

# **NORTHLAKE**

## **STEWARDSHIP DISTRICT**

**April 19, 2023**

### **BOARD OF SUPERVISORS REGULAR MEETING AGENDA**

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**AGENDA**

**LETTER**

**Northlake Stewardship District**  
**OFFICE OF THE DISTRICT MANAGER**  
**2300 Glades Road, Suite 410W•Boca Raton, Florida 33431**  
**Phone: (561) 571-0010•Toll-free: (877) 276-0889•Fax: (561) 571-0013**

April 12, 2023

Board of Supervisors  
Northlake Stewardship District

Dear Board Members:

The Board of Supervisors of the Northlake Stewardship District will hold a Regular Meeting on April 19, 2023 at 5:00 p.m., or as soon thereafter as the matter may be heard, at 6102 162nd Ave E., Parrish, Florida 34219. The agenda is as follows:

1. Call to Order/Roll Call
2. Public Comments
3. Consideration of Resolution 2023-07, Approving a Proposed Budget for Fiscal Year 2023/2024 and Setting a Public Hearing Thereon Pursuant to Florida Law; Addressing Transmittal, Posting and Publication Requirements; Addressing Severability; and Providing an Effective Date
4. Consideration of Kutak Rock LLP, Retention and Fee Agreement
5. Consideration of Response(s) to Request for Qualifications (RFQ) for Engineering Services
  - A. Affidavit of Publication
  - B. RFQ Package
  - C. Respondent(s): ZNS Engineering, L.C.
  - D. Competitive Selection Criteria/Ranking
  - E. Award of Contract
6. Consideration of Responses to Request for Proposals (RFP) for Annual Audit Services
  - A. Affidavit of Publication
  - B. RFP Package
  - C. Respondents:
    - I. Carr, Riggs & Ingram, LLC
    - II. Grau & Associates

**ATTENDEES:**

**Please identify yourself each time you speak to facilitate accurate transcription of meeting minutes.**

- D. Auditor Evaluation Matrix/Ranking
- E. Award of Contract
- 7. Update: Merger with Rye Rach CDD
- 8. Acceptance of Unaudited Financial Statements as of February 28, 2023
- 9. Approval of February 15, 2023 Public Hearing and Regular Meeting Minutes
- 10. Staff Reports
  - A. District Counsel: *Kutak Rock LLP*
  - B. District Engineer (Interim): *ZNS Engineering, L.C.*
  - C. District Manager: *Wrathell, Hunt and Associates, LLC*
    - NEXT MEETING DATE: May 17, 2023 at 5:00 PM

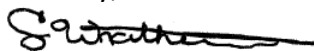
○ QUORUM CHECK

SEAT 1	STEPHEN J CERVEN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 2	A JOHN FALKNER	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 3	SCOTT FALKNER	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 4	JEFF CERVEN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO
SEAT 5	ROY COHN	<input type="checkbox"/>	IN PERSON	<input type="checkbox"/>	PHONE	<input type="checkbox"/>	NO

- 11. Board Members' Comments/Requests
- 12. Public Comments
- 13. Adjournment

If you should have any questions or concerns, please do not hesitate to contact me directly at (561) 719-8675 or Cindy Cerbone at (561) 346-5294.

Sincerely,



Craig Wrathell  
 District Manager

**FOR BOARD MEMBERS AND STAFF TO ATTEND BY TELEPHONE**  
**CALL-IN NUMBER: 1-888-354-0094**  
**PARTICIPANT PASSCODE: 801 901 3513**

# **NORTHLAKE**

**STEWARDSHIP DISTRICT**

**3**

**RESOLUTION 2023-07**

**A RESOLUTION OF THE BOARD OF SUPERVISORS OF THE NORTHLAKE STEWARDSHIP DISTRICT APPROVING A PROPOSED BUDGET FOR FISCAL YEAR 2023/2024 AND SETTING A PUBLIC HEARING THEREON PURSUANT TO FLORIDA LAW; ADDRESSING TRANSMITTAL, POSTING AND PUBLICATION REQUIREMENTS; ADDRESSING SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.**

**WHEREAS**, the District Manager has heretofore prepared and submitted to the Board of Supervisors (“**Board**”) of the Northlake Stewardship District (“**District**”), prior to July 15, 2023, proposed budget (“**Proposed Budget**”) for the fiscal year beginning October 1, 2023 and ending September 30, 2024 (“**Fiscal Year 2023/2024**”); and

**WHEREAS**, the Board has considered the Proposed Budget and desires to set the required public hearing thereon.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF SUPERVISORS OF THE NORTHLAKE STEWARDSHIP DISTRICT:**

**SECTION 1. APPROVAL OF PROPOSED BUDGET.** The Proposed Budget prepared by the District Manager for Fiscal Year 2023/2024, attached hereto as **Exhibit A**, are hereby approved as the basis for conducting a public hearing to adopt said Proposed Budget.

**SECTION 2. SETTING A PUBLIC HEARING.** A public hearing on said approved Proposed Budget is hereby declared and set for the following date, hour and location:

DATE: \_\_\_\_\_  
HOUR: \_\_\_\_\_  
LOCATION: 6102 162<sup>nd</sup> Avenue E.,  
Parrish, Florida, 34219

**SECTION 3. TRANSMITTAL OF PROPOSED BUDGET TO LOCAL GENERAL PURPOSE GOVERNMENT.** The District Manager is hereby directed to submit a copy of the Proposed Budget to Manatee County at least 60 days prior to the hearing set above.

**SECTION 4. POSTING OF PROPOSED BUDGET.** In accordance with Section 189.016, *Florida Statutes*, the District’s Secretary is further directed to post the approved Proposed Budget on the District’s website at least two days before the budget hearing date as set forth in Section 2, and shall remain on the website for at least 45 days. If the District does not have its own website, the District’s Secretary is directed to transmit the approved budget to the managers or administrators of Manatee County for posting on their website.

**SECTION 5. PUBLICATION OF NOTICE.** Notice of this public hearing shall be published in the manner prescribed in Florida law.

**SECTION 6. EFFECTIVE DATE.** This Resolution shall take effect immediately upon adoption.

**PASSED AND ADOPTED** this 19th of April, 2023.

Attest:

**NORTHLAKE STEWARDSHIP DISTRICT**

\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair, Board of Supervisors

**Exhibit A:** Fiscal Year 2023/2024 Proposed Budget

**Exhibit A: Fiscal Year 2023/2024 Proposed Budget**



**NORTHLAKE  
STEWARDSHIP DISTRICT  
PROPOSED BUDGET  
FISCAL YEAR 2024**

**NORTHLAKE  
STEWARDSHIP DISTRICT  
TABLE OF CONTENTS**

<u>Description</u>	<u>Page Number(s)</u>
General Fund Budget	1
Definitions of General Fund Expenditures	2

**NORTHLAKE  
STEWARDSHIP DISTRICT  
GENERAL FUND BUDGET  
FISCAL YEAR 2024**

	Fiscal Year 2023			Total Actual & Projected	Proposed Budget FY 2024
	Adopted Budget FY 2023	Actual through 2/28/2023	Projected through 9/30/2023		
<b>REVENUES</b>					
Landowner contribution	\$ 83,432	\$ 14,703	\$ 73,656	\$ 88,359	\$ 114,790
Total revenues	<u>83,432</u>	<u>14,703</u>	<u>73,656</u>	<u>88,359</u>	<u>114,790</u>
<b>EXPENDITURES</b>					
<b>Professional &amp; administrative</b>					
Management/accounting/recording****	40,000	10,000	30,000	40,000	48,000
Legal	25,000	1,499	23,501	25,000	25,000
Engineering	2,000	-	2,000	2,000	2,000
Audit*	-	-	-	-	6,000
Arbitrage rebate calculation*	-	-	-	-	1,500
Debt service accounting*****	-	-	-	-	5,500
Dissemination agent**	667	-	667	667	2,000
Trustee***	-	-	-	-	10,000
Telephone	200	83	117	200	200
Postage	500	-	500	500	500
Printing & binding	500	208	292	500	500
Legal advertising	6,500	-	6,500	6,500	6,500
Annual special district fee	175	-	175	175	175
Insurance	5,500	5,000	-	5,000	5,500
Contingencies/bank charges	500	388	112	500	500
Website			-		
Hosting & maintenance	1,680		1,680	1,680	705
ADA compliance	210	210	-	210	210
Total expenditures	<u>83,432</u>	<u>17,388</u>	<u>65,544</u>	<u>82,932</u>	<u>114,790</u>
Net increase/(decrease) of fund balance	-	(2,685)	8,112	5,427	-
Fund balance - beginning (unaudited)	-	(5,427)	(8,112)	(5,427)	-
Fund balance - ending (projected)	<u>\$ -</u>	<u>\$ (8,112)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

\*This expense will be realized the year after the issuance of bonds.

\*\*This expense will be realized when bonds are issued

\*\*\*This expense is paid from the costs of issuance in the initial year. Thereafter, this will be a budgeted expense.

\*\*\*\* WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

\*\*\*\*\* WHA will charge a debt service accounting fee for the 2nd and all subsequent bond issuances

**NORTHLAKE  
STEWARDSHIP DISTRICT  
DEFINITIONS OF GENERAL FUND EXPENDITURES**

**EXPENDITURES**

**Professional & administrative**

Management/accounting/recording****	\$ 48,000
<p><b>Wrathell, Hunt and Associates, LLC</b> (WHA), specializes in managing community development districts by combining the knowledge, skills and experience of a team of professionals to ensure compliance with all of the District's governmental requirements. WHA develops financing programs, administers the issuance of tax exempt bond financings, operates and maintains the assets of the community.</p>	
Legal	25,000
<p>General counsel and legal representation, which includes issues relating to public finance, public bidding, rulemaking, open meetings, public records, real property dedications, conveyances and contracts.</p>	
Engineering	2,000
<p>The District's Engineer will provide construction and consulting services, to assist the District in crafting sustainable solutions to address the long term interests of the community while recognizing the needs of government, the environment and maintenance of the District's facilities.</p>	
Audit	6,000
<p>Statutorily required for the District to undertake an independent examination of its books, records and accounting procedures.</p>	
Arbitrage rebate calculation	1,500
<p>To ensure the District's compliance with all tax regulations, annual computations are necessary to calculate the arbitrage rebate liability.</p>	
Debt service accounting*****	5,500
Dissemination agent	2,000
<p>The District must annually disseminate financial information in order to comply with the requirements of Rule 15c2-12 under the Securities Exchange Act of 1934. Wrathell, Hunt &amp; Associates serves as dissemination agent.</p>	
Trustee	10,000
<p>Annual fee for the service provided by trustee, paying agent and registrar.</p>	
Telephone	200
<p>Telephone and fax machine.</p>	
Postage	500
<p>Mailing of agenda packages, overnight deliveries, correspondence, etc.</p>	
Printing & binding	500
<p>Letterhead, envelopes, copies, agenda packages, etc.</p>	
Legal advertising	6,500
<p>The District advertises for monthly meetings, special meetings, public hearings, public bids, etc.</p>	
Annual special district fee	175
<p>Annual fee paid to the Florida Department of Economic Opportunity.</p>	
Insurance	5,500
<p>The District will obtain public officials and general liability insurance.</p>	
Contingencies/bank charges	500
<p>Bank charges and other miscellaneous expenses incurred during the year.</p>	
Website	
Hosting & maintenance	705
ADA compliance	210
Total expenditures	<u><u>\$114,790</u></u>

# **NORTHLAKE**

**STEWARDSHIP DISTRICT**

**4**

## **RETENTION AND FEE AGREEMENT**

### **I. PARTIES**

THIS RETENTION AND FEE AGREEMENT (“**Agreement**”) is made and entered into by and between the following parties:

A. Northlake Stewardship District (“**Client**”)  
c/o Wrathell, Hunt & Associates, LLC  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431

and

B. Kutak Rock LLP (“**Kutak Rock**”)  
107 West College Avenue  
Tallahassee, Florida 32301

### **II. SCOPE OF SERVICES**

In consideration of the mutual undertakings and agreements contained herein, the parties agree as follows:

- A. The Client agrees to employ and retain Kutak Rock as its attorney and legal representative for general advice, counseling and representation of Client and its Board of Supervisors.
- B. Kutak Rock accepts such employment and agrees to serve as attorney for and provide legal representation to the Client in connection with those matters referenced above. No other legal representation is contemplated by this Agreement. Any additional legal services to be provided under the terms of this Agreement shall be agreed to by Client and Kutak Rock in writing. Unless set forth in a separate agreement to which Client consents in writing, Kutak Rock does not represent individual members of the Client’s Board of Supervisors.

### **III. CLIENT FILES**

The files and work product materials (“**Client File**”) of the Client generated or received by Kutak Rock will be maintained confidentially to the extent permitted by law and in accordance with the Florida Bar rules. At the conclusion of the representation, the Client File will be stored by Kutak Rock for a minimum of five (5) years. After the five (5) year storage period, the Client hereby acknowledges and consents that Kutak Rock may confidentially destroy or shred the Client File. Notwithstanding the prior sentence, if the Client provides Kutak Rock with a written request for the return of the Client File before the end of the five (5) year storage period, then Kutak Rock will return the Client File to Client at Client’s expense.

**IV. FEES**

- A. The Client agrees to compensate Kutak Rock for services rendered in connection with any matters covered by this Agreement on an hourly rate basis plus actual expenses incurred by Kutak Rock in accordance with the attached Expense Reimbursement Policy (Attachment A, incorporated herein by reference). Time will be billed in increments of one-tenth (1/10) of an hour. Certain work related to issuance of bonds and bond anticipation notes may be performed under a flat fee to be separately established prior to or at the time of bond or note issuance.
- B. Attorneys and staff, if applicable, who perform work for Client will be billed at their regular hourly rates, as may be adjusted from time to time. The hourly rates of those initially expected to handle the bulk of Client’s work are as follows:

Jere Earlywine	\$305
Associates	\$265
Contract Attorney	\$235
Paralegals	\$190

Kutak Rock’s regular hourly billing rates are reevaluated annually and are subject to change not more than once in a calendar year. Client agrees to Kutak Rock’s annual rate increases to the extent hourly rates are not increased beyond \$15/hour.

