

# **HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**

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DISTRICT OFFICE · 8529 South Park Circle – Suite 330 – Orlando, FL 32819

**HIGHLAND MEADOWS  
COMMUNITY DEVELOPMENT DISTRICT  
AUDIT REVIEW COMMITTEE  
MEETING  
NOVEMBER 18, 2014**

**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT**  
**DISTRICT OFFICE · 8529 South Park Circle – Suite 330 – Orlando, FL 32819**

October 30, 2014

**Committee Members**  
**Highland Meadows Community**  
**Development District**

**AGENDA**

Dear Committee Members:

The **Audit Review Committee** meeting of the Highland Meadows Community Development District will be held on **Tuesday, November 18, 2014 at 2:00 p.m.** at the office of Highland Homes, located at 3020 South Florida Avenue, Suite 101, Lakeland, Florida 33803. Following is the agenda for this meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. BUSINESS ADMINISTRATION**
  - A. Presentation of Auditor Selection Evaluation Criteria
  - B. Presentation of Audit Proposal Instructions
  - C. Presentation of Advertisement for Proposals for Annual Auditing Services
- 3. COMMENTS/ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to contact us at (407) 472-2471.

Sincerely,  
*Jeremy Needham*  
Jeremy Needham  
District Manager





**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year Ending  
September 30, 2015, (with two optional renewals)  
Polk County, Florida**

**INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **DAY of WEEK, MONTH DAY**, 2014 at **TIME a.m./p.m.**, at the offices of Rizzetta & Co., Inc., District Manager, located at 8529 South Park Circle, Suite 330, Orlando, Florida 32819. Proposals will be publicly opened at that time.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is assumed to be familiar with all federal, state, and local laws, ordinances, rules and regulations that in any manner affect the work. Ignorance on the part of the Proposer will in no way relieve it from responsibility to perform the work covered by the proposal in compliance with all such laws, ordinances and regulations.

**SECTION 3. QUALIFICATIONS OF PROPOSER.** The contract, if awarded, will only be awarded to a responsible Proposer who is qualified by experience and licensing to do the work specified herein. The Proposer shall submit with its proposal satisfactory evidence of experience in similar work and show that it is fully prepared to complete the work to the satisfaction of the District.

**SECTION 4. SUBMISSION OF ONLY ONE PROPOSAL.** Proposers shall be disqualified and their proposals rejected if the District has reason to believe that collusion may exist among the Proposers, the Proposer has defaulted on any previous contract or is in arrears on any previous or existing contract, or for failure to demonstrate proper licensure and business organization.

**SECTION 5. SUBMISSION OF PROPOSAL.** Submit eight (8) copies of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in an opaque sealed envelope, marked with the title "Auditing Services – Highland Meadows Community Development District" on the face of it.

**SECTION 6. MODIFICATION AND WITHDRAWAL.** Proposals may be modified or withdrawn by an appropriate document duly executed and delivered to the place where proposals are to be submitted at any time prior to the time and date the proposals are due. No proposal may be withdrawn after opening for a period of ninety (90) days.

**SECTION 7. PROPOSAL DOCUMENTS.** The proposal documents shall consist of the notice announcing the request for proposals, these instructions, the Evaluation Criteria Sheet and a proposal with all required documentation pursuant to Section 12 of these instructions (the "Proposal Documents").

**SECTION 8. PROPOSAL.** In making its proposal, each Proposer represents that it has read and understands the Proposal Documents and that the proposal is made in accordance therewith.

**SECTION 9. BASIS OF AWARD/RIGHT TO REJECT.** The District reserves the right to reject any and all proposals, make modifications to the work, and waive any informalities or irregularities in proposals as it is deemed in the best interests of the District.

**SECTION 10. CONTRACT AWARD.** Within five (5) days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a Contract (engagement letter) with the District.

**SECTION 11. LIMITATION OF LIABILITY.** Nothing herein shall be construed as or constitute a waiver of District's limited waiver of liability contained in section 768.28, Florida Statutes, or any other statute or law.

**SECTION 12. MISCELLANEOUS.** The proposals submitted shall be for the District's fiscal year 2015 audit, with an option to renew for fiscal years 2016 and 2017. Each audit shall be completed and accepted by the Board as quickly as possible. For each year in which the agreement is renewed, the audit must be completed, accepted by the Board, and transmitted to the State within nine months of the end of the fiscal year. All proposals shall include the following information in addition to any other requirements of the proposal documents.

- A. List position or title of all personnel to perform work on the District audit. Include resumes for each person listed; list years of experience in present position for each party listed and years of related experience.
- B. Describe proposed staffing levels, including resumes with applicable certifications.
- C. Indicate the name and number of special districts for which Proposer has provided auditing services over the last three years, and for which Proposer is currently under contract for current or future audits.
- D. Three references from projects of similar size and scope. The Proposer should include information relating to the work it conducted for each reference as well as a name, address and phone number of a contact person.
- E. The lump sum cost of the provision of services under the proposal, plus the lump sum cost of two (2) annual renewals.

**SECTION 13. PROTESTS.** Any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) hours after the Proposal Documents are first made available for pick-up. 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 protest the Proposal Documents.

**SECTION 14. EVALUATION OF PROPOSALS.** The criteria to be used in the evaluation are presented in the Evaluation Criteria Sheet, contained within the Proposal Documents.

**HIGHLAND MEADOWS COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Highland Meadows Community Development District hereby requests proposals for annual financial auditing services. The proposal must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2015, with the option for two additional annual renewals for the fiscal years ending September 30, 2016 and September 30, 2017. The District is a local unit of special-purpose government created under Chapter 190, Florida Statutes, for the purpose of financing, constructing, and maintaining public infrastructure. The District has previously issued Special Assessment Revenue Bonds to finance the acquisition and construction of certain improvements for the benefit of the District, and has an operating budget of approximately \$256,153.33 inclusive of debt service. The final contract will require that, among other things, the audit for the period ending September 30, 2015, will be completed no later than April 30, 2016.

The Auditing entity submitting a proposal must be duly licensed under Chapter 173, Florida Statutes and be qualified to conduct audits in accordance with "Government Auditing Standards", as adopted by the Florida Board of Accountancy. Audits shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address and telephone number listed below, and as of DAY of WEEK, MONTH DAY, 201X at TIME a.m./p.m. Any protest regarding the Proposal Documents must be filed in writing at the offices of the District Manager, within seventy-two (72) hours after the Proposal Documents are first made available for pick-up.

Proposers must provide eight (8) copies of their proposal to Jeremy Needham, District Manager, 8529 South Park Circle, Suite 330, Orlando, FL 32819, (407) 472-2471, in an envelope marked on the outside "Auditing Services Highland Meadows Community Development District." Proposals must be received by DAY of WEEK, MONTH DAY, 201X at TIME a.m./p.m., at the office of the District Manager. The District has the right to reject any and all proposals, make modifications to the work, and waive any minor informalities or irregularities as it deems appropriate, if it determines in its discretion it is in the District's best interest to do so. Please direct all questions regarding this Notice in writing to the District Manager.

Highland Meadows Community Development District  
Jeremy Needham, District Manager  
Run date: XX-XX-XX