



Citywide Wetlands/Mitigation Maintenance & Management Service

Invitation for Bids # PSPW-18-10

General Information		
Project Cost Estimate	Not Applicable	Not Applicable
Project Timeline	This contract shall be for an initial two year period with two additional two-year renewal terms.	See Section 1.4
Evaluation of Proposals	Staff	See Section 1.6
Non Mandatory Pre-Bid Meeting	10:00 a.m. on October 2, 2018 at the Public Services Building Large Conference Room, 8300 S. Palm Drive, Pembroke Pines, FL 33025	See Section 1.7
Question Due Date	October 8, 2018	See Section 1.7
Proposals will be accepted until	2:00 p.m. on October 23, 2018	See Section 1.7
5% Proposal Security / Bid Bond	Required in the event that the proposal exceeds \$200,000	See Section 4.1
100% Payment and Performance Bonds	Required in the event that the proposal exceeds \$200,000	See Section 4.2

THE CITY OF PEMBROKE PINES
PURCHASING DIVISION
8300 SOUTH PALM DRIVE
PEMBROKE PINES, FLORIDA 33025
(954) 518-9020



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ATTACHMENTS



Attachment A: Contact Information Form

Attachment B: Vendor Information Form and a W-9

Attachment C: Non-Collusive Affidavit

Attachment D: Sworn Statement on Public Entity Crimes Form

Attachment E: Local Vendor Preference Certification

Attachment F: Veteran Owned Small Business Preference Certification

Attachment G: Equal Benefits Certification Form

Attachment H: Vendor Drug-Free Workplace Certification Form

Attachment I: Vendor Certification Regarding Scrutinized Companies List

Attachment J: Proposer's Completed Qualification Statement

Attachment K: Sample Insurance Certificate

Attachment L: Specimen Contract - **Contractual Services Agreement**

Attachment M: References Form

Attachment N: Drawing / Maps



SECTION 1 - INSTRUCTIONS

1.1 NOTICE

Notice is hereby given that the City Commission of the City of Pembroke Pines is seeking sealed proposals for:

IFB # PSPW-18-10

Citywide Wetlands/Mitigation Maintenance & Management Service

Solicitations may be obtained from the City of Pembroke Pines website at <http://www.ppines.com/index.aspx?NID=667> and on the www.BidSync.com website.

If you have any problems downloading the solicitation, please contact the BidSync Support line at 1-800-990-9339.

If additional information help is needed with downloading the solicitation package please contact the Purchasing Office at (954) 518-9020 or by email at purchasing@ppines.com. The Purchasing Office hours are between 7:00 a.m. - 6:00 p.m. on Monday through Thursday and is located at 8300 South Palm Drive, Pembroke Pines, Florida 33025.

The City requires all questions relating to the solicitation be entered through the "Ask a Question" option tab available on the BidSync website. Responses to the questions will be provided online at www.bidsync.com. Such request must be received by the "Question Due Date" stated in the solicitation. The issuance of a response via BidSync is considered an Addendum and shall be the only official method whereby such an interpretation or clarification will be made.

Proposals will be accepted until 2:00 p.m., Tuesday, October 23, 2018. Proposals must be submitted electronically at www.BidSync.com. The sealed electronic proposals will be publicly opened at 2:30 p.m. by the City Clerk's Office, in the City Hall Administration Building, 4th Floor Conference Room located at 601 City Center Way, Pembroke Pines, Florida, 33025.

1.2 PURPOSE

The City of Pembroke Pines is seeking proposals from qualified firms, hereinafter referred to as the Contractor, to provide Upland and Wetland Maintenance and Management Services (Reporting), in accordance with the terms, conditions, and specifications contained in this solicitation.

The City of Pembroke Pines currently holds a series of Wetlands throughout its extent limits that requires maintenance and reporting in perpetuity. The City is interested in obtaining a single source Contractor that would provide maintenance (treatment and/or removal of invasive exotic/nuisance species), and reporting (field reports and mitigation monitoring reports).



1.3 SCOPE OF WORK

1.3.1 MAINTENANCE:

Contractor shall provide site management, supervision, labor, equipment, materials, and incidentals necessary for the maintenance and herbicidal treatment of each Wetland/Upland and Mitigation site (conservation areas).

Contractor shall maintain all conservation areas free from Category 1 and Category II exotic and nuisance vegetation, as defined by the Florida Exotic Pest Plant Council (FLEPPC). Maintenance shall include all none-native and ornamental plants and shrubs. Exotic, nuisance, and none native ornamental vegetation will be cut and/or treated in place with an EPA certified herbicide so as to preserve desirable native vegetation.

Contractor shall also insure that conservation areas, including buffers, maintain the species and coverage of native desirable vegetation, as specified in the applicable permit. Coverage (growth) of exotic and nuisance plant species shall not exceed 5% of total cover between maintenance activities. In addition, the Contractor shall manage the conservation areas such that exotic/nuisance plant species do not dominate any one section of those areas.

Conservation areas shall contain an 80% survival of planted vegetation, and 80% coverage of desirable obligate and facultative wetland species. If native wetland, transitional, and upland species do not achieve 80% coverage, native species shall be planted in accordance with the maintenance program.

Contractor shall provide routine maintenance of all components of the storm water management system to remove trapped sediments and debris. Removed materials shall be disposed of in a landfill or other uplands in a manner that does not require a permit under Chapter 62-330, F.A.C., or cause violations of state water quality standards.

1.3.2 MANAGEMENT:

Contractor shall provide an initial report, per conservation area, to the City for review prior to commencement of any maintenance and/or treatment. Contractor shall review the existing permits for each conservation area so to assess the conditions in accordance to the monitoring requirements of the permit. The report shall describe species present and percent coverage of each species represented, including exotic species. The report shall also include an inventory of the current existing plant species for comparison analysis to the recruited plant species. The report shall also include any observations of wildlife on-site.