- C. To the extent practicable and consistent with the requirements of sound legal representation, Kutak Rock will attempt to reduce Client’s bills by assigning each task to the person best able to perform it at the lowest rate, so long as he or she has the requisite knowledge and experience.
- D. Upon consent of Client, Kutak Rock may subcontract for legal services in the event that Client requires legal services for which Kutak Rock does not have adequate capabilities.
- E. Kutak Rock will include costs and expenses (including interest charges on past due statements) on its billing statements for Client reimbursement in accordance with the attached Expense Reimbursement Policy.

**V. BILLING AND PAYMENT**

The Client agrees to pay Kutak Rock’s monthly billings for fees and expenses incurred within thirty (30) days following receipt of an invoice, or the time permitted by Florida law, whichever is greater. Kutak Rock shall not be obligated to perform further legal services under this Agreement if any such billing statement remains unpaid longer than thirty (30) days after submittal to and receipt by Client. Non-payment of billing statements shall be a basis for Kutak Rock to immediately withdraw from the representation without regard to remaining actions necessitating attention by Kutak Rock as part of the representation.

## **VI. DEFAULT; VENUE**

In any legal proceeding to collect outstanding balances due under this Agreement, the prevailing party shall be entitled to recover reasonable attorneys' fees in addition to costs and outstanding balances due under this Agreement. Venue of any such action shall be exclusive in the state courts of the Second Judicial Circuit in and for Leon County, Florida.

## **VII. CONFLICTS**

It is important to disclose that Kutak Rock represents a number of special districts, trustees ("Trustees"), bondholders, developers, builders, and other entities throughout Florida and the United States of America relating to community development districts, special districts, local governments and land development. Kutak Rock or its attorneys may also have represented the entity which petitioned for the formation of the Client. Kutak Rock understands that Client may enter into an agreement with a Trustee in connection with the issuance of bonds, and that Client may request that Kutak Rock simultaneously represent Client in connection with the issuance of bonds, while Kutak Rock is also representing such Trustee on unrelated matters. By accepting this Agreement Client agrees that (1) Client was provided with an explanation of the implications of the common representation(s) and the advantages and risks involved; (2) Kutak Rock will be able to provide competent and diligent representation of Client, regardless of Kutak Rock's other representations, and (3) there is not a substantial risk that Kutak Rock's representation of Client would be materially limited by Kutak Rock's responsibilities to another client, a former client or a third person or by a personal interest. Acceptance of this Agreement will constitute Client's waiver of any "conflict" with Kutak Rock's representation of various special districts, Trustees, bondholders, developers, builders, and other entities relating to community development districts, special districts, local governments and land development.

## **VIII. ACKNOWLEDGMENT**

Client acknowledges that the Kutak Rock cannot make any promises to Client as to the outcome of any legal dispute or guarantee that Client will prevail in any legal dispute.

## **IX. TERMINATION**

Either party may terminate this Agreement upon providing prior written notice to the other party at its regular place of business. All fees due and payable in accordance with this Agreement shall accrue and become payable pursuant to the terms of this Agreement through the date of termination.

## **X. EXECUTION OF AGREEMENT**

This Agreement shall be deemed fully executed upon its signing by Kutak Rock and the Client. The contract formed between Kutak Rock and the Client shall be the operational contract between the parties.



**XI. ENTIRE CONTRACT**

This Agreement constitutes the entire agreement between the parties.

Accepted and Agreed to:

**NORTHLAKE STEWARDSHIP  
DISTRICT**

**KUTAK ROCK LLP**

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_



By: \_\_\_\_\_

Jere L. Earlywine

Date: March 6, 2023

## ATTACHMENT A

### KUTAK ROCK LLP CDD EXPENSE REIMBURSEMENT POLICY

The following is Kutak Rock's expense reimbursement policy for community development district representation. This policy applies unless a different arrangement has been negotiated based on the unique circumstances of a particular client or matter.

All expenses are billed monthly. Billings ordinarily reflect expenses for the most recent month, except where there are delays in receiving bills from third party vendors.

Photocopying and Printing. In-house photocopying and printing are charged at \$0.25 per page (black & white) and \$0.50 per page (color). Outside copying is billed as a pass-through of the outside vendor's charges.

Postage. Postage is billed at actual cost.

Overnight Delivery. Overnight delivery is billed at actual cost.

Local Messenger Service. Local messenger service is billed pursuant to the State of Florida approved reimbursement rate (i.e., pursuant to Chapter 112, Florida Statutes). Should the State of Florida increase the mileage allowance, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate.

Computerized Legal Research. Charges for computerized legal research are billed at an amount approximating actual cost.

Travel. Travel (including air fare, rental cars, taxicabs, hotel, meals, tips, etc.) is billed at actual cost. Where air travel is required, coach class is used wherever feasible. Out-of-town mileage is billed pursuant to the State of Florida approved reimbursement rate (i.e., pursuant to Chapter 112, Florida Statutes). Should the State of Florida increase the mileage allowance, Kutak Rock shall, without further action, be entitled to reimbursement at the increased rate. Reasonable travel-related expenses for meals, lodging, gratuities, taxi fares, tolls, and parking fees shall also be reimbursed.

Consultants. Unless prior arrangements are made, consultants are ordinarily employed directly by the client. Where consulting or testifying experts are employed by the firm, their charges are passed through with no mark-up. The client is responsible for notifying the firm of any particular billing arrangements or procedures which the client requires of the consulting or testifying experts.

Other Expenses. Other outside expenses, such as court reporters, agency copies, conference calls, etc. are billed at actual cost.

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**5A**



Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
 Island Packet  
 Kansas City Star  
 Lexington Herald-Leader  
 Merced Sun-Star  
 Miami Herald

el Nuevo Herald - Miami  
 Modesto Bee  
 Raleigh News & Observer  
 The Olympian  
 Sacramento Bee  
 Fort Worth Star-Telegram  
 The State - Columbia  
 Sun Herald - Biloxi

Sun News - Myrtle Beach  
 The News Tribune Tacoma  
 The Telegraph - Macon  
 San Luis Obispo Tribune  
 Tri-City Herald  
 Wichita Eagle

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
103816	349077	Print Legal Ad-IPL00987780 - IPL0098778		\$142.74	2	60 L

**Attention:** Daphne Daphne  
 Northlake Stewardship District  
 c/o 2300 Glades Road, Suite 410W  
 Boca Raton, FL 33431

**Request for Qualifications for Engineering Services  
 for the Northlake Stewardship District**

The Northlake Stewardship District ("District"), located in Manatee County, Florida, announces that professional engineering services will be required on a continuing basis for the District's stormwater systems, and other public improvements authorized by Chapter 2022-248, Laws of Florida. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual ("Applicant") desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement ("Qualification Statement") of its qualifications and past experience on U.S. General Service Administration's "Architect-Engineer Qualifications, Standard Form No. 330," with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant's professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant's willingness to meet time and budget requirements; d) the Applicant's past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience in Manatee County, Florida; e) the geographic location of the Applicant's headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant's Competitive Negotiations Act, Chapter 287, Florida Statutes ("CCNA"). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on December 5, 2022 by email to gillyardd@whhassociates.com ("District Manager's Office").

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse Applicants for any expenses associated with the preparation and submission of the Qualification Statements in response to this 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 (excluding weekends) 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 Twenty Thousand Dollars (\$20,000.00).

District Manager  
 IPL0098778  
 Nov 18 2022

**THE STATE OF TEXAS  
 COUNTY OF DALLAS**

Before the undersigned authority personally appeared Ryan Dixon, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:

No. of Insertions: 1  
 Beginning Issue of: 11/18/2022  
 Ending Issue of: 11/18/2022

**THE STATE OF FLORIDA  
 COUNTY OF MANATEE**

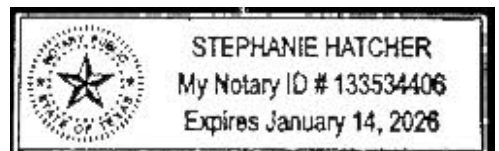
Affidavit further says that the said publication is a newspaper published at Bradenton, in said Manatee County, Florida, and that the said newspaper has heretofore been continuously published in said Manatee County, Florida, each day and has been entered as second-class mail matter at the post office in Bradenton, in said Manatee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that 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.

*Ryan Dixon*

Sworn to and subscribed before me this 18th day of November in the year of 2022

*Stephanie Hatcher*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

# **NORTHLAKE**

**STEWARDSHIP DISTRICT**

**5B**

**REQUEST FOR QUALIFICATIONS FOR ENGINEERING SERVICES  
FOR THE NORTHLAKE STEWARDSHIP DISTRICT**

*RFQ for Engineering Services*

The Northlake Stewardship District (“**District**”), located in Manatee County, Florida, announces that professional engineering services will be required on a continuing basis for the District’s stormwater systems, and other public improvements authorized by Chapter 2022-248, Laws of Florida. The engineering firm selected will act in the general capacity of District Engineer and will provide District engineering services, as required.

Any firm or individual (“**Applicant**”) desiring to provide professional services to the District must: 1) hold applicable federal, state and local licenses; 2) be authorized to do business in Florida in accordance with Florida law; and 3) furnish a statement (“**Qualification Statement**”) of its qualifications and past experience on U.S. General Service Administration’s “Architect-Engineer Qualifications, Standard Form No. 330,” with pertinent supporting data. Among other things, Applicants must submit information relating to: a) the ability and adequacy of the Applicant’s professional personnel; b) whether the Applicant is a certified minority business enterprise; c) the Applicant’s willingness to meet time and budget requirements; d) the Applicant’s past experience and performance, including but not limited to past experience as a District Engineer for any community development districts and past experience in Manatee County, Florida; e) the geographic location of the Applicant’s headquarters and offices; f) the current and projected workloads of the Applicant; and g) the volume of work previously awarded to the Applicant by the District. Further, each Applicant must identify the specific individual affiliated with the Applicant who would be handling District meetings, construction services, and other engineering tasks.

The District will review all Applicants and will comply with Florida law, including the Consultant’s Competitive Negotiations Act, Chapter 287, *Florida Statutes* (“**CCNA**”). All Applicants interested must submit electronic copies of Standard Form No. 330 and the Qualification Statement by 12:00 p.m., on December 5, 2022 by email to gillyardd@whhassociates.com (“**District Manager’s Office**”).

The Board shall select and rank the Applicants using the requirements set forth in the CCNA and the evaluation criteria on file with the District Manager, and the highest ranked Applicant will be requested to enter into contract negotiations. If an agreement cannot be reached between the District and the highest ranked Applicant, negotiations will cease and begin with the next highest ranked Applicant, and if these negotiations are unsuccessful, will continue to the third highest ranked Applicant.

The District reserves the right to reject any and all Qualification Statements. Additionally, there is no express or implied obligation for the District to reimburse

Applicants for any expenses associated with the preparation and submittal of the Qualification Statements in response to this 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 (excluding weekends) 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 Twenty Thousand Dollars (\$20,000.00).

**NORTHLAKE STEWARDSHIP DISTRICT**

**DISTRICT ENGINEER PROPOSALS**

**COMPETITIVE SELECTION CRITERIA**

**1) Ability and Adequacy of Professional Personnel (Weight: 25 Points)**

Consider the capabilities and experience of key personnel within the firm including certification, training, and education; affiliations and memberships with professional organizations; etc.

**2) Consultant's Past Performance (Weight: 25 Points)**

Past performance for other Stewardship Districts in other contracts; amount of experience on similar projects; character, integrity, reputation, of respondent; etc.

**3) Geographic Location (Weight: 20 Points)**

Consider the geographic location of the firm's headquarters, offices and personnel in relation to the project.

**4) Willingness to Meet Time and Budget Requirements (Weight: 15 Points)**

Consider the consultant's ability and desire to meet time and budget requirements including rates, staffing levels and past performance on previous projects; etc.

**5) Certified Minority Business Enterprise (Weight: 5 Points)**

Consider whether the firm is a Certified Minority Business Enterprise. Award either all eligible points or none.

**6) Recent, Current and Projected Workloads (Weight: 5 Points)**

Consider the recent, current and projected workloads of the firm.

**7) Volume of Work Previously Awarded to Consultant by District (Weight: 5 Points)**

Consider the desire to diversify the firms that receive work from the District; etc.



# **NORTHLAKE**

**STEWARDSHIP DISTRICT**

**5C**

# PROPOSAL

DISTRICT ENGINEERING SERVICES  
FOR THE NORTHLAKE STEWARDSHIP DISTRICT



PREPARED FOR:  
Wrathell, Hunt and Associates, LLC  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431

**ZNS|ENGINEERING**  
Land Planning Engineering Surveying Landscape Architecture

T: 941.748.8080      1023 Manatee Avenue West  
F: 941.748.3316      7th Floor  
BRADENTON FL 34208

<p style="text-align: center;">TAB 01 LETTER OF INTEREST</p>	<p>Letter of Interest ..... 01</p>
<p style="text-align: center;">TAB 2 STANDARD FORM 330</p>	<p>Architect - Engineer Qualification Part 1 .....02          Organization Chart .....03          Resumes of Key Personnel .....04-08          Example Projects .....09-18          Key Personnel Participation in Example Projects ..... 19          Additional Information .....20          Architect - Engineer Qualification Part II .....21</p>
<p style="text-align: center;">TAB 3 ABILITY OF PERSONNEL</p>	<p>Ability of Personnel .....22</p>
<p style="text-align: center;">TAB 4 WORKLOAD &amp; LOCATION</p>	<p>Workload Statement &amp; Location .....23</p>
<p style="text-align: center;">TAB 5 CERTIFIED MINORITY BUSINESS</p>	<p>Certified Minority Business Statement.....24</p>
<p style="text-align: center;">TAB 6 BASIC APPROACH &amp; MANAGEMENT PLAN</p>	<p>Basic Approach/Management Plan.....25-27</p>
<p style="text-align: center;">TAB 7 STATE / LOCAL REGULATIONS</p>	<p>State/Local Regulations.....28</p>

**TAB 01**

**LETTER OF INTEREST**

## LETTER OF INTRODUCTION

December 5, 2022

Wrathell, Hunt and Associates, LLC  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431

RE: Northlake Stewardship District

Thank you for this opportunity to submit to you the credentials of ZNS Engineering, L.C. for consideration to provide Professional Engineering Services for The Northlake Stewardship District. It is our commitment, should we be selected, to provide you with exceptional service, integrity, and quality in the successful implementation of all related projects. I will serve as your contact person and do have authority to enter into a contractual agreement.

