Hamilton Bluff Community Development District

Meeting Agenda

October 26, 2022

AGENDA

Community Development District

219 E. Livingston St., Orlando, Florida 32801 Phone: 407-841-5524 – Fax: 407-839-1526

October 19, 2022

Board of Supervisors Hamilton Bluff Community Development District

Dear Board Members:

A meeting of the Board of Supervisors of the Hamilton Bluff Community Development District will be held on Wednesday, October 26, 2022, at 9:45 AM at 346 E. Central Ave., Winter Haven, FL 33880.

Zoom Video Link: https://us06web.zoom.us/j/85752822107

Zoom Call-In Number: 1-646-876-9923

Meeting ID: 857 5282 2107

Following is the advance agenda for the meeting:

Board of Supervisors Meeting

- 1. Roll Call
- 2. Public Comment Period (¹Speakers will fill out a card and submit it to the District Manager prior to the beginning of the meeting)
- 3. Organizational Matters
 - A. Administration of Oath to Newly Appointed Supervisor Eric Lavoie (Appointed July 27, 2022)
 - B. Consideration of Resolution 2022-41 Appointing Assistant Secretary (Tabled from July 27, 2022 Meeting)
- 4. Approval of Minutes of the July 27, 2022 Board of Supervisors Meeting
- 5. Consideration of Resolution 2023-01 Ratifying the Fiscal Year 2023 Meeting Schedule
- 6. Appointment of Audit Committee
- 7. Staff Reports
 - A. Attorney
 - B. Engineer
 - C. District Manager's Report
 - i. Approval of Check Register
 - ii. Balance Sheet & Income Statement

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¹ Comments will be limited to three (3) minutes

- 8. Other Business
- 9. Supervisors Requests and Audience Comments
- 10. Adjournment

Audit Committee Meeting

- 1. Roll Call
- 2. Public Comment Period
- 3. Audit Services
 - A. Approval of Request for Proposals and Selection Criteria
 - B. Approval of Notice of Request for Proposals for Audit Services
 - C. Public Announcement of Opportunity to Provide Audit Services
- 4. Adjournment



SECTION B

RESOLUTION 2022-41

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT ELECTING THE OFFICERS OF THE DISTRICT, AND PROVIDING FOR AN EFFECTIVE DATE

WHEREAS, the Hamilton Bluff Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*; and

WHEREAS, pursuant to Chapter 190, *Florida Statutes*, the Board of Supervisors ("**Board**"), shall organize by electing one of its members as Chair and by electing an Assistant Secretary, and such other officers as the Board may deem necessary.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. DISTRICT OFFICERS. The following persons are elected to the offices shown:

Assistant Secretary <u>Eric Lavoie</u>

- **SECTION 2. CONFLICTS.** All Resolutions or parts of Resolutions in conflict herewith are hereby repealed to the extent of such conflict.
- **SECTION 3. EFFECTIVE DATE.** This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 26th day of October 2022

ATTEST:	HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT
Secretary/Assistant Secretary	Chairperson, Board of Supervisors

MINUTES

MINUTES OF MEETING HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT

The regular meeting of the Board of Supervisors of the Hamilton Bluff Community Development District was held on **Wednesday**, **July 27**, **2022** at 10:00 a.m. at 346 E. Central Ave., Winter Haven, Florida.

Present and constituting a quorum were:

Lauren SchwenkVice ChairpersonBobbie HenleyAssistant SecretaryJessica KowalskiAssistant Secretary

Also, present were:

Jeremy LeBrun District Manager, GMS
Roy Van Wyk by Zoom District Counsel, KE Law
Molly Banfield by Zoom District Engineer, Dewberry

The following is a summary of the discussions and actions taken at the July 27, 2022 Hamilton Bluff Community Development District's Regular Board of Supervisor's Meeting.

FIRST ORDER OF BUSINESS Roll Call

Mr. LeBrun called the meeting to order and called role. Three supervisors were in attendance constituting a quorum.

SECOND ORDER OF BUSINESS Public Comment Period

There were no public members present at the meeting.

