

FOREST LAKES

**ROADWAY AND DRAINAGE M.S.T.U.
ADVISORY COMMITTEE**
8300 Radio Road
Naples, FL 34104

AGENDA

June 2, 2026

1. **CALL TO ORDER**
2. **ATTENDANCE**

Advisory Committee:

Greg Pollock – Chair (4/21/2026) Jerry Norsic (4/21/2028)
Kathy Thomson – Vice Chair (4/21/2027) -Vacant-
Patrick Bernal (4/21/2027)

County Staff:

Ellen Sheffey – Director, PTNE
Jeffrey Felger – MSTU Project Manager
Rosio Garcia – Operations Analyst

Contractor(s):

Aaron Gross – Ground Zero Landscaping

3. **APPROVAL OF AGENDA**
4. **APPROVAL OF MINUTES – MAY 5, 2026**
5. **CONTRACTOR REPORTS**
 - a. Ground Zero Landscaping – Aaron Gross
6. **PROJECT MANAGERS REPORT – Jeffrey Felger**
 - a. **BUDGET REPORT**
 - b. Open Committee Seat
7. **ONGOING BUSINESS**
 - a. Lake Doctors – Lake #14 both fountains are functioning. Lake #9 functioning lights are on the way. – Lights are under warranty.
8. **NEW BUSINESS**
 - a. Preparing for rainy season – Inlets/Boxes removing large debris golf cart crossings cleaned. Information included on swale maintenance also before and after storm from SFWMD and Road Maintenance Division. - Thanks Kathy.
 - b. Library Select for Drainage Study – Trebilcock Consulting Solutions PA.
Discussion Field Meeting 6-1-26
 - c. Cul-de-sac pictures from a resident on Boxwood Ln. – Do we want the drainage study to include the front entrance and all cul-de-sacs.
 - d. Transferring money around to pay for Shenandoah services.
 - e. Shenandoah – Previously completed January 2024. I would like to have this completed yearly in March/April going forward. Quote attached
 - f. Naples Electric Motor Works – Pump Maintenance – Scheduling a visit to have them get the pump ready for rainy season.
 - g. Simmonds Electric – Front entrance lighting completed.
 - h. Simmonds Electric – Replacement of burnt-out bulbs. Quote attached
 - i. Request for Engineering – Attached is an extremely better price for the engineering of the construction of the lake #15 wall. *Discussion*
9. **COMMITTEE MEMBER COMMENTS**
10. **PUBLIC COMMENTS**
11. **ADJOURNMENT**

NEXT MEETING

JULY 7TH, 2026 - 10:00 AM

FOREST LAKES CONDO ASSOCIATION CLUBHOUSE

1058 FOREST LAKES DRIVE, NAPLES, FL 34112

(239) 261-5497

FOREST LAKES

ROADWAY AND DRAINAGE M.S.T.U. ADVISORY COMMITTEE 8300 Radio Road - Naples, FL 34104

MINUTES

MAY 5, 2026

I. CALL TO ORDER

Chair Pollock called the meeting to order at 10:00 A.M. Roll call was taken, and a quorum of four was present.

II. ATTENDANCE

Advisory Committee

Greg Pollock – Chair
Kathy Thomson – Vice Chair
Patrick Bernal
Jerry Norsic
Open Seat

Staff

Ellen Sheffey – Director, PTNE (Interim – Excused)
Jeffrey Felger – Project Manager

Contractors

Rosio Garcia – Operations Analyst (Virtual)

Aaron Gross - Ground Zero Landscaping

Wendy Warren - Premier Staffing, Transcription

Public

Barbara Bell - Resident

Doug Burnham – QRG, General Manager

Deborah Hestrup - Resident

Rick Korb – QRG, Resident

Stacie Young - Resident

III. APPROVAL OF AGENDA

Mr. Bernal moved to approve the May 5, 2026, Agenda of the Forest Lakes Roadway and Drainage MSTU Advisory Committee. Second by Vice Chair Thomson. Carried unanimously 4 - 0.

IV. APPROVAL OF MINUTES – April 7, 2026

Vice Chair Thomson moved to approve the minutes of the April 7, 2026, Forest Lakes Roadway and Drainage MSTU Advisory Committee meeting as presented. Second by Mr. Norsic. Carried unanimously 4 – 0.

V. CONTRACTOR REPORTS

A. Ground Zero Landscaping – Aaron Gross

Mr. Gross reported:

- Landscaping is in good condition.

VI. PROJECT MANAGERS REPORT

A. Budget Report

(The full report is included in the distributed Agenda meeting packet, which is accessible at the link shown at the end of these Minutes).

MINUTES

Forest Lakes MSTU Fund 1626 Budget for May 5, 2026, prepared April 29, 2026.

Mr. Felger provided an overview of the budget highlighting:

Purchase Orders

1. City of Naples – reclaimed irrigation water.
2. Carter Fence Company – Woodshire Lane fence.
3. FPL – electricity.
4. Ground Zero Landscaping Services Inc. – grounds maintenance.
 - a. Incidentals – landscape materials and refurbishment.
 - b. Maintenance – regular landscape, swales & irrigation maintenance.
5. The Lake Doctors, Inc. – lake fountains.
6. Naples Electric Motor Works – pump station services.
7. Pavement Maintenance, Inc. – Sidewalk and curb repairs.
8. Preferred Materials, Inc. – Roadway paving.
9. Premier Staffing Source, Inc. – transcription services.
10. Service Contracting Solutions – pressure washing.
11. Simmonds Electrical of Naples, Inc. – lighting & general electrical services.
12. SiteOne Landscape Supply – irrigation parts and pumps.
13. TIGRIS Aquatic Services, LLC – Lake’s maintenance, aquatic vegetation control.
14. Tree Scaping of Naples – Tree pruning.