Photographs shall be taken from established photo stations to visually document site conditions, before and after completion of the first maintenance and treatment. Report shall include comments on the current plant species conditions, and survival and overall growth of the recruited plant species.



Contractor will be notified to commence work (maintenance/treatment) on each conservation area, as the City completes its review of each report accordingly. Contractor will then provide a bi-annual review/report for each conservation area; time zero to be established on a later date. Foxcroft Mitigation Site is excluded from the requirements noted within this paragraph.

Contractor shall then provide a field report denoting the details of the work performed at the completion of each maintenance/treatment, per conservation area. Reports shall contain the following:

- a. Cover:
 - 1. Denote conservation area name, report number, date, permit and/or license number.
- b. Table of Contents:
 - 1. Project overview
 - 2. Requirements
 - 3. Data collection methods
 - 4. Incidental wildlife observations
 - 5. Hydrology
 - 6. Conclusions
- c. Appendices:
 - 1. Location map and monitoring plan
 - 2. Data tables (quadrant data and mean percent coverage, tree quantities and survivorship rates)
 - 3. Field photographs

1.3.3 FOXCROFT MITIGATION SITE:

The City recently completed planting on the Foxcroft Mitigation Site where maintenance and monitoring is being conducted in accordance to Broward County Environmental Protection and Growth Management Department (BCEPD) License No. DF14-1131, and the South Florida Water Management District (SFWMD) ERP No. 06-06218-P.

Contractor shall provide maintenance and monitoring in accordance to the requirements set forth on the aforementioned BCEPD and SFWMD permits. The City expects the number of outstanding reports, by the time of this bid and subsequent award, to equal Fifteen (15). Any difference in the number of outstanding reports will be addressed via an addition or deduction to the Bid amount prior to award. Report format and content shall follow the described under Section 1.3.2 above.



1.3.4 WETLANDS/UPLANDS AND MITIGATION SITE LIST:

Trust-Owned Conservation Areas:

Site 2 – Chapel Trail Florida Wetlands Bank

Site 3 – Forman Parcel

Site 4 – Sheridan Street Commerce Center Parcel A

Site 6 – Pines Lakes Water Management Assoc. (City Center)

City-Owned Conservation Areas:

Site 1 – Academic Village

Site 2 – Alhambra - Pembroke Springs

Site 5 – Foxcroft

Site 6 – FPL Easement

Site 11 – Senior Center

Site 12 – SW Pines Nature Park

1.4 PROJECT TIMELINE

This contract shall be for an initial two year per with two additional two-year renewal terms.

1.5 PROPOSAL REQUIREMENTS

The following documents will need to be completed, scanned and submitted through www.bidsync.com as part of the bidder's submittal. The proposer interested in responding to this solicitation must provide the information requested below. Submittals that do not respond completely to all requirements specified herein may be considered non-responsive and eliminated from the process.

1.5.1 Attachment A: Contact Information Form

- a. Attached is contact information form (Attachment A) where the vendor will enter their contact information and complete the proposal checklist. The Contact information form shall be electronically signed by the contact person authorized to represent the contractor. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal.
- b. The vendor must provide their pricing through the designated lines items listed on the BidSync website.
- c. Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.



- d. The contact information form should contain an electronic signature of the authorized representative of the Proposer along with the address and telephone number for communications regarding the Proposal.
- e. Proposals by corporations should be executed in the corporate name by the President or other corporate officer accompanied by evidence of authority to sign. The corporate address and state of incorporation must also be shown.
- f. Proposals by partnerships should be executed in the partnership name and signed by a partner whose title and the official address of the partnership must be shown.

1.5.2 Attachment B: Vendor Information Form and a W-9

- a. In addition to the Vendor Information Form, please ensure that you provide the completed W-9 (Rev. November 2017), as previously dated versions of this form will delay the processing of any payments to the awarded vendor.

1.5.3 Attachment C: Non-Collusive Affidavit

1.5.4 Attachment D: Sworn Statement on Public Entity Crimes Form

1.5.5 Attachment E: Local Vendor Preference Certification

- a. If claiming Local Pembroke Pines Vendor Preference, business must attach a current business tax receipt from the City of Pembroke Pines
- b. If claiming Local Broward County Vendor Preference, business must attach a current business tax receipt from Broward County or the city within Broward County where the business resides.
- c. The Local Vendor Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Local Vendor Preference based on their sub-contractors' qualifications.

1.5.6 Attachment F: Veteran Owned Small Business Preference Certification

- a. If claiming Veteran Owned Small Business Preference Certification, business must attach the "Determination Letter" from the United States Department of Veteran Affairs Center for Verification and Evaluation notifying the business that they have been approved as a Veteran Owned Small Business (VOSB).
- b. The Veteran Owned Small Business Preference Certification form must be completed by/for the proposer; the proposer **WILL NOT** qualify for Veteran Owned Small Business Preference based on their sub-contractors' qualifications.



1.5.7 Attachment G: Equal Benefits Certification Form

1.5.8 Attachment H: Vendor Drug-Free Workplace Certification Form

1.5.9 Attachment I: Vendor Certification Regarding Scrutinized Companies List

1.5.9 Attachment J: Proposer's Completed Qualification Statement

1.5.10 Attachment M: References Form

- a. Complete **Attachment M: References Form**, preferably where the team was the same. References should be from the last five years and should be capable of explaining and confirming your firm's capacity to successfully complete the scope of work outlined herein. As part of the proposal evaluation process, the City may conduct an investigation of references, including a record check or consumer affairs complaints. Proposers' submission of a proposal constitutes acknowledgment of the process and consent to investigate. The City is the sole judge in determining Proposers qualifications.