THIRD ORDER OF BUSINESS Organizational Matters

A. Accepting of Resignation from Justin Frye

Mr. LeBrun stated that Supervisor Frye had submitted his resignation from the Board and he asked for a motion to accept his resignation.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Accepting the Resignation of Justin Frye, was approved.

July 27, 2022 Hamilton Bluff CDD

B. Appointment to Fill the Vacant Board Seat

Mr. LeBrun noted that they could appoint someone to fill the vacant Board seat. Ms. Kowalski nominated Eric Lavoie.

On MOTION by Ms. Kowalski, seconded by Ms. Schwenk, with all in favor, Appointing Eric Lavoie to Fill the Vacant Board Seat, was approved.

C. Administration of Oath to Newly Appointed Supervisor

Mr. LeBrun stated that this action item will be completed at the next meeting once there is a notary in attendance.

D. Consideration of Resolution 2022-41 Appointing Assistant Secretary

Mr. LeBrun stated that this action item will be completed at the next meeting once Eric Lavoie was sworn in.

FOURTH ORDER OF BUSINESS Approval of Minutes of the May 25, 2022 Board of Supervisors Meeting

Mr. LeBrun presented the minutes from the May 25, 2022 Board of Supervisors meetings and asked for any questions, comments, or corrections. The Board had no changes.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, the Minutes of the May 25, 2022 Board of Supervisors Meetings, were approved.

FIFTH ORDER OF BUSINESS Public Hearing

A. Public Hearing on the Adoption of the Fiscal Year 2022/2023 Budget (Continued from May 25, 2022 Board of Supervisors Meeting)

Mr. LeBrun noted that the public hearing was a continuation from the May 25, 2022 Board of Supervisors meeting about the 2022/20233 adopted budget and because there were no members of the public present in person or on Zoom, he asked for a motion to close the public hearing.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Closing the Public Hearing, was approved.

2

July 27, 2022 Hamilton Bluff CDD

i. Consideration of Resolution 2022-42 Adopting the District's Fiscal Year 2022/2023 Budget and Appropriating Funds

Mr. LeBrun noted that the 2022/20223 budget was provided in the agenda package and asked for any questions and comments from the Board. Ms. Schwenk asked about a developer contribution and Mr. LeBrun stated that the expenses will only be funded as they are needed. There being no other questions, he asked for a motion of approval.

On MOTION by Ms. Schwenk, seconded by Ms. Henley, with all in favor, Resolution 2022-42 Adopting the District's Fiscal Year 2022/2023 Budget and Appropriating Funds, was approved.

SIXTH ORDER OF BUSINESS

Staff Reports

A. Attorney

Mr. Van Wyk had nothing to report.

B. Engineer

Ms. Banfield had nothing further to report.

C. District Manager's Report

i. Check Register

Mr. LeBrun presented the check register from June 1st through July 19th totaling \$40,118.53. There being no questions from the Board, he asked for a motion of approval.

On MOTION by Ms. Henley, seconded by Ms. Schwenk, with all in favor, the Check Register, was approved.

ii. Balance Sheet and Income Statement

Mr. LeBrun presented the unaudited financial reports through June 30^{th.} This is for informational purposes only and there was no action required from the Board.

SEVENTH ORDER OF BUSINESS Other Business

There being none, the next item followed.

EIGHTH ORDER OF BUSINESS Supervisors Requests and Audience Comments

There being none, the next item followed.

NINTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Henley favor, the meeting was adjou	y, seconded by Ms. Schwenk, with all in urned.
Secretary/Assistant Secretary	Chairman/Vice Chairman

SECTION V

RESOLUTION 2023-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT RATIFYING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2023; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Hamilton Bluff Community Development District (the "District") is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, being situated within the Town of Lake Hamilton, Polk County, Florida; and

WHEREAS, the District is required by Section 189.015, *Florida Statutes*, to file quarterly, semi-annually, or annually a schedule (including date, time, and location) of its regular meetings with local governing authorities; and

WHEREAS, further, in accordance with the above-referenced statute, the District shall also publish quarterly, semi-annually, or annually the District's regular meeting schedule in a newspaper of general paid circulation in the county in which the District is located; and

WHEREAS, the Board desires to ratify the Fiscal Year 2022/2023 annual meeting schedule attached as **Exhibit A**.

NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT:

SECTION 1. The Fiscal Year 2022/2023 annual meeting schedule attached hereto and incorporated by reference herein as **Exhibit A** is hereby approved and shall be published in accordance with the requirements of Florida law and also provided to applicable governing authorities.

SECTION 2. This Resolution shall become effective immediately upon its adoption.

PASSED AND ADOPTED this 26th day of October 2022.

ATTEST:	HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT
Secretary / Assistant Secretary	Chairperson, Board of Supervisors

Exhibit A: Fiscal Year 2022/2023 Annual Meeting Schedule

Exhibit A: Fiscal Year 2022/2023 Annual Meeting Schedule

BOARD OF SUPERVISORS MEETING DATES HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2022/2023

The Board of Supervisors of the Hamilton Bluff Community Development District will hold their regular meetings for Fiscal Year 2023 on the 4th Wednesday of each month, at 346 E. Central Ave., Winter Haven, Florida 33880, at 9:45 a.m., unless otherwise indicated as follows:

October 26, 2022 November 23, 2022 December 28, 2022 January 25, 2023 February 22, 2023 March 22, 2023 April 26, 2023 May 24, 2023 June 28, 2023 July 26, 2023 August 23, 2023 September 27, 2023

The meetings are open to the public and will be conducted in accordance with the provision of Florida Law for Community Development Districts. The meetings may be continued to a date, time, and place to be specified on the record at the meeting. A copy of the agenda for these meetings may be obtained from Governmental Management Services – Central Florida, LLC, 219 E. Livingston Street, Orlando, Florida 32801 or by calling (407) 841-5524.

There may be occasions when one or more Supervisors or staff will participate by telephone. Pursuant to provisions of the Americans with Disabilities Act, any person requiring special accommodations at this meeting because of a disability or physical impairment should contact the District Office at (407) 841-5524 at least 48 hours prior to the meeting. If you are hearing or speech impaired, please contact the Florida Relay Service by dialing 7-1-1, or 1-800-955-8771 (TTY) / 1-800-955-8770 (Voice), for aid in contacting the District Office.

A person who decides to appeal any decision made at the meeting with respect to any matter considered at the meeting 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 such appeal is to be based.

District Manager

SECTION VII

SECTION C

SECTION 1

Hamilton Bluff Community Development District

Summary of Checks

July 20, 2022 to October 17, 2022

Bank	Date	Check No.'s	Amount
General Fund	8/3/22	23-27	\$ 5,244.00
	8/15/22	28-29	\$ 3,302.17
	9/15/22	30	\$ 200.00
	9/16/22	31-33	\$ 9,101.87
			\$ 17,848.04
			\$ 17,848.04

AP300R YEAR-TO-DATE ACCOUNTS PAYABLE PREPAID/COMPUTER CHECK REGISTER RUN 10/18/22 PAGE 1 *** CHECK DATES 07/20/2022 - 10/17/2022 *** GENERAL FUND-HAMILTON BLUFF BANK A GENERAL FUND