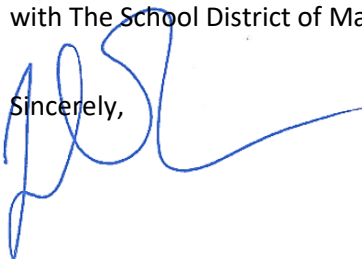
Jeb C. Mulock  
ZNS Engineering, L.C.  
President  
1023 Manatee Ave. W.  
7th Floor  
Bradenton, FL 34205  
PHONE: 941-748-8080  
FAX: 941-748-3316  
EMAIL: jebm@znseng.com

We believe that our team of qualified professionals assembled for this request will assure you of our commitment to providing the level of expertise that is expected of only the best. Our firm possesses an impeccable history for providing services to the surrounding region. It is our intent and promise to provide you with an unprecedented level of professional service and personal attention for the specific needs outlined in this request for proposal.

ZNS is certified to practice engineering per Florida Statutes 471 – Engineering and has seven (7) Professional Engineers (PE), two (2) Engineer Interns (EI), four (4) Professional Surveyors and Mappers (PSM), one (1) professional Land Planner, two (2) Registered Landscape Architects (RLA), One (1) Graduate Landscape Architect all with proven experience, making us well qualified to meet objectives and perform the tasks listed in this request.

We take great pride in being a part of the continued growth of our community and welcome the opportunity to work with The School District of Manatee County to accomplish that goal.

Sincerely,

A handwritten signature in blue ink, appearing to be 'Jeb C. Mulock', written over the word 'Sincerely,'.

**TAB 02**

**STANDARD FORM 330**

# ARCHITECT-ENGINEER QUALIFICATIONS

## PART I - CONTRACT-SPECIFIC QUALIFICATIONS

### A. CONTRACT INFORMATION

1. TITLE AND LOCATION *(City and State)*

North Lake Stewardship District

Manatee County, Florida

2. PUBLIC NOTICE DATE

12/05/2022

3. SOLICITATION OR PROJECT NUMBER

### B. ARCHITECT-ENGINEER POINT OF CONTACT

4. NAME AND TITLE

Jeb C. Mulock, P.E., President

5. NAME OF FIRM

ZNS Engineering L.C.

6. TELEPHONE NUMBER

(941) 748-8080

7. FAX NUMBER

(941) 748-3316

8. E-MAIL ADDRESS

Jebm@znseng.com

### C. PROPOSED TEAM

*(Complete this section for the prime contractor and all key subcontractors.)*

(Check)	PRIME	JV	PARTNER	SUBCONTRACTOR	TRACTOR	9. FIRM NAME	10. ADDRESS	11. ROLE IN THIS CONTRACT
a.	✓					ZNS Engineering, L.C.  <input type="checkbox"/> CHECK IF BRANCH OFFICE	1023 Manatee Avenue West, 7th Floor Bradenton, FL 34205	Professional Engineer Project Manager President
b.						<input type="checkbox"/> CHECK IF BRANCH OFFICE		
c.						<input type="checkbox"/> CHECK IF BRANCH OFFICE		
d.						<input type="checkbox"/> CHECK IF BRANCH OFFICE		
e.						<input type="checkbox"/> CHECK IF BRANCH OFFICE		
f.						<input type="checkbox"/> CHECK IF BRANCH OFFICE		

D. ORGANIZATIONAL CHART OF PROPOSED TEAM

*(Attached)*

# Organizational Chart



**Jeb C. Mullock, PE**  
President  
Professional Engineer  
Project Manager

ENGINEERING

SURVEY

LANDSCAPE

CONSTRUCTION



**Nathan Kragt,  
P.E.**  
Senior Vice  
President



**Kavin Wilmott,  
PSM**  
Director of Survey



**Joseph Collins,  
RLA**  
Landscape  
Architect



**Karen Wilson,  
CPM, MBA**  
Director of  
Construction



**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Jeb C Mulock	13. ROLE IN THIS CONTRACT  Project Manager / Professional Engineer	14. YEARS EXPERIENCE	
		a. TOTAL  21	b. WITH CURRENT FIRM  16

15. FIRM NAME AND LOCATION *(City and State)*  
ZNS Engineering, L.C. Bradenton, Florida

16. EDUCATION <i>(Degree and Specialization)</i>  Bachelor of Science in Civil Engineering, Water Resources University of South Florida, Tampa, FL Bachelor of Science in Business Administration, Marketing The Citadel	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>  Professional Engineer, FL No. 64692
---	--

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
Florida Board of Professional Engineers (FBPE, Board Member), USF Chapter - Former VP, American Society of Civil Engineers (ASCE), Florida Engineering Society (FES), Foundation for Dreams, Kiwanis of Bradenton - Past President, Manatee County Children's Advisory Board (CSAB) 2009-2013, Manatee County Historical Commission 2009-2011

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. Aviary CDD Parrish, Florida  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Serving as District Engineer for the Aviary CDD, the district was created for the purpose of financing and managing the acquisition and maintenance of certain infrastructure. The development consists of 784 lots on 400 acres.	Current	Current
b. Evergreen CDD Parrish, Florida  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Serving as District Engineer for the Evergreen CDD, the district was created for the purpose of financing and managing the acquisition and maintenance of certain infrastructure. The development consists of 417 lots on 140 acres	Current	Current
c. Harrison Ranch CDD Parrish, Florida  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as District Engineer for the Harrison Ranch CDD, the district was created for the purpose of financing and managing the acquisition and maintenance of certain infrastructure. The development consists of 1,108 single-family, detached units and a recreation center.	2018	2018
d. Rye Ranch CDD Parrish, Florida  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Serving as District Engineer for the Rye Ranch CDD, the district was created for the purpose of financing and managing the acquisition and maintenance of certain infrastructure. The development consists of 3,500 lots on 1,368 acres.	Current	Current
e. Silverleaf CDD Parrish, Florida  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as District Engineer for the Silverleaf CDD, the district was created for the purpose of financing and managing the acquisition and maintenance of certain public infrastructure of the development. The development consists of 732 dwelling units on 308 acres.	2021	2021

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Nathan Kragt	13. ROLE IN THIS CONTRACT  Professional Engineer	14. YEARS EXPERIENCE	
		a. TOTAL  18	b. WITH CURRENT FIRM  10
15. FIRM NAME AND LOCATION <i>(City and State)</i> ZNS Engineering, L.C. Bradenton, Florida			
16. EDUCATION <i>(Degree and Specialization)</i> Bachelor of Science in Civil Engineering University of Central Florida, Orlando FL		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Professional Engineer, FL No. 69272	

18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
2015 Bradenton Area EDC, Board of Directors Member, American Society of Civil Engineers (ASCE), Bradenton Christian School Board (BSC)

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
Brookstone CDD Parrish, Florida	Current	Current
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Serving as District Engineer for the Aviary CDD, the district was created for the purpose of financing and managing the acquisition and maintenance of certain infrastructure. The development consists of 1,080 lots on 444 acres.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Willow Hammock CDD Palmetto, Florida	2021	2021
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as District Engineer for the Willow Hammock CDD, the district was created for the purpose of financing and managing the acquisition and maintenance of certain infrastructure. The development consists of 299 lots on 147 acres	<input checked="" type="checkbox"/> Check if project performed with current firm	
Willows CDD Parrish, Florida	Current	Current
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Serving as District Engineer for the Willows CDD, the district was created for the purpose of financing and managing the acquisition and maintenance of certain infrastructure. The development consists of 799 lots on 289 acres.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Copperlefe Bradenton, Florida	2017	2017
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as the Project Manager for the construction of Copperlefe, a residential subdivision development consisting of 159 single-family, detached dwelling units.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Covenant Way/Publix Bradenton, Florida	2018	2018
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as Project Manager for the construction of a commercial shopping center including 45,600 square feet for Publix, 9,800 square feet of retail space, 4 out parcels, utilities and roadways.	<input checked="" type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Kavin Wilmott	13. ROLE IN THIS CONTRACT  Director of Survey	14. YEARS EXPERIENCE	
		a. TOTAL 26	b. WITH CURRENT FIRM 2
15. FIRM NAME AND LOCATION <i>(City and State)</i> ZNS Engineering, L.C. Bradenton, FL			
16. EDUCATION <i>(Degree and Specialization)</i> Bachelor of Science Natural Resource Economics - University of Florida Associates in Arts - Miami Dade College Land Surveying Technology - University of Kingston, Jamaica		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Professional Surveyor and Mapper, FL No. 6809	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> National Society of Professional Surveyors and Mappers, Florida Surveying and Mapping Society (past president 2015-16) (Treasurer 2011-15, current)			

**19. RELEVANT PROJECTS**

	(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
		PROFESSIONAL SERVICES	CONSTRUCTION <i>(if applicable)</i>
a.	Silverleaf Manatee County, Florida  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Provided Residential Lot Surveys for 753 Lot subdivision	2020	
		<input checked="" type="checkbox"/> Check if project performed with current firm	
b.	Amberly Manatee County, Florida  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Provided residential Lot Surveys for 124 Lot subdivision	2020	
		<input checked="" type="checkbox"/> Check if project performed with current firm	
c.	Whittlebury Manatee County, Florida  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Provided Residential Lot Surveys for 106 Lot subdivision	2020	
		<input checked="" type="checkbox"/> Check if project performed with current firm	
d.	Riverside Preserve Manatee County, Florida  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Provided Residential Lot Surveys for 101 Lot subdivision	2020	
		<input checked="" type="checkbox"/> Check if project performed with current firm	
e.	Ayout and As-built Surveys Various locations, Florida  (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Computations to stakeout various job sites in preparation for construction. Once constructed he was responsible for creating As-built surveys for projects such as Vue/Westin Condominium & Hotel in Sarasota, Aria Condominium and Zota Hotel in Longboat Key, Wopodland Middle School in North Port and Bradenton Boat Club.	2009 & 2019	
		<input type="checkbox"/> Check if project performed with current firm	

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Joseph W.L. Collins	13. ROLE IN THIS CONTRACT  Landscape Architect	14. YEARS EXPERIENCE	
		a. TOTAL  23	b. WITH CURRENT FIRM  2
15. FIRM NAME AND LOCATION <i>(City and State)</i> ZNS Engineering, L.C. Bradenton, Florida			
16. EDUCATION <i>(Degree and Specialization)</i> Bachelor of Science in Landscape Architecture, Bachelor of Science in Environmental Design, Minor in Construction Administration - North Dakota University Associate Degree in Architectural Drafting - West Virginia State College		17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i> Landscape Architect Florida No. 6667401 Landscape Architect Minnesota No. 45731	
18. OTHER PROFESSIONAL QUALIFICATIONS <i>(Publications, Organizations, Training, Awards, etc.)</i> Hillsborough County CDD Board; Active, City of Bradenton Art Advisory Board, American Society of Landscape Architects, Urban Land Institute; Florida Chapter, States Practiced: Florida, Minnesota, Massachusetts			

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
a. Publix Supermarket Sarasota, Florida	Current	Current
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Landscape Architect responsible for code minimum planting plan production. Planting design includes meeting Sarasota County tree removal & replacement calculations, perimeter screening buffers & adjacent neighborhood screening concerns. Site layout collaborated w/civil engineer team to meet corporation high percentage of Florida native plant species.		
b. Scenic Highway Beautification City of Bradenton Beach, Florida	Current	Current
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Lead Landscape Architect responsible for a Highway Beautification Grant project. Proposed plant groupings, minimized airborne beach sand migrating onto adjacent Gulf Drive pavements. Assisted in calming beach traffic and enhancing pedestrian and bicycle circulation. Design proposed Florida native plant species that adapt to extreme heat beach conditions, seasonal drought and tolerant of high salt conditions.		
c. Watermark Luxury Apartments Manatee County, FL	Current	Current
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Landscape Architect responsible for programming and planning for site amenities including a 2,500 sq ft entry pool, dog park, synthetic yoga lawn, peace garden, Allee and fire pit gathering spaces. Production of enhanced hardscape and planting plans including entry monument sign details, custom grill stations, pergola details, raised planter walls, synthetic turf areas, private puppy porch areas, furniture specifications and themed plant groupings.		
d. Brixley/Warner Crossing Apartments Florida	Current	Current
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Landscape Architect responsible for code minimum planting plans and pool amenity enhancements. Permit plan production including tree removal and replacement calculations, perimeter screening buffers, parking area and building foundation plantings per county requirements. NGBS Silver Certification with Florida native plant species, low water use irrigation design and reuse of existing on-site materials. Planning and design for a 3,700 sq ft entry pool amenity.		
e. Rye Ranch Residential Development Parrish, Florida	Current	Current
(3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE <input checked="" type="checkbox"/> Check if project performed with current firm Project Landscape Architect responsible for code minimum planting plan for a 538 lot single family residential development. Permit plan production including tree removal, tree protection and environmental impacts. Propose perimeter screening buffers & replacement tree calculations per county requirements and FDOT clear sight visibility calculations.		

**E. RESUMES OF KEY PERSONNEL PROPOSED FOR THIS CONTRACT**

*(Complete one Section E for each key person.)*

12. NAME  Karen Wilson	13. ROLE IN THIS CONTRACT  Construction Manager	14. YEARS EXPERIENCE	
		a. TOTAL  35	b. WITH CURRENT FIRM  18

15. FIRM NAME AND LOCATION *(City and State)*  
ZNS Engineering Bradenton, Florida

16. EDUCATION <i>(Degree and Specialization)</i>  Master of Business Administration - International University of Phoenix, Phoenix, AZ	17. CURRENT PROFESSIONAL REGISTRATION <i>(State and Discipline)</i>
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18. OTHER PROFESSIONAL QUALIFICATIONS *(Publications, Organizations, Training, Awards, etc.)*  
Certified Project Manager, Local Agency Program (LAP) qualified, American Recover and Reinvestment Act (ARRA) qualified, National Association of Women in Construction, National Underground Utility Contractors Association, Out East Business Network.

