



**CRESTVIEW II
COMMUNITY DEVELOPMENT
DISTRICT**

**MIAMI-DADE COUNTY
REGULAR BOARD MEETING
APRIL 24, 2019
4:00 P.M.**

Special District Services, Inc.
6625 Miami Lakes Drive, Suite 374
Miami Lakes, FL 33014

www.crestview2cdd.org
305.777.0761 Telephone
877.SDS.4922 Toll Free
561.630.4923 Facsimile

AGENDA
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
Miccosukee Golf and Country Club
Pro Shop Complex Meeting Room
6401 Kendale Lakes Drive
Miami, Florida 33183
REGULAR BOARD MEETING
April 24, 2019
4:00 p.m.

- A. Call to Order
- B. Proof of Publication.....Page 1
- C. Establish Quorum
- D. Election of Officers
- E. Additions or Deletions to Agenda
- F. Comments from the Public for Items Not on the Agenda
- G. Approval of Minutes
 - 1. December 12, 2018 Special Board Meeting.....Page 2
- H. Old Business
 - 1. Staff Report as Required
- I. New Business
 - 1. Consider Resolution No. 2019-01 – Adopting a Fiscal Year 2019/2020 Proposed Budget.....Page 6
- J. Administrative & Operational Matters
 - 1. Consider Appointment of Audit Committee/Audit Committee Meeting.....Page 13
 - (a) Selection of Criteria to Evaluate Audit Services
 - (b) Announcement of Request for Proposals to Perform Annual Audits
- K. Board Member & Staff Closing Comments
 - 1. Statement of Financial Interests-Disclosure – 2018 Form 1
- 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

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT -
FISCAL YEAR 2018/2019 REGULAR MEETING SCHEDULE

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

10/12/2018

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.

Guillermo Garcia

Sworn to and subscribed before me this
12 day of OCTOBER, A.D. 2018

[Signature]

(SEAL)
GUILLERMO GARCIA personally known to me



MARIA I. MESA
Notary Public - State of Florida
Commission # FF 935208
My Commission Expires Mar 4, 2020
Bonded through National Notary Assn.

**CRESTVIEW II COMMUNITY
DEVELOPMENT DISTRICT
FISCAL YEAR 2018/2019 REGULAR
MEETING SCHEDULE**

NOTICE IS HEREBY GIVEN that the Board of Supervisors (the "Board") of the Crestview II Community Development District (the "District") will hold Regular Meetings in the Pro Shop Complex Meeting Room located at the Micoosukee Golf and Country Club, 6401 Kendall Lakes Drive, Miami, Florida 33183 at 4:00 p.m. on the following dates:

- October 24, 2018
- November 26, 2018
- February 27, 2019
- March 27, 2019
- April 24, 2019
- May 22, 2019
- June 26, 2019
- July 24, 2019
- September 25, 2019

The purpose of the meetings is for the Board to consider any District business which may lawfully and properly come before the Board. Meetings are open to the public and will be conducted in accordance with the provisions of Florida law for Community Development Districts. Copies of the Agenda for any of the meetings may be obtained from the District's website or by contacting the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922, prior to the date of the particular meeting.

From time to time one or two Board members may participate by telephone; therefore, a speaker telephone will be present at the meeting location so that Board members may be fully informed of the discussions taking place. Said meeting(s) may be continued as found necessary to a time and place specified on the record.

If any person decides to appeal any decision made with respect to any matter considered at these meetings, such person will need a record of the proceedings and such person may need to insure that a verbatim record of the proceedings is made at his or her own expense and which record includes the testimony and evidence on which the appeal is based.

In accordance with the provisions of the Americans with Disabilities Act, any person requiring special accommodations or an interpreter to participate at any of these meetings should contact the District Manager at 305-777-0761 and/or toll free at 1-877-737-4922 at least seven (7) days prior to the date of the particular meeting.

Meetings may be cancelled from time to time with no advertised notice.