Budget Summary

1. Line 1, Revenue – Millage assessed and Interest totals \$849,700, a decrease of \$419,100 over 2024, due to a millage rate reduction from 4.000 to 2.5000.
2. Line 2, Carry Forward – Unexpended Prior Year (2025) Funds total 3,617,825.
3. Line 3, Revenue Total – Of the \$4,467,525 (Millage Assessed and FY-25 Carry Forward), \$861,759 in tax revenue has been credited and \$12,058 remains for collection.
4. Line 23, Operating Expense – Of the \$349,225 budgeted, \$148,362 is committed to existing Purchase Orders and \$142,003 is expended, leaving the remainder of \$58,858 available within budget for additional operating expenses as needed.
5. Line 28, County Overhead – Of the \$109,200 budgeted, \$97,013 has been transferred, and a balance of \$12,186 remains for transfer. (PTNE Staff & support, Property Appraiser & Tax Collector).
6. Line 31, Capital Reserves - \$4,009,100 remains for future improvements.
7. Line 32, All Expenses – Of the \$4,467,525 budgeted, \$148,362 remains committed to existing Purchase Orders and \$239,016 is expended leaving \$4,080,145 available within budget for additional expenses as needed.

General

1. The Fiscal Year 2026 budget is effective October 1, 2025. Unspent Fiscal Year 2025 funds were carried forward to 2026.
2. The Ad Valorem property tax value increased 7.03% for fiscal year 2025 over 2024.
3. The MSTU Millage Rate for 2026 is 2.5000 per \$1000.00 of taxable value.
4. The Office of Budget Management assumes 5% of the millage assessed will be delinquent and factors the assumption into the budget.
5. Tax Millage collected and interest, to maintain and improve MSTU assets, can only be utilized by the MSTU and within the district boundary.

Mr. Felger noted:

- The budget process for Fiscal Year 2027 will commence in April, 2026.
- Funds will be transferred from Reserves for Capital to Other Contractual (634999) to fund the roadway paving and Lake #15 wall replacement projects.
- The *Asset Management Plan*, prepared June 4, 2024, which estimates life expectancies of MSTU assets and corresponding expenditure projections to fund maintenance and repairs of these assets through 2028, totaling \$2,140,995, will be updated.

B. Open Committee Seat

Mr. Felger reported one remaining seat is available on the Forest Lakes Roadway and Drainage MSTU Advisory Committee. The Board of County Commissioners (BCC) will post the position. Appointment for a four-year term is subject to approval by the BCC.

Interested parties for membership on the Advisory Committee can submit Online Applications at <https://www.colliercountyfl.gov/government/advisory-boards-and-authorities/online-advisory-board-application>.

VII. ONGOING BUSINESS

Mr. Felger reported:

A. Lake Doctors

Lake #9

- Lake Doctors took the Lake #9 pump, still under warranty, to their facility for diagnosis.
- The fountains on Lake #14 are functioning as intended.

VIII. NEW BUSINESS

A. Forest Lakes Drive Roadway Improvement

Mr. Bernal presented a PowerPoint petitioning the MSTU for improvements to Forest Lakes Drive as defined in a motion by the Board of Directors of the Forest Lakes Condominium Association.

PROJECT GOALS

- Improve the Useful Life of the Roadway Surface.
- Improve the Storm Water Drainage along the Roadway.
- Improve Roadway Safety.

RECOMMENDATIONS

Install Roadside Valley Gutters

1. Locations

- From the Intersection of Forest Lakes Drive & Forest Lakes Boulevard.
- Both sides of the main artery of Forest Lakes Drive.
- Terminating at the turn-around between 1052 and 1053 Forest Lakes Drive.

2. Valley Gutters Benefits

- Stabilizes and reinforces Edge of Pavement (EOP).
- Directs storm water runoff to existing drainage infrastructure.
- Provides dependable platform of EOP traffic marking.

3. Improve the Roadway's Useful Life

- Defines EOP traffic marking.
- Reinforces the pavement border.
- Prevent turf migration.
- Inhibits pavement surface drift.

4. Improve the Water Drainage along the Roadway
 - Minimizes puddling
 - Integrates with existing stormwater systems

The Forest Lakes Condominium Association pledges to grant necessary easements and relocate or eliminate any assets required to facilitate installation.

Discussion ensued:

- An engineering study is required to determine the feasibility of the project.
- Driveway intersections must be addressed.
- Gutter installation should be considered on both sides of the street.
- Impact of gutter installation on the swale system must be evaluated.
- An Opinion of Cost should be sought.
- A public meeting may be held to gather feedback.

Mr. Bernal motioned the Committee recommend the MSTU initiate a Request for Proposal for engineering and project management services including roadway design, environmental impact assessment, and construction costs for improvements to Forest Lakes Drive. Second by Mr. Norsic. Carried unanimously 4 – 0.

B. Roadway Paving

Mr. Felger reported that Preferred Materials, Inc. is unable to undertake Phase I of the Forest Lakes MSTU roadway paving project prior to the 2026 rainy season. He noted the proposed schedule for fiscal year 2026 – 2027 in accordance with a distributed Google Maps document:

Phase I

- Woodshire Lane - 5273 feet of paving and associated cul-de-sacs up to Eucalyptus.