1.5.11 Proposal Security (Bid Bond Form or Cashier's Check)

- a. Each Proposal must be accompanied by a certified or cashier's check or by a Bid Bond made payable to the City of Pembroke Pines on an approved form, duly executed by the Proposer as principal and having as surety thereon a surety company acceptable to CITY and authorized to write such Bond under the laws of the State of Florida, in an amount not less than five percent (5%) of the amount of the base Proposal price.
- b. Contingency is not to be counted in the total amount the proposal security is based on.
- c. Proposers must submit a scanned copy of their bid security (bid bond form or cashier's check) with their bid submittal through BidSync.
- d. Proposers must also submit their original bid security (bid bond form or cashier's check) at time of the bid due date, or they may be deemed as non-responsive.
- e. The original Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked "**BID SECURITY - IFB # PSPW-18-10 Citywide Wetlands/Mitigation Maintenance & Management Service**" and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.



1.6 EVALUATION OF PROPOSALS & PROCESS OF SELECTION

- A. Staff will evaluate all responsive proposals received from proposers who meet or exceed the bid requirements contained in the solicitation. Evaluations shall be based upon the information contained in the proposals as submitted.
- B. Staff will make a recommendation to the City Commission for award of contract.

1.7 TENTATIVE SCHEDULE OF EVENTS

Event	Time &/or Date
Issuance of Solicitation (Posting Date)	September 25, 2018
Non-Mandatory Pre-Bid Meeting	10:00 a.m. on October 2, 2018
Question Due Date	October 8, 2018
Anticipated Date of Issuance for the Addenda with Questions and Answers	October 11, 2018
Proposals will be accepted until	2:00 p.m. on October 23, 2018
Proposals will be opened at	2:30 p.m. on October 23, 2018
Evaluation of Proposals by Staff	TBD
Recommendation of Contractor to City Commission award	TBD

1.7.1 NON-MANDATORY PRE-BID MEETING / SITE VISIT

There will be a non-mandatory scheduled pre-bid meeting on **October 2, 2018 at 10:00 a.m.** Meeting location will be at the Public Services Building, Large Conference Room, located at 8300 S. Palm Drive, Pembroke Pines, FL 33025.

1.8 SUBMISSION REQUIREMENTS

Bids/proposals **must be submitted electronically** at www.bidsync.com on or before **2:00 p.m. on October 23, 2018**.

Please note vendors should be registered on BidSync under the name of the organization that they are operating as and it should match the organization name on the documents that they are submitting and utilizing when responding to the solicitation.

The vendor must provide their pricing through the designated lines items listed on the BidSync website. In addition, the vendor must complete any webforms on the BidSync website and provide any additional information requested throughout this solicitation. Any additional information requested in the solicitation should be scanned and uploaded. **Unless otherwise specified, the City requests for vendors to upload their documents as one (1) PDF document in the order that is outline in the bid package.**



The City recommends for proposers to submit their proposals as soon as they are ready to do so. Please allow ample time to submit your proposals on the BidSync website. Proposals may be modified or withdrawn prior to the deadline for submitting Proposals. BidSync Support is happy to help you with submitting your proposal and to ensure that you are submitting your proposals correctly, but we ask that you contact their support line at 1-800-990-9339 with ample time before the bid closing date and time.

PLEASE DO NOT SUBMIT ANY PROPOSALS VIA MAIL, E-MAIL OR FAX.

However, please note that any required Bid Bond or Cashier's Check should be in a sealed envelope, plainly marked **“BID SECURITY - IFB # PSPW-18-10 Citywide Wetlands/Mitigation Maintenance & Management Service”** and sent to the City of Pembroke Pines, City Clerk's Office, 4th Floor, 601 City Center Way, Pembroke Pines, Florida, 33025.



CONTACT INFORMATION FORM

IN ACCORDANCE WITH “IFB # PSPW-18-10” titled “Citywide Wetlands/Mitigation Maintenance & Management Service” attached hereto as a part hereof, the undersigned submits the following:

A) Contact Information

The Contact information form shall be electronically signed by one duly authorized to do so, and in case signed by a deputy or subordinate, the principal's properly written authority to such deputy or subordinate must accompany the proposal. This form must be completed and submitted through www.bidsync.com as part of the bidder's submittal. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

COMPANY INFORMATION:

COMPANY: _____

STREET ADDRESS: _____

CITY, STATE & ZIP CODE: _____

PRIMARY CONTACT FOR THE PROJECT:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

AUTHORIZED APPROVER:

NAME: _____ TITLE: _____

E-MAIL: _____

TELEPHONE: _____ FAX: _____

SIGNATURE: _____

B) Proposal Checklist

Are all materials, freight, labor and warranties included?