**19. RELEVANT PROJECTS**

(1) TITLE AND LOCATION <i>(City and State)</i>	(2) YEAR COMPLETED	
	PROFESSIONAL SERVICES	CONSTRUCTION <i>(If applicable)</i>
Nalanda Estates Palmetto, Florida	2018	2018
a. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as Construction Manager for the Nalanda Estates, a residential subdivision development consisting of 84 single family, detached and semi-detached dwelling units on a 29.53 acre site.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Copperlefe Bradenton, Florida	2017	2017
b. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as Construction Manager for the construction of a residential subdivision development containing 159 single family, detached dwelling units.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Villa Amalfi Sarasota, Florida	2016	2016
c. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Serving as Construction Manager for the construction of Riverside Preserve, a residential subdivision development consisting of 126 single family, detached dwelling units on a 44.50 acre site.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Del Tierra Bradenton, Florida	2015	2015
d. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Served as Construction Manager for the construction of a residential subdivision consisting of approximately 500 single family units.	<input checked="" type="checkbox"/> Check if project performed with current firm	
Riverwind Bradenton, Florida	2015	2015
e. (3) BRIEF DESCRIPTION <i>(Brief scope, size, cost, etc.)</i> AND SPECIFIC ROLE Construction Manager responsible for reviewing construction documents., contractor bid submittals, material specification submittals, responding to contractor inquiries, coordinating and attending utility inspections and testing, coordinating information for plat submittals, and facilitating as-built documentation submittals to Manatee county for the construction of a 62 lot residential community on 39.71 acres along the Manatee River.	<input checked="" type="checkbox"/> Check if project performed with current firm	

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 1
21. TITLE AND LOCATION <i>(City and State)</i> Aviary CDD Parrish, Florida		22. YEAR COMPLETED PROFESSIONAL SERVICES: Current CONSTRUCTION <i>(if applicable)</i> : Current

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Rowe Ventures	b. POINT OF CONTACT NAME Steve Cerven	c. POINT OF CONTACT TELEPHONE NUMBER (941) 737-4474
-----------------------------------	--	--

**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

The Aviary CDD Project consists of the development of 784 lots located on 400 acres. ZNS Engineering is the District Engineer for Aviary CDD and also provided the civil design services for the project. Scope of services provided includes project management, civil design/engineering, permitting services, district engineering services, landscape design and surveying.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME ZNS Engineering, L.C.	(2) FIRM LOCATION <i>(City and State)</i> Bradenton, Florida	(3) ROLE District Engineer / Project Manager / Professional Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER  2
---	---

21. TITLE AND LOCATION <i>(City and State)</i>  Brookstone CDD Parrish, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Current	CONSTRUCTION <i>(if applicable)</i> Current

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER D.R. Horton	b. POINT OF CONTACT NAME Angela Matthews	c. POINT OF CONTACT TELEPHONE NUMBER (813) 549-1841
---------------------------------	---	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The Brookstone CDD Project consists of the development of 1,080 lots located on 444 acres. ZNS Engineering is the District Engineer for Brookstone CDD and also provided the civil design services for the project. Scope of services provided includes project management, civil design/engineering, permitting services, district engineering services, landscape design and surveying.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME ZNS Engineering, L.C.	(2) FIRM LOCATION <i>(City and State)</i> Bradenton, Florida	(3) ROLE District Engineer / Project Manager / Professional Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 3
---	-------------------------------------

21. TITLE AND LOCATION <i>(City and State)</i> Evergreen CDD Bradenton, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Current	CONSTRUCTION <i>(if applicable)</i> Current

23. PROJECT OWNER'S INFORMATION

a. PROJECT OWNER D.R. Horton	b. POINT OF CONTACT NAME Angela Matthews	c. POINT OF CONTACT TELEPHONE NUMBER (813) 549-1841
---------------------------------	---	--

24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT *(Include scope, size, and cost)*

The Evergreen CDD Project consists of the development of 417 lots located on 140 acres. ZNS Engineering is the District Engineer for Evergreen CDD and also provided the civil design services for the project. Scope of services provided includes project management, civil design/engineering, permitting services, district engineering services, landscape design and surveying.

25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT

a.	(1) FIRM NAME ZNS Engineering, L.C.	(2) FIRM LOCATION <i>(City and State)</i> Bradenton, Florida	(3) ROLE District Engineer / Project Manager / Professional Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE



<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> 4
<b>21. TITLE AND LOCATION (City and State)</b> Harrison Ranch CDD Parrish, Florida	<b>22. YEAR COMPLETED</b>	
	<b>PROFESSIONAL SERVICES</b> 2018	<b>CONSTRUCTION (if applicable)</b> 2018

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> Pulte Homes	<b>b. POINT OF CONTACT NAME</b> Justin Leech	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> (813) 298-3146
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

The Harrison Ranch CDD Project consists of the development of 1,108 lots located on 955 acres. ZNS Engineering is the District Engineer for Harrison Ranch CDD and also provided the civil design services for the project. Scope of services provided includes project management, civil design/engineering, permitting services, district engineering services, landscape design and surveying.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	(1) FIRM NAME ZNS Engineering, L.C.	(2) FIRM LOCATION (City and State) Bradenton, Florida	(3) ROLE District Engineer / Project Manager / Professional Engineer
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		<b>20. EXAMPLE PROJECT KEY NUMBER</b> 5
<b>21. TITLE AND LOCATION (City and State)</b> Lakewood National Golf & Country Club    Bradenton, Florida		<b>22. YEAR COMPLETED</b> PROFESSIONAL SERVICES    CONSTRUCTION (if applicable) Current    Current

**23. PROJECT OWNER'S INFORMATION**

<b>a. PROJECT OWNER</b> Lennar Homes	<b>b. POINT OF CONTACT NAME</b> Terry Kirschner	<b>c. POINT OF CONTACT TELEPHONE NUMBER</b> (941) 567-6113
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

The Lakewood National Golf & Country Club Project consists of the development of a 2,000-unit resident subdivision and golf course. The Lakewood National project is relevant to Evergreen Community Development District as it is also a residential subdivision with numerous detached units and an amenity center. Scope of services provided includes project management, civil design/engineering, permitting services, district engineering services, landscape design and surveying.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

<b>a.</b>	(1) FIRM NAME ZNS Engineering, L.C.	(2) FIRM LOCATION (City and State) Bradenton, Florida	(3) ROLE Project Manager / Professional Engineer
<b>b.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>c.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>d.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>e.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE
<b>f.</b>	(1) FIRM NAME	(2) FIRM LOCATION (City and State)	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 6
21. TITLE AND LOCATION <i>(City and State)</i> Rye Ranch CDD Parrish, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Current	CONSTRUCTION <i>(if applicable)</i> Current

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Rye Ranch, LLC	b. POINT OF CONTACT NAME Steve Cerven	c. POINT OF CONTACT TELEPHONE NUMBER (941) 737-4474
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

The Rye Ranch CDD Project consists of the development of 3,500 lots located on 1,368 acres. ZNS Engineering is the District Engineer for Rye Ranch CDD and also provided the civil design services for the project. Scope of services provided includes project management, civil design/engineering, permitting services, district engineering services, landscape design and surveying.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME ZNS Engineering, L.C.	(2) FIRM LOCATION <i>(City and State)</i> Bradenton, Florida	(3) ROLE District Engineer / Project Manager / Professional Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>	20. EXAMPLE PROJECT KEY NUMBER 7
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21. TITLE AND LOCATION <i>(City and State)</i>  Salt Meadows CDD    Parrish, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Current	CONSTRUCTION <i>(if applicable)</i> Current

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Danielson Development	b. POINT OF CONTACT NAME Bruce Danielson	c. POINT OF CONTACT TELEPHONE NUMBER (727) 420-5664
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

The Salt Meadows CDD Project consists of the development of 543 lots located on 238 acres. ZNS Engineering is the District Engineer for Salt Meadows CDD and also provided the civil design services for the project. Scope of services provided includes project management, civil design/engineering, permitting services, district engineering services, landscape design and surveying.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME ZNS Engineering, L.C.	(2) FIRM LOCATION <i>(City and State)</i> Bradenton, Florida	(3) ROLE District Engineer / Project Manager / Professional Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 8
21. TITLE AND LOCATION <i>(City and State)</i>  Silverleaf CDD Parrish, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i> 2021

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER Neal Communities	b. POINT OF CONTACT NAME Mark Evans	c. POINT OF CONTACT TELEPHONE NUMBER (941) 328-1078
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

The Silverleaf CDD Project consists of the development of 732 lots located on 308 acres. ZNS Engineering is the District Engineer for Silverleaf CDD and also provided the civil design services for the project. Scope of services provided includes project management, civil design/engineering, permitting services, district engineering services, landscape design and surveying.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME ZNS Engineering, L.C.	(2) FIRM LOCATION <i>(City and State)</i> Bradenton, Florida	(3) ROLE District Engineer / Project Manager / Professional Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 9
21. TITLE AND LOCATION <i>(City and State)</i>  Willow Hammock CDD Palmetto, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES 2021	CONSTRUCTION <i>(If applicable)</i> 2021

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER D.R. Horton	b. POINT OF CONTACT NAME Angela Matthews	c. POINT OF CONTACT TELEPHONE NUMBER (813) 549-1841
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

The Willow Hammock CDD Project consists of the development of 299 lots located on 147 acres. ZNS Engineering is the District Engineer for Willow Hammock CDD and also provided the civil design services for the project. Scope of services provided includes project management, civil design/engineering, permitting services, district engineering services, landscape design and surveying.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME ZNS Engineering, L.C.	(2) FIRM LOCATION <i>(City and State)</i> Bradenton, Florida	(3) ROLE District Engineer / Project Manager / Professional Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

<b>F. EXAMPLE PROJECTS WHICH BEST ILLUSTRATE PROPOSED TEAM'S QUALIFICATIONS FOR THIS CONTRACT</b> <i>(Present as many projects as requested by the agency, or 10 projects, if not specified. Complete one Section F for each project.)</i>		20. EXAMPLE PROJECT KEY NUMBER 10
21. TITLE AND LOCATION <i>(City and State)</i> Willows CDD Palmetto, Florida	22. YEAR COMPLETED	
	PROFESSIONAL SERVICES Current	CONSTRUCTION <i>(If applicable)</i> Current

**23. PROJECT OWNER'S INFORMATION**

a. PROJECT OWNER D.R. Horton	b. POINT OF CONTACT NAME Angela Matthews	c. POINT OF CONTACT TELEPHONE NUMBER (813) 549-1841
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**24. BRIEF DESCRIPTION OF PROJECT AND RELEVANCE TO THIS CONTRACT** *(Include scope, size, and cost)*

The Willows CDD Project consists of the development of 1,108 lots located on 955 acres. ZNS Engineering is the District Engineer for Willows CDD and also provided the civil design services for the project. Scope of services provided includes project management, civil design/engineering, permitting services, district engineering services, landscape design and surveying.

**25. FIRMS FROM SECTION C INVOLVED WITH THIS PROJECT**

a.	(1) FIRM NAME ZNS Engineering, L.C.	(2) FIRM LOCATION <i>(City and State)</i> Bradenton, Florida	(3) ROLE District Engineer / Project Manager / Professional Engineer
b.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
c.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
d.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
e.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE
f.	(1) FIRM NAME	(2) FIRM LOCATION <i>(City and State)</i>	(3) ROLE

**G. KEY PERSONNEL PARTICIPATION IN EXAMPLE PROJECTS**

26. NAMES OF KEY PERSONNEL (From Section E, Block 12)	27. ROLE IN THIS CONTRACT (From Section E, Block 13)	28. EXAMPLE PROJECTS LISTED IN SECTION F (Fill in "Example Projects Key" section below before completing table. Place "X" under project key number for participation in same or similar role.)									
		1	2	3	4	5	6	7	8	9	10
Jeb C. Mulock	President / Professional Engineer / Project Manager	X	X	X	X	X	X	X	X	X	X
Nathan Kragt	Senior Vice President / Professional Engineer	X	X	X	X	X	X	X	X	X	X
Kavin Wilmott	Director of Survey	X	X	X		X	X	X	X	X	X
Joe Collins	Senior Project Landscape Architect	X	X	X		X	X	X	X	X	X
Karen Wilson	Construction Manager	X	X	X	X	X	X	X	X	X	X

**29. EXAMPLE PROJECTS KEY**

NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)	NUMBER	TITLE OF EXAMPLE PROJECT (From Section F)
1	Aviary CDD	6	Rye Ranch CDD
2	Brookstone CDD	7	Saltmeadows CDD
3	Evergreen CDD	8	Silverleaf CDD
4	Harrison Ranch CDD	9	Willow Hammock CDD
5	Lakewood National Golf & Country Club	10	Willows CDD



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**H. ADDITIONAL INFORMATION**

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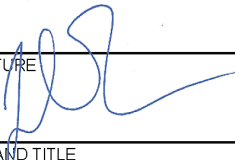
30. PROVIDE ANY ADDITIONAL INFORMATION REQUESTED BY THE AGENCY. ATTACH ADDITIONAL SHEETS AS NEEDED.  
No additional information was requested by the agency.

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**I. AUTHORIZED REPRESENTATIVE**  
*The foregoing is a statement of facts.*

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31. SIGNATURE



32. DATE

12/5/2022

33. NAME AND TITLE

Jeb C. Mulock, PE, President

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**TAB 03**

**ABILITY OF PERSONNEL**



Our team members all have a drive to positively impact where people live and serve our clients from each project's inception through the completion of construction. Since 1976, we have earned a reputation of effectively understanding our clients' needs, applying the best methods to meet their goals and then sharpening our focus further until the job is finished. We stand out in our field because we not only offer industry expertise, but we also take extra steps to advocate and construct solutions for our clients

Please refer to our employee resumes on pages 04-09 for further details about our professional staff.

