



**Community
Development District**

October 21, 2021

**Audit Committee
Meeting
Agenda**



**Community Development District
OFFICE OF THE DISTRICT MANAGER
250 International Parkway, Suite 280 • Lake Mary, Florida 32746
Phone: (321) 263-0132**

ATTENDEES:

Meetings/Workshops are now held in person. During public comments, please state your name and address. Residents have the option of calling in via Zoom with the call-in information below:

Call-In Number: +1 (929) 205-6099

Meeting ID: 204 359 6216

Link: <https://us06web.zoom.us/j/2043596216>

Dear Board Members:

The Board of Supervisors of the Grand Haven Community Development District will hold a Audit Committee Meeting on Thursday, October 21, 2021, at 9:00 a.m., in the Grand Haven Room, at the Grand Haven Village Center, located at 2001 Waterside Parkway, Palm Coast, Florida 32137.

I. Call to Order/ Roll Call

II. Business Items

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| A. Consideration of Auditor Selection Evaluation Criteria | Exhibit 1 |
| B. Consideration of Audit Proposal Instruction | Exhibit 2 |
| C. Consideration of Advertisement of Annual Audit Service Proposals | Exhibit 3 |

III. Adjournment

Should you have any questions regarding the agenda, please email me at hmac@vestapropertyservices.com

Sincerely,

Howard McGaffney
District Manager

EXHIBIT 1

**AUDITOR SELECTION
EVALUTION CRITERIA (PRICE FACTORED IN)**

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 work load, 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, and 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 the 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.

EXHIBIT 2

**GRAND HAVEN COMMUNITY DEVELOPMENT
DISTRICT REQUEST FOR PROPOSALS**

District Auditing Services for Fiscal Year 2021 - 2023

INSTRUCTIONS TO PROPOSERS

Section 1. DUE DATE. Sealed proposals must be received no later than [date] at [time] at the offices of Howard McGaffney, District Manager, c/o DPFM Management & Consulting, LLC, 250 International Parkway, Suite 280, Lake Mary, Florida 32746. 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. 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 5. 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 6. SUBMISSION OF PROPOSAL DOCUMENTS. Submit eight (8) copies and one (1) unbound copy 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 on its face with the title "Auditing Services – Grand Haven Community Development District."

Section 7. MODIFICATION AND WITHDRAWAL. A Proposal 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 for a period of ninety (90) days after opening.

Section 8. PROPOSAL. The submission of Proposal Documents constitutes the Proposer's representation 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 Proposal Documents as the District deem to be in its best interests.

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. Proposal Documents shall include the following information in addition to any other requirements set forth herein.

- A. List the position or title of all personnel to perform work on the District audit. Include resumés for each person listed; list years of experience in present position for each party listed and years of related experiences.
- B. Describe proposed staffing levels, including resumés with applicable certifications.
- C. Include three (3) 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.

Section 13. PROTESTS. Any notice of 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 specifications or other 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 plans, specifications, or contract documents.

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.

EXHIBIT 3

**THE GRAND HAVEN COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Grand Haven 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 years ending September 30, 2021, 2022, and 2023. 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 Flagler County, Florida. For fiscal year 2020/2021, the District had a total annual operating budget of approximately \$4,361,819.00. The District does not have a budget for debt service. The final contract will require that among other things, the audit for the period ending September 30, 2021 be completed no later than June 1, 2022.

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.

Proposers must provide one (1) digital copy and seven (7) hard copies of their proposal to Howard McGaffney, District Manager, c/o DPF Management & Consulting, LLC, located at 250 International Parkway, Suite 280, Lake Mary, FL 32746, in a sealed envelope marked on the outside "Auditing Services – Grand Haven Community Development District." Proposals must be received by 12:00 p.m. on _____, _____, 2021 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 irregularities as it deems appropriate. Please direct all questions regarding this Notice to the District Manager, who can be reached at 904-386-0186.

Grand Haven Community Development District
Howard McGaffney, District Manager

Run Date: xx-xx-2021