Yes_____

**C) Sample Proposal Form**

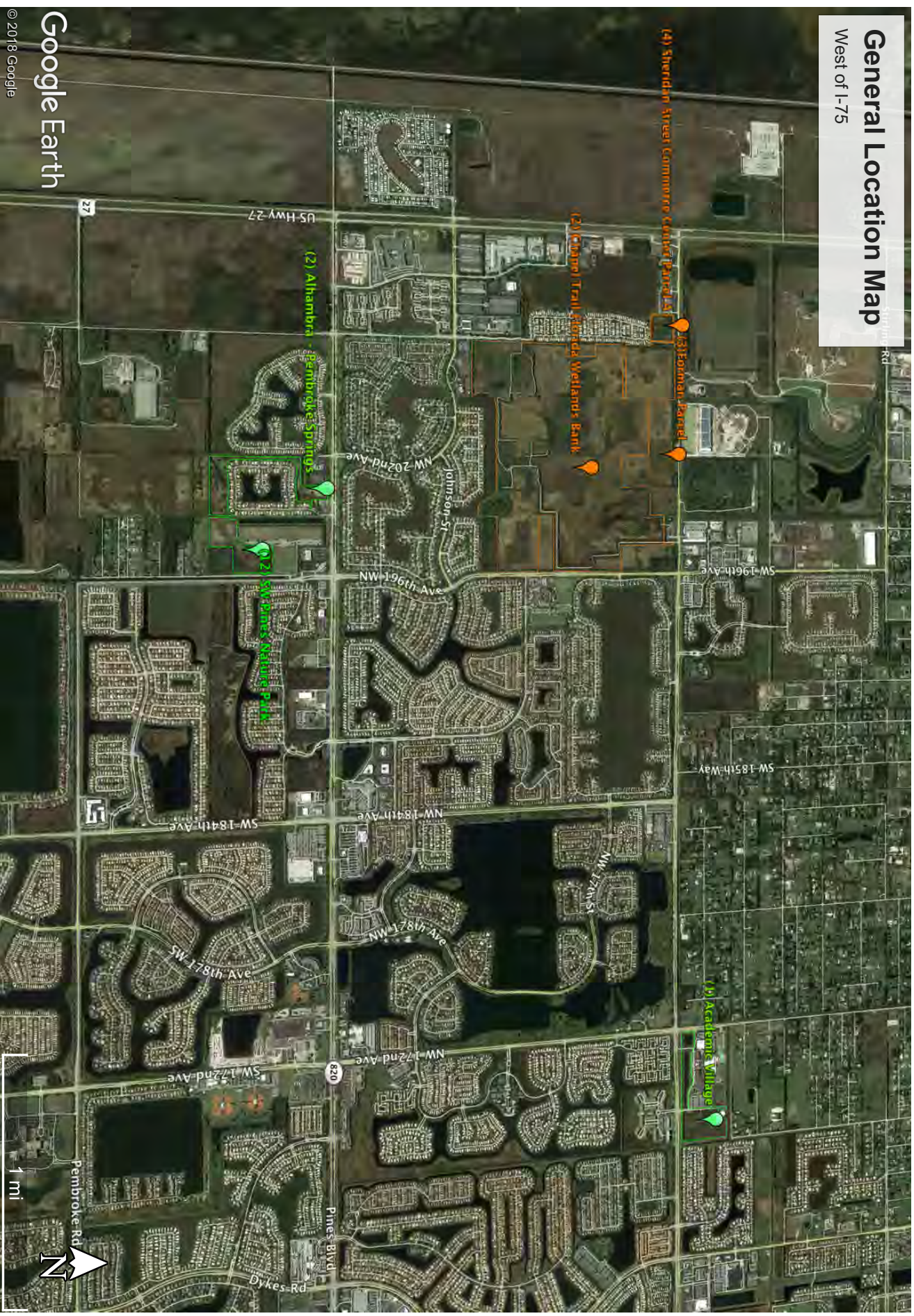
The following sample price proposal is for information only. The vendor must provide their pricing through the designated lines items listed on the BidSync website.

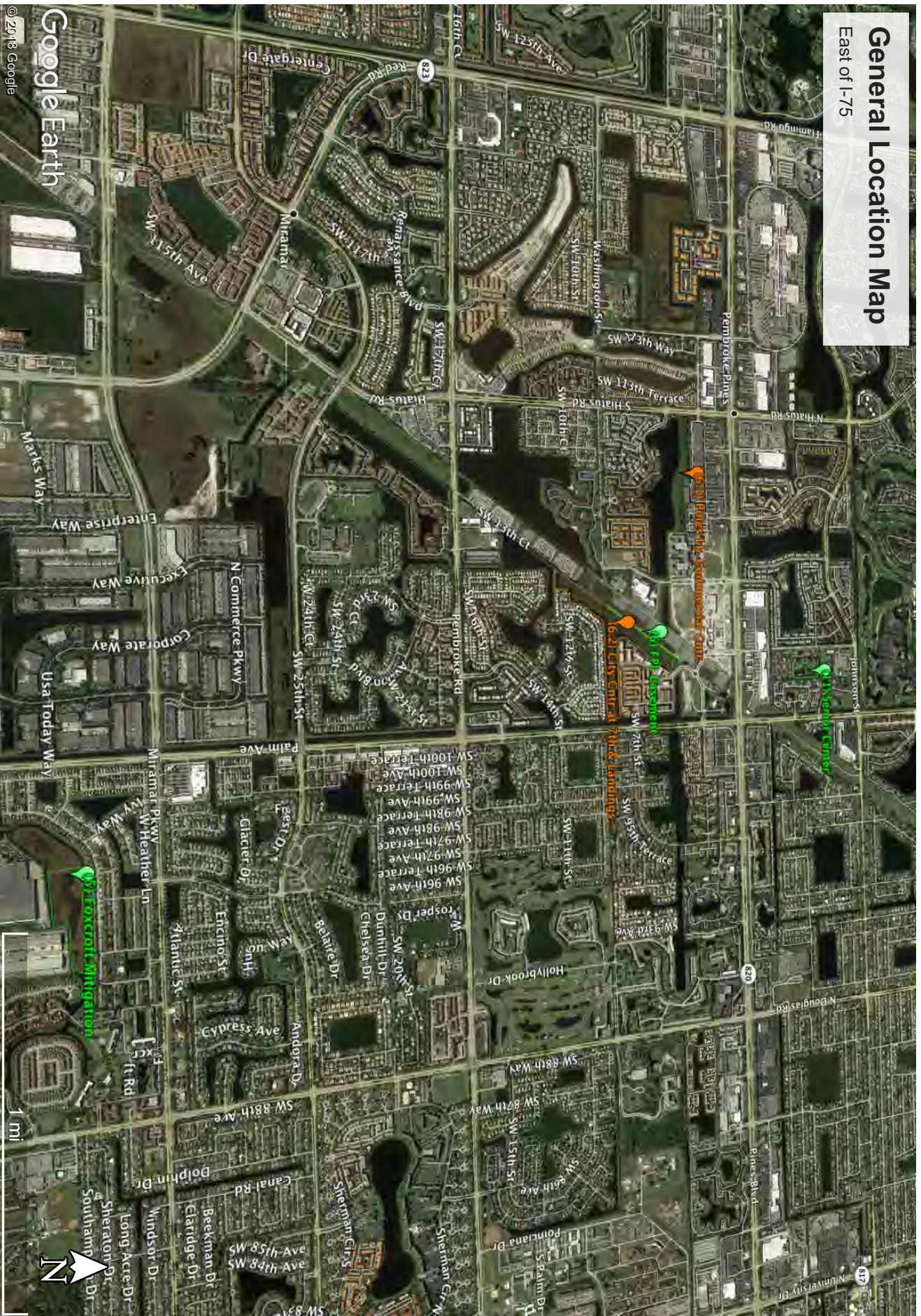
Trust-Owned Conservation Areas:	Initial Compliance		Bi-Annual Maintenance & Management	Quarterly Maintenance & Management
	Eradication	Required Plantings		
Site 2 – Chapel Trail Florida Wetlands Bank	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
Site 3 – Forman Parcel	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
Site 4 – Sheridan Street Commerce Center Parcel A	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
Site 6 – Pines Lakes Water Management Assoc. (City Center)	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync

