



**OLD TOWN FLORIDIAN  
COMMUNITY DEVELOPMENT  
DISTRICT**

**MIAMI-DADE COUNTY**

**REGULAR BOARD MEETING  
& PUBLIC HEARING  
MAY 18, 2022  
10:30 A.M.**

Special District Services, Inc.  
8785 SW 165<sup>th</sup> Avenue, Suite 200  
Miami, FL 33193

[www.oldtownfloridacdd.org](http://www.oldtownfloridacdd.org)

786.303.3661 Telephone

877.SDS.4922 Toll Free

561.630.4923 Facsimile

**AGENDA**  
**OLD TOWN FLORIDIAN**  
**COMMUNITY DEVELOPMENT DISTRICT**  
Zamora Corp. Meeting Room  
6741 Coral Way, Suite 18  
Miami, Florida 33155  
**REGULAR BOARD MEETING & PUBLIC HEARING**  
May 18, 2022  
10:30 a.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Additions or Deletions to Agenda
- E. Comments from the Public for Items Not on the Agenda
- F. Approval of Minutes
  - 1. March 16, 2022 Regular Board Meeting Minutes.....Page 2
- G. Public Hearing
  - 1. Proof of Publication.....Page 4
  - 2. Receive Public Comments on Adopting a Fiscal Year 2022/2023 Final Budget
  - 3. Consider Resolution No. 2022-02 – Adopting a Fiscal Year 2022/2023 Final Budget.....Page 5
- H. Old Business
  - 1. Staff Report: As Required
- I. New Business
  - 1. Consider Resolution No. 2022-03 – Adopting a Fiscal Year 2022/2023 Meeting Schedule.....Page 10
- J. Administrative & Operational Matters
  - 1. Consider Selection of Audit Committee and approve Auditor Evaluation Criteria for RFP.....Page 12
- K. Board Member & Staff Closing Comments
- L. Adjourn

# MIAMI DAILY BUSINESS REVIEW

Published Daily except Saturday, Sunday and  
Legal Holidays  
Miami, Miami-Dade County, Florida

STATE OF FLORIDA  
COUNTY OF MIAMI-DADE:

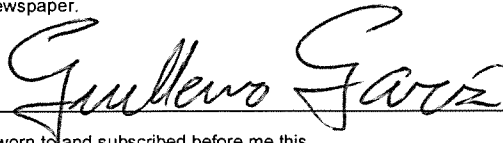
Before the undersigned authority personally appeared GUILLERMO GARCIA, who on oath says that he or she is the DIRECTOR OF OPERATIONS, Legal Notices of the Miami Daily Business Review f/k/a Miami Review, a daily (except Saturday, Sunday and Legal Holidays) newspaper, published at Miami in Miami-Dade County, Florida; that the attached copy of advertisement, being a Legal Advertisement of Notice in the matter of

OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT - FISCAL YEAR 2021/2022 - BOARD OF SUPERVISORS' MEETING SCHEDULE

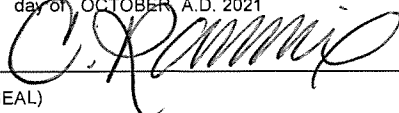
in the XXXX Court,  
was published in said newspaper in the issues of

10/06/2021

Affiant further says that the said Miami Daily Business Review is a newspaper published at Miami, in said Miami-Dade County, Florida and that the said newspaper has heretofore been continuously published in said Miami-Dade County, Florida each day (except Saturday, Sunday and Legal Holidays) and has been entered as second class mail matter at the post office in Miami in said Miami-Dade County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that he or she has neither paid nor promised any person, firm or corporation any discount, rebate, commission or refund for the purpose of securing this advertisement for publication in the said newspaper.

