced.
 8. Whether the entity/individual is a certified minority business enterprise.
- (l) “Negotiate” means to conduct legitimate, arms length discussions and conferences to reach an agreement on a term or price.
- (m) "Professional Services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by any architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.
- ~~(d) —“Proposal (or Reply or Response) Most Advantageous to the District” means, as determined in the sole discretion of the Board, the bid or proposal, reply or response (i) submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements and with who has the integrity and reliability to assure good faith performance, (ii) is the most responsive to the invitation to bid or request Request for proposal Proposals, Invitation to Negotiate or Competitive Solicitation as determined by the Board, and (iii) is the lowest which is for a cost to the District. Minor variations in the bid may be waived deemed reasonable by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.~~
- (n) ~~“Goods, supplies, and materials” do not include printing, insurance, advertising, or legal notices.~~
- (o) “Purchase” means acquisition by sale, rent lease, lease/purchase or installment sale. It does not include transfer, sale or exchange of goods, supplies or materials between the District and any federal, state, regional or local governmental entity or political subdivision of the state.
- ~~(g) —“Emergency purchase” means a purchase necessitated by a sudden unexpected turn of events (e.g. acts of God, riot, fires, floods, hurricanes, accidents, or any circumstances or cause beyond the control of the Board in the normal conduct of its business), where the Board finds that the delay incident to competitive bidding would be detrimental to the interests of the District.~~

- ~~(3) Procedure. When a purchase of goods, supplies, or materials is within the scope of this Rule, the following is appropriate:~~
- ~~(a) The Board shall cause to be prepare an Invitation to Bid or Request for Proposal, as appropriate.~~
 - ~~(b) The Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.~~
 - ~~(c) The District may maintain lists of persons interested in receiving notices of invitations to bid or requests for proposals. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail.~~
 - ~~(d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid or Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.~~
 - ~~(e) The Lowest Responsive and Responsible Bid or Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase, the bids may be rejected. The Board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board.~~
 - ~~(f) Notice of award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District Office for seven (7) days.~~
 - ~~(g) If only one response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for goods, supplies or materials. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials.~~
 - ~~(h) The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the Minutes of the next Board Meeting.~~

~~Specific Authority: §§ 190.011(5), Fla. Stat.~~

~~Law Implemented: §§ 190.033, Fla. Stat.~~

~~4.2 Contracts for Construction of Authorized Project.~~

- ~~1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and comply with the bidding procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. In the event of conflict between these Rules and Section 255.20, Florida Statutes, the later shall control. A project shall not be divided solely to avoid the threshold bidding requirements.~~

- ~~2) Procedure.~~
 - ~~(a) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than \$500,000 must be noticed at least thirty (30) days prior to the date for submittal of bids.~~

 - ~~(b) The District may maintain lists of persons interested in receiving notices of Invitation to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.~~

 - ~~(c) To be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of its bid or proposal:
 - ~~1. Hold all required applicable state professional licenses in good standing.~~

 - ~~2. Hold all required applicable federal licenses in good standing, if any.~~

 - ~~3. If the bidder is a corporation, hold a current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.~~

 - ~~4. Meet any special pre-qualification requirements set forth in the bid/proposal specifications.~~Evidence of compliance with these Rules may be submitted with the bid or proposal, if required by the District.~~

- ~~(d) — Bids or proposals shall be opened at the time, date and place noted on the Invitation to Bid or Request for Proposals. Bids or proposals shall be evaluated in accordance with the Invitation to Bid or Request for Proposal and these Rules.~~
- ~~(e) — To assist in the determination of the lowest responsive and responsible bidder, the District Representative may invite public presentation by firms regarding their qualifications, approach to the project, and ability to perform the contract in all aspects.~~
- ~~(f) — In determining the lowest responsive and responsible bidder, the District Representative may consider, in addition to factors described in the Invitation or request, the following:
 - ~~1. — The ability and adequacy of the professional personnel employed by each bidder or proposer.~~
 - ~~2. — The past performance of each bidder or proposer for the District and in other professional employment settings.~~
 - ~~3. — The willingness of each bidder or proposer to meet time and budget requirements.~~
 - ~~4. — The geographic location of each bidder or proposer's headquarters or office in relation to the project.~~
 - ~~5. — The recent, current, and projected workloads of the bidder or proposer.~~
 - ~~6. — The volume of work previously awarded to each bidder or proposer.~~
 - ~~7. — Whether the cost components of each bid or proposal are appropriately balanced.~~
 - ~~8. — Whether a bidder or proposer is a certified minority business enterprise.~~~~
- ~~(g) — The Lowest Responsive and Responsible Bid/Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation or Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid. In the event the bids exceed the~~

~~amount of funds available to or allocated by the District for this purchase, the bids may be rejected. Bidders not receiving a contract award shall not be entitled to recover costs of bid preparation or submittal from the District.~~

~~(h) — Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand delivery, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.~~

~~Specific Authority: §§ 190.011(5), Fla. Stat.~~

~~Law Implemented: §§ 190.033; 255.0525, Fla. Stat.~~

~~4.3 — Contracts for Maintenance Services.~~

~~(1) — Scope. All contracts for maintenance of any District facility or project shall be set under the terms of these Rules if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as adjusted annually by the method adopted by the State of Florida, Department of Management Services, currently set forth in Section 60A-1.012, Florida Administrative Code. The maintenance of these facilities or projects may involve the purchase of contract services and/or goods, supplies or materials as defined herein. Where a contract for maintenance of such a facility or project includes goods, supplies or materials and/or contract services, the District may in its sole discretion, award the contract according to the Rules in this subsection in lieu of separately bidding for maintenance, goods, supplies or materials, and contract services. However, a project shall not be divided solely in order to avoid the threshold bidding requirements.~~

~~(2) — Procedure.~~

~~(a) — Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.~~

~~(b) — The District may maintain lists of persons interested in receiving notices of Invitations to Bid or Requests for Proposals. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.~~

~~(c) — In order to be eligible to submit a bid or proposal, a firm or individual must, at the time of receipt of the bids or proposals:~~

~~1. — Hold the required applicable state professional licenses in good standing.~~

~~2. — Hold all required applicable federal licenses in good standing, if any.~~

~~3. — Hold current and active Florida Corporate Charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.~~

~~4. — Meet any special pre-qualification requirements set forth in the bid proposal specifications.~~

~~Evidence of compliance with these Rules may be submitted with the bid, if required by the District.~~

- ~~(d) Bids or Proposals shall be opened at the time, date, and place noted on the Invitation to Bid or Request for Proposal. Bids and Proposals shall be evaluated in accordance with the Invitation or Request and these Rules.~~
- ~~(e) To assist in the determination of the lowest responsive and responsible bidder, the District Representative may invite public presentation by firms or individuals, regarding their qualifications, approach to the project, and ability to perform the contract in all respects.~~
- ~~(f) In determining the lowest responsive and responsible bidder, the District Representative may consider, in addition to factors described in the Invitation to Bid or Request for Proposal, the following:
 - ~~1. The ability and adequacy of the professional personnel employed by each bidder or proposer.~~
 - ~~2. The past performance of each bidder or proposer for the District and in other professional employment.~~
 - ~~3. The willingness of each bidder or proposer to meet time and budget requirements.~~
 - ~~4. The geographic location of each bidder or proposer's headquarters or office in relation to the project.~~
 - ~~5. The recent, current, and projected workloads of the bidder or proposer.~~
 - ~~6. The volume of work previously awarded to each bidder or proposer.~~
 - ~~7. Whether the cost components of each bid or proposal are appropriately balanced.~~
 - ~~8. Whether a bidder or proposer is a certified minority business enterprise.~~~~
- ~~(g) The Lowest Responsive and Responsible Bid/Proposal shall be accepted; however, the Board shall have the right to reject all bids, either because they are too high or because the Board determines it is in the best interests of the District. The Board may require bidders to furnish performance and/or other bonds with a responsible surety to be approved by the Board. If the Board receives fewer than three (3) responses to an Invitation or Proposal, the Board, may, in its discretion, re-advertise for additional bids without rejecting any submitted bid. In the event the bids exceed the amount of funds available to or allocated by the District for this purchase,~~

~~the bids may be rejected. Bidders not receiving a contract award shall not be entitled to recover costs of bid preparation or submittal from the District.~~

- ~~(h) Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, or by hand delivery, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.~~

