

TREVESTA COMMUNITY DEVELOPMENT DISTRICT

DISTRICT OFFICE · 9530 MARKETPLACE ROAD · SUITE 206 · FT. MYERS, FLORIDA 33912

TREVESTA COMMUNITY DEVELOPMENT DISTRICT

**AUDIT COMMITTEE MEETING
JUNE 24, 2015**

TREVESTA COMMUNITY DEVELOPMENT DISTRICT
DISTRICT OFFICE • 9530 MARKETPLACE ROAD • SUITE 206 • FORT MYERS, FLORIDA 33912

June 16, 2015

Committee Members
**Trevesta Community
Development District**

AGENDA

Dear Committee Members:

The first meeting of the Audit Committee of the Trevesta Community Development District will be held on **Wednesday, June 24, 2015 at 1:30 p.m.** at the office of Starwood Land Ventures located at 6310 Capital Drive, Suite 130, Lakewood Ranch, Florida 34202. The following is the agenda for the meeting.

- 1. CALL TO ORDER/ROLL CALL**
- 2. BUSINESS ITEMS**
 - A. Presentation of the Audit Proposal Instructions and Evaluation Criteria With Price..... Tab 1
 - B. Presentation of the Audit Proposal Instructions and Evaluation Criteria Without Price..... Tab 2
 - C. Presentation of Request for Proposals for Annual Auditing Services..... Tab 3
- 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 me at (239) 936-0913.

Very truly yours,
Eric Dailey
Eric Dailey
District Manager

cc: Jonathan Johnson, Hopping Green & Sams

Tab 1

**TREVESTA COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Year Ending September 30, 2015
With Two Annual Renewals
Manatee County, Florida**

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Sealed proposals must be received no later than **July 24, 2015, at 12:00 p.m.**, at the offices of District Manager, located at 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912. 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 seven (7) copies of the Proposal Documents, and other requested attachments at the time and place indicated herein, which shall be enclosed in a sealed envelope, marked with the title “Auditing Services – Trevesta 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 Districts 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

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 project plans and 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.

Tab 2

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**AUDITOR SELECTION
EVALUATION CRITERIA**

1. Ability of Personnel. (25 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. (25 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. (25 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. (25 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).

Total (100 Points)

Tab 3

**TREVESTA COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Trevesta 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 (2) 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 is located in Manatee, Florida, and has an annual operating budget of approximately \$110,375. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2015 be completed no later than March 31, 2016.

The auditing entity submitting a proposal must be duly licensed 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.

Proposal packages, which include evaluation criteria and instructions to proposers, are available from the District Manager at the address listed below, as of Friday, June 26, 2015. 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 seven (7) copies of their proposal to Kristen Suit, District Manager, 9530 Marketplace Road, Suite 206, Fort Myers, Florida 33912, in an envelope marked on the outside "Auditing Services – Trevesta Community Development District." Proposals must be received by Friday, July 24, 2015 at 12:00 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 to the District Manager, who can be reached at 239-936-0913.

Trevesta Community Development District
Kristen Suit, District Manager

Run Date: 00/00/2015