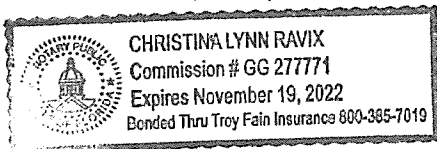


Sworn to and subscribed before me this  
6 day of OCTOBER, A.D. 2021



(SEAL)

GUILLERMO GARCIA personally known to me



## OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT FISCAL YEAR 2021/2022 BOARD OF SUPERVISORS' MEETING SCHEDULE

The Board of Supervisors of the Old Town Floridian Community Development District (the "District") will hold their regular meetings for Fiscal Year 2021/2022 at the Zamora Corp. Meeting Room located at 6741 Coral Way, Suite 18, Miami, Florida 33155, at 2:30 p.m. unless otherwise indicated as follows:

October 20, 2021  
November 17, 2021  
December 15, 2021  
January 19, 2022  
February 16, 2022  
March 16, 2022  
April 20, 2022  
May 18, 2022  
June 15, 2022  
July 20, 2022  
August 17, 2022  
September 21, 2022

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 8785 SW 165th Avenue, Suite 200, Miami, Florida, 33193 or by calling (561) 630-4922.

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 (561) 630-4922 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.

Meetings may be cancelled from time to time without advertised notice.

District Manager

OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT

[www.oldtownfloridiancdd.org](http://www.oldtownfloridiancdd.org)  
10/6

21-23/0000554846M

**OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT  
REGULAR BOARD MEETING  
MARCH 16, 2022**

**A. CALL TO ORDER**

The March 16, 2022, Regular Board Meeting of the Old Town Floridian Community Development District (the “District”) was called to order at 2:45 p.m. at the Zamora Corp. Meeting Room located at 6741 Coral Way, Suite 18, Miami, Florida 33155.

**B. PROOF OF PUBLICATION**

Proof of publication was presented that notice of the March 7, 2022, Regular Board Meeting had been published in the *Miami Daily Business Review* on October 6, 2021, as legally required.

**C. ESTABLISH A QUORUM**

It was determined that the attendance Vice Chairperson Aninely Mayoral and Supervisors Mario Hernandez and Carlos Tosca constituted a quorum and it was in order to proceed with the meeting.

Staff present: District Manager Armando Silva of Special District Services, Inc.

**D. ADDITIONS OR DELETIONS TO AGENDA**

There were no additions or deletions to the agenda.

**E. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA**

There were no comments from the public for items not on the agenda.

**F. APPROVAL OF MINUTES**

**1. November 30, 2021, Special Board Meeting**

The minutes of the November 30, 2021, Special Board Meeting were presented and the Board was asked if there were any changes. There being no changes, a **motion** was made by Ms. Mayoral, seconded by Mr. Tosca and unanimously passed approving the minutes of the November 30, 2021, Special Board Meeting, as presented.

**G. OLD BUSINESS**

**1. Staff Report: As Required**

There was no old business to report at this time.

**H. NEW BUSINESS**

**1. Consider Resolution No. 2022-01 – Adopting a Fiscal Year 2022/2023 Proposed Budget**

Mr. Silva presented Resolution No. 2022-01, entitled:

**RESOLUTION NO. 2021-01**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2022/2023; AND PROVIDING AN EFFECTIVE DATE.**

Mr. Silva read the title of the resolution into the record and reviewed the proposed budget. He advised that since the overall proposed assessments were not increasing in the fiscal year 2022/2023, letters to residents would not be required. Furthermore, Mr. Silva stated as part of Resolution No. 2022-01, the Board must set a date for the public hearing to adopt the 2022/2023 final fiscal year budget and assessments. A discussion ensued after which:

A **motion** was made by Ms. Mayoral, seconded by Mr. Tosca and unanimously passed approving and adopting Resolution No. 2022-01, *as presented*, thus setting the public hearing to adopt the 2022/2023 Fiscal Year budget and assessments for May 18, 2022, at 10:30 a.m. at the Zamora Corp. Meeting Room located at 6741 Coral Way, Suite 18, Miami, Florida 33155.

**2. Agreement for Access to Certain Exempt Information Maintained by Miami-Dade County Property Appraiser**

Mr. Silva informed the Board that the Florida public records laws had recently been amended to clarify that certain information pertaining to an exempt individual home address is exempt from public records. He further explained that the new laws exempt parcel identification numbers from public records. Because the Miami-Dade County Property Appraiser (the "Property Appraiser") provides assessment roll information to the District, the Property Appraiser has asked the District to enter into this agreement stating that the District take full responsibility for protecting exempt information from the public.