~~Specific Authority: §§ 190.011(5), Fla. Stat.~~

~~Law Implemented: §§ 190.033, Fla. Stat.~~

~~4.4 Purchase of Insurance.~~

- ~~(1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all or any kind of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by these Rules. Nothing in this Rule shall require the District to purchase insurance.~~
- ~~(2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:~~
 - ~~(a) The Board shall cause to be prepared a Notice of Invitation to Bid.~~
 - ~~(b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least seven (7) days for submittal of bids, unless the Board, for good cause, determines a shorter period of time is appropriate.~~
 - ~~(c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.~~
 - ~~(d) Bids shall be opened at the time and place noted in the Invitation to Bid.~~
 - ~~(e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.~~
 - ~~(f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.~~
 - ~~(g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies which have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District Officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the Invitation to Bid best meets the overall need of the District, its officers, employees and or dependents.~~

~~(h) — Notice of the award or intent to award, including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting the same in the District Office for seven (7) days.~~

~~Specific Authority: §§ 190.011(5), Fla. Stat.~~

~~Law Implemented: §§ 112.08, Fla. Stat.~~

~~4.5 Procedure for Purchasing Contractual Services.~~

~~(1) Scope. All purchases for contractual services (except for maintenance services) may (but are not required to) be made by competitive Invitation to Bid. If state or federal law prescribes with whom the District must contract, or established the rate of payment, then these Rules shall not apply. A contract involving both goods, supplies, and materials plus contractual services may, in the discretion of the Board, be treated as a contract for goods, supplies, and materials.~~

~~(2) Definitions.~~

~~(a) “Contractual services” means rendering time and effort rather than furnishing specific goods or commodities. Contractual services do not include legal (including attorneys, paralegals, court reporters and expert witnesses, including appraisers), artistic, auditing, health, or academic program services, or professional services (as defined in Section 287.055(2)(a) Florida Statutes and these Rules) and shall generally be considered the services referenced by Section 287.012(9), Florida Statutes. Contractual services do not include the extension of an existing contract for services if such extension is provided for in the contract terms.~~

~~(b) “Invitation to Bid” is a bid or “RFP” is a written solicitation for sealed bids/proposals with the contract title, date, and hour of the public bid opening designated specifically. It includes a description of the services sought, applicable terms and conditions, evaluation criteria, including but not limited to price, and provides for a manual signature of an authorized representative.~~

~~(p) (e) “Request for Proposal” is a solicitation for sealed proposals with the title, date, and hour of the public opening designated and requiring the manual signature of an authorized representative. ~~It provides a statement for services sought, applicable terms and conditions, and evaluation criteria, including but not limited to price.~~ It may provide general information, applicable laws and rules, statement of work, functional or general specifications, qualifications, proposal instructions, work detail analysis, and evaluation criteria, as necessary.~~

~~(q) (d) “Responsive bid or proposal Bid,” “Responsive Proposal,” “Responsive Reply” and “Responsive Response” means a bid ~~or~~ proposal, reply or response which conforms in all material respects to ~~the specifications and conditions in the~~ Invitation to Bid ~~or~~ Request for Proposal, Invitations to Negotiate or other competitive solicitation document and these Rules, and ~~whose~~ the cost components of which, if any, are appropriately balanced. A bid ~~or~~ proposal, reply or response is not responsive if the person or firm submitting ~~the bid or proposal it~~ fails~~

to meet any material requirement relating to the qualifications, financial stability, or licensing of the bidder ~~or proposer~~.

~~(e) “Lowest responsible bid or proposal” means, as determined in the sole discretion of the Board, the bid (i) submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements who has the integrity and reliability to assure good faith performance, (ii) is responsive to the Invitation to Bid or Request for Proposal as determined by the Board, and (iii) is the lowest cost to the District. Minor variations in the bid may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids may not be modified after opening.~~

~~(f) “Proposal Most Advantageous to the District” means, as determined in the sole discretion of the Board, the proposal (i) submitted by a person or firm capable and qualified in all respects to perform fully the contract requirements who has the integrity and reliability to assure good faith performance, (ii) the most responsive to the Request for Proposal as determined by the Board, and (iii) which is for a cost to the District deemed reasonable by the Board. Minor variations in the proposal may be waived by the Board. Mistakes in arithmetic extension of pricing may be corrected by the Board. Proposals may not be modified after opening. To assure full understanding of the responsiveness to the solicitation requirements, discussions may be conducted with qualified proposers. The proposers shall be accorded fair and equal treatment prior to the submittal date with respect to any opportunity for discussion and revision of proposals.~~

~~(3) Procedure. When a purchase of contractual services is within the scope of this Rule (and the District has elected to follow this procedure), the following procedure shall be followed:~~

~~(a) The Board shall cause to be prepared a notice of Invitation to Bid or Request for Proposal, as appropriate.~~

~~(b) Notice of Invitation to Bid or Request for Proposal shall be advertised at least once in a newspaper of general circulation in the District and posted in the District office. The notice shall allow at least seven (7) days following the date of publication for submittal of bids or proposals unless the Board, for good cause, determines a shorter period of time is appropriate, which shorter time period shall be specified in the advertisement of the invitation or request.~~

~~(c) The District may maintain a list of persons interested in receiving notices of invitations to bid or requests for proposals. The District shall make a good faith effort to provide written notice, by United States Mail, to~~

~~persons who provide their name and address to the District office for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with these Rules and shall not be a basis for a protest of any contract award.~~

~~(d) Bids or proposals shall be opened at the time and place noted on the Invitation to Bid and Request for Proposal. Bids and proposals shall be evaluated in accordance with the invitation or request and these Rules.~~

~~(e) If only one (1) response to an Invitation to Bid or Request for Proposal is received, the District may proceed with the procurement for contractual services from such bidder or proposer. If no response to an Invitation to Bid or Request for Proposal is received, the District may take whatever steps are reasonably necessary in order to proceed with the procurement of the needed contractual services.~~

~~(f) The Board has the right to reject any or all bids or proposals. The reservation regarding the right to reject shall be included in all solicitations and advertisements. If the bids or proposals exceed the amount of funds available to or allocated by the District for this purchase, the bids or proposals may be rejected. Bidders and proposers not receiving a contract award shall not be entitled to recover any costs of bid or proposal preparation or submittal from the District.~~

~~(g) The Lowest Responsive and Responsible Bid or Proposal or the most advantageous to the District, as appropriate, may be accepted by the District. The Board may require bidders to furnish bid, performance and/or other bonds with a responsible surety to be approved by the Board.~~

~~(4) Notice. Notice of contract award, including the rejection of some or all bids or proposals, shall be provided in writing to all bidders or proposers by United States Mail, overnight delivery, or by hand delivery, and by posting same in the District Office for seven (7) days.~~

~~(5) Contract Renewal. Renewal of a contract for contractual services shall be in writing and shall be subject to the same terms and conditions set forth in the initial contract, unless otherwise provided in the initial contract. Renewal shall be contingent upon satisfactory performance evaluations by the District.~~

~~(6) Contract Manager and Contract Administrator. The Board may designate a representative to function as contract manager, who shall be responsible for enforcing performance of the contract terms and conditions and serve as a liaison with the contractor. The Board may also designate a representative to function as contract administrator, who shall be responsible for maintaining all contract files and financial information. One person may serve as both contract manager and administrator.~~

~~(7) Emergency Purchase. The District may make an emergency purchase of contractual services without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.~~

~~(8) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District.~~

ific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

~~Law Implemented: §§ 190.011(3), 190-033, 255.20, 287.055, Fla. Stat.~~

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Rule 3.1 Procedure Under The Consultants' Competitive Negotiations Act.

~~In order to comply with the requirements of Section 287.055, Florida Statutes (regarding certain types of professional services), the~~

~~(1) Scope. The following procedures are ~~outlined~~ adopted for selection of firms or individuals to provide ~~professional services~~ Professional Services exceeding the thresholds herein described ~~and in~~, the negotiation of such contracts-~~

~~(1) Definitions.~~

~~(a) "Professional services" means those services within the scope of the practice of architecture, professional engineering, landscape architecture or registered surveying and mapping, as defined by the laws of Florida, or those performed by any architect, professional engineer, landscape architect or registered surveyor and mapper, in connection with the firm's or individual's professional employment or practice.~~

~~(b) "and providing for protest of actions of the Board under this Rule 3.1. As used in this Rule 3.1, "Project" means that fixed capital outlay study or planning activity when basic construction cost is estimated by the District to exceed the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FIVE, or for a planning study activity when the fee for ~~professional services~~ Professional Services is estimated by the District to exceed the threshold amount provided in Section 287.017 for CATEGORY TWO, as such categories may be amended or adjusted from time to time ~~by the State of Florida Department of Management Services to reflect inflation or other measures.~~~~

~~(c) A "continuing contract" is a contract for professional services (of a type described above), entered into in accordance with this rule, between the District and a firm whereby the firm provides professional services for the District for work of a specified nature with no time limitation, except that the contract shall provide a termination clause.~~

~~(d) "Emergency purchase" is a purchase necessitated by a sudden unexpected turn of events (e.g., acts of God, riot, fires, floods, hurricanes, accidents or any circumstances or cause beyond the control of the Board in the normal conduct of its business) where the Board decides the delay incident to competitive bidding would be detrimental to the interests of the District.~~

(2) Qualifying Procedures. In order to be eligible to ~~submit~~ provide Professional Services to the District, a ~~bid proposal, a firm~~ consultant must, at the time of receipt of the ~~bid~~ firm's qualification submittal:

(a) Hold all required applicable federal licenses in good standing, if any.