		BANK A GENERAL FUND			
CHECK VEND# DATE	INVOICEEXPENSED TO DATE INVOICE YRMO DPT ACCT#	. VENDOR NAME SUB SUBCLASS	STATUS	AMOUNT	CHECK AMOUNT #
8/03/22 00011	7/27/22 BH072720 202207 310-51300 SUPERVISOR FEE 07/27/22	-11000	*	200.00	
	SUPERVISOR FEE 07/27/22	BOBBIE HENLEY			200.00 000023
8/03/22 00007	7/15/22 2147553 202206 310-51300 ENGINEER SERVICES JUN 22	-31100	*	825.00	
	ENGINEER SERVICES JUN 22	DEWBERRY ENGINEERS INC.			825.00 000024
8/03/22 00012	7/27/22 JK072720 202207 310-51300	-11000	*	200.00	
	SUPERVISOR FEE 07/27/22	JESSICA KOWALSKI			200.00 000025
8/03/22 00005			*	1,197.00	
	6/08/22 2734 202205 310-51300	-49100	*	2,622.00	
	BOUNDARY AMENDMENT FR#2	KE LAW GROUP, PLLC			3,819.00 000026
8/03/22 00009	7/27/22 LS072720 202207 310-51300	-11000	*	200.00	
	SUPERVISOR FEE 07/27/22	LAUREN SCHWENK			200.00 000027
8/15/22 00001	8/01/22 7 202208 310-51300 MANAGEMENT FEES - AUG 22	-34000	*	2,916.67	
	8/01/22 7 202208 310-51300 WEBSITE MANAGEMENT-AUG 2	-35200	*	100.00	
	8/01/22 7 202208 310-51300 INFORMATION TECH - AUG 2	-35100	*	150.00	
	8/01/22 7 202208 310-51300 OFFICE SUPPLIES	-51000	*	2.50	
	OFFICE SUPPLIES	GOVERNMENTAL MANAGEMENT SERVICES			3,169.17 000028
8/15/22 00005	7/06/22 3057 202206 310-51300 BOUNDARY AMENDMENT FR#4		*	133.00	
	BOUNDARY AMENDMENT FR#4	KE LAW GROUP, PLLC			133.00 000029
9/15/22 00008	3/08/22 RH030820 202203 310-51300		*	200.00	
	BOS MEETING 3/8/22	RENNIE HEATH			200.00 000030
9/16/22 00006	8/30/22 16471 202209 300-15500	-10000	^	5.000.00	
	FIZ3 INSURANCE POLICY	EGIS INSURANCE & RISK ADVISORS, LLC	C		5,000.00 000031
9/16/22 00001	9/01/22 8 202209 310-51300 MANAGEMENT FEES - SEP 22	-34000	*	2,916.67	

HAMB HAMILTON BLUFF KCOSTA

AP300R *** CHECK DATES 07/20/2022			RUN 10/18/22	PAGE 2
	VOICE YRMO DPT ACCT# SUB SUBCLASS	ENDOR NAME STATUS	AMOUNT	CHECK AMOUNT #
9/01/22 8	202209 310-51300-35200	*	100.00	
9/01/22 8	EBSITE ADMIN - SEP 22 202209 310-51300-35100 NFORMATION TECH - SEP 22	*	150.00	
9/01/22 8	202209 310-51300-51000	*	.21	
9/01/22 8	FFICE SUPPLIES 202209 310-51300-42000 OSTAGE	*	3.99	
-		MANAGEMENT SERVICES		3,170.87 000032
9/16/22 00005 8/11/22 36	37 202207 310-51300-31500 ENERAL COUNSEL - JUL 22	*	665.00	
9/09/22 39	91 202208 310-51300-31500	*	266.00	
G 	ENERAL COUMSEL - AUG 22 KE LAW GROUP,	PLLC		931.00 000033
		TOTAL FOR BANK A	17,848.04	
		TOTAL FOR REGISTER	17,848.04	

HAMB HAMILTON BLUFF KCOSTA

SECTION 2

Community Development District

Unaudited Financial Reporting

September 30, 2022



Table of Contents

1	Balance Sheet
2	General Fund
3	Month to Month

Community Development District

Combined Balance Sheet

September 30, 2022

	(General	
		Fund	
Assets:			
Cash:			
Operating Account	\$	6,185	
Due from Developer	\$	1,064	
Prepaid Expenses	\$	5,000	
Total Assets	\$	12,249	
Liabilities:			
Accounts Payable	\$	1,064	
Due to Capital	\$	-	
Total Liabilites	\$	1,064	
Fund Balance:			
Unassigned	\$	11,185	
Total Fund Balances	\$	11,185	
Total Liabilities & Fund Balance	\$	12,249	

