

North Boulevard Community Development District

12051 Corporate Boulevard, Orlando, FL 32817; 407-382-3256

The following is the proposed agenda for the Auditor Selection Committee Meeting for the North Boulevard Community Development District, scheduled to be held on **Monday, November 6, 2017 at 11:15 a.m. at the Offices of Cassidy Homes, 346 East Central Ave., Winter Haven, FL 33880.** The personal attendance of three (3) Committee Members will be required to constitute a quorum.

If you would like to attend the meeting by phone, you may do so by dialing:

Phone: 1-877-864-6450
Participant Code: 345750

AUDITOR SELECTION COMMITTEE PROPOSED MEETING AGENDA

- Call to order & Roll Call
- A. Consideration of Public Announcement Requesting Proposals**
- B. Selection of Evaluation Criteria for Prospective Auditors**
- C. Consideration of Instruction to Proposers**
- Adjournment

**North Boulevard Community Development District
Request for Proposals for Annual Audit Services**

The North Boulevard Community Development District hereby requests proposals for annual financial auditing services. The proposals must provide for the auditing of the District's financial records for the fiscal year ending September 30, 2017, with an option for two additional annual renewals [three years total]. The District is a local unit of special-purpose government created pursuant to Chapter 190 of the Florida Statutes for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Polk County. The District currently has an annual operating budget of approximately \$180,000, exclusive of debt service. The District issued bonds with a par value of \$4,965,000 during its 2017-2018 fiscal year.

The Auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes and be qualified to conduct audits in accordance with "Governmental Auditing Standards", as adopted by the Florida Board of Accountancy Audit shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposals packages, which include additional qualification requirements, evaluation criteria and instructions to proposers are available from the District's Management Advisory Company at the address and telephone number listed below.

Proposers must provide ten (10) copies of their proposals to Fishkind & Associates, Inc. Attn: North Boulevard CDD Auditing Services, 12051 Corporate Blvd., Orlando, Florida, Telephone (407) 382-3256, in an envelope marked on the outside "Auditing Services, North Boulevard Community Development District." Proposals must be received by 5:00 p.m. on _____, _____, 2017, at the offices listed above.

Fishkind & Associates, Inc.
District Manager

**NORTH BOULEVARD
COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year Ending
September 30, 2017
Polk County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than _____, _____, 2017 at 5:00 p.m., at the offices of **Fishkind & Associates, Inc., District Manager**, located at **12051 Corporate Boulevard, Orlando Florida 32817**. 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 ten (10) 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 – North Boulevard 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 fourteen (14) 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 proposal submitted shall be for the District's fiscal year 2017 audit, with an option to renew for fiscal years 2018 and 2019. Each year, 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. Please indicate which districts Proposer is under contract for auditing services for fiscal years 2016 and 2017.
- 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 receipt of the Proposal 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 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.