A **motion** was made by Ms. Mayoral, seconded by Mr. Tosca and unanimously passed to approve the Agreement for Access to Certain Exempt Information between the Miami-Dade County Property Appraiser and the Old Town Floridian Community Development District

**I. ADMINISTRATIVE & OPERATIONAL MATTERS**

There were no Administrative & Operational Matters.

**J. BOARD MEMBER & STAFF CLOSING COMMENTS**

There were no Board Member & staff closing comments.

**K. ADJOURNMENT**

There being no further business to come before the Board, a **motion** was made by Mr. Tosca, seconded by Ms. Mayoral and unanimously passed adjourning the Regular Board Meeting at 2:15 p.m.

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Secretary/Assistant Secretary

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Chairperson/Vice Chairperson

## Miscellaneous Notices



Published in Miami Daily Business Review on May 5, 2022

### Location

Miami-Dade County, Florida

### Notice Text

#### NOTICE OF PUBLIC HEARING & REGULAR BOARD MEETING OF THE OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT

The Board of Supervisors (the "Board") of the Old Town Floridian Community Development District (the "District") will hold a Public Hearing and Regular Board Meeting on May 18, 2022, at 10:30 a.m., or as soon thereafter as can be heard, in the Zamora Corp Meeting Room located at 6741 Coral Way, Suite 18, Miami, Florida 33155.

The purpose of the Public Hearings is to receive public comment on the Fiscal Year 2022/2023 Proposed Final Budget and the Non-Ad Valorem Assessment Roll of the District. The purpose of the Regular Board Meeting is for the Board to consider any other District business which may lawfully and properly come before the Board. A copy of the District's Budget and/or the Agenda may be obtained from the District's website ([www.oldtownfloridiancdd.org](http://www.oldtownfloridiancdd.org)) or at the offices of the District Manager, Special District Services, Inc., 8785 SW 165th Avenue, Miami, Florida 33193, during normal business hours. The meeting is open to the public and will be conducted in accordance with the provisions of Florida law. Scheduled Meetings may be continued as found necessary to a time and place specified on the record.

There may be occasions when one or two Supervisors will participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Supervisors may be fully informed of the discussions taking place.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at these meetings should contact the District Manager at (786)313-36611 and/or toll free at 1-877-737-4922, at least seven (7) days prior to the date of the meetings.

If any person decides to appeal any decision made with respect to any matter considered at this Public Hearing and Regular Board Meeting, such person will need a record of the proceedings and such person may need to ensure that a verbatim record of the proceedings is made at their own expense and which record includes the testimony and evidence on which the appeal is based.

OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT

[www.oldtownfloridiancdd.org](http://www.oldtownfloridiancdd.org)

4/28 5/5 22-38/0000593414M

**RESOLUTION NO. 2022-02**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT APPROVING AND ADOPTING A FISCAL YEAR 2022/2023 FINAL BUDGET PURSUANT TO CHAPTER 190, *FLORIDA STATUTES*; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the Board of Supervisors (the “Board”) of the Old Town Floridian Community Development District (“District”) has prepared a Proposed Operating Fund Budget for Fiscal Year 2022/2023, and the Board is empowered to provide a funding source to operate the District and to impose special assessments upon the properties within the District, as required; and

**WHEREAS**, the District has held a duly advertised Public Hearing to receive public comments on the Proposed Operating Fund Budget, has considered and adopted the Fiscal Year 2022/2023 Operating Fund Budget; and is now authorized to levy non-ad valorem assessments upon the assessable properties within the District.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT, THAT:**

**Section 1.** The Operating Fund Budget for Fiscal Year 2022/2023 attached hereto as Exhibit “A” is accepted, approved and adopted.

**Section 2.** The Secretary and/or Assistant Secretary of the District is authorized to execute any and all necessary transmittals, certifications or other acknowledgements or writings, as necessary, to comply with the intent of this Resolution.