(b) Hold all required applicable state professional licenses in good standing.

-
- (c) If the ~~bidder~~consultant is a corporation, hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.
 - (d) Meet any ~~pre~~qualification requirements set forth in the ~~project or bid specifications. Qualification standards may include but are not limited to, capability and adequacy of personnel, past record, and experience of the bidding entity.~~District's Request for Qualifications.

Evidence of compliance with this Rule may be submitted with the ~~bid~~qualifications, if requested by the District. In addition, evidence of compliance must be submitted any time requested by the District.

- (3) Public Announcement. ~~Prior to a public announcement that professional services are required for a project, the Board shall identify the project as meeting the threshold requirement.~~ Except in cases of valid public emergencies as certified by the Board, the District shall announce each occasion when ~~professional services~~Professional Services are required for a ~~project~~Project or a Continuing Contract by publishing a notice providing a general description of the ~~project~~Project, or the nature of the Continuing Contract, and the method for interested consultants to apply for consideration. The notice shall appear in at least one (1) newspaper of general circulation in the District and in such other places as the District deems appropriate. The notice must allow at least fourteen (14) days for submittal of qualifications from the date of publication. The District may maintain lists of ~~persons~~consultants interested in receiving such notices. These ~~persons~~consultants are encouraged to submit annually statements of qualifications and performance data. ~~Persons~~Consultants who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The Board has the right to reject any and all ~~bids~~qualifications, and such reservation shall be included in the ~~public announcement.~~Bidders published notice. ~~Consultants~~ not receiving a contract award shall not be entitled to recover ~~from the District~~ any costs of ~~bid~~qualification package preparation or submittal ~~from the District.~~
- (4) Competitive Selection.
 - (a) The Board shall review and evaluate the data submitted in response to the notice described above regarding qualifications and performance ability, as well as any statements of qualifications on file. The Board shall conduct discussions with, and may require public presentation by ~~firms~~consultants regarding their qualifications, approach to the Project and/or public presentation, ability to furnish the required services. The Board shall then select and list the ~~firms~~consultants, in order of preference, deemed to be the most highly capable and qualified to perform

the required ~~professional services~~Professional Services, after considering these and other appropriate criteria:

1. The ability and adequacy of the professional personnel employed by each ~~firm~~consultant.

~~2. Each firm's past performance for the District in other professional employment settings.~~

~~3. The willingness of each firm to meet time and budget requirements.~~

~~4. The geographic location of each firm's headquarters or office in relation to the project.~~

~~5. The recent, current, and projected workloads of each firm.~~

~~6. The volume of work previously awarded to each firm.~~

~~7. Whether a ~~firm~~consultant is a certified minority business enterprise.~~

~~3. Each consultant's past performance.~~

~~4. The willingness of each consultant to meet time and budget requirements.~~

~~5. The geographic location of each consultant's headquarters, office and personnel in relation to the project.~~

~~6. The recent, current and projected workloads of each consultant.~~

~~7. The volume of work previously awarded to each consultant by the District.~~

~~(b)~~ Nothing in these ~~rules~~Rules shall prevent the District from evaluating and eventually selecting a ~~firm~~consultant if less than three (3) ~~responses~~qualification packages, including ~~responses~~packages indicating a desire not to ~~submit a formal bid~~provide Professional Services on a given ~~project~~Project, are received.

(c) If the selection process is administered by any person or committee other than the full Board, the selection made will be presented to the full Board with a recommendation that competitive negotiations be instituted with the selected firms in order of preference listed.

(d) Notice of the rankings adopted by the Board, including the rejection of some or all qualification packages, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's ranking decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.9.

(5) Competitive Negotiation.

- (a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations with the firm listed as most qualified to perform the required ~~professional services~~Professional Services at a rate or amount of compensation which the Board determines is fair, competitive and reasonable.
- (b) In negotiating a lump-sum or cost-plus-a-fixed-fee professional contract for more than the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, the firm receiving the award shall be required to execute a truth-in-negotiation certificate stating that "wage rates and other factual unit costs supporting the compensation are accurate, complete, and current at the time of contracting." In addition, any professional service contract under which such a certificate is required, shall contain a provision that "the original contract price and any additions thereto, shall be adjusted to exclude any significant sums by which the Board determines the contract price was increased due to inaccurate, incomplete, or noncurrent wage rates and other factual unit costs."
- (c) Should the District ~~within twenty one (21) days~~ be unable to negotiate a satisfactory agreement with the firm determined to be the most qualified at a price deemed by the District to be fair, competitive, and reasonable, ~~then unless modified by the Board,~~ negotiations with that firm shall be terminated and the District shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second firm cannot be reached ~~within twenty one (21) days (unless modified by the Board to the contrary),~~ those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.
- (d) Should the District be unable to negotiate a satisfactory agreement with ~~any of the selected firms within twenty one (21) days (unless modified by the Board to the contrary),~~one of the top three ranked consultants, additional firms shall be selected by the District, in order of their competence and qualifications. Negotiations shall continue, beginning

with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

- ~~(e) Once an agreement with a firm or individual is reached, notice of the award or intent to award, including the rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District office for seven (7) days.~~
- (6) Continuing Contract. Nothing in this Rule shall prohibit a ~~continuing contract~~Continuing Contract between a ~~firm or an individual~~consultant and the District.
- (7) Emergency Purchase. The District may make an emergency purchase without complying with these Rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.011(3), 190.033, 287.055, ~~190.033~~, Fla. Stat.

4.7

Rule 3.2 Procedure Regarding Auditor Selection.

In order to comply with the requirements of ~~Section~~section 218.391 of the Florida Statutes ~~(regarding financial auditing services)~~, the following procedures are outlined for selection of firms or individuals to provide Auditing Services and ~~infor~~ the negotiation of such contracts.

(1) Definitions.

(a) "Auditing Services" means those services within the scope of the practice of a certified public accounting firm licensed under Chapter 473, Florida Statutes, and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

(b) "Committee" means the audit selection committee appointed by the Board ~~to establish the factors to be used to evaluate the proposals for Auditing Services and that will issue the Request for Proposals (RFP).~~

~~(c) A "Continuing Contract" is a contract for professional services (of a type as described above), entered into in accordance with this rule, between the District and a firm whereby the firm provides professional services for the District for a period of more than one year. However, no contract entered into pursuant to this Section shall continue for a period of more than three years from the date of its execution and shall provide a termination clause.~~

~~(in Subsection 3.2) Qualifying Procedures. In order to be eligible to submit a bid proposal, a firm must, at the time of receipt of the bid:~~(2) of this Rule.

~~(a)~~

(2) Establishment of Audit Committee. Prior to a public announcement under subsection 3.2(4) of this Rule that Auditing Services are required, the Board shall establish an audit selection committee ("Committee"), the primary purpose of which is to assist the Board in selecting an auditor to conduct the annual financial audit required by section 218.39 of the Florida Statutes. The Committee should include at least three individuals, some or all of whom may also serve as members of the District's Board of Supervisors. The establishment and selection of the Committee must be conducted at a publicly noticed and held meeting of the Board.

(3) Establishment of Minimum Qualifications and Evaluation Criteria. Prior to a public announcement under Subsection 3.2(4) of this Rule that Auditing Services are required, the Committee shall meet at a publicly noticed meeting to establish minimum qualifications and factors to use for the evaluation of audit services to be provided by a certified public accounting firm duly licensed under chapter 473

of the Florida Statutes and qualified to conduct audits in accordance with government auditing standards as adopted by the Florida Board of Accountancy.

a. Minimum Qualifications. In order to be eligible to submit a proposal, a firm must, at all relevant times including the time of receipt of the proposal by the District:

i. Hold all required applicable federal licenses in good standing, if any.

ii. ~~(b)~~ Hold all required applicable state professional licenses in good standing.

iii. ~~(e)~~ If the ~~bidder~~proposer is a corporation, hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes.

iv. ~~(d)~~ Meet any pre-qualification requirements set forth in the RFP or any specifications. Qualification standards may include but are not limited to, ability of personnel; experience; and ability to furnish the required services and any other criteria established by the Committee, and set forth in the RFP or other specifications.

Evidence If requested in the RFP or other specifications, evidence of compliance with this Rule may be the minimum qualifications as established by the Committee must be submitted with the proposal, if requested by the District.

