



**HALIFAX**  
SOLUTIONS

# FISHHAWK RANCH COMMUNITY DEVELOPMENT DISTRICT

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Audit Committee Meeting  
March 23, 2022

[www.fishhawkkranchcdd.org](http://www.fishhawkkranchcdd.org)

District Office:  
4532 West Kennedy Blvd. #328  
Tampa, FL 33609

**FISHHAWK RANCH  
COMMUNITY DEVELOPMENT DISTRICT  
AGENDA**

<b>Board of Supervisors:</b>	Robert Kneusel Thomas Avino Kerri McDougald Terrie Morrison Dawn Turner	Chairman Vice Chairman Assistant Secretary Assistant Secretary Assistant Secretary
<b>District Manager:</b>	Eric Dailey	Halifax Solutions, LLC.
<b>District Counsel:</b>	Vivek Babbar	Straley Robin Vericker
<b>District Engineer:</b>	Stephen Brletic	Johnson, Mirmiran & Thompson

**All cellular phones must be turned off or on silent during the meeting.**

The Audience Comment portion of the agenda is where individuals may make comments on matters that concern the District. Individuals are limited to a total of three (3) minutes to make comments during this time.

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 (813) 575-1955. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or (800) 955-8771 (TTY) (800) 955-8770 (Voice), who can aid you in contacting the District Office.

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.

March 16, 2022

Board of Supervisors  
Fishhawk Ranch Community  
Development District

## AGENDA

Dear Board Members:

The Audit Committee Meeting of the Fishhawk Ranch Community Development District will be held on **Wednesday, March 23, 2022, at 6:30 p.m.** at the Palmetto Club, located at 17004 Dorman Road, Lithia, Florida 33547. The following is the tentative agenda for the meeting:

- 1. CALL TO ORDER**
- 2. AUDIENCE COMMENTS**
- 3. BUSINESS ITEMS**
  - A. Consideration of Audit RFP Advertisement..... Tab 1
  - B. Consideration of Audit RFP Instructions..... Tab 2
  - C. Consideration of Audit RFP Evaluation Criteria ..... Tab 3
- 4. ADJOURNMENT**

We look forward to seeing you at the meeting. In the meantime, if you have any questions, please do not hesitate to call us at (813) 575-1955.

Thank you,



Eric Dailey  
District Manager

**Fishhawk Ranch Community Development District  
Request for Proposals for Annual Audit Services**

The Fishhawk Ranch Community Development District (the “**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 ending September 30, 2022, 2023, and 2024 with an option for additional annual renewals. 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 is located in Hillsborough County, Florida and has an operating and debt service budget of approximately \$5,108,763.68.

Each auditing entity submitting a proposal must be authorized to do business in Florida; hold all applicable state and federal professional licenses in good standing, including but not limited to a license under Chapter 473, *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, and must be completed in a timely fashion to enable the Board to approve them no later than June 30 of each year.

The RFP Package, which includes this notice, instructions to proposers, and evaluation criteria is available from the District Manager, Eric Dailey, at [edailey@halifax-solutions.com](mailto:edailey@halifax-solutions.com).

Proposers must provide 1 electronic copy to the District Manager at the email listed above. Proposals must be received by **Friday, April 22, 2022 at 12:00 p.m.** Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Request for Proposals to the District Manager at the email listed above or via phone at 813.575.1955.

Eric Dailey, District Manager

**Fishhawk Ranch Community Development District  
Request for Proposals for Annual Audit Services**

**District Auditing Services for Fiscal Years ending September 30, 2022, 2023, and 2024  
with an option for additional annual renewals**