Phase II

- Forest Lakes Drive - paving and valley gutters from the corner of the Community entrance to the roundabout and two connected finger streets. Paving is 3198.43ft and Valley Gutter from the corner of entry to roundabout and two connected finger streets is 6,396.86 feet.

Phase III

- Forest Lakes Blvd. - Paving 2423.18ft and repairing any broken or cracked Valley Gutters.

C. Pole No. 1 Replacement

Mr. Felger reported:

- A vehicle hit a light pole on Forest Lakes Boulevard.
- Simmonds Electrical of Naples, Inc. submitted Quote #2617219, dated April 10, 2026, in the amount of \$12,060.62, to furnish and install a Sternberg light pole (Pole No.1), utilizing the existing concrete pole foundation and existing electrical feeders.
- An accident report was obtained from the Sheriff's Office and an insurance claim filed with the County Risk Management Division. A \$500.00 deductible may apply.

Vice Chair Thomson motioned to approve Simmonds Electrical of Naples, Inc. Quote No. 2617219, dated April 10, 2026, in the amount of \$12,060.62, to furnish and install a Sternberg light pole (Pole No.1), utilizing the existing concrete pole foundation and existing electrical feeders. Second by Mr. Bernal. Carried unanimously 4 – 0.

D. Engineering Request

Mr. Felger reported:

- RDA Consulting Engineers, LLC has been selected to design and provide specifications for construction of a retaining wall utilizing vinyl sheet piling, galvanized helical tieback rods, and a concrete cap for replacement of the Lake #15 retainer wall.
- A field meeting will be scheduled to review the project.

E. Collier Sea Wall & Dock, LLC.

Mr. Felger reported:

- The Procurement Division approved Collier Sea Wall & Dock as a qualified contractor, enabling the firm to bid on construction and restoration of the Lake #15 wall replacement project.
- RDA Engineers, a County verified licensed engineer, has been selected to create plans for the proposed project.
- Upon Committee approval of the project, a Scope of Work will be developed, and the project will go out to bid to multiple contractors.
- Collier Sea Wall & Dock, if awarded the contract, will be available to undertake the project in 2027.

Mr. Burnham, General Manager Quail Run Golf Club (QRGC), will be invited to attend on site meetings pertaining to the Lake #15 wall renovation project.

IX. COMMITTEE MEMBER COMMENTS

None

X. PUBLIC COMMENTS

- Concern was expressed regarding the boundary and topographic golf course survey being undertaken by the QRGC and potential easements impacting Homeowner Association property.
- Associations may consult legal counsel regarding the easement.

XI. ADJOURNMENT

There being no further business to come before the Committee, the meeting was adjourned by the Chair at 10:35 A.M.

FOREST LAKES ROADWAY AND DRAINAGE MSTU ADVISORY COMMITTEE

Greg Pollock, Chair

The Minutes were approved by the Committee on _____, 2026 as presented ____, or as amended ____.

<https://www.collierptne.com/forest-lakes-roadway-drainage-advisory-committee/>

MINUTES

NEXT MEETING:

JUNE 2, 2026 - 10:00 A.M.
FOREST LAKES CONDO ASSOCIATION CLUBHOUSE
NAPLES, FL 34105

**Forest Lakes M.S.T.U.
Fund 1626**

June 2, 2026

FY26

FY-26	Vendor	Item	PO#	Budget	Commitments	Expenditures	Available
1	MILLAGE COLLECTED & INTEREST	MSTU Revenues		\$ (849,700.00)	\$ -	\$ (880,743.57)	\$ 31,043.57
2	CARRY FORWARD	Unexpended Prior Year Funds		\$ (3,617,825.00)	\$ -	\$ -	\$ (3,617,825.00)
3	ALL REVENUES			\$ (4,467,525.00)	\$ -	\$ (880,743.57)	\$ (3,586,781.43)
4	ENG. FEES & OTHERS (631403)			\$ 25,000.00	\$ 1,560.00	\$ 741.00	\$ 22,699.00
5	INDIRECT COST REIMBURSE	Collier County	Indirect Cost	\$ 4,200.00	\$ -	\$ 4,200.00	\$ -
6	INTERDEPARTMENT PAYMENT					\$ -	\$ -
7	LANDSCAPE INCIDENTALS (634990)			\$ 20,000.00	\$ 4,672.01	\$ 30,327.99	\$ (15,000.00)
		Lake Doctors	Lake Maintenance	4500243736	\$ 3,823.37	\$ 6,176.63	
		Ground Zero Landscaping	Grounds Maintenance	4500242710	\$ 19,432.63	\$ 50,567.37	\$ -
8	OTHER CONTRACTUAL (634999)			\$ 113,900.00	\$ 23,256.00	\$ 56,744.00	\$ 33,900.00
		Pavement Management	Sidewalks and Curbs	4500241924	\$ 30,000.00	\$ -	\$ 30,000.00
		Tree Scaping of Naples	Pruning Trees/Palms	4500243469	\$ 9,635.00	\$ 10,365.00	\$ 20,000.00
		Florida Service Painting	Pressure Wash	4500243445	\$ -	\$ 11,328.80	\$ 11,328.80
		Tigris Aquatic Services LLC	Lake Maintenance	4500243057	\$ 18,661.88	\$ 3,394.12	\$ 15,267.76
		Carter Fence	Black Chain Link Fence	4500240046	\$ -	\$ 15,025.00	\$ -
			Replace Sternberg Light Pole	4500245837	\$ -	\$ 12,062.62	\$ 12,062.62
		1000Bulbs	Light bulbs	P-Card	\$ -	\$ 1,271.20	\$ -
9	OTHER CONTRACTUAL (639990)			\$ 134,625.00	\$ 70,359.50	\$ 41,384.12	\$ 22,881.38
10	ELECTRICITY	FPL	Electricity	\$ 13,500.00	\$ 5,469.34	\$ 8,830.66	\$ (800.00)
11	WATER & SEWER	City of Naples	Water - Reclaimed Irrigation	\$ 3,000.00	\$ 2,066.86	\$ 933.14	\$ (0.00)
12	INSURANCE GENERAL	Collier County	Insurance	\$ 900.00	\$ 225.00	\$ 675.00	\$ -
		SiteOne	Irrigation Parts & Pumps	4500242321	\$ 8,610.39	\$ 389.61	\$ 8,220.78
		Naples Electric Motor Works	Pump Station Services	4500242839	\$ 4,250.00	\$ -	\$ 4,250.00
		Hydropoint Data		P-Card	\$ -	\$ 249.00	\$ (249.00)
13	SPRINKLER SYSTEM			\$ 12,000.00	\$ 12,860.39	\$ 638.61	\$ (1,499.00)
14	MULCH			\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
15	LIGHTING MAINTENANCE (646451)	Simmonds Electrical	Electrical Services	\$ 10,000.00	\$ 10,858.84	\$ 3,141.16	\$ (4,000.00)
16	LICENSE & PERMITS			\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
		Simmonds Electrical	Furnish/Install lights island	4500245027	\$ -	\$ 20,835.26	\$ 20,835.26
		Premier Staffing	Transcription	4500242471	\$ 3,000.00	\$ 1,029.40	\$ 1,546.60
17	OTHER MISCELLANEOUS (649990)			\$ 3,000.00	\$ 21,864.66	\$ 1,546.60	\$ (20,411.26)
18	OFFICE SUPPLIES			\$ 100.00	\$ -	\$ -	\$ 100.00
19	COPYING CHARGES	J.M. Todd	Copier CPC	\$ 200.00	\$ 102.82	\$ 47.18	\$ 50.00
20	FERT HERB CHEM			\$ 500.00	\$ -	\$ -	\$ 500.00
21	OTHER OPERATING			\$ 300.00	\$ -	\$ -	\$ 300.00
22	TRAFFIC SIGNS (63710)			\$ 5,000.00	\$ -	\$ -	\$ 5,000.00
23	OPERATING EXPENSES			\$ 349,225.00	\$ 153,295.42	\$ 149,209.46	\$ 46,720.12
24	CAPITAL OUTLAY			\$ -	\$ -	\$ -	\$ -
25	PTNE STAFF & DIVISION OVERHEAD			\$ 72,700.00	\$ -	\$ 72,700.00	\$ -
26	PROPERTY APPRAISER			\$ 10,000.00	\$ -	\$ 7,373.57	\$ 2,626.43
27	TAX COLLECTOR			\$ 26,500.00	\$ -	\$ 17,139.90	\$ 9,360.10
28	COUNTY OVERHEAD			\$ 109,200.00	\$ -	\$ 97,213.47	\$ 11,986.53
29	RESERVES FOR CAPITAL			\$ 4,009,100.00	\$ -	\$ -	\$ 4,009,100.00
30							
31	CAPITAL RESERVES			\$ 4,009,100.00	\$ -	\$ -	\$ 4,009,100.00
32	ALL EXPENSES			\$ 4,467,525.00	\$ 153,295.42	\$ 246,422.93	\$ 4,067,806.65
33	FY-26 BUDGET GRAND TOTAL		= ALL REVENUES - ALL EXPENSES	\$ -	\$ 153,295.42	\$ (634,320.64)	\$ 481,025.22

129,715,669	FY 13 Final Taxable Value	-2.4%
129,977,881	FY 14 Final Taxable Value	0.2%
140,171,072	FY 15 Final Taxable Value	7.8%
152,711,783	FY 16 Final Taxable Value	8.9%

Total Available Balance	\$ 4,067,806.65
Plus Committed And Not Spent	\$ 153,295.42
Estimated Cash	\$ 4,221,102.07

**Forest Lakes M.S.T.U.
Fund 1626**

June 30, 2026

165,722,702	FY 17 Final Taxable Value	8.5%
190,428,196	FY 18 Final Taxable Value	14.9%
202,132,375	FY 19 Final Taxable Value	6.1%
210,299,015	FY 20 Final Taxable Value	4.0%
219,999,549	FY 21 Final Taxable Value	4.6%
227,701,198	FY 22 Final Taxable Value	3.5%
257,799,765	FY 23 Final Taxable Value	13.2%
294,456,887	FY 24 Final Taxable Value	14.2%
316,446,199	FY 25 Gross Taxable Value	7.5%
338,697,670	FY 26 Gross Taxable Value	7.0%
7.03%	Adjustment FY 25 to FY 26	
	FY 26 Gross MSTU Revenue	FY 25
Millage	2.5000	4.0000
Tax Dollars	\$846,744	\$1,265,785

Prepared 5.28.2026 MV

**4.0 mill cap
(\$419,041)**

6371 Arc Way
239-356-8963



Fort Myers, FL 33966
shenandoahus.com

PROPOSAL: P51044-v1

DATE: May 27, 2026

SUBMITTED TO: Collier County-Transportation Management Services Department Public Transit & Neighborhood Enhancement (PTNE) Division

