

***PALMS OF TERRA CEIA BAY
COMMUNITY DEVELOPMENT DISTRICT***

Advanced Meeting Package

***Board of Supervisors
Audit Committee Meeting***

***Tuesday
October 9, 2018***

5:00 p.m.

***Palms of Terra Ceia Bay Clubhouse
2802 Terra Ceia Bay
Palmetto FL 34221***

PALMS OF TERRA CEIA BAY COMMUNITY DEVELOPMENT DISTRICT

Date of Meeting: Tuesday, October 9, 2018
Time: 11:00 a.m.
Location: Palms of Terra Ceia Bay Clubhouse
2802 Terra Ceia Bay
Palmetto FL 34221
Conference Call No: (563)999-2090
Code: 686859#

Audit Committee Agenda

	Exhibit(s)
I. Call to Order	
II. Administrative Matters	
a. Review of RFP and Evaluation Criteria	1
III. Business Matters	
a. Authorization to Proceed with Publication of RFP	
b. Scheduling of Next Meeting Date	
IV. Adjournment	

EXHIBIT 1.

**Palms of Terra Ceia Bay
Community Development District
Request for Proposals for Annual Audit Services**

The Palms of Terra Ceia Bay 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 September 30, 2018, with an option for two 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 Manatee County and is approximately 100 acres in area. The District currently has an annual operating budget of approximately \$284,702 inclusive of debt service. The final contract will require that the Audit for Fiscal Year 2018 be completed no later than May 1, 2019.

The Auditing entity submitting a proposal must be duly licensed under Chapter 473, Florida Statutes and be qualified to conduct audits in accordance with "Governmental Auditing Standards", as adopted by the Florida Board of Accountancy Audit shall be conducted in accordance with Florida Law and particularly Section 218.39, Florida Statutes, and the rules of the Florida Auditor General.

Proposals packages, which include additional qualification requirements, evaluation criteria and instructions to proposers, are available from the office of the District Manager at the address listed below.

Proposers must provide two (2) hard copies of their proposal to Development Planning & Financing Group, Attn: Paul Cusmano, Auditing Services, 15310 Amberly Drive, Suite 175, Tampa FL 33647, Telephone 813-418-7473 X-104, in an envelope marked on the outside "Auditing Services, Palms of Terra Ceia Bay Community Development District"; and one (1) electronic copy to paul.cusmano@dpg.com. Proposals must be received by 11:00 a.m. on November 19, 2018, at the offices listed above. Please direct all questions regarding this notice to the District's Management office.

District Manager

**PALMS OF TERRA CEIA BAY
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; 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, 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 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 reasonable ness of the price to the services.