**TAB 04**

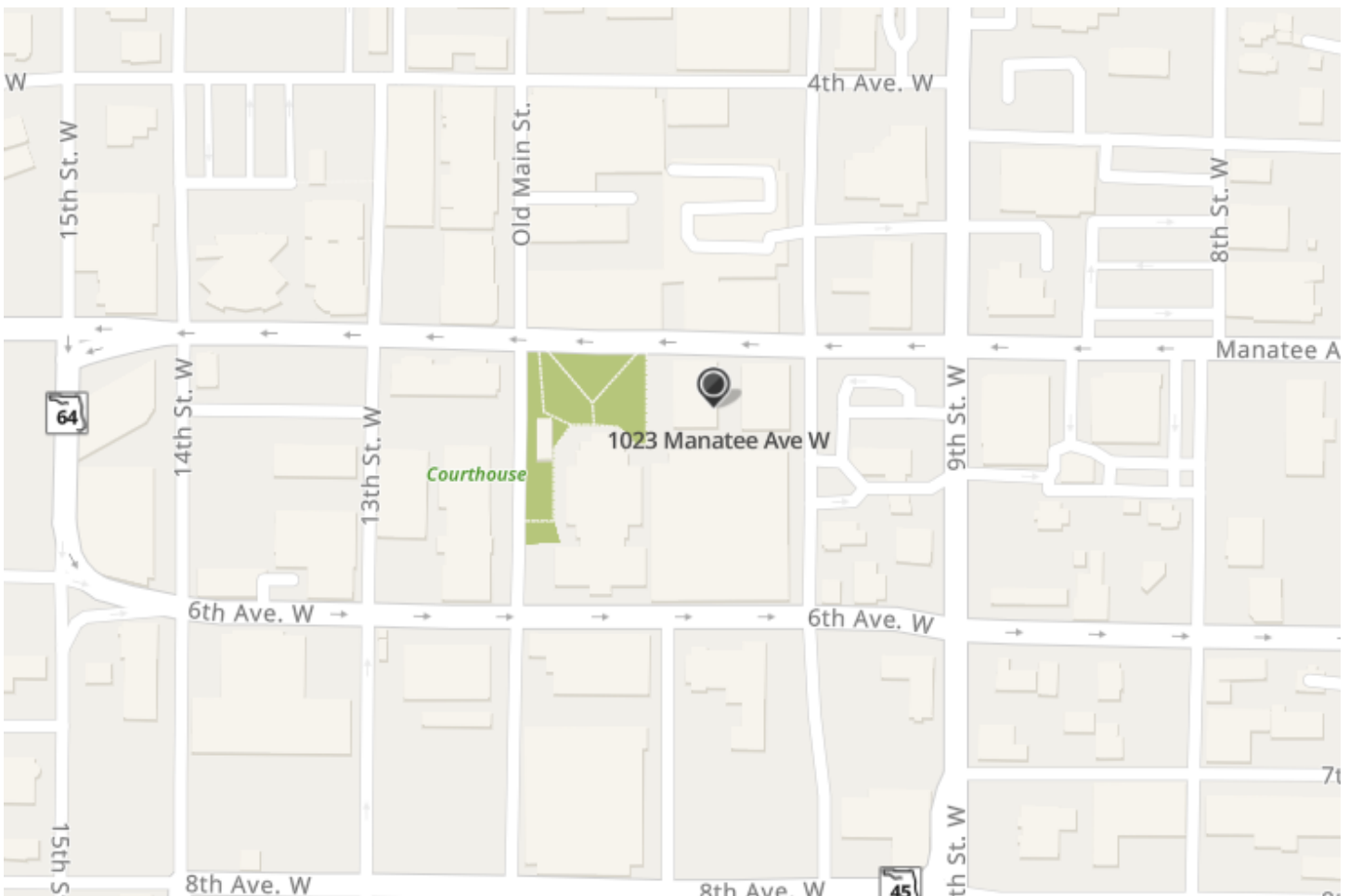
**WORKLOAD & LOCATION**

## Workload Statement

ZNS Engineering is committed to providing high quality service to our clients in a timely manner. In order to achieve this goal, our workload is managed in such a way as to follow flexibility, without sacrificing punctuality in regard to project milestones or deadlines. Work in progress currently accounts for approximately 70% of our capacity, It is our commitment in responding to this Request for Qualifications that we will complete any and all work requested of us within the appropriate timeframes, should we be selected.

## Location

Our office is located at 1023 Manatee Avenue West, 7th Floor, Bradenton, FL 34208



**TAB 05**

**CERTIFIED MINORITY  
STATUS**

## Certified Minority Business Statement

ZNS Engineering, L.C does not hold a certified minority business enterprise status.



**TAB 06**

**BASIC APPROACH &  
MANAGEMENT PLAN**

## Basic Approach and Management Plan

ZNS understands that a successful project is contingent on a proactive and collaborative approach to all phases of a project. Communication, technical capabilities and responsiveness will lead to fewer errors, delays and unanticipated conditions. The process starts with the development of a seamless management team including civil designers, construction management services, surveyors, environmentalists and project managers.

### **TEAM APPROACH**

**Engagement Planning** - At the beginning of the project, ZNS will meet with the project team and project managers to provide a written engagement plan. This plan will establish the following:

- Project schedule
- Project budget
- Client expectations in regard to project progression
- Unacceptable scenarios or methods
- Protocol for handling changes in project scope
- The role of each of the involved parties
- Expectations of the client
- Invoice and collection protocol

In addition, this meeting will provide an opportunity to clarify any questions or issues and identify and discuss all post developed, governmentally enforced monitoring that will be required of the client.

**Develop Team Contact List** - ZNS will provide to the project team and client an overall project team list for all (ZNS) Project Team members including external team members. This list will be updated and re-circulated on an as-needed basis. The client's preferred communication and contact methods will also be established.

**Team File Sharing System** - ZNS will make available any project files that the client or team members may wish to view through our Newforma file sharing software. This will allow the client and team members access to the project files at any time and from anywhere.

**Project Updates** - ZNS shall provide monthly project updates. These updates will outline the progress on each proposal scope of service and will aid the clients in tracking the project progress. Please note that the updates will be submitted electronically unless otherwise requested. These project updates will be specifically tailored toward the client's specific needs.

### **PRE-DESIGN SURVEY PLAN**

With in-house survey services, we will work closely with our field crews to survey all necessary information for the start of the preliminary analysis and plans. As a standard procedure to obtaining a pre-design survey, our project team will all be asked to visit the site(s) and mark-up a plan or image of all items they need surveyed. Our project manager will coordinate the efforts and will pass along mark-ups to the survey crew chief at a coordinated pre-survey meeting. At that meeting, our project manager, client and crew chief will lay out a strategy for obtaining all of the necessary pre-design information.

All as-builts will be coordinated closely by our in-house construction services department, survey department, project manager and the contractor. During the preconstruction meeting a list of survey staff contact information as well as a detailed as-built execution plan will be given to the contractor. The as-built execution plan will be job specific and list items such as the survey staff's noticing requirements, construction stages at which they will perform certain as-built services and all of County requirements for how as-builts are to be produced.

## **ENGINEERING PLAN**

**Engineering Management Plan Development** – ZNS shall provide monthly project updates. These updates will outline the progress on each proposal scope of service and will aid the clients in tracking the project progress. Please note that the updates will be submitted electronically unless otherwise requested. The project updates will be specifically tailored toward the client’s specific needs.

**Public Coordination** - At ZNS, we have fully embraced public involvement in all of our projects. ZNS staff will attend and participate in all public format meetings as well as actively log, track and follow up on all concerns voiced by the public. On a weekly basis a ZNS project manager will review the ongoing tracking list of public concerns regarding engineering issues, and follow up with the project team to determine if those concerns are being addressed. We fully understand the co-relation between successful public involvement and the success of a project.

**Engineering Management Plan Review** - At ZNS, we believe that the process begins with a thorough review of the master plans by the project team and client. This review can often identify potential issues and serves as another quality control opportunity prior to commencement of construction. Plan conflicts lead to confusion, delays, and ultimately extra costs to the owner. Eliminating confusion will have positive results on the overall project costs and timeline. The review may also identify opportunities for value engineering the project to reduce cost while maintaining quality.

**Design and Engineering** - Once the phases of the project have been determined, ZNS will immediately start the design and engineering portion of the project. Throughout the process, ZNS will continue to give updates on the progress to the project team and clients. There will be constant coordination with the team and all correspondence will be logged/tracked in order for continual follow up on any issues or concerns that arise.

**Quality Control (Design and Production)** - Quality control is not an afterthought or a euphemism for simple document checking. A periodic quality assurance review of project documents is an integral part of our quality control program. We are constantly reviewing our procedures to re-examine where and how efficiencies can be achieved. By standardizing data and cataloging it in a centralized system, we have streamlined many repetitive work tasks which, in turn, have improved accuracy and consistency while reducing time expended.

### **CONSTRUCTION PLANS AND SPECIFICATIONS**

**Construction Plans** - During all phases of construction plan production (30%, 60%, 90% & 100%), the plans will be transmitted to the client and their staff to be reviewed and approved prior to further plan development. Our project manager will coordinate during the engagement planning meeting what the client’s required review time and number of sets will be. All reports and plans will be placed on our exchange server for all of the project team to review and use as necessary.

**Specifications** - The project team will be responsible for producing specifications for each of their individual tasks. This effort will be coordinated by our project manager(s). The format and verbiage (City or other) used in the specifications will be determined at the engagement planning meeting as outlined above.

## **LOCAL, STATE AND FEDERAL PERMITTING PLAN**

At ZNS, we have worked extensively at building quality professional relationships with all review agencies and will utilize those relationships to accurately and expeditiously acquire all the required permits.

***Pre-Application Due Diligence*** - At ZNS, we believe in working with the agencies at the earliest possible point in the project's development. Therefore, we will pursue pre-application meetings with all agencies. If during the conceptual plan phase there are design concerns that can only be resolved by the review agencies, then we will pursue an earlier meeting.

***Agency Submittals*** - The project team leaders and clients will be included in the chain of communication on all agency submittals and received responses (RFIs). If challenges arise during the process, we will work directly with the reviewers in order to resolve all issues in the most expeditious manner, but always holding to the City's best interests when possible.

***Approvals*** - After all permits are received, copies (both electronic and paper) will be distributed to all necessary project team leaders and the client.

## **CONSTRUCTION ENGINEERING SERVICES**

ZNS Engineering, L.C. offers construction administration services including cost estimates for budgeting and bidding at the pre-construction phase, project coordination during construction, and post-construction maintenance in regard to permitting responsibilities for installed systems.

During construction, ZNS provides a wide scope of construction services including site inspections for progress documentation, scheduling and coordinating testing with governmental review agencies, and reviewing shop drawings. ZNS prides itself on its ability to work with jurisdictional agencies and facilitate the resolution of any unforeseen issues.

As a project nears completion, ZNS assists the client in obtaining final approval from respective reviewing agencies and provides necessary documentation to transfer infrastructure for operation and maintenance to the governing entity.

This will typically include the review and certification of as-built surveys prepared by the construction stake-out surveyor of record. In most cases the contractor will hire ZNS to provide construction surveying and thus the coordination process is seamless. ZNS has also worked with many other surveyors of record to coordinate as-built drawing preparation, review and certification.

In addition, ZNS construction engineering services include both bond tracking and bond release certification (if necessary). Bond related inspections and certifications are also provided. We also offer follow-up services relating to ownership and maintenance requirements. This includes notification, tracking, and inspections for compliance, and certification to the local and state agencies are offered.

A project is not complete until fully certified and accepted by the City. Our dedicated in-house construction engineering department will follow through until the project is complete.

**TAB 07**

**STATE AND LOCAL  
REGULATIONS**

## Experience with State and Local Permitting

Once designed, every project requires permitting through a variety of jurisdictional agencies. The permitting process varies with each project, depending on project location and jurisdictions involved, and is identified during the early planning stages for each project. The typical jurisdictions include the local municipalities (County/City); the State Agencies (Water Management District, Florida Department of Environmental Protection, Florida Department of Transportation, Department of State Division of Historical Resources, Florida Fish and Wildlife Conservation Commission); and the Federal Agencies (United States Army Corps of Engineers, Federal Emergency Management Agency).

ZNS Engineering provides the expertise, experience and coordination to navigate each project through this process.

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**5D**

**Northlake Stewardship District**  
**Request for Qualifications – District Engineering Services**

**Competitive Selection Criteria**

	Ability and Adequacy of Professional Personnel	Consultant's Past Performance	Geographic Location	Willingness to Meet Time and Budget Requirements	Certified Minority Business Enterprise	Recent, Current and Projected Workloads	Volume of Work Previously Awarded to Consultant by District	TOTAL SCORE
<i>weight factor</i>	<b>25</b>	<b>25</b>	<b>20</b>	<b>15</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>100</b>
NAME OF RESPONDENT								
1 ZNS Engineering, L.C.								

\_\_\_\_\_  
 Board Member's Signature

\_\_\_\_\_  
 Date



**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**6A**



Beaufort Gazette  
 Belleville News-Democrat  
 Bellingham Herald  
 Bradenton Herald  
 Centre Daily Times  
 Charlotte Observer  
 Columbus Ledger-Enquirer  
 Fresno Bee

The Herald - Rock Hill  
 Herald Sun - Durham  
 Idaho Statesman  
 Island Packet  
 Kansas City Star  
 Lexington Herald-Leader  
 Merced Sun-Star  
 Miami Herald

el Nuevo Herald - Miami  
 Modesto Bee  
 Raleigh News & Observer  
 The Olympian  
 Sacramento Bee  
 Fort Worth Star-Telegram  
 The State - Columbia  
 Sun Herald - Biloxi

Sun News - Myrtle Beach  
 The News Tribune Tacoma  
 The Telegraph - Macon  
 San Luis Obispo Tribune  
 Tri-City Herald  
 Wichita Eagle

## AFFIDAVIT OF PUBLICATION

Account #	Order Number	Identification	Order PO	Amount	Cols	Depth
103816	349078	Print Legal Ad-IPL00987900 - IPL0098790		\$72.54	1	61L

**Attention:** Daphne Daphne  
 Northlake Stewardship District  
 c/o 2300 Glades Road, Suite 410W  
 Boca Raton, FL 33431

**NORHLAKE STEWARDSHIP DISTRICT  
 REQUEST FOR PROPOSALS  
 FOR ANNUAL AUDIT SERVICES**

The Northlake Stewardship 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 additional annual renewals, subject to mutual agreement by both parties. The District is a local unit of special-purpose government created under Chapter 2022-248, Laws of Florida, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Manatee County, Florida. 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 30, 2023.