(3) Public Announcement. Prior to a public announcement that Auditing Services are required, the Committee shall identify

b. Evaluation Criteria. The factors established for the evaluation of Auditing Services by the Committee shall include, but are not limited to:

i. ability of personnel,

ii. experience,

iii. understanding of scope of work,

iv. ability to furnish the required services, and

v. such other factors as may be determined by the Committee to be applicable to its particular requirements.

The Committee may also choose to consider compensation as a factor. If the Committee establishes compensation as one of the factors, compensation shall not be the sole or predominant factor used to evaluate proposals.

(4) Public Announcement. After identifying the factors to be used in evaluating the proposals for auditing services, the Committee shall then Auditing Services as set forth in Subsection 3.2(3) of this Rule, the Committee shall publicly announce the opportunity to provide Auditing Services. Such public announcement must shall include a brief description of the audit; and how interested firms can apply for

consideration and obtain the RFP. The notice shall appear in at least one (1) newspaper of general circulation in the District and the county in which the District is located. ~~The District may maintain lists of persons interested in receiving such notices. These persons are encouraged to submit annual statements of qualifications and performance data. Persons who provide their name and address to the District Manager for inclusion on the list shall receive notices by mail. The Board has the right to reject any and all proposals, and such reservation shall be included in the public announcement. Proposers not receiving a contract award shall not be entitled to recover any costs of proposal preparation or submittal from the District. The public announcement shall allow for at least seven (7) days for the submission of proposals.~~

~~(4) Competitive Selection.~~

~~(a) Request for Proposal. The Committee shall review and evaluate the responses to the RFP submitted in response to the notice described above. The Committee may conduct discussions with, and may require public presentation by provide interested firms regarding their qualifications, and list the firms, in order of preference, deemed to be the most highly capable and qualified to perform the required Auditing Services, after considering the factors established for evaluation of the proposals as contained in the RFP and any other appropriate criteria.~~

~~(5) Nothing in these rules shall prevent the District from evaluating and eventually selecting a firm if less than three (3) responses, including responses indicating a desire not to submit a formal with a request for proposal, are received. ("RFP"). The RFP shall provide information on how proposals are to be evaluated and such other information the Committee determines is necessary for the firm to prepare a proposal. The RFP shall state the time and place for submitting proposals.~~

~~(6) (b) The Committee will make a recommendation to the full Board regarding its ranking of proposals and a recommendation to either begin negotiations with the number one ranked firm if cost was not a factor for evaluation of the proposals or to award the contract to the number one ranked firm if cost was a factor for evaluation of the proposals. Committee's Evaluation of Proposals and Recommendation. The Committee shall meet at a publicly held meeting that is publicly noticed for a reasonable time in advance of the meeting to evaluate all qualified proposals and may, as part of the evaluation, require that each interested firm provide a public presentation where the Committee may conduct discussions with the firm, and where the firm may present information, regarding the firm's qualifications. At the public meeting, the Committee shall rank and recommend in order of preference no fewer than three firms deemed to be the most highly qualified to perform the required services after considering the factors established pursuant to Subsection 3.2(3)b. of this Rule. If fewer than three firms respond to the RFP or if no firms respond to the RFP, the Committee~~

shall recommend such firm as it deems to be the most highly qualified. Notwithstanding the foregoing, the Committee may recommend that any and all proposals be rejected.

(5)(7) Competitive Negotiation Board Selection of Auditor.

~~Where cost compensation was ~~not~~not selected as a factor used in evaluating the proposals, the following ~~procedures~~Board shall ~~be utilized~~:~~

~~(a) After the Board has authorized the beginning of competitive negotiations, the District may begin such negotiations~~negotiate with the firm ~~listed~~ranked first and ~~inquire of that firm as most qualified to perform the required Auditing Services.~~

~~(b) Should the District be the basis of compensation. If the Board is unable to negotiate a satisfactory agreement with the first ranked firm ~~determined to be the most qualified~~ at a price deemed by the ~~District~~Board to be fair, competitive, and reasonable, then negotiations with that firm shall be terminated and the ~~District~~Board shall immediately begin negotiations with the second most qualified firm. If a satisfactory agreement with the second ranked firm cannot be reached, those negotiations shall be terminated and negotiations with the third most qualified firm shall be undertaken.~~

~~a. (c) Should the District be~~ The Board may reopen formal negotiations with any one of the three top-ranked firms, but it may not negotiate with more than one firm at a time. If the Board is unable to negotiate a satisfactory agreement with any of the selected firms, the Committee shall recommend additional firms shall be selected by the District, in order of their the firms' respective competence and qualifications. Negotiations shall continue, beginning with the first-named firm on the list, until an agreement is reached or the list of firms is exhausted.

~~b. (6) Where compensation was selected as a factor used in evaluating the proposals, the Board shall select the highest-ranked qualified firm.~~

~~c. In negotiations with firms under this Rule, the Board may allow the District Manager, District Counsel or other designee to conduct negotiations on its behalf.~~

~~d. Notwithstanding the foregoing, the Board may reject any or all proposals. The Board shall not consider any proposal, or enter into any contract for Auditing Services, unless the proposed agreed-upon compensation is reasonable to satisfy the requirements of section 218.39 of the Florida Statutes and the needs of the District.~~

- (8) Contract. Any agreement reached under this Rule shall be evidenced by a written contract, which may take the form of an engagement letter signed and executed by both parties. The written contract shall include all provisions and conditions of the procurement of such services and shall include, at a minimum, the following:
- a. A provision specifying the services to be provided and fees or other compensation for such services;
 - b. A provision requiring that invoices for fees or other compensation be submitted in sufficient detail to demonstrate compliance with the terms of the contract;
 - c. A provision setting forth the deadline for the auditor to submit a preliminary draft audit report to the District for review, which, unless it is in the best interests of the District to establish a different deadline, shall be no later than July 1 of the fiscal year that follows the fiscal year for which the audit is being conducted;
 - d. A provision specifying the contract period, including renewals and conditions under which the contract may be terminated or renewed. No contract shall continue, or allow the contract to be renewed, for a period of more than three years from the date of its execution. A renewal may be done without the use of the auditor selection procedures provided in this Rule, but must be in writing.

Notice of Award. Once ~~an a~~ negotiated agreement with a firm or individual is reached, or the Board authorizes the execution of an agreement with a firm where ~~cost compensation~~ was a factor in the evaluation of proposals, notice of the ~~award or~~ intent to award, including the rejection of some or all proposals, shall be provided in writing to all proposers by United States Mail, ~~by hand delivery, facsimile or by overnight delivery service, and by posting same in the District office for seven~~ (7) days. ~~Protests regarding the award of contracts under this Section shall be as provided for in Section 5.1 herein below.~~

~~(7) Continuing Contract. Nothing in this Rule shall prohibit a continuing contract between a firm or an individual and the District. However, no contract entered into pursuant to this Section shall continue for a period of more than three years from the date of its execution.~~

~~Specific Authority: §§ 190.011(5), Fla. Stat.~~

~~Law Implemented: §§ 190.011(15), 218.39, Fla. Stat.~~

~~5.0 Bid Protests Under Consultants' Competitive Negotiations Act.~~

~~Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal shall be in accordance with this section.~~

~~(1) Notice. The District shall give all bidders written notice of its decision to award or intent to award a contract (including rejection of some or all bids) by United States Mail, by hand delivery, or by overnight delivery service, and by posting same in the District office for seven (7) days. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Section 5.2 Rule 3.9 of the Rules of the ~~[INSERT NAME]~~Community Development District shall constitute a waiver of proceedings under those Rules."~~

~~(2) Filing. Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest within seventy two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision, or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The notice of protest shall identify the procurement by title and number or any other language that will enable the District to identify it, shall state that the person intends to protest the decision, and shall state with particularity the law and facts upon which the protest is based. With respect to a protest of the specifications contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy two (72) hours after the receipt of notice of the project plans and specifications (or intended project plans and specifications) in an Invitation to Bid or Request for Proposals, and the formal written protest shall be filed within seven (7) days after the date when notice of protest is filed. Failure to file a notice of protest (or failure wording to file a formal written protest) shall constitute a waiver of all further proceedings that effect. Protests regarding the award of contracts under this Section shall be as provided for in Rule 3.9. No proposer shall be entitled to recover any costs of proposal preparation or submittal from the District.~~

~~(3) Award Process. Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process (or the contract and award process) until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue.~~

~~(4) Mutual Agreement. The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within (7) days (excluding Saturdays, Sundays and legal holidays) upon receipt of a formal written request.~~

~~(5) Proceedings. If the subject of a protest is not resolved by mutual agreement, a proceeding shall be conducted in accordance with the procedural guidelines set forth in Section 3.0.~~

Specific Authority: §§ ~~120.57(3)~~, 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ ~~120.57(3), 190.033~~ 218.391, Fla. Stat.