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT

www.crestview2cdd.org
10/12

18-1000000353000M

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING
DECEMBER 12, 2018

A. CALL TO ORDER

District Manager Armando Silva called the December 12, 2018, Special Board Meeting of the Crestview II Community Development District (the “District”) to order at 4:02 p.m. in the Pro Shop Complex Meeting Room of the Miccosukee Golf and Country Club located at 6401 Kendale Lakes Drive, Miami, Florida 33183.

B. PROOF OF PUBLICATION

Mr. Silva presented proof of publication that notice of the Special Board Meeting had been published in the *Miami Daily Business Review* on December 4, 2018, as legally required.

C. SEAT NEWLY ELECTED BOARD MEMBERS

Mr. Silva seated the re-elected Board Members; Erica Olson and Diane Vento and they took their respective seats.

D. ADMINISTER OATH OF OFFICE & REVIEW BOARD MEMBER RESPONSIBILITIES AND DUTIES

Mr. Silva, Notary Public in the State of Florida, administered the Oath of Office to Erica Olson and Diane Vento and reminded them of their duties and responsibilities, with emphasis on the Sunshine Law, Financial Disclosure, Public Records Law and the Code of Ethics for Public Officials.

E. ESTABLISH A QUORUM

It was determined that the attendance of the Board Supervisors Diane Vento, Erica Olson, Julissa R. Hernandez and Miguel Rivero constituted a quorum and it was in order to proceed with the meeting.

Also in attendance were District Manager Armando Silva of Special District Services, Inc.; and General Counsel Vanessa Steinerts of Billing, Cochran, Lyles, Mauro & Ramsey, P.A.

F. ELECTION OF OFFICERS

Mr. Silva indicated that as a result of the Landowners’ Election and the commencement of the new terms of office, it would be in order to re-elect officers to the Board. The following names were suggested for election:

- Chairperson – Erica Olson
- Vice Chairperson – Julissa R. Hernandez

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING
DECEMBER 12, 2018

- Secretary/Treasurer – Armando Silva
- Assistant Secretaries – Diane Vento, Miguel Rivero, Neil Kalin and Gloria Perez

A discussion ensued after which:

A **motion** was made by Ms. Vento, seconded by Ms. Olson and unanimously passed to *elect* the officers of the District Board of Supervisors, as listed above.

G. CONFIRMATION OF LANDOWNERS' ELECTION RESULTS

Mr. Silva stated the District's Landowners' Election results and requested that the Board confirm same. A discussion ensued after which:

A **motion** was made by Ms. Hernandez, seconded by Mr. Rivero and unanimously passed to confirm the election results in which Erica Olson (Seat #3) and Diane Vento (Seat #4) were each elected to 4-year terms of office and whose terms shall expire in November 2022; and that there is a vacant 2-year term of office (Seat #1) and that this vacant term of office shall expire in November 2020.

H. ADDITIONS OR DELETIONS TO THE AGENDA

There were no additions or deletions to the agenda.

I. COMMENTS FROM THE PUBLIC FOR ITEMS NOT ON THE AGENDA

There were no comments for items not on the agenda.

J. APPROVAL OF MINUTES

1. June 27, 2018, Regular Board Meeting & Public Hearing

Mr. Silva presented the minutes of the June 27, 2018, Regular Board Meeting & Public Hearing and asked if there were any changes. There being no changes, a **motion** was made by Ms. Hernandez, seconded by Ms. Vento and unanimously passed to approve the minutes of the June 27, 2018, Regular Board Meeting & Public Hearing, as presented.

K. OLD BUSINESS

1. Staff Report, as Required

Mr. Silva stated that the new landscape company, Pan American Landscaping, started their services and had been doing a good job. Mr. Silva requested that the Board ratify the actions taken by District Management regarding the execution of the Landscape Maintenance Agreement between the District and Pan American Landscaping. A discussion ensued after which;

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING
DECEMBER 12, 2018

A **motion** was made by Ms. Vento, seconded by Ms. Olson and unanimously passed to ratify the actions of District Management pertaining to the execution of the Landscape Maintenance Agreement.