City-Owned Conservation Areas:

Site 1 – Academic Village	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
Site 2 – Alhambra - Pembroke Springs	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
Site 5 – Foxcroft			Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
Site 6 – FPL Easement	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
Site 11 – Senior Center	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync
Site 12 – SW Pines Nature Park	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync	Price to be Submitted Via BidSync

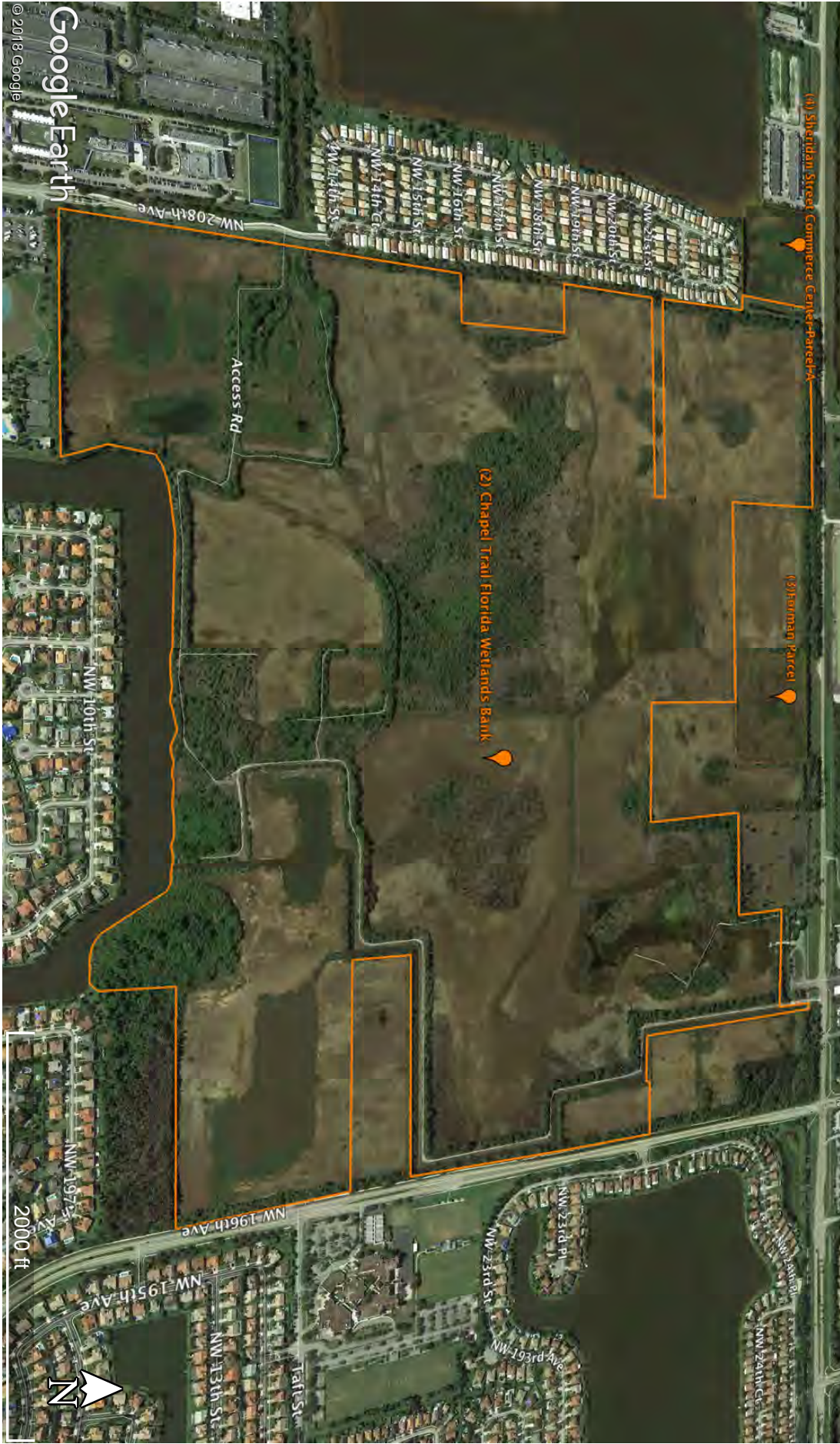
General Location Map
West of I-75





Conservation Easement												
Description		Folio No.	Location		Acres (List)	Acres (Records)	Acres (Maint.)	Application No. (SFWMD)	Permit No. (SFWMD)	County Lic #		
Trust-Owned Wetlands												
2	Chapel Trail Florida Wetlands Bank	5139 11 13 -----	Broward S11/T51/R39		459.00	345.00		931108-3	06-00001-F	ACOE Permit # 199300370 IP-RP	DF94-1087, DF01-1076	Joint - recorded
	Chapel Trail Florida Wetlands Bank	5139 11 03 0033	Broward S11/T51/R39			344.46		941013-8	06-00001-M			