~~5.1 Protests With Respect To Contracts Awarded Or Bid Documents.~~

~~The resolution of any protests regarding Bid Documents or the decision to award a contract for a bid or proposal shall be in accordance with this Section 5.1.~~

~~(1) Notice. The District shall give all bidders or proposers written notice of a decision to award (or reject all bids) by posting the notice in the District office for seven (7) days, with a copy being provided to all submitting firms by United States Mail, overnight delivery or by hand delivery. The notice shall include the following statement: "Failure to file a written protest with the District within seventy two (72) hours following the receipt of notice of the District's decision to award a contract shall constitute a waiver of any objection to the award of such contract."~~

~~(2) Filing.~~

~~(a) Any firm or person who is affected adversely by a District decision to award a contract shall file with the District a written notice of protest within seventy two (72) hours after receipt of the notice of the District's decision, and shall file a formal written protest with the District within seven (7) calendar days after the date of timely filing the initial notice of protest. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest the District's decision or contract award. The formal written protest shall state with particularity the facts and law upon which the protest is based.~~

~~(b) With respect to a protest regarding the Bid Documents, including specifications or other requirements contained in an Invitation to Bid or in a Request for Proposals, the notice of protest shall be filed in writing within seventy two (72) hours after the receipt of the proposed project plans and specifications or other contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days after the initial notice of protest was filed. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of any right to object to or protest with respect to the aforesaid plans, specifications or contract documents.~~

- ~~(3) Award Process. Upon receipt of a timely filed notice of protest, the District shall abate the contract award process until the protest is resolved by final Board action. However, if the District determines particular facts and circumstances require the continuance of the contract award process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the contract award process may continue. In such circumstances, the contract awarded shall be conditioned on the outcome of the protest.~~
- ~~(4) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may (but is not obligated to) schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be posted in the office of the District not less than three (3) calendar days prior to such informal proceeding, with copy being mailed to the protestant and any substantially affected persons or parties. Within fifteen (15) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal and policy grounds for its decision.~~
- ~~(5) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided above (if available), the District shall schedule a formal hearing to resolve the protest in accordance with the procedural guidelines set forth in Section 3.0 above.~~

~~Specific Authority: §§ 120.53(5), 190.011(5), Fla. Stat.~~

~~Law Implemented: §§ 190.033, Fla. Stat.~~

~~5.2 — Bid Protests Relating to Any Other Award.~~

~~— Notwithstanding any other provision in these Rules, the resolution of any protests regarding the decision to solicit or award a contract for a bid or proposal under Sections 4.1, 4.2, or 4.5 shall be in accordance with this Section 5.2.~~

~~(1) —~~

Rule 3.3 Purchase of Insurance.

- (1) Scope. The purchases of life, health, accident, hospitalization, legal expense, or annuity insurance, or all of any kinds of such insurance for the officers and employees of the District, and for health, accident, hospitalization, and legal expenses upon a group insurance plan by the District, shall be governed by this Rule. This Rule does not apply to the purchase of any other type of insurance by the District, including but not limited to liability insurance, property insurance, and directors and officers insurance. Nothing in this Rule shall require the District to purchase insurance.
- (2) Procedure. For a purchase of insurance within the scope of these Rules, the following procedure shall be followed:
- (a) The Board shall cause to be prepared a Notice of Invitation to Bid.
 - (b) Notice of Invitation to Bid shall be advertised at least once in a newspaper of general circulation within the District. The notice shall allow at least fourteen (14) days for submittal of bids.
 - (c) The District may maintain a list of persons interested in receiving notices of Invitations to Bid. Persons who provide their name and address to the District Office for inclusion on the list shall receive notices by mail.
 - (d) Bids shall be opened at the time and place noted in the Invitation to Bid.
 - (e) If only one (1) response to an Invitation is received, the District may proceed with the purchase. If no response to an Invitation to Bid is received, the District may take whatever steps are reasonably necessary in order to proceed with the purchase.
 - (f) The Board has the right to reject any and all bids and such reservations shall be included in all solicitations and advertisements.
 - (g) Simultaneously with the review of the submitted bids, the District may undertake negotiations with those companies that have submitted reasonable and timely bids and, in the opinion of the District, are fully qualified and capable of meeting all services and requirements. Bid responses shall be evaluated in accordance with the specifications and criteria contained in the Invitation to Bid; in addition, the total cost to the District, the cost, if any, to the District officers, employees, or their dependents, the geographic location of the company's headquarters and offices in relation to the District, and the ability of the company to guarantee premium stability may be considered. A contract to purchase insurance shall be awarded to that company whose response to the

Invitation to Bid best meets the overall needs of the District, its officers, employees and/or dependents.

(h) Notice. ~~The District shall give all bidders written notice of its decision to award or the~~ intent to award ~~a contract,~~ including rejection of some or all bids, shall be provided in writing to all bidders by United States Mail, by hand delivery, or by overnight delivery service, ~~and by posting same in the District office for seven (7) days.~~ The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of insurance under this Rule shall be in accordance with the procedures set forth in Rule 3.9.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: § 112.08, Fla. Stat.

Rule 3.4 Pre-qualification

- (1) Scope. In its discretion, the District may undertake a pre-qualification process in accordance with this Rule for vendors to provide construction services, goods, supplies, and materials, contractual services and maintenance services.
- (2) Filing. ~~Any person who is affected adversely by the District's decision or intended decision shall file with the District a notice of protest in writing within seventy-two (72) hours after the posting of the final bid tabulation or after receipt of the notice of the District decision or intended decision, and shall file a formal written protest within seven (7) days after the date of filing of the notice of protest. The formal written protest shall state with particularity facts and law upon which the protest is based. Failure to timely file a notice of protest or failure to timely file a formal written protest shall constitute a waiver of all further proceedings.~~ Procedure. When the District seeks to pre-qualify vendors, the following procedures shall apply:
- (a) ~~_____ (3) Award Process.~~ Upon receipt of a notice of protest which has been timely filed, the District shall stop the bid solicitation process or the contract and award process until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances which require the continuance of the process without delay in order to avoid an immediate and serious danger to the public health, safety, or welfare, the award process may continue. The Board shall cause to be prepared a Request for Qualifications.
- (b) ~~_____ (4) Mutual Agreement.~~ The District, on its own initiative or upon the request of a protester, shall provide an opportunity to resolve the protest by mutual agreement between the parties within five (5) days (excluding Saturdays, Sundays and legal holidays) of receipt of a formal written protest. For construction services exceeding the thresholds in section 255.20 of the Florida Statutes, the Board must advertise the proposed pre-qualification criteria and procedures and allow at least seven (7) days notice of the public hearing for comments on such pre-qualification criteria and procedures. At such public hearing, potential vendors may object to such pre-qualification criteria and procedures. Following such public hearing, the Board shall formally adopt pre-qualification criteria and procedures prior to the advertisement of the Request for Qualifications for construction services.
- (c) ~~_____ (5) Hearing.~~ If the subject of a protest is not resolved by mutual agreement, the District shall hold a proceeding in accordance with the procedural guidelines set forth in Section 3.0. The Request for Qualifications shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall allow at least seven (7) days for submittal of

qualifications for goods, supplies and materials, contractual services, maintenance services and construction services under \$250,000. The notice shall allow at least (twenty-one) 21 days for submittal of qualifications for construction services estimated to cost over \$250,000 and thirty (30) days for construction services estimated to cost over \$500,000.

- (d) The District may maintain lists of persons interested in receiving notices of Requests for Qualifications. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery, or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any pre-qualification determination or contract awarded in accordance with these Rules and shall not be a basis for a protest of any pre-qualification determination or contract award.
- (e) If the District has pre-qualified vendors for a particular category of purchase, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses in response to the applicable Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation.
- (f) In order to be eligible to submit qualifications, a firm or individual must, at the time of receipt of the qualifications:
1. Hold the required applicable state professional licenses in good standing.
 2. Hold all required applicable federal licenses in good standing, if any.
 3. Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the vendor is a corporation.
 4. Meet any special pre-qualification requirements set forth in the Request for Qualifications.

Evidence of compliance with these Rules must be submitted with the qualifications if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the qualifications.

- (g) Qualifications shall be presented to the Board of Supervisors, or a committee appointed by the Board, for evaluation in accordance with the Request for Qualifications and this Rule. Minor variations in the

qualifications may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature.

