Arbor Greene Community Development District

Board of Supervisors

Steve Eckhardt, Chairman Michael V. Candella, Vice Chairman Scott Derby, Supervisor Michael S. Candella, Supervisor Thomson George, Supervisor Mark Vega, District Manager Amanda Uliano, District Counsel Robert Dvorak, District Engineer Jason von Merveldt, Community Manager Annette Alfonso, Assistant Community Manager

Agenda

Tuesday, October 19, 2021 6:30 p.m.

- 1. Call to Order
 - A. Roll Call
- 2. Public Comments (Limited to 3 Minutes)
- 3. Consent Agenda
 - A. Approval of the September 21, 2021 Meeting Minutes (Page 2)
 - B. Acceptance of September 2021 Financial Report
 - C. National Pollutant Discharge Elimination System "NPDES" Monthly Meeting Discussion
- 4. Reports
 - A. District Engineer's Report
 - B. District Manager's Report
 - i. Audit Committee Selection Process
 - Appointment of Committee Members
 - Establishment of RFP Evaluation Criteria (Page 4)
 - Authorization to Proceed with RFP (Page 5)
 - ii. Motion to Assign Fund Balance (Page 7)
 - C. Community Manager's Report
 - i. Discussion and Decision Opportunities
 - a. Tennis Concessionaire Agreements
 - b. 4-Way Crosswalk in Front of the Community Center
 - ii. General Updates
 - iii. Events and Revenue Update
- 5. Old Business, New Business and Supervisor Requests
- 6. Adjournment

Note: The next Workshop is scheduled for Thursday, November 11, 2021 at 6:30 p.m.

The next Meeting is scheduled for Tuesday, November 16, 2021 at 6:30 p.m

MINUTES OF MEETING ARBOR GREENE COMMUNITY DEVELOPMENT DISTRICT

1	The regular meeting of the Bo	The regular meeting of the Board of Supervisors of the Arbor Greene Community			
2	Development District was held on Tues	elopment District was held on Tuesday, September 21, 2021 at 6:30 p.m. in the Gathering			
3	Room, Arbor Greene Community Center	oom, Arbor Greene Community Center, 18000 Arbor Greene Drive, Tampa, Florida.			
4					
5	Present and constituting a quorur	ent and constituting a quorum were:			
6 7	Steve Eckhardt	Chairman			
8	Michael V. Candella	Vice Chairman (Via Telephone)			
9	Michael S. Candella	Supervisor			
10	Thomson George	Supervisor			
11	Scott Derby	Supervisor			
12	Scott Delby	Supervisor			
13	Also present were				
13 14	Also present were:				
15	Mark Vega	District Manager			
16	Jason von Merveldt	Community Manager			
17	Annette Alfonso	Assistant Community Manager			
18	Afficite Affoliso	Assistant Community Wanager			
19	The following is a summary of t	he discussions and actions taken.			
20	The jouowing is a summary of in	te discussions and actions taken.			
71	FIRST ORDER OF BUSINESS	Call to Order			
21 22	FIRST ORDER OF BUSINESS A. Roll Call	Call to Order			
22	A. Roll Call				
	A. Roll Call	Call to Order rder and a quorum was established.			
22 23 24	A. Roll Call Mr. Vega called the meeting to o	rder and a quorum was established.			
22 23 24 25	A. Roll Call Mr. Vega called the meeting to o On MOTION by Mr. I	rder and a quorum was established. Eckhardt, seconded by Mr. Michael S.			
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43	FOURTH C	ORDER OF BUSINESS	Reports
44	A.	District Engineer's Repo	-
45		There being none, the next	
46		_	
47	В.	District Manager's Repo	rt
48		There being none, the next	item followed.
49			
50	С.	Community Manager's I	
51		 Discussion and Decisi 	on Opportunities
52		ii. General Updates	
53		iii. Events and Revenue	-
54	Updates were provided at the workshop. Dis		kshop. Discussion ensued.
55			
56	FIFTH ORI	DER OF BUSINESS	Old Business, New Business and Supervisor
57	TO TO		Requests
58	There	e being none, the next item for	llowed.
59			A 12
60 61	SIXIHOR	DER OF BUSINESS	Adjournment
51			11 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
52	On MOTION by Mr. Eckhardt, seconded by Mr. Michael S,		
63		Candella, with all in favor,	the meeting was adjourned at 7:05 pm.
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66 			
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69 70			
70 71			Moult Voca
71 72			Mark Vega
72			Secretary

AUDITOR SELECTION EVALUATION CRITERIA

1. Ability of Personnel.

(20 Points)

(E.g., 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 workload; proposed staffing levels, etc.)

2. Proposer's Experience.

(20 Points)

(E.g. 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.)

3. Understanding of Scope of Work.

(20 Points)

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

4. 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 (E.g., the existence of any natural disaster plan for business operations).

5 Price. (20 Points)

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

ARBOR GREENE COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Years 2021, 2022 and 2023 Hillsborough County, Florida

INSTRUCTIONS TO PROPOSERS

- **SECTION 1. DUE DATE.** Electronic proposals must be received no later than 11:00 a.m. on November 8, 2021 via email to Erika.Wilson@Inframark.com. 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 one electronic copy of the Proposal Documents and other requested attachments at the time and place indicated herein, which shall be emailed with the subject line "Auditing Services Arbor Greene Community Development District".
- **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.** 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. 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.
 - D. The lump sum cost of the provision of the services under the proposal
 - E. Must perform the audit fieldwork at the office where the District records are maintained.

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 proposed contract 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 object or protest with respect to aforesaid contract award.

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

ARBOR GREENE COMMUNITY DEVELOPMENT DISTRICT

Motion: Assigning Fund Balance as of 9/30/21

The Board hereby assigns the FY 2021 Reserves as follows:

General Fund (001)	
Operating Reserve	\$416,307
Reserves-Clubhouse	\$ 17,000
Reserves-Court Amenities	\$ 24,689
Reserves-Fences	\$ 18,305
Reserves-Fountains	\$ 21,958
Reserves-Gate	\$ 22,403
Reserves-Irrigation System	\$ 57,500
Reserves-Lakes	\$ 87,500
Reserves-Landscape	\$ 41,645
Reserves-Playground	\$ 52,062
Reserves-Roadways	\$807,015
Reserves-Signage	\$ 62,800
Reserves-Stormwater System	\$ 61,500
Reserves-Streetlights	\$ 2,000
Reserves-Swimming Pools	\$ 52,323
Reserves-Tennis Court	\$ 24,001
General Fund (002)	
Operating Reserve	\$766
Reserves-Gate	\$2,100
General Fund (003)	
Operating Reserve	\$800
Reserves-Gate	\$21,500
General Fund (004)	
Operating Reserve	\$289
Reserves-Gate	\$ 9,200
General Fund (005)	+
Operating Reserve	\$460
Reserves-Gate	\$6,700
Canada Frant (000)	
General Fund (006)	¢<12
Operating Reserve	\$613
Reserves-Gate	\$4,800