3	Forman Parcel	5139 11 03 0051 5139 11 03 0041	Broward S11/T51/R39		8.50	8.50		050309-19	06-04617-P		DF06-1082	Joint - recorded
4	Sheridan Street Commerce Center Parcel A	5139 10 04 0010	Broward S10, 11/T51/R39		9.90	9.38		060501-15	06-04775-P	SFWMD Permit # 06501-18	DF06-1099	Joint - recorded
6	Pines Lakes Water Management Assoc. (City Center)	5141 18 01 0080	Broward S18/T51/R41			133.80	9.77	070315-27 040514-6 011109-5 010427-12 980625-21 950630-9 091231-15	06-02255-S	USACOE Permit No.: SAU-1995-4286 (MOD-LAO). Land Trust Agreement No. 56-02-137-6900246	DF04-1109, DF05-1109, DF06-1082	

2) Chapel Trail Florida Wetlands Bank
SFWMD Applicatin No.: 931108-3 & 941013-8
SFWMD Permit No.: 06-00001-F & 06-00001-M
ACOE Permit No.: 199300370 IP-RP
County Lic. No.: DF94-1087, DF01-1076



3) Forman Parcel

SFWMD Application No.: 050309-19
SFWMD Permit No.: 06-046-17-P
County Lic. No.: DF06-1082



Google Earth

© 2018 Google

900 ft

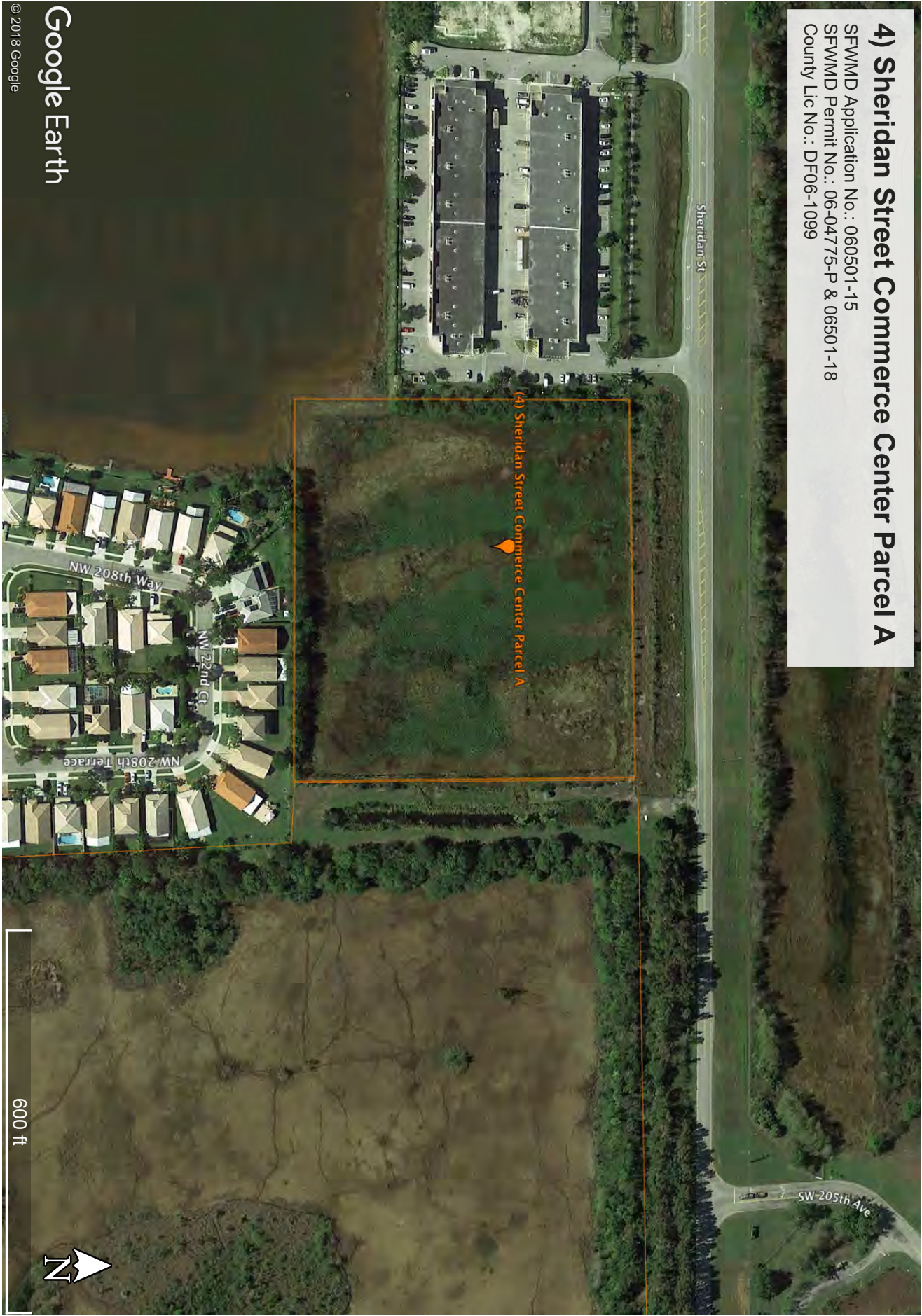


4) Sheridan Street Commerce Center Parcel A

SFWMD Application No.: 060501-15

SFWMD Permit No.: 06-04775-P & 06501-18

County Lic No.: DF06-1099



6.2 - City Center at 7th & Landings

6) Pines Lakes Water Management Assoc. (City Center)