- (h) All vendors determined by the District to meet the pre-qualification requirements shall be pre-qualified. To assure full understanding of the responsiveness to the requirements contained in a Request for Qualifications, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion and revision of qualifications. For construction services, any contractor pre-qualified and considered eligible by the Department of Transportation to bid to perform the type of work the project entails shall be presumed to be qualified to perform the project.
- (i) The Board shall have the right to reject all qualifications if there are not enough to be competitive or if rejection is determined to be in the best interests of the District. No vendor shall be entitled to recover any costs of qualification preparation or submittal from the District.
- (j) Notice of intent to pre-qualify, including rejection of some or all qualifications, shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's pre-qualification decisions under this Rule shall be in accordance with the procedures set forth in Rule 3.9; provided however, protests related to the pre-qualification criteria and procedures for construction services shall be resolved in accordance with Rule 3.4(2)(b) and 255.20(1)(b).

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 255.0525, 255.20, Fla. Stat.

Rule 3.5 Construction Contracts.

~~6.0 — Design-Build Contract Competitive Proposal Selection Process.~~

I. CONSTRUCTION CONTRACTS (NOT DESIGN-BUILD)

- 1) Scope. All contracts for the construction or improvement of any building, structure or other public construction works authorized by Chapter 190, Florida Statutes, the costs of which are estimated by the District in accordance with generally accepted cost accounting principles to be in excess of the threshold amount for applicability of Section 255.20, Florida Statutes, as that amount may be indexed or amended from time to time, shall be let under the terms of these Rules and the procedures of Section 255.20, Florida Statutes, as the same may be amended from time to time. A project shall not be divided solely to avoid the threshold bidding requirements.

- 2) Procedure. When a purchase of construction services is within the scope of this Rule, the following procedures shall apply:
 - (a) The Board shall cause to be prepared an Invitation to Bid, Request for Proposal, Invitation to Negotiate or Competitive Solicitation.

 - (b) Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation in the District and in the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least twenty-one (21) days for submittal of sealed bids, proposals, replies or responses, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost more than \$500,000 must be noticed at least thirty (30) days prior to the date for submittal of bids, proposals, replies or responses. If the Board has previously pre-qualified contractors pursuant to Rule 3.4 and determined that only the contractors that have been pre-qualified will be permitted to submit bids, proposals, replies and responses, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation need not be published. Instead, the Notice of Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation shall be sent to the pre-qualified contractors by United States Mail, hand delivery, facsimile or overnight delivery service.

 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in

accordance with this Rule and shall not be a basis for a protest of any contract award.

(d) If the District has pre-qualified providers of construction services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses to Invitations to Bid, Requests for Proposals, Invitations to Negotiate and Competitive Solicitations.

(e) In order to be eligible to submit a bid, proposal, reply or response, a firm or individual must, at the time of receipt of the bids, proposals, reply or response:

1. Hold the required applicable state professional licenses in good standing.

2. Hold all required applicable federal licenses in good standing, if any.

3. Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the bidder is a corporation.

4. Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposal, Invitation to Negotiate or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response, if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply or response.

(f) Bids, proposals, replies and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation. Bids, proposals, replies and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate, or Competitive Solicitation and these Rules. Minor variations in the bids, proposals, replies or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications or supplementations, and as otherwise permitted by Florida law.

(g) The lowest Responsive Bid submitted by a Responsive and Responsible Bidder in response to an Invitation to Bid shall be accepted. In relation to a Request for Proposal, Invitation to Negotiate or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposal, Invitation to Negotiate or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation and revision of bids, proposals, replies and responses.

(h) The Board shall have the right to reject all bids, proposals, replies or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interests of the District. No contractor shall be entitled to recover any costs of bid, proposal, response or reply preparation or submittal from the District.

(i) The Board may require potential contractors to furnish bid bonds, performance bonds and/or other bonds with a responsible surety to be approved by the Board.

(j) Notice of intent to award, including rejection of some or all bids, proposals, replies or responses, shall be provided in writing to all contractors by United States Mail, hand delivery, facsimile or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of construction services under this Rule shall be in accordance with the procedures set forth in Rule 3.9.

(k) If less than three responsive bids, proposals, replies or responses are received, the District may purchase construction services or may reject the bids, proposals, replies or responses for a lack of competitiveness. If no responsive bid, proposal, reply or response is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of construction services, which steps may include a direct purchase of the construction services without further competitive selection processes.

(3) Sole Source; Government. Construction Services that are only available from a single source are exempt from this Rule. Construction Services provided by

governmental agencies are exempt from this Rule. This Rule shall not apply to the purchase of construction services, which may include goods, supplies or materials that are purchased under a federal, state or local government contract that has been competitively procured by such federal, state or local government. A contract for construction services is exempt from this rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.

(4) Emergency Purchases. The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board Meeting.

(5) Exceptions. Rule 3.5 is inapplicable when a) the project is undertaken as repair or maintenance of an existing public facility, b) the funding source of the project will be diminished or lost because the time required to competitively award the project after the funds become available exceeds the time within which the funding source must be spent, c) the District has competitively awarded a project and the contractor has abandoned the project or the District has terminated the contractor, or d) when the District, after public notice, conducts a public meeting under section 286.011 of the Florida Statutes and finds by a majority vote of the Board that it is in the public's best interest to perform the project using its own services, employees and equipment.

II. DESIGN-BUILD CONTRACTS.

(1) Scope.

The District may utilize ~~design/build contracts~~Design-Build Contracts for any public construction project for which the Board determines that use of such contract is in the best interest of the District. When letting a ~~design/build contract~~Design-Build Contract, the District shall use the following procedure:

(2) Procedure.

(a) The District shall utilize a ~~design-criteria-professional~~Design Criteria Professional meeting the requirements of ~~subsection 287.055(2)(K)k~~ of the Florida Statutes when developing a ~~design-criteria-package~~Design Criteria Package, evaluating the ~~responses or bids~~proposals and qualifications submitted by ~~design-build-firms~~Design-Build Firms, and determining compliance of the project construction with the ~~design-criteria-package~~Design Criteria Package. The ~~design-criteria-professional~~Design Criteria Professional may be an employee of the District, ~~may be the District Engineer selected by the District pursuant to section 287.055 of the Florida Statutes~~ or may be retained using Section ~~4.53.1~~, Procedure under Consultants' Competitive Negotiations Act. The Design Criteria

Professional is not eligible to render services under a Design-Build Contract executed pursuant to the Design Criteria Package.

(b) A ~~design criteria package~~Design Criteria Package for the construction project shall be ~~developed~~prepared and sealed by the ~~design criteria professional~~Design Criteria Professional. ~~The package shall include concise, performance-oriented drawings or specifications of the project, and shall include sufficient information to put interested firms on notice of substantially all of the requirements of the project.~~Design Criteria Professional. If the project utilizes existing plans, the ~~design criteria professional~~Design Criteria Professional shall create a ~~design criteria package~~Design Criteria Package by supplementing the plans with project specific requirements, if any. ~~All design criteria packages shall require firms to submit information regarding the qualifications, availability, and past work of the firms, including the partners and members thereof.~~

(c) The Board may either choose to award the Design-Build Contract pursuant to the competitive proposal selection process set forth in subsection 287.055(9) of the Florida Statutes, or pursuant to the qualifications based selection process pursuant to Rule 3.1.

1. Qualifications-Based Selection. If the process set forth in Rule 3.1 is utilized, subsequent to competitive negotiations, a guaranteed maximum price and guaranteed completion date shall be established.

2. Competitive Proposal-Based Selection. If the competitive proposal selection process is utilized, the Board, in consultation with the ~~design criteria professional~~Design Criteria Professional, shall establish the criteria, standards and procedures for the evaluation of ~~design-build proposals~~Design-Build Proposals based on price, technical, and design aspects of the project, weighted for the project.

(d) After a ~~design criteria package~~Design Criteria Package and the standards and procedures for evaluation of proposals have been developed, competitive proposals from qualified firms shall be solicited, pursuant to the design criteria by the following procedure:

1. a. A Request for Proposals shall be advertised at least once in a newspaper of general circulation in the county in which the District is located. The notice shall allow at least ~~seven~~ twenty-one (21) days for submittal of sealed proposals, unless the Board, for good cause, determines a shorter period of time is appropriate. Any project projected to cost

more than \$500,000 must be noticed at least thirty (30) days prior to the date for submittal of proposals.

~~2. The District may maintain qualification information, including: capabilities, adequacy of personnel, past record, experience, whether the firm is a certified minority business enterprise as defined by the Florida Small and Minority Business Assistance Act of 1985, and other factors, on design-build firms. Such firms shall receive a copy of the request for proposals by mail.~~ b. The District may maintain lists of persons interested in receiving notices of Requests for Proposals. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.

~~3. c.~~ c. In order to be eligible to submit a proposal, a firm must, at the time of receipt of the proposals:

- ~~(a)~~ (i) Hold the required applicable state professional license(s) in good standing, as defined by subsection 287.055(2)(h) of the Florida Statutes;
- ~~(b)~~ (ii) Hold all required applicable federal licenses in good standing, if any;
- ~~(c)~~ (iii) Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the ~~bidder~~proposer is a corporation;
- ~~(d)~~ (iv) Meet any special pre-qualification requirements set forth in the ~~design criteria package~~Request for Proposals and Design Criteria Package.