The auditing entity submitting a proposal must be duly licensed 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) electronic copy and one (1) unbound copy of their proposal to the offices of the District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, ph: (877) 276-0889 ("District Manager"), in an envelope marked on the outside "Auditing Services, Northlake Stewardship District." Proposals must be received by 12:00 p.m. on November 28, 2022, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

District Manager  
 IPL0098790  
 Nov 18 2022

**THE STATE OF TEXAS  
 COUNTY OF DALLAS**

Before the undersigned authority personally appeared Ryan Dixon, who, on oath, says that she is a Legal Advertising Representative of The Bradenton Herald, a daily newspaper published at Bradenton in Manatee County, Florida; that the attached copy of the advertisement, being a Legal Advertisement in the matter of Public Notice, was published in said newspaper in the issue(s) of:

No. of Insertions: 1  
 Beginning Issue of: 11/18/2022  
 Ending Issue of: 11/18/2022

**THE STATE OF FLORIDA  
 COUNTY OF MANATEE**

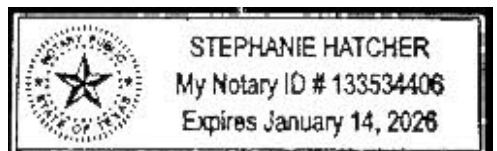
Affidavit further says that the said publication is a newspaper published at Bradenton, in said Manatee County, Florida, and that the said newspaper has heretofore been continuously published in said Manatee County, Florida, each day and has been entered as second-class mail matter at the post office in Bradenton, in said Manatee County, Florida, for a period of one year next preceding the first publication of the attached copy of advertisement; and affiant further says that 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.

*Ryan Dixon*

Sworn to and subscribed before me this 18th day of November in the year of 2022

*Stephanie Hatcher*

Notary Public in and for the state of Texas, residing in Dallas County



Extra charge for lost or duplicate affidavits.  
 Legal document please do not destroy!

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**6B**

**NORTHLAKE STEWARDSHIP DISTRICT  
REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES**

The Northlake Stewardship 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 additional annual renewals, subject to mutual agreement by both parties. The District is a local unit of special-purpose government created under Chapter 2022-248, *Laws of Florida*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Manatee County, Florida. 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 30, 2023.

The auditing entity submitting a proposal must be duly licensed 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) electronic copy and one (1) unbound copy of their proposal to the offices of the District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, ph: (877) 276-0889 ("District Manager"), in an envelope marked on the outside "Auditing Services, Northlake Stewardship District." Proposals must be received by 12:00 p.m. on November 28, 2022, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

District Manager

## **NORTHLAKE STEWARDSHIP DISTRICT**

### **REQUEST FOR PROPOSALS**

#### **District Auditing Services for Fiscal Year 2022**

Manatee County, Florida

#### **INSTRUCTIONS TO PROPOSERS**

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **November 28**, at 12:00 p.m., at the offices of District Manager, located at Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. 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 (1) 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 – Northlake Stewardship District" on the face of it. **Please include pricing for each additional bond issuance.**

**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 (“**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 the 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 the 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.
- 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.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of four (4) annual renewals.

**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.

**NORTHLAKE STEWARDSHIP 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 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 or current Community Development District(s) 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)**

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



**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**6C1**

# Professional Services Proposal for Northlake Stewardship District

March, 24, 2023

## Proposer

Carr, Riggs & Ingram CPAs and Advisors  
500 Grand Boulevard, Suite 210  
Miramar Beach, FL 32550  
Phone: 850.837.3141  
Fax: 850.654.4619

## Submitted by

K. Alan Jowers  
Engagement Partner  
AJowers@CRIcpa.com



**CRI** CARR  
RIGGS &  
INGRAM

CPAs and Advisors

[CRIcpa.com](http://CRIcpa.com)

Dear Northlake Stewardship District:

Carr, Riggs & Ingram, LLC (CRI) appreciates the opportunity to propose on auditing services to Northlake Stewardship District. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. We pride ourselves on getting to know our clients and illuminating solutions by providing innovative ideas to move them from compliance to providing them a competitive advantage.

**Investment in You.** We believe in developing long-term, mutually beneficial relationships and quickly demonstrating value with a fee structure and service solutions that provide immediate and continued savings. Our investment starts on “Day 1” as your assigned team begins with our proven, streamlined process that minimizes your time and disruption during the service provider change and continues throughout the relationship.

**Dedicated Team.** CRI’s team consists of more than 2,000 professionals, which allows us to tailor your service team by aligning their industry, service, and specialty skills with your needs. Our dedicated teams deliver the highest level of business acumen and knowledge to your organization; our commitment to consistent staffing allows you to maximize savings and remain focused on your needs.

**Equilibrium.** CRI delivers big firm expertise with small firm service. Of approximately 46,000 public accounting firms in the United States, CRI currently ranks in the top 25. Additionally, as a part of PrimeGlobal, an association of independent accounting firms, we have access to international resources as – and when – needed. Leveraging these resources while maintaining local decision-making authority means that simplified solutions are only a phone call away. And we believe that’s the best of both worlds for our clients.

**Active Partner Participation.** Collectively, our partners deliver expertise derived from more than 7,500 years of business experience. With this level of talent, we thoughtfully choose a partner that aligns with your business’ needs and industry. Our hands-on, working partners “show up” to convey our genuine commitment to your success. They strive to earn trusted advisor roles by digging in, proactively learning your business, and producing long-term value for you.

**Simplified Solutions.** While our 500+ cumulative partner certifications is an impressive statistic, success is measured by translating complex concepts into client solutions. While accounting is the language of business, we’re here to decipher the jargon and help you make educated decisions. CRInnovate embraces agility and invention.

Our CRI vSTAR™ process provides a transformational approach to client service by encompassing every service we offer in a completely virtual format. Regardless of physical location, our processes are designed to provide clients with increased efficiencies, reduced travel costs, and crisis-proofing for business functions.

We welcome the opportunity to demonstrate to you the same teamwork, expertise, innovation, and responsiveness that have made us one of the fastest growing public accounting firms in the United States. Again, we appreciate your consideration.

Sincerely,



K. Alan Jowers  
Engagement Partner  
Carr, Riggs & Ingram, LLC



# TABLE OF CONTENTS

## **YOUR NEEDS**

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UNDERSTANDING & MEETING YOUR NEEDS	4
------------------------------------	---

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## **YOUR SERVICES & FEES**

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YOUR SERVICES & FEES	5
----------------------	---

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## **YOUR CHOICE: CRI**

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FIRM PROFILE	6
GOVERNMENT CREDENTIALS	7
RELEVANT EXPERIENCE	8
YOUR SOLUTION TEAM	9
DELIVERING QUALITY TO YOU	13

---

## **WORKING TOGETHER: OVERVIEW**

---

SHARING CRI'S VALUES WITH YOU	14
TRANSITIONING YOU	15
CRI'S GLOBAL RESOURCES	16
JOIN OUR CONVERSATION	17

---

## **WORKING TOGETHER: DETAILS**

---

CRI AUDIT FRAMEWORK	18
CRI AUDIT APPROACH	20

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## **APPENDIX**

---

APPENDIX A - RFP DOCUMENTS	22
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# UNDERSTANDING & MEETING YOUR NEEDS



From the RFP or during our recent visit with your team, we understood your team to express the following needs, requests, and/or issues. We've detailed our proposed solutions below and are happy to discuss other related projects as they arise and upon request.

NEEDS & ISSUES		SOLUTIONS & SERVICES
Technical	The District is required to have independent audits performed on its financial statements.	Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS), in order to express an opinion on the Northlake Stewardship District's financial statements.
Relational	The District's Board of Supervisors and management expect open and continuous communication with their CPA firm in order to avoid surprise findings at the end of the audit.	<p>Communicate contemporaneously and directly with management regarding the results of our procedures.</p> <p>Anticipate and respond to concerns of management and/or the Audit Committee (if/when formed).</p>

# YOUR SERVICES AND FEES



We value creating mutually rewarding, long-term relationships with our clients. Our goal is to provide high quality, responsive service that yields returns far greater than your investment in our professional fees. Please find below our proposal of fees to provide the requested services for the upcoming fiscal years.

SERVICE	CRI FEES 2022
Perform external audit services in accordance with auditing standards generally accepted in the United States of America (GAAS)	\$6,000

The above fee quote is based in part on the fact that the District has not yet issued bonds or other debt instruments to finance capital asset acquisition and construction. In the event the District issues such debt instruments or upon construction of major infrastructure additions, the audit fee will increase by an amount of \$4,000 per year for each bond issuance.

If Northlake Stewardship District requests additional services outside of this proposal, professional fee hourly rates are as follows, but may be negotiated depending on the project request:

CLASSIFICATION	HOURLY RATE
Partner	\$325
Manager	\$225
Senior	\$150
Staff	\$110
IT Specialist	\$400
Fraud Specialist	\$400

Our professional fees are based on the key assumptions that Northlake Stewardship District will:

- Ensure that the predecessor's work papers will be made available for timely review, if applicable.
- Make available documents and work papers for review at Northlake Stewardship District's headquarters location, although we may choose to review at alternate locations.
- Prepare certain schedules and analyses and provide supporting documents as requested.
- Assist us in obtaining an understanding of the accounting systems of Northlake Stewardship District.
- Not experience a significant change in business operations or financial reporting standards.



**FOUNDED IN 1997** • **12 STATES**  • **30+ MARKETS**



**2,000+**  
**PROFESSIONALS**



**400+**  
**PARTNERS**



**TOP 25 CPA FIRM**

*(as ranked by Accounting Today)*

**100,000+**  
**CLIENTS**



**25+ YEARS**  
**OF CONSISTENT GROWTH**  
**SINCE FORMATION**

## CRI FIRM VALUES:

**CLIENT SERVICE.**

**RESPECT.**

**INTEGRITY.**




## SERVICES

Accounting & Auditing  
Advisory  
Business Support & Transactions  
Business Tax  
Employee Benefit Plans  
Governance, Risk & Assurance  
Individual Tax & Planning  
IT Audits & Assurance

## INDUSTRY EXPERTISE

Captive Insurance  
Commercial Real Estate  
Construction  
Financial Institutions  
Governments  
Healthcare  
Insurance  
Manufacturing & Distribution  
Nonprofit

## CRI FAMILY OF COMPANIES

-  Auditwerx
-  CRI Advanced Analytics
-  CRI Capital Advisors
-  CRI Simple Numbers
-  CRI TPA Services
-  Level Four Advisory Services
-  Paywerx
-  Preferred Legacy Trust



# CRI'S GOVERNMENTAL EXPERTISE



Audit and Consulting Services for

**500+** governmental entities with annual revenues totaling **\$26 Billion**



**230+** single audits performed annually

Consulting and other agreed upon procedures engagements for **150+** government entities



Single Audit Resource Center's Award for Excellence in Knowledge, Value, and Overall Client Satisfaction



Member of AICPA's Government Audit Quality Center



## Governmental Partner Designations

Including: CPA, CGFM, CITP, CFE, CMA, CISA, CGEIT, CTGA, CFF, CGMA, and CGAP

## CLIENTS WITH ANNUAL REVENUES UP TO:



80+ School Districts  
**\$1.1 Billion**



110+ Municipalities  
**\$1.8 Billion**



75+ Agencies/Authorities  
**\$3 Billion**



## RELEVANT EXPERIENCE



CRI delivers a depth of resources that ensures our understanding of your challenges and innovative solutions for overcoming them. Our team's combined experience is derived from providing audit, tax, consulting, and accounting outsourcing services. We parlay this vast experience and derived best practices into proven solutions that benefit you. Below we share specific, relevant client references; we encourage you to consult with them.

RELATIONSHIP	TIMELINE	SERVICE DESCRIPTION	RELEVANT POINTS TO CONSIDER
Rizzetta & Company Shawn Wildermuth 3434 Colwell Avenue Suite 200 Tampa, FL 33614 813.933.5571	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> <li>• Client service experience</li> <li>• Responsiveness to client needs</li> <li>• Long-term relationship</li> <li>• CDD management co.</li> </ul>
GMS, LLC Dave DeNagy 14785 Old St. Augustine Road Suite 4 Jacksonville, FL 32258 904.288.9130	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> <li>• Client service experience</li> <li>• Responsiveness to client needs</li> <li>• Long-term relationship</li> <li>• CDD management co.</li> </ul>
Wrathell, Hunt & Associates, LLC Jeffrey Pinder 2300 Glades Road Suite 410W Boca Raton, FL 33431 561.571.0010	2006 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> <li>• Client service experience</li> <li>• Responsiveness to client needs</li> <li>• Long-term relationship</li> <li>• CDD management co.</li> </ul>
PFM Group Consulting, LLC Jennifer Glasgow 12051 Corporate Blvd. Orlando, FL 32817 407.382.3256	2007 – Present	Annual Financial Statement Audits of Multiple CDDs	<ul style="list-style-type: none"> <li>• Client service experience</li> <li>• Responsiveness to client needs</li> <li>• Long-term relationship</li> <li>• CDD management co.</li> </ul>



## K. Alan Jowers

Consulting Partner

AJowers@CRLcpa.com  
850.337.3213 | Direct



### Representative Clients

- Santa Rosa County District School Board
- Okaloosa Gas District
- Santa Rosa Island Authority
- Pasco County
- Okaloosa County District School Board
- Pinellas County School District
- Celebration Community Development District
- Hammock Bay Community Development District
- Amelia National Community Development District

### Experience

Alan has over 25 years of experience in public accounting primarily with financial statement assurance engagements. His practice includes local governmental entities, condominium and homeowner associations, non-profit organizations, and nonpublic companies. He currently has direct engagement responsibility for a significant number of audits throughout the state of Florida .