6.1 - Pines Lake Commercial Center

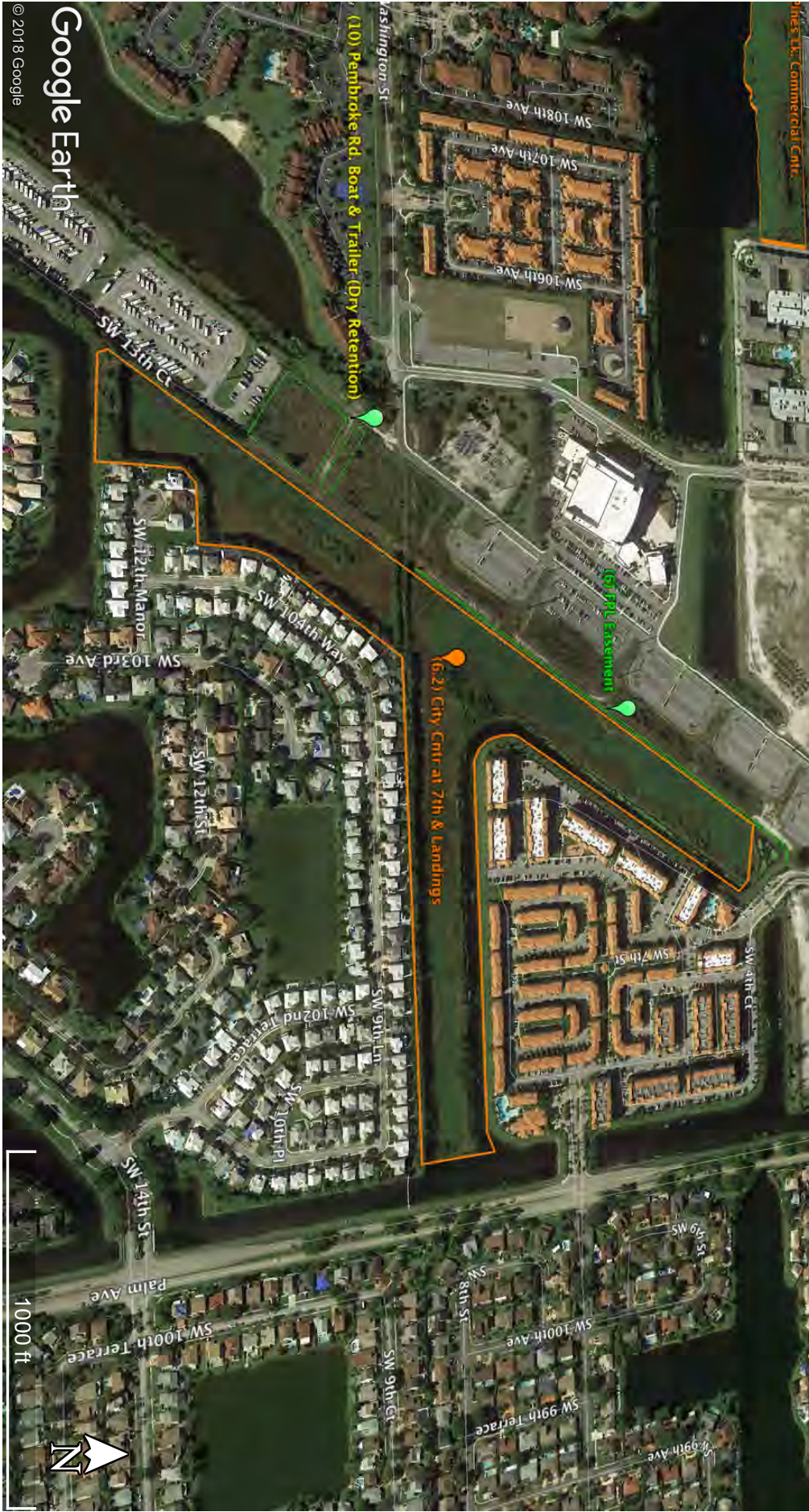
SFWMD Application No.: 070315-27, 040514-6, 011109-5, 010427-12, 980625-21, 950630-9, 091231-15
SFWMD Permit No.: 06-02255-S
County Lic No.: DF04-1109, DF05-1109, DF06-1082
USACOE Permit No.: SAJ-1995-4286 (MOD-LAO)
Land Trust Agreement No. 56-02-137-6900246



6) Pines Lakes Water Management Assoc. (City Center)

6.2 - City Center at 7th & Landings

SFWMD Application No.: 070315-27, 040514-6, 011109-5, 010427-12, 980625-21, 950630-9, 091231-15.
SFWMD Permit No.: 06-022255-S
County Lic No.: DF04-1109, DF05-1109, DF06-1082
USACOE Permit No.: SAJ-1995-4286 (MOD-LAO)
Land Trust Agreement No. 56-02-137-6900246



Description		Folio No.	Location	Acres (List)	Acres (Records)	Acres (Maint.)	Application No. (SFWMD)	Permit No. (SFWMD)	Notes	County Lic #	Conservation Easement
City-Owned Wetlands											
1	Academic Village	5140 05 28 0010	Broward S5/T51S/R40E	17.00	72.51	27.00	981009-18	06-01400-S-09/10	FCT Project No. 99-036-P9A	DF98-1180	Joint - Recorded
2	Alhambra - Pembroke Springs	5139 14 10 1410	Broward S14/T51S/R39E	20.00	24.89	24.90	940401-9	06-02137-S		DF95-1093, DF04-1169	? Previous lic ?
5	Foxcroft	5141 29 15 0031	Broward S29/T51S/R41E	12.50	12.50	12.50	170622-3	06-06218-P		DF10-1036 & DF14-1131	Joint - Recorded
6	FPL Easement	5141 19 04 0070 5141 18 28 0010	Broward S18 & 19/T51S/R41E	8.00	8.58	0.37	140718-2	06-06270-P-03		DF87-1052, DF92-1023, DF97-1087, DF01-1076, DF14-1131	Joint - Recorded under DF14-1131
11	Senior Center	5141 18 21 0010	NW 3 St. & NW 103 Ave.	6.00			920728-4 000328-9 04068-H	06-01820-S 06-01820-S 06-00966-S			
12	SW Pines Nature Park	5139 14 00 0040	196th & Pine Blvd	25.00			030630-4	06-04465-P	ACOE Permit # SA1-2003-6835 (IP-LAO)	DF03-1156	Joint - Recorded