ADDRESS: 8300 Radio Rd
Naples, FL 34104

PHONE: (239) 252-5775

EMAIL: jeffery.felger@collier.gov

ATTENTION: Jeffery Felger

JOB NAME: Forest Lakes MSTU: C&I

Piggyback RFP-2024-082-0A Contract Number 20-7740

1 Storm video 0-48"	(at \$6.00 Per L.F.)	3540 L.F.	\$21,240.00
5 15 to 30" Plug	(at \$1.00 Per. Week)	1 Per. Week	\$1.00
6 36 to 42" Plug	(at \$1.00 Per. Week)	1 Per. Week	\$1.00
9 4" Pump	(at \$35.00 Per Hour)	60 hour(s)	\$2,100.00
57 Med Clean 15"	(at \$1.00 Per L.F.)	192 L.F.	\$192.00
58 Med Clean 18"	(at \$1.75 Per L.F.)	27 L.F.	\$47.25
59 Med Clean 24"	(at \$2.00 Per L.F.)	3179 L.F.	\$6,358.00
74 Heavy Clean 36"	(at \$10.75 Per L.F.)	142 L.F.	\$1,526.50
101 Dive Crew	(at \$450.00 Per Hour)	20 hour(s)	\$9,000.00
125 Mobilization	(at \$500.00 Each)	1 Each	\$500.00

ESTIMATED TOTAL:

\$40,965.75

Payment: This proposal may be withdrawn if not accepted within 30 days. Payment terms net 30 days. (If we encounter an Insurance compliance fee requirement, this fee will be invoiced in addition to the above rates.)

SUBMITTED BY
DANIEL KILGORE

TITLE
Estimator

DATE
05/27/2026

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Corporate remittance address: 951 W Yamato Road #220, Boca Raton, FL 33431



Simmonds Electrical of Naples, Inc.

8941 Quality Rd
Bonita Springs, FL 34135-7000

STREET LIGHTING • SIGNALIZATION • GENERATORS
INDUSTRIAL AND COMMERCIAL

Phone: (239) 643-2770
Fax: (239) 643-6873

Forest Lakes MSTU
4800 Davis Blvd
Naples, FL 34104
(239) 252-5775 Work
(239) 227-4011 Mobile
Mr. Jeffrey Felger

May 22, 2026
Quote # 2617275

We hereby submit specifications and estimates for: **Forest Lakes MSTU Lighting Maintenance**

Replace up to 30 lamps. Lamps supplied by Collier County.
Replace up to 20 fuses.

Man Hr	Per Hr	Number Men	Type	Est Material/Equip	Calendar Days	Engineering/Sublet
32	\$ 70.00	2	Electrical	\$ 2,326.78	120	\$ -

Total Material, Labor and Equipment **\$ 4,566.78** (not to exceed)

Note: For estimating purposes only. Actual time and materials may vary based on conditions encountered.
Invoice will be based on time and material, and will be itemized per Annual Contract **23-8074**.

We hereby propose to furnish the above complete in accordance with the above specifications for the sum of
Four Thousand Five Hundred Sixty Six Dollars and Seventy Eight Cents

Estimate valid for 30 days.



RDACONSULTING
ENGINEERS

Proposal For Engineering Services

Forest Lakes Hole 15 Bulkhead Replacement

RDA260

Project Location:

Forest Lakes Golf Course

Client:

Collier County BCC

Prepared for:

Jeffrey Felger, Project Manager II
Public Transit & Neighborhood Enhancement

Office: [239-252-5775](tel:239-252-5775)

Mobile: [239-227-4011](tel:239-227-4011)

2885 S Horseshoe DR

Naples, FL 34104


Jeffrey.Felger@collier.gov

Prepared by:

RDA Consulting Engineers, LLC

791 10th Street South, Suite 302

Naples, FL 34102

 (239) 649-1551

 www.rdafl.com

Date:

May 12, 2026





Executive Summary

RDA Consulting Engineers, LLC is a multidisciplinary firm headquartered in Naples, Florida, offering structural, civil, and forensic engineering services across Southwest Florida.

We support a wide range of projects, including new construction and renovations for residential, commercial, and municipal developments.

This proposal outlines the scope of services, fee structure, and terms of engagement for the engineering support requested for the subject project. Our team is committed to delivering high-quality, responsive solutions designed to provide exceptional value and support your long-term goals.

These services may include any combination of early planning, permitting, complete engineering design, construction coordination, and close-out support.

Project Summary

The Forest Lakes Country Club is located within an MSTU managed by Collier County. The existing bulkhead at Hole 15 lake is failing and is in need of replacement. This project will include engineering design and replacement of the bulkhead. The bulkhead will be located on the outside of the existing bulkhead and the existing will remain in place except for smaller areas of necessary demolition. The replacement bulkhead will be vinyl sheet pile with a concrete cap. The existing rip-rap will be augmented with additional larger rip rap on the ends of the replacement area.

Because it is a replacement, there is no need for site or SFWMD permitting. A building permit will need to be obtained by the selected contractor. This scope also includes post-design assistance.

Scope of Services

Task 1 Design

Site inspection of bulkhead including engineering field measurements. Note that topographical surveying will not be used but all grades will be relative to the existing tee.

Prepare bulkhead replacement plans including erosion control, demolition and bulkhead details.

Coordinate with County MSTU staff for review of plans. Perform modifications as necessary.

Prepare bid tabulation form and any special specifications not already on the plans. Note that Collier County Procurement will prepare all front end documents needed for bidding.

Task 2 Post Design Services

Assist County staff with bidding. Answer contractor's questions as presented to us for review during bidding.