Alan is licensed to practice as a certified public accountant in Florida and Georgia. He is a member of the Board of Directors of the Florida Institute of Certified Public Accountants (FICPA), has been an active member of the FICPA's State and Local Governmental Committee, and is a past chair of its Common Interest Realty Association Committee. He is also active in the Panhandle Chapter of the Florida Governmental Finance Officers Association (FGFOA) and is a former member of the FGFOA's statewide Technical Resource Committee.

### Education, Licenses & Certifications

- Masters of Accountancy, University of Alabama
- BS, Accounting, Florida State University
- Certified Public Accountant

### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA) - member of the Board of Governors
- Governmental Finance Officers Association (GFOA)
- Florida Governmental Finance Officers Association (FGFOA)

## YOUR SOLUTION TEAM



# Chad Branson

## Consulting Partner

CBranson@CRlcpa.com  
850.337.3226 | Direct



### Representative Service Areas

- Local Governments including Water and Sewer Organizations and Fire Districts
- School Districts including Foundations
- Nonprofit Organizations

### Representative Clients (including previous clients)

- School Districts - Pinellas County, Okaloosa County, Pasco County, Santa Rosa County
- Florida Office of Early Learning Coalition
- Florida Department of Elder Affairs
- Fire Districts -Destin, Ocean City, North Bay
- Utilities - Regional Utilities, Midway Water Systems, Inc., Emerald Coast Utilities Authority
- Escambia County

### Experience

Chad Branson has over 20 years of experience in public accounting, with practice concentrations in auditing governmental, nonprofit, and for profit entities. Chad has accumulated experience throughout his career in Federal and Florida Single Audit Acts compliance monitoring and auditing. During his career he has supervised and managed audit engagements for a wide variety of governmental and nonprofit organization clients. In addition, he has performed internal audit work, information technology general controls testing, forensic investigations, and risk assessments for governmental entities.

Chad has been with Carr, Riggs and Ingram, LLC since 2005.

### Education, Licenses & Certifications

- Bachelor and Master of Accountancy – University of Mississippi, Oxford MS
- Certified Public Accountant (CPA) – Licensed in Florida and Mississippi
- Community Association Manager (CAM) – Florida
- Certified Information Technology Professional – AICPA

### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)
- Emerald Coast Chapter (FICPA) Board
- Florida Governmental Finance Officers Association (FGFOA)



# Grace Hartness

Senior Manager

GHartness@CRIcpa.com

850.337.3243 | Direct



### Representative Clients

- Community Development Districts
- Condominium and Homeowner Associations
- Utility Services
- School Districts
- County and Local Governments
- Non-Profit Organizations

### Experience

Grace has over 15 years accounting and audit experience with CRI. She has worked on several major construction companies, government entities, community development districts, condominium and homeowner associations and non-profit organizations. In addition, she has been involved in special audit projects for the Miami-Dade Airport Authority. Grace is licensed to practice as a certified public accountant in Florida and exceeds all continuing professional education requirements related to Government Auditing Standards. In addition, Grace fluently speaks several languages including French and Arabic. Grace currently supervises engagements for many special districts in the State of Florida including community development districts and school districts. She is active in our firm's condominium and homeowner association practice. Grace started with CRI in August 2006, upon completion of her master's degree, and was promoted to manager in 2011.

### Education, Licenses & Certifications

- MAcc, Accounting, University of West Florida
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)



# Lauren Villarreal

Senior Manager

LVillarreal@CRlcpa.com

850.337.3223 | Direct



### Representative Service Areas

- Community Development Districts
- Condominium and Homeowner Associations
- Employee Benefit Plans
- County and Local Governments
- Non-Profit Organizations

### Experience

Lauren has six years auditing and accounting experience in the Destin office of CRI. She is an audit senior manager with primary responsibility for fieldwork and reporting on audits of clients in a variety of industries including local governmental and non-profit entities as well as employee benefit plans and commercial businesses. She is currently the in-charge auditor for over two dozen community development districts with several CDD management companies in the State of Florida.

Lauren is licensed to practice as a Certified Public Accountant in Florida. She is a member of the American Institute of Certified Public Accountants and the Florida Institute of Certified Public Accountants. She exceeds all continuing professional education requirements related to Government Auditing Standards.

Lauren currently supervises engagements for many governmental entities in the State of Florida including community development districts and other special governments. She is active in our firm's governmental industry line as well as the condominium and homeowner association practice. In addition, Lauren has accumulated experience in Federal and Florida Single Audit Acts compliance monitoring and auditing. Lauren has performed several single audits of federal grants under OMB Circular A-133.

### Education, Licenses & Certifications

- BS, Accounting, Florida State University
- BS, Business Administration, Florida State University
- Certified Public Accountant
- Community Association Manager (CAM), Licensed in Florida

### Professional Affiliations

- American Institute of Certified Public Accountants (AICPA)
- Florida Institute of Certified Public Accountants (FICPA)



## AUDIT METHODOLOGY

Our audit, tax, consulting, and client accounting services documentation is maintained electronically. Compliance with our methodology is regularly reviewed and evaluated as part of our internal quality program, which is further discussed in this section under **INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS**. Comprehensive policies and procedures governing all of our practices and addressing professional and regulatory standards and implementation issues are constantly updated for new professional developments and emerging issues. See the table of contents to identify the relevant audit approach and methodology detailed description section.

## ENGAGEMENT QUALITY REVIEW PARTNER (CONCURRING PARTNER)

Audit engagements are assigned engagement quality review (EQR) partner, as appropriate. This role is one of the most important elements of our quality assurance process, as it provides for a timely, independent review of key accounting and auditing issues. The EQR partner also reviews the financial statements and related supporting documentation—including the disclosures—to evaluate their fair presentation under accounting principles generally accepted in the United States of America (GAAP).

## INTERNAL QUALITY CONTROL REVIEWS AND EXTERNAL REVIEWS

Experienced partners and professional staff of our firm conduct quality control reviews of our audits. Our partners' work is reviewed annually, and the inspection process includes periodic testing of the effectiveness of our quality controls and a continuous improvement program. This risk-based annual inspection is intended to mimic the triennial peer review described in the following paragraph and are performed on completed engagements. In addition to this inspection, we perform in-process, "pre-issuance" reviews of partners' work that are chosen for using a risk-based selection process; these reviews are performed by our corporate quality control team. The combination of the in-process and completed engagements is part of our continuous improvement processes.

Peer reviews are performed every three years by another independent public accounting firm. The most recent review of our firm was performed in 2022 by Brown Edwards, whose report was the most favorable possible "Pass."

In addition, we are registered with the PCAOB and our 2021 PCAOB inspection report was also the most favorable possible—no audit deficiencies or quality control defects identified.

The 2021 PCAOB report can be viewed at [https://pcaob-assets.azureedge.net/pcaob-dev/docs/default-source/inspections/reports/documents/104-2022-150-carr-riggs.pdf?sfvrsn=2a077f2f\\_2](https://pcaob-assets.azureedge.net/pcaob-dev/docs/default-source/inspections/reports/documents/104-2022-150-carr-riggs.pdf?sfvrsn=2a077f2f_2).



# SHARING CRI'S VALUES WITH YOU

We are proud of our hands-on, service-centric, and results-oriented approach. Combining that approach with quality controls and superior talent allows us to help you achieve your goals and strengthen your management systems and processes. This approach is further emphasized through our three core values which guide our team's behavior and function as the foundation for interactions with our clients and each other.



### CLIENT SERVICE

Defining our brand by meeting or exceeding the highest expectations of our clients

### RESPECT

Building productive, long-term relationships with each other that are based on mutual respect, trust, and sharing

### INTEGRITY

Living with sincerity, transparency, and honesty

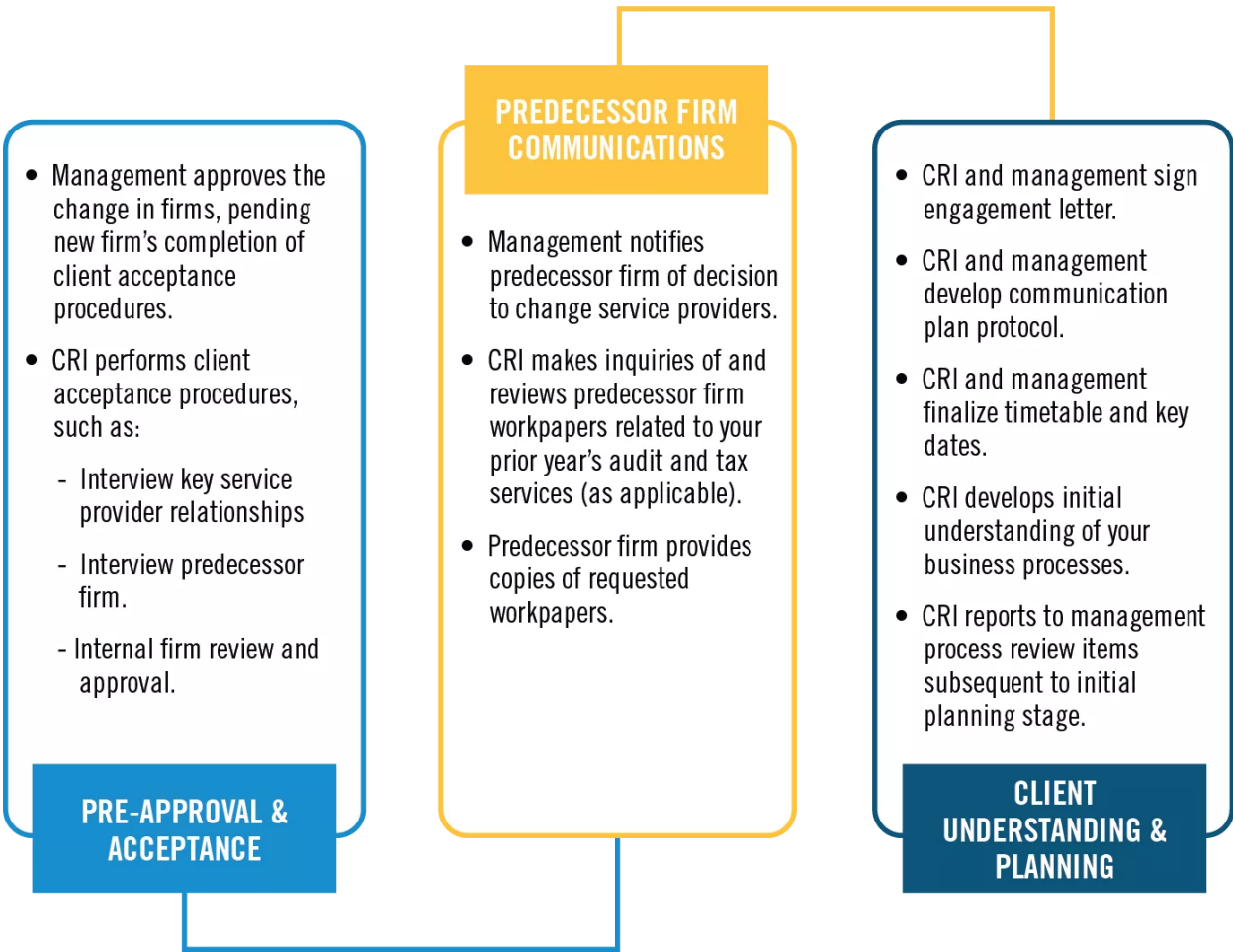


# TRANSITIONING YOU

When choosing to change firms, the time involved in working with new accounting professionals is often a concern. CRI's well-defined efficient, seamless transition process is designed to:

- Provide you with value from the very first encounter,
- Avoid interruption of service,
- Minimize disruption and investment of management's time,
- Raise the standard of service, and
- Establish ongoing channels of communication with Northlake Stewardship District's management.

The transition plan is comprised of the following key activities and can occur within approximately two weeks, depending on the availability of the parties involved:





# CRI'S GLOBAL RESOURCES



Many businesses are expanding and/or evaluating their global reach, and they require assistance in order to comprehensively consider the various financial implications of growing in international markets. In addition to CRI's internal resources, we deliver the expertise and support of some of the world's most highly regarded accounting firms through shared alliance as members of PrimeGlobal.

## WHO IS PRIMEGLOBAL?



## HOW OUR PRIMEGLOBAL MEMBERS CAN BENEFIT YOU

We supplement our in-depth, industry knowledge and specialized services through our collaborations with other PrimeGlobal firms to help you evaluate your options globally. CRI's goal is to provide you with the information you need to make well-informed, smart business decisions.

### 4 KEY BENEFITS TO CRI CLIENTS FROM OUR PRIMEGLOBAL MEMBERSHIP

- 1 SOLUTIONS**  
that are worldwide and world-class.
- 2 ACCESSIBILITY**  
to knowledge and resources of statutory, regulatory, and compliance requirements throughout the world.
- 3 DECISION MAKING**  
with the support of local connections and cultural understanding throughout regions of the world.
- 4 SINGLE POINT OF CONTACT**  
CRI's team serves as your contact for each engagement, and we project manage across the entire team - including other PrimeGlobal firms and specialists.

## JOIN OUR CONVERSATION



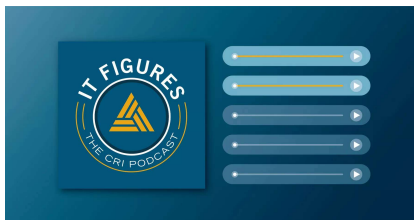
We know that some information that makes perfect sense to a CPA may not be as clear to our clients. Therefore, we produce original content in the form of articles, videos, white papers, webinars, and more to provide timely, down-to-earth translations of complex subjects. We publish this original content on [CRIcpa.com](https://www.cricpa.com) and across all our many social channels.