L. NEW BUSINESS

1. Consider Resolution No. 2018-07 – Adopting a Fiscal Year 2017/2018 Amended Budget

Mr. Silva presented Resolution No. 2018-07, entitled:

RESOLUTION NO. 2018-07

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT AUTHORIZING AND ADOPTING AN AMENDED FINAL FISCAL YEAR 2017/2018 BUDGET (“AMENDED BUDGET”), PURSUANT TO CHAPTER 189, FLORIDA STATUTES; AND PROVIDING AN EFFECTIVE DATE.

Mr. Silva read the title of the resolution into the record and stated that the Operating Fund Balance at the end of the Fiscal Year 2017/2018 was approximately \$50,606; and that the District would carryover approximately \$13,260 of this Fund Balance to balance the Fiscal Year 2018/2019 Operating Fund Budget. Furthermore, Mr. Silva stated that the Debt Service Fund had sufficient funds to make the required debt service payment (interest only), which was due and paid in full on November 1, 2018. A discussion ensued after which:

A **motion** was made by Ms. Hernandez, seconded by Ms. Olson and unanimously passed to approve and adopt Resolution No. 2018-07, as presented, thereby approving the Amended Final 2017/2018 Fiscal Year Budget.

M. ADMINISTRATIVE & OPERATIONAL MATTERS

There were no administrative and operational matters.

N. BOARD MEMBER & STAFF CLOSING COMMENTS

Season’s greetings were exchanged by all those present.

O. ADJOURNMENT

There being no further business to come before the Board, a **motion** was made by Ms. Olson, seconded by Ms. Vento and unanimously passed to adjourn the Regular Board Meeting at 4:25 p.m.

CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
SPECIAL BOARD MEETING
DECEMBER 12, 2018

Secretary/Assistant Secretary

Chairperson/Vice-Chairperson

RESOLUTION NO. 2019-01

A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT APPROVING A PROPOSED BUDGET AND NON-AD VALOREM SPECIAL ASSESSMENTS FOR FISCAL YEAR 2019/2020; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Board of Supervisors (“Board”) of the Crestview II Community Development District (“District”) is required by Section 190.008(2)(a), *Florida Statutes*, to approve a Proposed Budget for each fiscal year; and,

WHEREAS, the Proposed Budget including the Assessments for Fiscal Year 2019/2020 has been prepared and considered by the Board.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT, THAT:

Section 1. The Proposed Budget including the Assessments for Fiscal Year 2019/2020 attached hereto as Exhibit “A” is approved and adopted.

Section 2. A Public Hearing is hereby scheduled for June 26, 2019 at 4:00 p.m. in the Pro Shop Complex Meeting Room at the Miccosukee Golf and Country Club located at 6401 Kendale Lakes Drive, Miami, Florida 33183, for the purpose of receiving public comments on the Proposed Fiscal Year 2019/2020 Budget.

PASSED, ADOPTED and EFFECTIVE this 24th day of April, 2019.

ATTEST:

**CRESTVIEW II
COMMUNITY DEVELOPMENT DISTRICT**

By: _____
Secretary/Assistant Secretary

By: _____
Chairperson/Vice-Chairperson

Crestview II
Community Development District

**Proposed Budget For
Fiscal Year 2019/2020
October 1, 2019 - September 30, 2020**

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- IV ASSESSMENT COMPARISON

PROPOSED BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2019/2020 BUDGET
REVENUES	
Administrative Assessments	63,258
Maintenance Assessments	31,596
Debt Assessments	112,149
Interest Income	60
TOTAL REVENUES	\$ 207,063
EXPENDITURES	
MAINTENANCE EXPENDITURES	
Aquatic Maintenance	2,350
General Community Maintenance	900
Lawn Maintenance	13,000
Fountain Maintenance & Upkeep	5,000
Electric/FPL - Fountains	4,800
Engineering/Inspections	1,250
Lake Bank - Erosion Control	600
Storm Cleanup - IRMA	0
Maintenance/Contingency	1,800
TOTAL MAINTENANCE EXPENDITURES	\$ 29,700
ADMINISTRATIVE EXPENDITURES	
Supervisor Fees	1,875
Payroll Taxes (Employer)	145
Management	27,948
Secretarial & Field Operations	5,400
Legal	9,250
Assessment Roll	6,000
Audit Fees	3,700
Insurance	6,500
Legal Advertisements	500
Miscellaneous	1,200
Postage	275
Office Supplies	425
Dues & Subscriptions	175
Trustee Fee	3,000
Continuing Disclosure Fee	350
Website Management	2,000
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 68,743
TOTAL EXPENDITURES	\$ 98,443
REVENUES LESS EXPENDITURES	\$ 108,620
Bond Payments	(105,420)
BALANCE	\$ 3,200
County Appraiser & Tax Collector Fee	(4,140)
Discounts For Early Payments	(8,280)
EXCESS/ (SHORTFALL)	\$ (9,220)
Carryover From Prior Year	9,220
NET EXCESS/ (SHORTFALL)	\$ -

DETAILED PROPOSED BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2017/2018 ACTUAL	FISCAL YEAR 2018/2019 BUDGET	FISCAL YEAR 2019/2020 BUDGET	COMMENTS
REVENUES				
Administrative Assessments	57,642	63,435	63,258	Expenditures Less Interest & Carryover/.94
Maintenance Assessments	26,383	29,042	31,596	Expenditures/.94
Debt Assessments	111,501	114,532	112,149	Bond Payments/.94
Interest Income	130	60	60	Interest Projected At \$5 Per Month
TOTAL REVENUES	\$ 195,656	\$ 207,069	\$ 207,063	
EXPENDITURES				
MAINTENANCE EXPENDITURES				
Aquatic Maintenance	1,947	2,350	2,350	No Change From 2018/2019 Budget
General Community Maintenance	198	900	900	No Change From 2018/2019 Budget
Lawn Maintenance	8,745	10,200	13,000	\$2,800 Increase From 2018/2019 Budget
Fountain Maintenance & Upkeep	9,031	5,000	5,000	No Change From 2018/2019 Budget
Electric/FPL - Fountains	3,834	5,200	4,800	\$400 Decrease From 2018/2019 Budget
Engineering/Inspections	850	1,250	1,250	No Change From 2018/2019 Budget
Lake Bank - Erosion Control	0	600	600	No Change From 2018/2019 Budget
Storm Cleanup - IRMA	1,075	0	0	Fiscal Year 2017/2018 Expenditure
Maintenance/Contingency	480	1,800	1,800	No Change From 2018/2019 Budget
TOTAL MAINTENANCE EXPENDITURES	\$ 26,160	\$ 27,300	\$ 29,700	
ADMINISTRATIVE EXPENDITURES				
Supervisor Fees	825	1,875	1,875	Supervisor Fees
Payroll Taxes (Employer)	63	145	145	Supervisor Fees * 7.65%
Management	26,868	27,432	27,948	CPI Adjustment
Secretarial & Field Operations	4,900	5,400	5,400	No Change From 2018/2019 Budget
Legal	7,204	10,000	9,250	\$750 Decrease From 2018/2019 Budget
Assessment Roll	6,000	6,000	6,000	As Per Contract
Audit Fees	3,600	3,600	3,700	\$100 Increase From 2018/2019 Budget
Insurance	5,778	6,500	6,500	Insurance Estimate
Legal Advertisements	293	500	500	No Change From 2018/2019 Budget
Miscellaneous	726	1,200	1,200	No Change From 2018/2019 Budget
Postage	172	275	275	No Change From 2018/2019 Budget
Office Supplies	411	400	425	\$25 Increase From 2018/2019 Budget
Dues & Subscriptions	175	175	175	No Change From 2018/2019 Budget
Trustee Fee	3,000	3,000	3,000	No Change From 2018/2019 Budget
Continuing Disclosure Fee	350	500	350	\$150 Decrease From 2018/2019 Budget
Website Management	1,500	1,500	2,000	\$500 Increase From 2018/2019 Budget
TOTAL ADMINISTRATIVE EXPENDITURES	\$ 61,865	\$ 68,502	\$ 68,743	
TOTAL EXPENDITURES	\$ 88,025	\$ 95,802	\$ 98,443	
REVENUES LESS EXPENDITURES	\$ 107,631	\$ 111,267	\$ 108,620	
Bond Payments	(106,574)	(107,610)	(105,420)	2020 P & I Payments Less Interest
BALANCE	\$ 1,057	\$ 3,657	\$ 3,200	
County Appraiser & Tax Collector Fee	(1,887)	(4,140)	(4,140)	Two Percent Of Total Assessment Roll
Discounts For Early Payments	(6,733)	(8,280)	(8,280)	Four Percent Of Total Assessment Roll
EXCESS/ (SHORTFALL)	\$ (7,563)	\$ (8,763)	\$ (9,220)	
Carryover From Prior Year	0	8,763	9,220	Carryover From Prior Year
NET EXCESS/ (SHORTFALL)	\$ (7,563)	\$ -	\$ -	