Review bids and prepare DELORA letter as needed.

Attend onsite pre-construction meeting. Document existing conditions.

Review shop drawings.

Provide observations as necessary during construction to review construction techniques. Prepare observation report(s).

Review and sign pay application(s).

Attend substantial completion walk through. Prepare punchlist.

Review final completion certificate and execute after work is completed.

FEE SUMMARY				
Task	Description	Fee	Fee Type	*Phase
Task 1	Design	\$5,713.00	T/M	C-11
Task 2	Post Design	\$5,179.00	T/M	C-91
Reimbursables		\$200.00	Cost	
Total		\$11,092.00		
Notes:				
RDA *Phase codes are listed for internal reference only and are used for project tracking and billing purposes. They do not affect the scope or fee presented.				
T&M Time and Material.				



General Conditions

- All fees required by reviewing agencies, municipalities, or permitting authorities shall be paid directly by the client.
- This proposal covers only the services expressly listed above. Any work beyond this scope, including revisions, additional coordination, or new submittals, will be billed at RDA's standard hourly rates.
- Unless otherwise stated, the client is responsible for providing any required geotechnical, environmental, legal, surveying, hydrology, or any other services not listed above.
- RDA reserves the right to revise this proposal if there are changes in project scope, design direction, regulatory requirements, or site conditions.
- This proposal is valid for **30 days** from the date of issuance.

Prepared by: 

Print Name: Michael Delate, PE

Date: 5/13/26

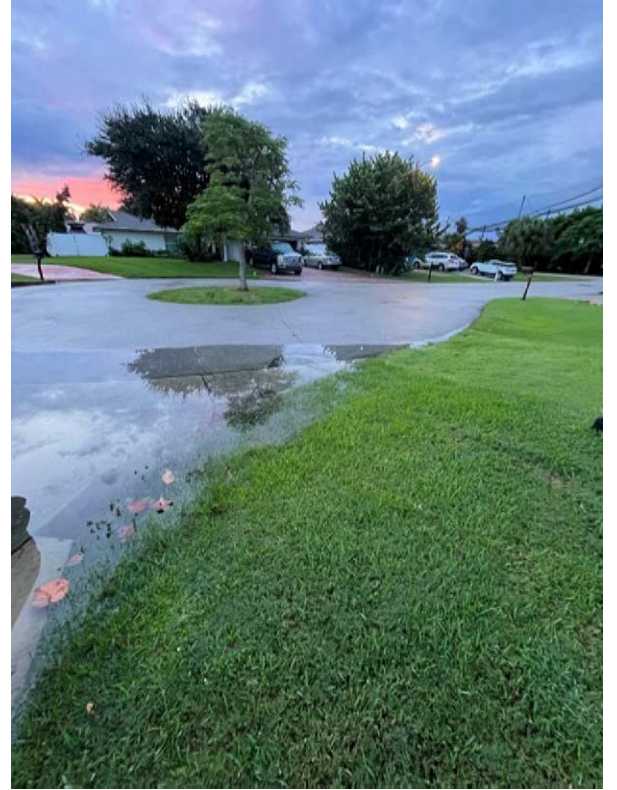
Approved by: _____

Print Name: _____

Date: _____

2025 STANDARD RATES

Principal Engineer	\$230.00
Principal Planner	\$230.00
Professional Engineer III	\$210.00
Project Manager	\$200.00
Professional Engineer II	\$190.00
Professional Engineer I	\$180.00
Engineer II	\$165.00
Engineer I	\$155.00
Field Engineer	\$155.00
Senior AutoCAD Technician	\$155.00
Residential Designer	\$155.00
Planning Technician II	\$150.00
Planning Technician I	\$140.00
AutoCAD Technician	\$120.00
Field Inspector	\$115.00
Project Coordinator	\$110.00
Administrative Assistant	\$85.00
Threshold Inspection	\$850.00
Licensed Drone Operator	\$350.00
Subconsultants, Cost Plus 15%	
Reimbursables Expenses, Cost Plus 10%	



Understanding Road Side Swales

Category: [Road Maintenance](#)

Understanding Road Side Swales

Roadside swales have multiple functions.

A major function is to maintain a dry roadbed. Keeping the centerline of the swales at least 1.6 feet below the centerline of the roadway helps to keep the roadbed above the water-table. This helps to make the road last longer.

Another function is to store run-off from the roadway to mitigate the effect of the impervious surface of the roadway. The immediate function of the swale in a rainfall event is to clear the roadway of stormwater. This is why the road is crowned 3% and there is an 8-10% slope from the edge of pavement to the center of the swale.

Florida is essentially a flat state with a soil that readily absorbs stormwater into the freshwater aquifer. Allowing fresh water to go directly into a ditch or canal without the time to soak into the ground would deplete the shallow aquifer and it could become saline. That is why storage is such an important part of the swale system.

Another very important function of the swale is to allow the swale system to treat and filter out contaminants and nutrients from the stormwater before it reaches a river, bay, lagoon, lake or ocean.

Another function of the swale is to convey excess stormwater to an outfall structure, ditch or freshwater canal. This is the case during the high flow conditions of a significant rainfall event.

In order to understand the relationship between these multiple functions, it is useful to identify the four states of the swale;

1. Dry
2. Puddling
3. Low flow
4. High flow

In the first state, the swale is dormant. This is the condition during a dry period, with a low water table.

The second state is where there is some residual water left in the swale. This is normal because the storage water is being absorbed into the ground. This is typical for periods of three days to a week after a rainfall event. The water stays in the swale until the water table subsides enough to absorb the water. This is also the way small amounts of water used for irrigation are meant to be handled.