Community Development District

General Fund

Statement of Revenues, Expenditures, and Changes in Fund Balance

For The Period Ending September 30, 2022

	Adopted		Pror	Prorated Budget		Actual		
	Budget		Thru	1 09/30/22	Thru	u 09/30/22	I	⁷ ariance
Revenues:								
Developer Contributions	\$	75,516	\$	75,516	\$	60,000	\$	(15,516)
Boundary Amendment Contributions	\$	-	\$	-	\$	5,016	\$	5,016
Total Revenues	\$	75,516	\$	75,516	\$	65,016	\$	(10,500)
Expenditures:								
Supervisor Fees	\$	7,000	\$	7,000	\$	3,000	\$	4,000
Engineering	\$	8,750	\$	8,750	\$	4,820	\$	3,930
Attorney	\$	14,583	\$	14,583	\$	3,963	\$	10,620
Management Fees	\$	20,417	\$	20,417	\$	19,758	\$	658
Information Technology	\$	1,050	\$	1,050	\$	997	\$	53
Website Maintenance **	\$	2,450	\$	2,450	\$	2,447	\$	3
Telephone	\$	175	\$	175	\$	-	\$	175
Postage & Delivery	\$	583	\$	583	\$	75	\$	509
Insurance	\$	5,000	\$	5,000	\$	2,836	\$	2,164
Printing & Binding	\$	583	\$	583	\$	16	\$	568
Legal Advertising	\$	10,000	\$	10,000	\$	10,724	\$	(724)
Boundary Amendment Expenses	\$	-	\$	-	\$	5,016	\$	(5,016)
Other Current Charges	\$	4,000	\$	4,000	\$	-	\$	4,000
Office Supplies	\$	365	\$	365	\$	54	\$	310
Travel Per Diem	\$	385	\$	385	\$	-	\$	385
Dues, Licenses & Subscriptions	\$	175	\$	175	\$	125	\$	50
Total Expenditures	\$	75,516	\$	75,516	\$	53,831	\$	21,686
Excess (Deficiency) of Revenues over Expenditures	\$	-			\$	11,185		
Fund Balance - Beginning	\$	-			\$	-		
Fund Balance - Ending	\$	-			\$	11,185		

Community Development District Month to Month

	0ct	Nov	Dec	Jan	Feb	March	April	May	June	July	Aug	Sept	Total
Revenues:													
Developer Contributions	\$ - \$	- \$	- \$	- \$	- \$	35,000 \$	- \$	- \$	25,000 \$	- \$	- \$	- \$	60,000
Boundary Amendment Contributions	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	3,819 \$	133 \$	- \$	1,064 \$	5,016
Total Revenues	\$ - \$	- \$	- \$	- \$	- \$	35,000 \$	- \$	- \$	28,819 \$	133 \$	- \$	1,064 \$	65,016
Expenditures:													
Supervisor Fees	\$ - \$	- \$	- \$	- \$	- \$	800 \$	800 \$	800 \$	- \$	600 \$	- \$	- \$	3,000
Engineering	\$ - \$	- \$	- \$	- \$	- \$	- \$	2,040 \$	1,955 \$	825 \$	- \$	- \$	- \$	4,820
Attorney	\$ - \$	- \$	- \$	- \$	- \$	1,559 \$	1,188 \$	286 \$	- \$	665 \$	266 \$	- \$	3,963
Management Fees	\$ - \$	- \$	- \$	- \$	- \$	2,258 \$	2,917 \$	2,917 \$	2,917 \$	2,917 \$	2,917 \$	2,917 \$	19,758
Information Technology	\$ - \$	- \$	- \$	- \$	- \$	97 \$	150 \$	150 \$	150 \$	150 \$	150 \$	150 \$	997
Website Maintenance **	\$ - \$	- \$	- \$	- \$	- \$	97 \$	1,850 \$	100 \$	100 \$	100 \$	100 \$	100 \$	2,447
Telephone	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Postage & Delivery	\$ - \$	- \$	- \$	- \$	- \$	- \$	24 \$	8 \$	- \$	39 \$	- \$	4 \$	75
Insurance	\$ - \$	- \$	- \$	- \$	- \$	- \$	2,836 \$	- \$	- \$	- \$	- \$	- \$	2,836
Printing & Binding	\$ - \$	- \$	- \$	- \$	- \$	- \$	11 \$	5 \$	- \$	- \$	- \$	- \$	16
Legal Advertising	\$ - \$	- \$	- \$	- \$	- \$	1,145 \$	8,872 \$	707 \$	- \$	- \$	- \$	- \$	10,724
Boundary Amendment Expenses	\$ - \$	- \$	- \$	- \$	- \$	- \$	1,197 \$	2,622 \$	133 \$	1,064 \$	- \$	- \$	5,016
Other Current Charges	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Office Supplies	\$ - \$	- \$	- \$	- \$	- \$	- \$	3 \$	3 \$	3 \$	44 \$	3 \$	0 \$	54
Travel Per Diem	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	- \$	-
Dues, Licenses & Subscriptions	\$ - \$	- \$	- \$	- \$	- \$	- \$	- \$	125 \$	- \$	- \$	- \$	- \$	125
Total Expenditures	\$ - \$	- \$	- \$	- \$	- \$	5,956 \$	21,887 \$	9,676 \$	4,127 \$	5,578 \$	3,435 \$	3,171 \$	53,831
Excess (Deficiency) of Revenues over Expenditures	\$ - \$	- \$	- \$	- \$	- \$	29,044 \$	(21,887) \$	(9,676) \$	24,692 \$	(5,445) \$	(3,435) \$	(2,107) \$	11,185