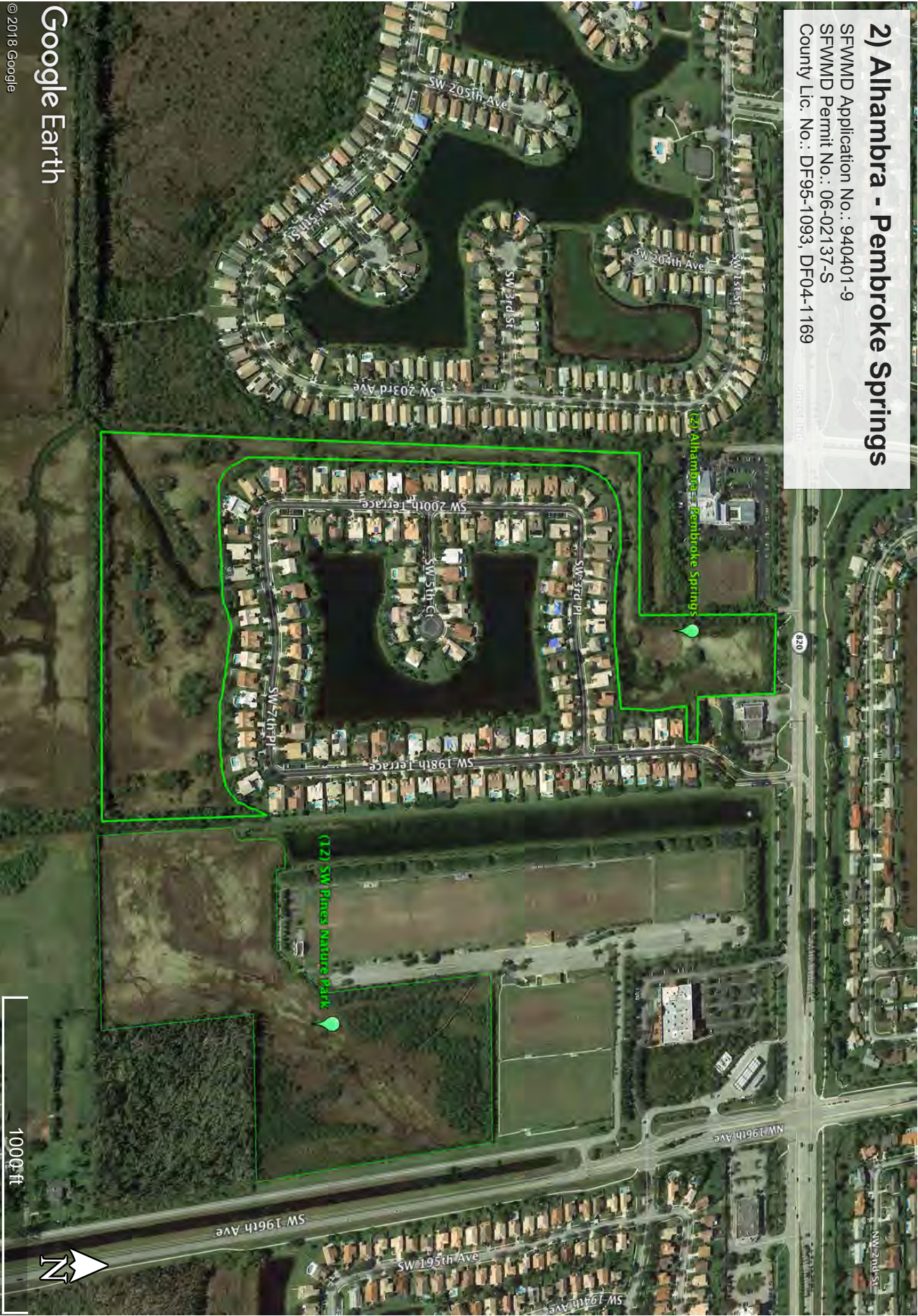
1) Academic Village

SFWMD Application No.: 981009-18
SFWMD Permit No.: 06-01400-S-09, 06-01400-S-10
County Lic. No.: DF98-1180
FCT Project No. 99-036-P9A



2) Alhambra - Pembroke Springs

SFWMD Application No.: 940401-9
SFWMD Permit No.: 06-02137-S
County Lic. No.: DF95-1093, DF04-1169



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1000 ft



5) Foxcroft

SFWMD Application No.: 170622-3
SFWMD Permit No.: 06-06218-P
County Lic. No.: DF10-1036 & DF14-1131



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500 ft



6) FPL Easement

SFWMD Application No.: 140718-2
SFWMD Permit No.: 06-06270-P-03
County Lic. No.: DF87-1052, DF92-1023, DF97-1087, DF01-1076, DF14-1131 (joint).



11) Senior Center

SFWMD Application No.: 920728-4, 000328-9, 04068-H
SFWMD Permit No.: 06-01820-S, 06-01820-S, 06-00966-S



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300 ft





12) SW Pines Nature Park
SFWMD Application No.: 030630-4
SFWMD Permit No.: 06-04465-P
County Lic No.: DF03-1156 (Joint Recorded)
ACOE Permit No.: SAJ-2003-6835 (IP-LAO)

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700 ft