The third state is typical for the first three days to a week after a rainfall event. There will be a low velocity flow along the swale in the general direction of the outfall. Usually only the center of the water will show any movement. It takes a long time for the surface vegetation to release all of the rain water gathered during a rain, so it seems to just keep coming even though there is no readily identifiable

source. In some cases, the flow will continue indefinitely as long as the water table is high enough to supply the flow.

The fourth state is the one that demonstrates the system's ability to remove stormwater at the full capacity for which it was designed. The swale capacity has been calculated to handle certain statistical rainfall events efficiently and quickly. Most of this flow will be finished within 24 to 72 hours after the storm has stopped. The conditions will then return to the third state.

When there has been no rain for several weeks and there is a significant amount of standing water in the swale there may be a blockage downstream of the area. This warrants investigation by an inspector. The inspector will determine what has caused the blockage. Stormwater Engineering will determine if a remedy is required on a case by case basis.

In other cases the water may not have had enough time to be absorbed before another rainfall event has occurred. This is an acceptable condition and does not place the resident in any danger of flooding just because the swale has not emptied. Most of the reserve flow capacity remains even when the swale is in the storage condition.

What are the responsibilities of each property owner? Especially with regard to expenses they may incur. Explain the sprinkler replacement policy. Conditions of Right-of-Way (ROW) Permit.

- a. Property owners are responsible to repair and or replace their sprinkler systems that were damaged during work performed in the Right-of-Way.
- b. Although property owners may install their sprinkler systems in the Right-of-Way, Collier County recommends that property owners install their sprinkler system on the property owner's side of the Right-of-Way line. This will eliminate any future damage to the system.
- c. The property owners are required by permit to repair or replace their driveway culvert pipes, enclosed drainage structures, mitered end sections and pipes, when they are past their serviceable life condition or when the facility has become damaged. Property owners are required to obtain a Right-of-Way permit for all work performed in the ROW. Normal maintenance in the Right-of-Way does not require a permit.
- a. Structures or pipes that have been placed in the Right-of-Way without a permit will be discussed with each individual property owner before a Notice of Violation is issued.

6) HEALTH AND SAFETY

(especially as a mosquito breeding ground)?

- a. Mosquito Control can be reached at 239-436-1000 to explain all of the details and preventive measures.

below
the
surface
an in-depth
look at...



Managing Flood Water Before and After the Storm

ON THE INSIDE

- Our Three-Tiered Drainage System
- System Components
- Why Permitting Is Required
- Drainage Problems to Look For
- Understanding the Basics of Flood Control

Southern Florida's geography and climate dictate that we may occasionally experience flooding. South Florida Water Management District; federal, state, and local governments; developers; and homeowners' associations share the responsibility for managing excess water. Residents can help by learning about our regional drainage system and reporting or correcting problems both before and after a storm.

Southern Florida's terrain is flat—low and flat. From Lake Okeechobee south to Florida Bay, the slope of the land is only one inch per mile. Our climate is hot and wet with seasonal rains of 50 to 60 inches falling per year, mostly in the summer. Marshes and swamps once covered much of the southern portion of the peninsula. Then, with the creation of a regional flood control system, the area was opened for agriculture and development. More than 7.5 million people now call southern Florida home and depend on the South Florida Water Management District to oversee the operation and maintenance of our regional flood control system.





The South Florida Water Management District operates the major canals, or drainage superhighways, for our region. These primary canals are the first tier in our three-tiered drainage system.



A Three-Tiered System

Flooding may happen in our area when large amounts of rain occur over a short period of time or from a single, heavy storm, tropical system, or hurricane. After these storms, we rely on a man-made flood control system to drain excess water from the low, flat lands.

Flood control is achieved through an interconnected drainage system. Our three-tiered system can be compared to a roadway system. Small streets in neighborhoods and towns carry traffic to larger, secondary highways. Secondary highways, in turn, connect and carry traffic to turnpikes and superhighways, or our primary vehicle transport system.

Similarly, neighborhood ditches, swales, and conduits, referred to as our tertiary system, carry excess stormwater to secondary canals. In turn, secondary canals operated by water control districts, cities, or counties connect and carry excess water to our primary canal system. Primary canals operated by the South Florida Water Management District are the drainage superhighways for our region.

Drainage Components and Connections

Large and small structures, culverts, gates, weirs, pumps, and levees, even street grates are all components of our drainage system. Water bodies such as ponds, lakes, and lagoons also play a role in water management. While they do provide a beautiful view, their real function is to hold excess rainwater or to carry it off to regional storage areas or to the ocean.

Swales and grassed water storage areas are important features in water management systems. In addition to storing and conveying water, they help recharge water in the underground aquifer and

improve water quality by catching sediment and filtering nutrients.

Our interconnected system achieves maximum benefit when all components are well maintained and kept in good working order. As in a chain of dominoes, each component must properly function and connect to the next to allow for optimum drainage conditions. However, even with well-engineered systems, flooding may still occur during and after extreme rain events.

Factors Affecting Drainage

Existing levels in surface waters and groundwater affect the ability of drainage systems to receive or store new rainfall. If surface waters such as canals, lakes and rivers are already full, they cannot receive or transport additional water. Just like our highways, when they cannot receive more cars from feeder roads because they are jammed or have reached their carrying capacity, water cannot flow into primary canals if they are full or if the flow has become blocked. Additionally, if the underground water table is already high, water cannot soak into the saturated ground. After a heavy rain, water in streets, swales, yards, and low-lying areas is expected and normal.