~~_____ Evidence of compliance with these Rules may~~must be submitted with the ~~bid~~proposal if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the proposal.

~~(e) — The board shall select no fewer than three (3) design-build firms as the most qualified, based on the information submitted in the response to the request for proposals, and in consultation with the design criteria professional, shall evaluate their proposals based on the evaluation standards and procedures established prior to the solicitation of requests for proposal.~~

d. The proposals shall be publicly opened. In consultation with the Design Criteria Professional, the Board shall evaluate the proposals received based on evaluation criteria and procedures established prior to the solicitation of proposals, including but not limited to qualifications, availability and past work of the firms and the partners and members thereof. The Board shall then select no fewer than three (3) Design-Build Firms as the most qualified.

~~(f) — The board~~ e. The Board shall have the right to reject all proposals if rejection is determined to be in the best interests of the District. No vendor shall be entitled to recover any costs of proposal preparation or submittal from the District.

f. If less than three proposals are received, the District may purchase design-build services or may reject the proposals for lack of competitiveness. If no proposals are received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of design-build services, which steps may include a direct purchase of the design-build services without further competitive selection processes.

g. Notice of the rankings adopted by the Board, including the rejection of some or all proposals, shall be provided in writing to all consultants by United States Mail, hand delivery, facsimile, or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's rankings under this Rule shall be in accordance with the procedures set forth in Rule 3.9.

h. The Board shall negotiate a contract with the firm ranking the highest based on the evaluation standards, and shall establish a price which the board determines is fair, competitive, and reasonable. Should the ~~board~~Board be

unable to negotiate a satisfactory contract with the firm considered to be the most qualified at a price considered by the board to be fair, competitive, and reasonable, negotiations with that firm must be terminated. The Board shall then undertake negotiations with the second most qualified firm, based on the ranking by the evaluation standards. Failing accord with the second most qualified firm, the ~~board~~Board must terminate negotiations. The ~~board~~Board shall then undertake negotiations with the third firm. Should the ~~board~~Board be unable to negotiate a satisfactory contract with any of the selected firms, the ~~board~~Board shall select additional firms in order of their rankings based on the evaluation standards and continue negotiations until an agreement is reached.

(~~_____~~ g). After the ~~board~~Board contracts with a firm, the firm shall bring to the Board for approval, detailed working drawings of the project.

~~(h) The design criteria professional _____~~ h. The Design Criteria Professional shall evaluate the compliance of the detailed working drawings and project construction with the ~~design criteria package~~Design Criteria Package, and shall provide the Board with a report of the same.

(3) Emergency Purchase. The Board may, in case of public emergency, declare an emergency and immediately proceed with negotiations with the best qualified ~~design-build firm~~Design-Build Firm available at the time. The fact that an emergency purchase has occurred shall be noted in the minutes of the next ~~board~~Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033; 255.0525, 255.20, 287.055, Fla. Stat.

Rule 3.6 Goods, Supplies and Materials.

- (1) Purpose and Scope. All purchases of goods, supplies or materials exceeding the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as adjusted annually pursuant to the methodology adopted by the Florida Department of Management Services, shall be purchased under the terms of this Rule. Contracts for purchases of “goods, supplies and materials” do not include printing, insurance, advertising or legal notices. A contract involving goods, supplies or materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of goods, supplies or materials is within the scope of this Rule, the following procedures shall apply:
- (a) The Board shall cause to be prepared an Invitation to Bid, a Request for Proposals, an Invitation to Negotiate or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate or Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of goods, supplies and materials, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies or responses.
 - (e) In order to be eligible to submit a bid, proposal, reply or response, a firm or individual must, at the time of receipt of the bids, proposals, replies or responses:
 - 1. Hold the required applicable state professional licenses in good standing.

2. Hold all required applicable federal licenses in good standing, if any.
3. Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the vendor is a corporation.
4. Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply or response.

- (f) Bids, proposals, replies and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation. Bids, proposals, replies, and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation, and this Rule. Minor variations in the bids, proposals, replies or responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified after opening. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposals, Invitation to Negotiate or Competitive Solicitation, the Board shall select the Responsive Proposal, Reply or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposal, Invitation to Negotiate or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation and revision of bids, proposals, replies and responses.
- (h) The Board shall have the right to reject all bids, proposals, replies or responses because they exceed the amount of funds budgeted for the

purchase, if there are not enough to be competitive, or if rejection is determined to be in the best interests of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply or response preparation or submittal from the District.

(i) The Board may require bidders and proposers to furnish bid bonds, performance bonds and/or other bonds with a responsible surety to be approved by the Board.

(j) Notice of intent to award, including rejection of some or all bids, proposals, replies or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile or overnight delivery service.. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's purchase of goods, supplies and materials under this Rule shall be in accordance with the procedures set forth in Rule 3.9.

(k) If less than three bids, proposals, replies or responses are received, the District may purchase goods, supplies or materials or may reject the bids, proposals, replies or responses for a lack of competitiveness. If no responsive bid, proposal, reply or response is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of goods, supplies, and materials, which steps may include a direct purchase of the goods, supplies and materials without further competitive selection processes.

(3) Goods, Supplies and Materials included in a Construction Contract Awarded Pursuant to Rule 3.5. There may be occasions where the District has undergone the competitive purchase of construction services which contract may include the provision of goods, supplies or materials. In that instance, the District may approve a change order to the contract and directly purchase the goods, supplies and materials. Such purchase of goods, supplies and materials deducted from a competitively purchased construction contract shall be exempt from this Rule.

(4) Exemption. Goods, supplies and materials that are only available from a single source are exempt from this Rule. Goods, supplies and materials provided by governmental agencies are exempt from this Rule. A contract for goods, supplies or materials is exempt from this rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process. This Rule shall not apply to the purchase of goods, supplies or materials that are purchased under a federal, state or local government contract that has been competitively procured by such federal, state or local government.

(5) Renewal. Contracts for the purchase of goods, supplies and/or materials subject to this Rule 3.6 may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever period is longer.

(6) Emergency Purchases. The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: §§ 190.033, 287.017, Fla. Stat.

Rule 3.7 Maintenance Services.

- (1) Scope. All contracts for maintenance of any District facility or project shall be set under the terms of this Rule if the cost exceeds the amount provided in Section 287.017, Florida Statutes, for CATEGORY FOUR, as adjusted annually pursuant to the methodology adopted by the Florida Department of Management Services. A contract involving goods, supplies and materials plus maintenance services may, in the discretion of the Board, be treated as a contract for maintenance services. However, a purchase shall not be divided solely in order to avoid the threshold bidding requirements.
- (2) Procedure. When a purchase of maintenance services is within the scope of this Rule, the following procedures shall apply:
- (a) The Board shall cause to be prepared an Invitation to Bid, a Request for Proposals, an Invitation to Negotiate or Competitive Solicitation.
 - (b) Notice of the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation shall be advertised at least once in a newspaper of general circulation within the District and within the county in which the District is located. The notice shall also include the amount of the bid bond, if one is required. The notice shall allow at least seven (7) days for submittal of bids, proposals, replies or responses.
 - (c) The District may maintain lists of persons interested in receiving notices of Invitations to Bid, Requests for Proposals, Invitations to Negotiate and Competitive Solicitations. The District shall make a good faith effort to provide written notice, by electronic mail, United States Mail, hand delivery or facsimile, to persons who provide their name and address to the District Manager for inclusion on the list. However, failure of a person to receive the notice shall not invalidate any contract awarded in accordance with this Rule and shall not be a basis for a protest of any contract award.
 - (d) If the District has pre-qualified suppliers of maintenance services, then, at the option of the District, only those persons who have been pre-qualified will be eligible to submit bids, proposals, replies and responses.
 - (e) In order to be eligible to submit a bid, proposal, reply or response, a firm or individual must, at the time of receipt of the bids, proposals, replies or responses:
 - 1. Hold the required applicable state professional licenses in good standing.
 - 2. Hold all required applicable federal licenses in good standing, if any.

3. Hold a current and active Florida corporate charter or be authorized to do business in Florida in accordance with Chapter 607, Florida Statutes, if the vendor is a corporation.
4. Meet any special pre-qualification requirements set forth in the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation.

Evidence of compliance with these Rules must be submitted with the bid, proposal, reply or response if required by the District. Failure to submit evidence of compliance when required may be grounds for rejection of the bid, proposal, reply or response.

