



***HERITAGE HARBOR
COMMUNITY DEVELOPMENT DISTRICT***

Agenda Package

Audit Committee Meeting

***Tuesday
February 13, 2024
5:30 p.m.***

***Location:
Heritage Harbor Clubhouse
19502 Heritage Harbor Parkway
Lutz, FL 33558***

Note: The Advanced Meeting Package is a working document and thus all materials are considered DRAFTS prior to presentation and Board acceptance, approval or adoption.

Heritage Harbor Community Development District

250 International Parkway, Suite 208
Lake Mary, FL 32746
(321) 263-0132

Audit Committee
Heritage Harbor Community Development District

Dear Audit Committee:

The Audit Committee Meeting of the Audit Committee of the Heritage Harbor Community Development District is scheduled for **Tuesday, February 13, 2024, at 5:30 p.m.** at the **Heritage Harbor Clubhouse, 19502 Heritage Harbor Parkway, Lutz, FL 33558.**

An advanced copy of the agenda for the meeting is attached along with associated documentation for your review and consideration. Any additional support material will be distributed at the meeting.

Should you have any questions regarding the agenda, please contact me at (321) 263-0132 X-737 or sviera@vestapropertyservices.com. We look forward to seeing you at the meeting.

Sincerely,

Sydney Viera

Sydney Viera
District Manager



Heritage Harbor Community Development District

Meeting Date: Tuesday, February 13, 2024 Call-in Number: 1-904-348-0776
Time: 5:30 PM Meeting ID: 766 858 449#
Location: Heritage Harbor Clubhouse Note: [Click here to join the meeting](#)
19502 Heritage Harbor Pkwy
Lutz, FL 33558

Audit Committee Agenda

- I. Roll Call**
- II. Audience Comments** – *(limited to 3 minutes per individual for agenda items)*
- III. Administrative Items**
 - A. Review of RFP & Evaluation Criteria
- IV. Business Items**
 - A. Authorization to Proceed with Publication of RFP
 - B. Schedule of Next Meeting Date – (MONTH DAY, YEAR)
- V. Adjournment**

[Exhibit 1](#)

EXHIBIT 1

**HERITAGE HARBOR COMMUNITY DEVELOPMENT
DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT
SERVICES**

The Heritage Harbor Community Development District hereby requests proposals for annual financial auditing services. The proposals must provide for the auditing of the District’s financial records for the fiscal year ending on September 30, 2024, with an option for two or more 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. The District currently has an annual operating budget for approximately \$1,009,200 dollars inclusive of the General Fund. The final contract will require that the Audit for Fiscal Year 2024 be completed no later than 270 days following the conclusion of the fiscal year.

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 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 using the contact information listed below.

The District reserves the right to reject any and all proposals. Additionally, there is no express or implied obligation for the District to reimburse proposers for any expenses associated with the preparation and submittal of the proposals in response to the request.

Any protest regarding the terms of this Notice, or the evaluation criteria on file with the District Manager, must be filed in writing, within seventy-two (72) hours after the publication of this Notice. 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 Notice or evaluation criteria provisions. Any person who files a notice of protest shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). Additional information and requirements regarding protests are set forth in the District’s Rules of Procedures

Proposers must submit one (1) digital copy of their proposal to the District Manager, District Admin., and District Counsel, with the email subject line “Auditing Services – Heritage Harbor Community Development District.” Proposals must be received by 2:00 p.m. on (MONTH DAY, YEAR), to the District Manager, (NAME) at (EMAIL ADDRESS), the District Admin. (NAME) at (EMAIL ADDRESS). Please direct all questions regarding this Notice in writing to the District Manager, (DISTRICT MANAGER) at (DISTRICT MANAGER EMAIL), with e-mail copies to (DISTRICT COUNSEL) at (DISTRICT COUNSEL EMAIL).

Heritage Harbor Community Development District
(DISTRICT MANAGER NAME), District Manager

**HERITAGE HARBOR COMMUNITY DEVELOPMENT
DISTRICT
REQUEST FOR PROPOSALS**

District Auditing Services
Hillsborough County,
Florida

INSTRUCTIONS TO PROPOSERS

SECTION 1. DUE DATE. Digital proposal (“**Proposal**”) must be received no later than **February 7**, 2024, at **2** p.m., to the District Manager, **(NAME)** at **(EMAIL)**, District Admin., **(NAME)** at **(EMAIL)**, and District Counsel, **(NAME)** at **(EMAIL)**.

SECTION 2. FAMILIARITY WITH THE LAW. By submitting a proposal, each proposer (“**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. Each Proposer shall submit one (1) digital copy of the Proposal Documents (defined below), and other requested attachments at the time and place indicated herein, with the email subject line "Auditing Services – Cascades at Groveland 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, 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. CONTENTS OF PROPOSALS. All proposals shall include the following information in addition to any other requirements of the Proposal Documents.

- A. Information regarding the proposer's authority to do business in Florida; proof of all applicable state and federal professional licenses; and proof of the proposer's qualifications to conduct audits in accordance with Government Auditing Standards as adopted by the Florida Board of Accountancy.
- B. 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.
- C. Information regarding the geographic location of the firm's headquarters or permanent office in relation to the project.
- D. Describe proposed staffing levels.
- E. Provide 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 the name, address, and phone number of a contact person. Identify any work previously conducted for other community development districts.
- F. Describe approach to the project.
- G. Provide information regarding the adequacy of Proposer's financial resources and stability as a business entity necessary to complete the services required.
- H. The lump sum cost of the provision of the services under the proposal, plus the cost of any renewals.

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 issuance of the Notice of Request for Proposals. 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. Any person who files a notice of protest challenging the Proposal Documents or any resulting Notice of Award shall provide to the District, simultaneous with the filing of the notice, a protest bond with a responsible surety to be approved by the District and in the amount of Ten Thousand Dollars (\$10,000.00). In the event the protest is successful, the protest bond shall be refunded to the protestor. In the event the

protest is unsuccessful, the protest bond shall be applied towards the District's costs, expenses, and attorney's fees associated with hearing and defending the protest. In the event the protest is settled by mutual agreement of the parties, the protest bond shall be distributed as agreed to by the District and protestor. 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 contract award.

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