During and after storms, excess rainwater is typically discharged through canals and structures to the ocean. However, tides, winds, and even the phase of the moon can affect discharge to the sea. When tides are high, the same floodgates that allow for the flow of excess freshwater to the ocean become salinity barriers preventing saltwater from entering, or intruding into our underground, freshwater aquifers.

Protection through Permitting

Development activities that affect how much rain soaks into the ground, how much water leaves a property, and where it will go must be permitted by water management districts. Permits protect the water resources of the state and provide for adequate drainage while ensuring that other people or properties are not adversely affected.

Permits also address water quality issues and protect wetlands. Water leaving a



A road storm produces 4 to 6 inches of rainfall in a 24-hour period. Due to our unique climate and geography, standing water is normal and can be expected after a heavy rainfall.

property can transport excess nutrients from fertilizers or animal wastes, herbicides, pesticides, oil, gasoline or other substances that can pollute water and cause problems downstream. Wetlands are vital natural resources protected by the state. They provide for wildlife habitat, flood protection, groundwater recharge, and water quality benefits.

Drainage factors considered when issuing permits are based on historical rainfall data and generally address the following three levels of storm conditions:

- A Road Storm – 4 to 6 inches of rainfall in a 24-hour period. Water remains standing in yards, swales and ditches, but the crowns of roads remain passable.
- A Design Storm – 7 to 10 inches of rainfall in a 72-hour period. Roads, as well as swales, ditches and yards flood, but buildings usually remain dry.
- A Hundred-Year Storm – 10 to 20 inches or more of rainfall in a 72-hour period. Many houses and businesses can be expected to flood.

In every county, some areas remain prone to flooding. Most are in older neighborhoods where drainage systems were in place before surface water permitting requirements were established.

Helping to Maintain the System

To function properly, stormwater drainage systems must be kept in good working order. Homeowners' Associations, property managers, and residents all play a role in managing flood situations by becoming familiar with the drainage system in their own area and taking action when needed.

Just as northerners check their heating systems prior to winter, those who reside in southern Florida should inspect, maintain and repair drainage systems before the rainy season. Inspections should be repeated when a major storm threatens. This is what you should do:

- Find out if your neighborhood system is inspected regularly and check to see if trash, dead vegetation and sediments are being removed.
- Become familiar with the permits that authorize drainage in your area and note changes that may go beyond the specifics or intent of the permit.
- Keep a record of the names, addresses and phone numbers of your Homeowners' Association or property manager, the local drainage district, and the South Florida Water Management District to report potential problems.

Recognizing Drainage Problems

Residents, property managers, or contractors should periodically check

Drainage system components such as pipes, culverts, swales, and grassy areas need regular maintenance. Taking action to report or correct potential problems, especially before the rainy season, is an effective way in which you can help keep our interconnected system in working order.



the components of the drainage system to ensure peak performance. Inspections should include:

• **Stormwater inlets, pipes and culverts:** Grates should be unobstructed and sediment under the grate should be removed. Pipe openings and connections to culverts should be free of sediment, trash, and debris.

• **Swales and grassed water storage areas:** Swales may need to be regraded or replanted. It is a good idea to compare the existing slope to the permitted design plan before the work begins. All heights, depths, and lengths of side slopes must meet permit specifications. Grassed swales also require regular mowing, and undesirable exotic vegetation should be removed.

• **Ditches or canals:** Trash, sediment, and dead vegetation should be completely removed and properly disposed of so it won't affect any other water conveyance system or water storage area. Right-of-way clearances should remain open and unobstructed.

• **Lake systems:** Trash and dead vegetation should be cleared from the shoreline. Shoreline grasses should be mowed, unless it is a wetland preserve. Side slope erosion or washouts on the banks should be repaired and replanted. Pipe or culvert connections between lakes should be clear and open.

• **Weirs or other discharge control structures:** Check for obstructions.

Anything that hinders water flow should be removed. The structure should have a "baffle" or trash collector to prevent flow blockage and hold back floating oils and debris from moving downstream.

• **Dikes and berms:** Worn-down berms and rainfall-created washouts should be immediately repaired, compacted and replanted in compliance with the permit.

Our Wet Way of Life

Understanding our way of life is knowing we live in a region where seasonal rains fall over low, flat lands that offer little natural drainage. Most drainage is through interconnected waterways and structures. Our three-tiered system requires ongoing maintenance and repair for optimal performance. Action should be taken before the rainy season.

You can help to lessen the odds that your home or community will flood by learning about our regional flood control system and reporting or correcting problems.

Flood management is a shared responsibility and you can make a difference.



DID YOU KNOW?

- Maintenance and upkeep of community drainage facilities are typically the responsibility of Homeowners' Associations.
- Standing water in streets and yards is not considered unusual, but rather a critical component of your neighborhood drainage facilities.
- Weather conditions and water levels are monitored around the clock, 365 days a year, and floodgates are opened if heavy rains are expected.
- If you live in an area serviced by a local drainage or water control district, it is noted on your county property tax bill.
- A portion of the property taxes you pay to the South Florida Water Management District is for regional flood protection.
- "Freddy," the friendly alligator, appears on canal signs located near all primary canals operated by the South Florida Water Management District.

The South Florida Water Management District is a regional, governmental agency that oversees the water resources in the southern half of the state. It is the oldest and largest of the state's five water management districts.

Our Mission is to manage and protect water resources of the region by balancing and improving water quality, flood control, natural systems, and water supply.



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