- (f) Bids, proposals, replies and responses shall be publicly opened at the time and place noted on the Invitation to Bid, Request for Proposals, Invitation to Negotiate or Competitive Solicitation. Bids, proposals, replies and responses shall be evaluated in accordance with the respective Invitation to Bid, Request for Proposal, Invitation to Negotiate or Competitive Solicitation, and these Rules. Minor variations in the bids, proposals, replies and responses may be waived by the Board. A variation is minor if waiver of the variation does not create a competitive advantage or disadvantage of a material nature. Mistakes in arithmetic extension of pricing may be corrected by the Board. Bids and proposals may not be modified after opening. Bids and proposals may not be modified or supplemented after opening; provided however, additional information may be requested and/or provided to evidence compliance, make non-material modifications, clarifications or supplementations, and as otherwise permitted by Florida law.
- (g) The lowest Responsive Bid submitted in response to an Invitation to Bid by a Responsive and Responsible Bidder shall be accepted. In relation to a Request for Proposal, Invitation to Negotiate or Competitive Solicitation the Board shall select the Responsive Proposal, Reply or Response submitted by a Responsive and Responsible Vendor which is most advantageous to the District. To assure full understanding of the responsiveness to the solicitation requirements contained in a Request for Proposals, Invitation to Negotiate or Competitive Solicitation, discussions may be conducted with qualified vendors. Vendors shall be accorded fair treatment prior to the submittal date with respect to any opportunity for discussion, preparation and revision of bids, proposals, replies or responses.
- (h) The Board shall have the right to reject all bids, proposals, replies or responses because they exceed the amount of funds budgeted for the purchase, if there are not enough to be competitive or if rejection is

determined to be in the best interests of the District. No Vendor shall be entitled to recover any costs of bid, proposal, reply or response preparation or submittal from the District.

(i) The Board may require bidders and proposers to furnish bid bonds, performance bonds and/or other bonds with a responsible surety to be approved by the Board.

(j) Notice of intent to award, including rejection of some or all bids, proposals, replies or responses shall be provided in writing to all vendors by United States Mail, hand delivery, facsimile or overnight delivery service. The notice shall include the following statement: "Failure to file a protest within the time prescribed in Rule 3.9 of the Rules of the District shall constitute a waiver of proceedings under those Rules," or wording to that effect. Protests of the District's procurement of maintenance services under this Rule shall be in accordance with the procedures set forth in Rule 3.9.

(k) If less than three responsive bids, proposals, replies or responses are received, the District may purchase the maintenance services or may reject the bids, proposals, replies or responses for a lack of competitiveness. If no responsive bid, proposal, reply or response is received, the District may take whatever steps reasonably necessary in order to proceed with the procurement of maintenance services, which steps may include a direct purchase of the maintenance services without further competitive selection processes.

(3) Exemptions. Maintenance Services that are only available from a single source are exempt from this Rule. Maintenance Services provided by governmental agencies are exempt from this Rule. A contract for maintenance services is exempt from this rule if state or federal law prescribes with whom the District must contract or if the rate of payment is established during the appropriation process.

(4) Renewal. Contracts for the purchase of maintenance services subject to this Rule 3.7 may be renewed for a period that may not exceed three (3) years or the term of the original contract, whichever period is longer.

(5) Emergency Purchases. The District may make an emergency purchase without complying with these rules. The fact that an emergency purchase has occurred or is necessary shall be noted in the minutes of the next Board meeting.

Specific Authority: §§ 190.011(5), 190.011(15), 190.033, Fla. Stat.

Law Implemented: §§ 190.033, 287.017, Fla. Stat.

Rule 3.8 Contractual Services.

Pursuant to section 190.033(3) of the Florida Statutes, Contractual Services shall not be subject to competitive purchasing requirements. If an agreement is predominantly for Contractual Services, but also includes maintenance services or the purchase of goods and services, the contract shall not be subject to competitive purchasing requirements. Regardless of whether an advertisement or solicitation for Contractual Services is identified as an Invitation to Bid, a Request for Proposal, an Invitation to Negotiate or a Competitive Solicitation, no rights or remedies under these Rules, including but not limited to protest rights, are conferred on persons, firms or vendors proposing to provide Contractual Services to the District.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.
Law Implemented: §§ 190.011(3), 190.033, Fla. Stat.

Rule 3.9 Protests With Respect To Proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, and 3.7.

The resolution of any protests with respect to proceedings under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, and 3.7 shall be in accordance with this Rule 3.9.

(1) Filing.

(a) With respect to a protest regarding qualifications, specifications, documentation or other requirements contained in a Request for Qualifications, Request for Proposal, Invitation to Bid or Competitive Solicitation issued by the District, the notice of protest shall be filed in writing within seventy-two (72) calendar hours (excluding Saturdays, Sundays and state holidays) after the first advertisement of the Request for Qualifications, Request for Proposal, Invitation to Bid or Competitive Solicitation. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's intended decision. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

(b) Except for those situations covered by subsection (1)(a) above, any firm or person who is affected adversely by a District's ranking or intended award under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, or 3.7 and desires to contest the District's ranking or intended award, shall file with the District a written notice of protest within seventy-two (72) calendar hours (excluding Saturdays, Sundays and state holidays) after receipt of the notice of the District's ranking or intended award. A formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within seven (7) calendar days (including Saturdays, Sundays and state holidays) after the initial notice of protest was filed. For purposes of this Rule, wherever applicable, filing will be perfected and deemed to have occurred upon receipt by the District. Failure to file a notice of protest shall constitute a waiver of all rights to protest the District's ranking or intended award. Failure to file a formal written protest shall constitute an abandonment of the protest proceedings and shall automatically terminate the protest proceedings.

(c) If disclosed in the District's competitive solicitation documents for a particular purchase under Rules 3.1, 3.2, 3.3, 3.4, 3.5, 3.6, or 3.7, the Board may require any person who files a notice of protest to post a

protest bond in the amount equal to 1% of the anticipated contract amount that is the subject of the protest. In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor.

(d) The District does not accept documents filed by electronic mail or facsimile transmission. Filings are only accepted during normal business hours.

(2) Contract Execution. Upon receipt of a notice of protest which has been timely filed, the District shall not execute the contract under protest until the subject of the protest is resolved. However, if the District sets forth in writing particular facts and circumstances showing the delay incident to protest proceedings will jeopardize the funding for the project, will materially increase the cost of the project, or will create an immediate and serious danger to the public health, safety, or welfare, the contract may be signed.

(3) Informal Proceeding. If the Board determines a protest does not involve a disputed issue of material fact, the Board may (but is not obligated to) schedule an informal proceeding to consider the protest. Such informal proceeding shall be at a time and place determined by the Board. Notice of such proceeding shall be sent via facsimile, United States Mail, or hand delivery to the protestor and any substantially affected persons or parties not less than three (3) calendar days prior to such informal proceeding. Within thirty (30) calendar days following the informal proceeding, the Board shall issue a written decision setting forth the factual, legal and policy grounds for its decision.

(4) Formal Proceeding. If the Board determines a protest involves disputed issues of material fact or if the Board elects not to use the informal proceeding process provided above (if available), the District shall schedule a formal hearing to resolve the protest. The Chairperson shall designate any member of the Board (including the Chairperson), District Manager, District Counsel, or other person as a hearing officer to conduct the hearing. The hearing officer may:

- a. Administer oaths and affirmations;
- b. Rule upon offers of proof and receive relevant evidence;
- c. Regulate the course of the hearing, including any pre-hearing matters;
- d. Enter orders; and
- e. Make or receive offers of settlement, stipulation, and adjustment.

The hearing officer shall, within thirty (30) days after the hearing or receipt of the hearing transcript, whichever is later, file a recommended order which shall include a caption, time and place of hearing, appearances entered at the hearing, statement of the issues, findings of fact and conclusions of law, separately stated, and a recommendation for final District action. The District shall allow each party fifteen (15) days in which to submit written exceptions to the recommended order. The District shall issue a final order within sixty (60) days after the filing of the recommended order.

(5) Intervenors. Other substantially affected persons may join the proceedings as intervenors on appropriate terms which shall not unduly delay the proceedings.

(6) Rejection of all Qualifications, Bids, Proposals, Replies and Responses after Receipt of Notice of Protest. If the Board determines there was a violation of law, defect or an irregularity in the competitive solicitation process, or if the Board determines it is otherwise in the District's best interest, the Board may reject all qualifications, bids, proposals, replies and responses and start the competitive solicitation process anew. If the Board decides to reject all qualifications, bids, proposals, replies and responses and start the competitive solicitation process anew, any pending protests shall automatically terminate.

(7) Settlement. Nothing herein shall preclude the settlement of any protest under this rule at any time.

Specific Authority: §§ 190.011(5), 190.011(15), Fla. Stat.

Law Implemented: § 190.033, Fla. Stat.