Audit Committee Meeting



SECTION A

HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS

District Auditing Services for Fiscal Year 2022

Polk County, Florida

INSTRUCTIONS TO PROPOSERS

- **SECTION 1. DUE DATE.** Sealed proposals must be received no later than **Tuesday, November 15, 2022 at 5:00 p.m.**, at the offices of Governmental Management Services Central Florida, LLC, Attn: Jill Burns/Samantha Hoxie, District Manager, 219 East Livingston Street, Orlando, Florida 32801. 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 (1) original hard copy and one (1) electronic 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 with the title "Auditing Services Hamilton Bluff 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. 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 résumés 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 résumés 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 for Fiscal Year 2022, plus the lump sum cost of four (4) annual renewals.
- E. Provide a proposed schedule for performance of the audit.

SECTION 13. PROTESTS. In accordance with the District's Rules of Procedure, any protest regarding the Proposal Documents, must be filed in writing, at the offices of the District Manager, within seventy-two (72) calendar hours (excluding Saturday, Sunday, and state holidays) 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 (including Saturday, Sunday, and state holidays) 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 the aforesaid Proposal 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.

HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT AUDITOR SELECTION EVALUATION CRITERIA

1. Ability of Personnel.

(20 Points)

(E.g., geographic location 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 Proposer, 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.

5. Price. (20 Points)

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

TOTAL (100 Points)

SECTION B

HAMILTON BLUFF COMMUNITY DEVELOPMENT DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Hamilton Bluff 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, 2022, with an option for four (4) 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 the Town of Lake Hamilton, Polk County, Florida. The District currently has an operating budget of approximately \$431,810. The final contract will require that, among other things, the audit for the fiscal year ending September 30, 2022, be completed no later than June 1, 2023.

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.

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) original hard copy and one (1) electronic copy of their proposal to Governmental Management Services – Central Florida, LLC Attn: Jill Burns/Samantha Hoxie, District Manager/Staff, 219 East Livingston Street, Orlando, Florida 32801, in an envelope marked on the outside "Auditing Services – Hamilton Bluff Community Development District."

Proposals must be received by 5:00 PM on Tuesday, November 15, 2022, at the office address listed above. Proposals received after this time will not be eligible for consideration. Please direct all questions regarding this Notice to the District Manager who can be reached at (407) 841-5524.

Jill Burns, District Manager Governmental Management Services – Central Florida, LLC

Run Date: Tuesday, November 1, 2022