**PASSED, ADOPTED and EFFECTIVE** this 18<sup>th</sup> day of May, 2022.

**ATTEST:**

**OLD TOWN FLORIDIAN COMMUNITY  
DEVELOPMENT DISTRICT**

By: \_\_\_\_\_  
Secretary/Assistant Secretary

By: \_\_\_\_\_  
Chairperson/Vice Chairperson

# Old Town Floridian Community Development District

**Final Budget For  
Fiscal Year 2022/2023  
October 1, 2022 - September 30, 2023**



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- I      **FINAL BUDGET**
- II     **DETAILED FINAL BUDGET**

**FINAL BUDGET**  
**OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

	<b>FISCAL YEAR 2022/2023 BUDGET</b>
<b>REVENUES</b>	
O&M Assessments	0
Developer Contribution	107,825
Debt Assessments	0
Interest Income	0
<b>TOTAL REVENUES</b>	<b>\$ 107,825</b>
<b>EXPENDITURES</b>	
<b>Administrative Expenditures</b>	
Supervisor Fees	0
Management	29,400
Legal	15,000
Assessment Roll	6,500
Audit Fees	4,000
Arbitrage Rebate Fee	650
Insurance	6,000
Legal Advertisements	3,000
Miscellaneous	1,250
Postage	300
Office Supplies	800
Dues & Subscriptions	175
Website Management & ADA Compliance	1,500
Trustee Fees	4,250
Continuing Disclosure Fee	2,000
<b>Total Administrative Expenditures</b>	<b>\$ 74,825</b>
<b>Maintenance Expenditures</b>	
Engineering/Inspections	3,000
Miscellaneous Maintenance	15,000
Infrastructure Maintenance	15,000
<b>Total Maintenance Expenditures</b>	<b>\$ 33,000</b>
<b>TOTAL EXPENDITURES</b>	<b>\$ 107,825</b>
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ -</b>
Bond Payments	0
<b>BALANCE</b>	<b>\$ -</b>
County Appraiser & Tax Collector Fee	0
Discounts For Early Payments	0
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>

**DETAILED FINAL BUDGET**  
**OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT**  
**FISCAL YEAR 2022/2023**  
**OCTOBER 1, 2022 - SEPTEMBER 30, 2023**

	FISCAL YEAR 2020/2021 ACTUAL	FISCAL YEAR 2021/2022 BUDGET	FISCAL YEAR 2022/2023 BUDGET	COMMENTS
<b>REVENUES</b>				
O&M Assessments	0	0	0	
Developer Contribution	0	102,775	107,825	Developer Contribution
Debt Assessments	0	0	0	
Interest Income	0	0	0	
<b>TOTAL REVENUES</b>	<b>\$ -</b>	<b>\$ 102,775</b>	<b>\$ 107,825</b>	
<b>EXPENDITURES</b>				
<b>Administrative Expenditures</b>				
Supervisor Fees	0	0	0	
Management	0	29,400	29,400	
Legal	0	15,000	15,000	
Assessment Roll	0	6,500	6,500	Will Commence In Fiscal Year Following Issuing Of Bond
Audit Fees	0	0	4,000	
Arbitrage Rebate Fee	0	0	650	Will Commence In Fiscal Year Following Issuing Of Bond
Insurance	0	6,000	6,000	
Legal Advertisements	0	3,000	3,000	
Miscellaneous	0	1,250	1,250	
Postage	0	300	300	
Office Supplies	0	800	800	
Dues & Subscriptions	0	175	175	Annual Fee Due Department Of Economic Opportunity
Website Management & ADA Compliance	0	1,500	1,500	
Trustee Fees	0	3,850	4,250	Will Commence In Fiscal Year Following Issuing Of Bond
Continuing Disclosure Fee	0	2,000	2,000	Will Commence In Fiscal Year Following Issuing Of Bond
<b>Total Administrative Expenditures</b>	<b>\$ -</b>	<b>\$ 69,775</b>	<b>\$ 74,825</b>	
<b>Maintenance Expenditures</b>				
Engineering/Inspections	0	3,000	3,000	Engineers Report To Be Included In Bond Cost Of Issuance
Miscellaneous Maintenance	0	15,000	15,000	
Infrastructure Maintenance	0	15,000	15,000	
<b>Total Maintenance Expenditures</b>	<b>\$ -</b>	<b>\$ 33,000</b>	<b>\$ 33,000</b>	
<b>TOTAL EXPENDITURES</b>	<b>\$ -</b>	<b>\$ 102,775</b>	<b>\$ 107,825</b>	
<b>REVENUES LESS EXPENDITURES</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
Bond Payments	0	0	0	
<b>BALANCE</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
County Appraiser & Tax Collector Fee	0	0	0	
Discounts For Early Payments	0	0	0	
<b>EXCESS/ (SHORTFALL)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	