DETAILED PROPOSED DEBT SERVICE FUND BUDGET
CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
FISCAL YEAR 2019/2020
OCTOBER 1, 2019 - SEPTEMBER 30, 2020

	FISCAL YEAR 2017/2018 ACTUAL	FISCAL YEAR 2018/2019 BUDGET	FISCAL YEAR 2019/2020 BUDGET	COMMENTS
REVENUES				
Interest Income	1,929	100	100	Projected Interest For 2019/2020
NAV Tax Collection	106,574	107,660	105,420	2020 P & I Payments Less Earned Interest
Total Revenues	\$ 108,503	\$ 107,760	\$ 105,520	
EXPENDITURES				
Principal Payments	35,000	40,000	40,000	Principal Payments Due In 2020
Interest Payments	70,840	67,760	65,520	Interest Payments Due In 2020
Transfer To Construction Fund	3,644	0	0	
Total Expenditures	\$ 109,484	\$ 107,760	\$ 105,520	
Excess/ (Shortfall)	\$ (981)	\$ -	\$ -	

Series 2006 Bond Information

Original Par Amount =	\$1,530,000	Annual Principal Payments Due =	May 1st
Interest Rate =	5.60%	Annual Interest Payments Due =	May 1st & November 1st
Issue Date =	June 2006		
Maturity Date =	May 2037		

Par Amount As Of 1/1/19 = \$1,230,000

Crestview II Community Development District Assessment Comparison

	Fiscal Year 2016/2017 <u>Assessment*</u>	Fiscal Year 2017/2018 <u>Assessment*</u>	Fiscal Year 2018/2019 <u>Assessment*</u>	Fiscal Year 2019/2020 <u>Projected Assessment*</u>
Administrative	\$ 454.71	\$ 476.05	\$ 528.63	\$ 527.16
Maintenance	\$ 223.85	\$ 219.86	\$ 242.02	\$ 263.30
<u>Debt</u>	<u>\$ 946.54</u>	<u>\$ 929.17</u>	<u>\$ 954.43</u>	<u>\$ 934.58</u>
Total	\$ 1,625.10	\$ 1,625.08	\$ 1,725.08	\$ 1,725.04

* Assessments Include the Following :

- 4% Discount for Early Payments
- 1% County Tax Collector Fee
- 1% County Property Appraiser Fee

Community Information:

Total Units 120

**CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION
EVALUATION CRITERIA**

1. *Ability of Personnel (10 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 (10 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 (10 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 (10 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 (10 Points).*

Points will be awarded based upon the price bid for the rendering of the services and reasonableness of the price to the services.

**CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
REQUEST FOR PROPOSALS**

**District Auditing Services for Fiscal Years 2018/2019, 2019/2020 and 2020/2021
With Two Year Option (2021/2022 and 2022/2023)
Miami-Dade County, Florida**

**CRESTVIEW II COMMUNITY DEVELOPMENT DISTRICT
AUDITOR SELECTION INSTRUCTIONS TO PROPOSERS**

SECTION 1. DUE DATE. Sealed proposals must be received no later than July 31, 2019 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 digital 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 – Crestview II 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.