Hillsborough County, Florida

**Instructions to Proposers**

- 1. RFP Package.** The “RFP Package” shall consist of the notice announcing the request for proposals, these instructions, and the evaluation criteria.
- 2. Contents of Proposals.** All proposals shall include the following information in addition to any other requirements of the RFP Package.
  - 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. Provide 3 references from projects of similar size and scope. The Proposers 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. Identify any work previously conducted for other community development districts.
  - d. The lump sum cost of the provision of the services under the proposal, plus the cost of renewals.
- 3. Due Date.** Proposals must be received no later than **Friday, April 22, 2022, at 12:00 p.m.** by the District Manager, Eric Dailey, at [edailey@halifax-solutions.com](mailto:edailey@halifax-solutions.com).
- 4. Submission of Proposal.** Each Proposer shall submit 1 electronic copy of their proposal, including the requested documentation required by these instructions, at the time indicated herein. In submitting its proposal, each Proposer represents that it has read and understands the RFP Package and that the proposal is made in accordance therewith.
- 5. Renewals.** The proposals should include pricing for at least 3 years and may include options for additional optional renewals, auto-renewals (with annual escalators if applicable), or the ability to negotiate reasonable increases. For any automatic renewals, either party will be able to terminate the engagement for the next upcoming fiscal year with at least 30 days’ notice prior to September 1 of each year.
- 6. 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.
- 7. Disqualification.** 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.

- 8. 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.
- 9. 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 90 days.
- 10. Basis of Award and 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.
- 11. Evaluation of Proposals.** The criteria to be used in the evaluation of proposals are presented in the evaluation criteria, contained within the RFP Package. The Board of Supervisors will rank the proposals and the highest ranked firm will be selected.
- 12. Contract Award.** Within 14 days of receipt of the Notice of Award from the District, the Proposer shall enter into and execute a contract or engagement letter with the District.
- 13. 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.
- 14. Protests.** In accordance with the District's Rules of Procedure, any protest regarding the RFP Package, must be filed in writing, at the offices of the District Manager, within 72 hours after the receipt of the proposed contract documents. The formal protest setting forth with particularity the facts and law upon which the protest is based shall be filed within 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 or protest with respect to aforesaid contract award.
- 15. No Reimbursement of Preparation Costs.** Proposers will not be reimbursed for any cost associated with responding to this request.
- 16. Required Disclosure:**
  - a. **Scrutinized Companies:** Proposers should be aware of, and in compliance with, all requirements under Section 287.135, *Florida Statutes*, on Scrutinized Companies. A representation of compliance will be included in the Agreement.
  - b. **E-Verify.** Proposers should be aware of, and in compliance with, all requirements under Section 448.095(2)(c), *Florida Statutes*, on E-Verification requirements. A representation of compliance will be included in the Agreement.
  - c. **Public Records:**
    - i. All Proposals are considered public records pursuant to Chapter 119, *Florida Statutes*.
    - ii. As further described in the Agreement, in accordance with section 119.0701, *Florida Statutes*, if awarded the work, the Proposer shall: (a) keep and maintain

public records that ordinarily and necessarily would be required by the District in order to perform the service, (b) provide the public with access to public records on the same terms and conditions that the District would provide the records and at a cost that does not exceed the cost provided in this chapter or as otherwise provided by law, (c) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law, and (d) meet all requirements for retaining public records and transfer, at no cost, to the District all public records in possession of the contractor upon termination of the agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the District in a format that is compatible with the information technology systems of the District.

## **Auditor Selection Evaluation Criteria**

### ***Ability of Personnel.***

**(20 Points)**

This includes the geographic locations of the firm's headquarters or permanent office in relation to the project; capabilities and experience of key personnel; present ability to manage this project; evaluation of existing work load; proposed staffing levels, etc.

### ***Experience.***

**(20 Points)**

This includes past record and experience of the Proposer in similar projects; volume of work previously performed by the firm; past performance for other community development districts in other contracts; character, integrity, reputation, of respondent, etc.

### ***Ability to Furnish the Required Services.***

**(20 Points)**

Extent to which the proposal demonstrates the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.

### ***Understanding of Scope of Work.***

**(20 Points)**

Extent to which the proposal demonstrates an understanding of the District's needs for the services requested.

### ***Price.***

**(20 Points)**

Points will be awarded based upon the lowest total bid for rendering the services and the reasonableness of the proposal.