**RESOLUTION 2022-03**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT ADOPTING THE ANNUAL MEETING SCHEDULE FOR FISCAL YEAR 2022/2023 AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Old Town Floridian Community Development District (“**District**”) is a local unit of special-purpose government created and existing pursuant to Chapter 190, *Florida Statutes*, and situated in the City of Florida City within Miami-Dade 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.

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

**NOW THEREFORE BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT:**

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.

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

**PASSED AND ADOPTED** this 18<sup>th</sup> day of May, 2022.

**ATTEST:**

**OLD TOWN FLORIDIAN  
COMMUNITY DEVELOPMENT  
DISTRICT**

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Secretary

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Chairman, Board of Supervisors

**OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT  
FISCAL YEAR 2022/2023  
BOARD OF SUPERVISORS' MEETING SCHEDULE**

The Board of Supervisors of the Old Town Floridian Community Development District (the "District") will hold their regular meetings for Fiscal Year 2022/2023 at the Zamora Corp. Meeting Room located at 6741 Coral Way, Suite 18, Miami, Florida 33155, at 2:30 p.m. unless otherwise indicated as follows:

**October 19, 2022  
November 16, 2022  
February 15, 2023  
March 15, 2023  
April 19, 2023  
May 17, 2023  
June 21, 2023  
September 20, 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 8785 SW 165<sup>th</sup> Avenue, Suite 200, Miami, Florida, 33193 or by calling (561) 630-4922.

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Meetings may be cancelled from time to time without advertised notice.

District Manager

**OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT**

**[www.oldtownfloridiancdd.org](http://www.oldtownfloridiancdd.org)**

**PUBLISH: MIAMI DAILY BUSINESS REVIEW      XX/XX/22**

**OLD TOWN FLORIDIAN  
COMMUNITY DEVELOPMENT DISTRICT  
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; 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 Special 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).***

Present ability to manage this project and the 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.

\*\*\*Alternatively, the Board may choose to evaluate firms without considering price, in which case the remaining categories would be assigned 25 points each.

**OLD TOWN FLORIDIAN  
COMMUNITY DEVELOPMENT DISTRICT  
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2021/2022, 2022/2023 and 2023/2024  
With Two Year Option (2024/2025 and 2025/2026)  
Miami-Dade County, Florida**

**OLD TOWN FLORIDIAN COMMUNITY DEVELOPMENT DISTRICT  
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than August 25, 2022 at 4:00 p.m., at the offices of District Manager, located at 2501A Burns Road, Palm Beach Gardens, Florida 33410.

**SECTION 2. FAMILIARITY WITH THE LAW.** By submitting a proposal, the Proposer is affirming its familiarity and understanding 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. REJECTION OF 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 five (5) copies of the Proposal Documents and one (1) electronic copy, 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 – Old Town Floridian 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. After proposals are opened by the District, no proposal may be withdrawn 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 or 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.

**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 receipt of the Request for Proposals and Evaluation Criteria 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 the aforesaid Request for Proposals, Evaluation Criteria, or other contract documents.

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

**SECTION 15. REJECTION OF ALL PROPOSALS.** The District reserves the right to reject any and all bids, with or without cause, and to waive technical errors and informalities, as determined to be in the best interests of the District.