## FOLLOW CRI ON SOCIAL MEDIA @CRICPA



## SUBSCRIBE TO THE CRI E-NEWSLETTER

[CRICPA.COM/NEWSLETTER-SIGNUP](https://www.cricpa.com/newsletter-signup)



### IT FIGURES: THE CRI PODCAST

Created to provide insight into the latest developments and regulations in the accounting and finance space, It Figures is an accounting and advisory focused podcast for business and organization leaders, entrepreneurs, and anyone who is looking to go beyond the status quo.

Listen on Apple Podcasts, Spotify, iHeart Radio, and more.  
[itfigurespodcast.com](https://itfigurespodcast.com)



### CRI'S CEO ACTION FOR DIVERSITY AND INCLUSION

Carr, Riggs & Ingram is committed to fostering an inclusive and diverse place for all employees to work in and engage. When our managing partner and chairman, Bill Carr, signed the CEO Action for Diversity & Inclusion™ pledge, he made a public commitment to building a productive, diverse, and inclusive workplace. [Learn more about CRI's commitment to Diversity and Inclusion.](#)

# CRI AUDIT FRAMEWORK

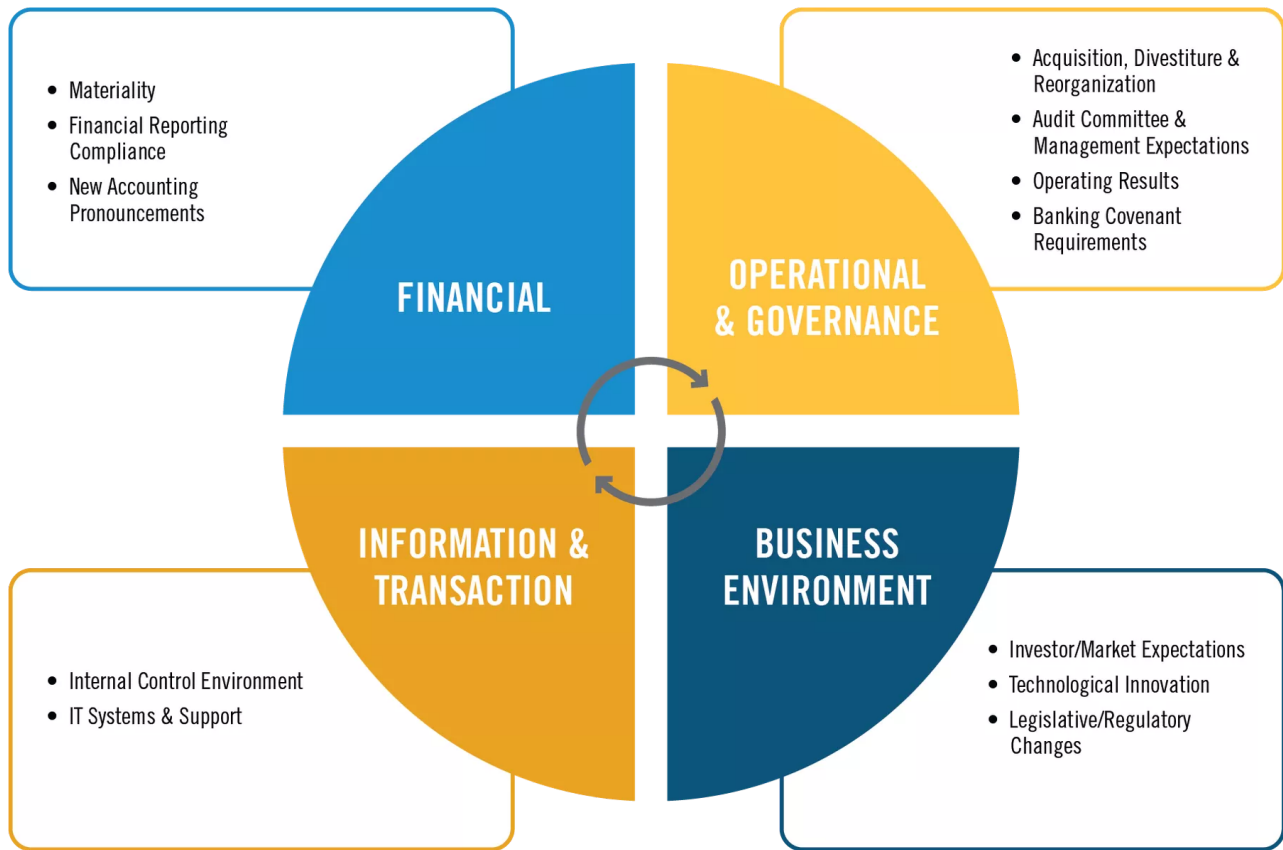


Our proposed services require a coordinated effort between us and Northlake Stewardship District's team. Planning and continual communication are essential to developing the appropriate procedures, working collaboratively to resolve any identified issues, and meeting your timelines.

CRI's audit approach occurs within a framework of our client's business and industry; therefore, we assess risk by:

- Understanding management's perspectives and goals, and
- Considering business conditions and threats that could prevent management from achieving its business objectives.

We assess risks in the following areas:



# CRI AUDIT FRAMEWORK



Our ultimate intent is to drill down from these broad risks to specific financial reporting risks. We understand both these risks and management's processes and procedures for mitigating them (i.e. internal controls) in order to develop our procedures to carry out our audit responsibilities.

Although our audits are conducted through a structured, risk-based model, we focus on understanding the client's needs, requirements, and expectations. We work collaboratively with management and the Audit Committee (or similar function) to develop a communication and work plan to continuously improve client service, by doing so we help in moving your team from simple compliance to providing you with a competitive advantage.

In planning, we concentrate on "key risks," (items with a greater risk of a material misstatement, a material weakness in internal controls, or other matters resulting in the issuance of an inappropriate audit report). We focus on "material" items (i.e. those items that would be important to the user of your financial statements). When evaluating materiality of identified misstatements, certain quantitative and qualitative factors must be considered—which may include:

- Impact on operating trends (revenue/income, expenses, net income, etc).
- Nature of the misstatement (i.e., did the misstatement result from an unlawful transaction?).
- Impact on liquidity, capital/surplus, earnings capacity, etc.
- Impact to loan covenants and contractual and regulatory requirements.

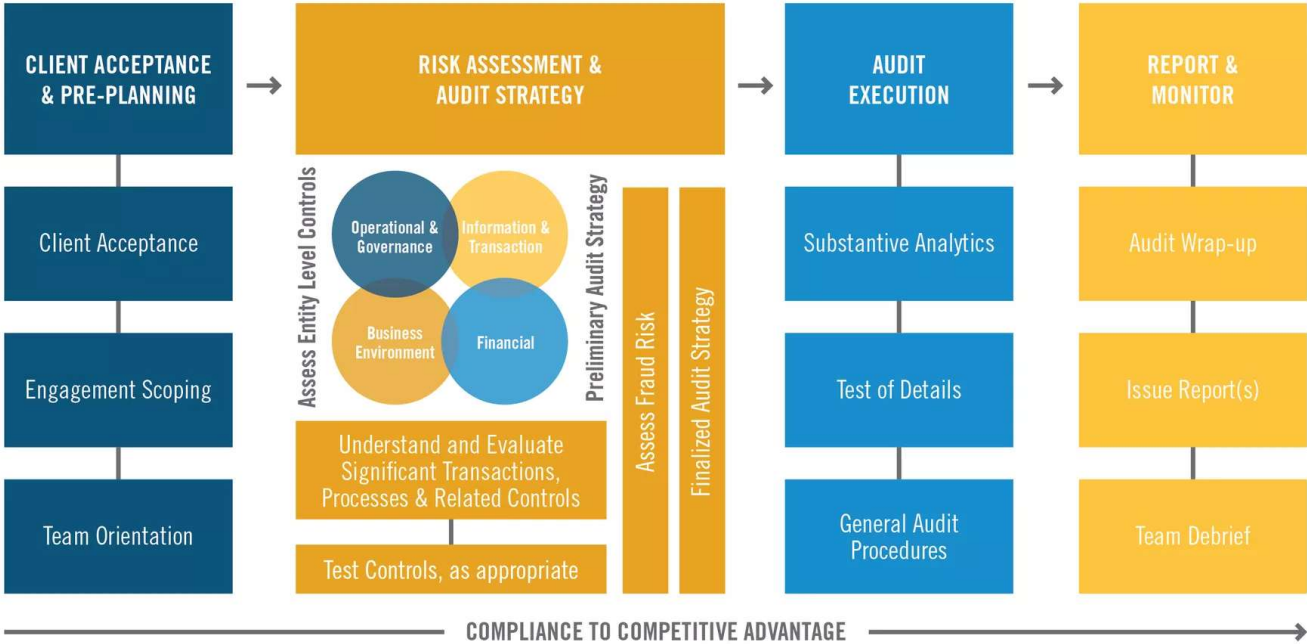
Consistent communication is a key to completion of the audit. By ensuring constant involvement, we are in a better position to respond to your issues timely and efficiently. Therefore, we plan to meet with your management to:

- Set-up the audit by reviewing the mapping of Northlake Stewardship District's financial information (financial statements and notes) to significant processes and IT systems to ensure that all significant account balances, transactions, procedures, and systems are tested as deemed necessary.
- Discuss ongoing changes—specifically new accounting pronouncements and key business transactions in their early stages, enabling us to agree on the resolution of various complex business issues on a timely basis.



# CRI AUDIT APPROACH

Our audit approach is a four stage approach, as depicted in the summary below. Our client acceptance and risk assessment procedures occur during detailed conversations and observations with your team. The results of those procedures allow us to tailor an audit program to your specific risks and needs. We then execute the audit, report the results, and evaluate continuous improvement opportunities for ongoing service and benefit to you.





## STAGE 1: CLIENT ACCEPTANCE & PRE-PLANNING

- Perform client acceptance procedures.
- Collaborate with management to agree to expectations and scope.
- Assign appropriate staff based on client needs and assessed risk.

## STAGE 2: RISK ASSESSMENT & AUDIT STRATEGY

- Interview client personnel and others to understand client-specific objectives and risks.
- Assess following aspects of the organization for their impact on the audit plan:
  - environmental and other external risks,
  - management's fraud and IT risk assessment models,
  - entity level controls including:
    - control environment
    - risk assessment,
    - information and communication,
    - and monitoring controls.
  - IT General Computer (ITGC) controls, such as
    - IT Environment
    - Developing and Delivering IT, and
    - Operating and Monitoring IT.
- Determine materiality.
- Develop and document our understanding of and/or reliance on:
  - linkage of financial statements to:
    - significant transactions,
    - processes,
    - IT systems, and
    - related controls,
  - existence of/reliance on SOC entities and their reports,
  - internal audit, and
  - specialists (e.g. valuation, pension costs, etc.).
- If elected, test controls including ITGC, through a mix of:
  - inquiry,
  - observation
  - examination, and
  - re-performance.
- Perform preliminary analytical procedures.
- Finalize risk assessments and develop a final audit strategy.

## STAGE 3: AUDIT EXECUTION

- Where possible to test as efficiently as possible:
  - develop detailed analytical procedures to use as substantive tests (benefit = reducing tests of details):  
Examples include:
    - ratio analysis,
    - regression analysis,
    - trend analysis,
    - predictive tests, or
    - reasonableness test,
  - utilize Computer-Assisted Audit Techniques (CAATs) (benefit = automation of testing for more coverage and less disruption to the client), and
  - perform targeted testing (also known as "coverage" testing) to test large portions of account balances (benefit = more coverage with smaller selections).
- Perform tests of details, including sampling.
- Perform general audit procedures such as tests related to:
  - commitments and contingencies,
  - legal letters,
  - management representations,
  - reviews of Board minutes,
  - related party transactions,
  - debt covenants, and
  - going concern.
- Perform other tests for compliance such as Yellow Book or Single Audit tests.

## STAGE 4: REPORT & MONITOR

- Continually monitor throughout the audit - providing feedback as agreed during scoping.
- Conclude the audit (i.e. issue opinions and reports).
- Develop and present:
  - reports,
  - required communications,
  - management letter comments, and
  - other audit-related deliverables.
- Perform debriefings to identify opportunities for improvement with our:
  - engagement team, and/or
  - client's team.



## NORTHLAKE STEWARDSHIP DISTRICT REQUEST FOR PROPOSALS FOR ANNUAL AUDIT SERVICES

The Northlake Stewardship 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 additional annual renewals, subject to mutual agreement by both parties. The District is a local unit of special-purpose government created under Chapter 2022-248, *Laws of Florida*, for the purpose of financing, constructing, and maintaining public infrastructure. The District is located in Manatee County, Florida. 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 30, 2023.

The auditing entity submitting a proposal must be duly licensed 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) electronic copy and one (1) unbound copy of their proposal to the offices of the District Manager, located at 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431, ph: (877) 276-0889 ("District Manager"), in an envelope marked on the outside "Auditing Services, Northlake Stewardship District." Proposals must be received by 12:00 p.m. on November 28, 2022, at the office of the District Manager. Please direct all questions regarding this Notice to the District Manager.

District Manager

# APPENDIX A - RFP DOCUMENTS



## NORTHLAKE STEWARDSHIP DISTRICT

### REQUEST FOR PROPOSALS

#### District Auditing Services for Fiscal Year 2022

Manatee County, Florida

#### INSTRUCTIONS TO PROPOSERS

**SECTION 1. DUE DATE.** Sealed proposals must be received no later than **November 28**, at 12:00 p.m., at the offices of District Manager, located at Wrathell, Hunt and Associates, LLC, 2300 Glades Road, Suite 410W, Boca Raton, Florida 33431. 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 (1) 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 – Northlake Stewardship District" on the face of it. **Please include pricing for each additional bond issuance.**

**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.



# APPENDIX A - RFP DOCUMENTS



**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 (“**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 the 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 the 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.
- 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.
- D. The lump sum cost of the provision of the services under the proposal, plus the lump sum cost of four (4) annual renewals.

**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

## APPENDIX A - RFP DOCUMENTS



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.



# APPENDIX A - RFP DOCUMENTS

## NORTHLAKE STEWARDSHIP 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 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 or current Community Development District(s) 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)**

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

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**6C11**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Proposal to Provide Financial Auditing Services:

## NORTHLAKE STEWARDSHIP DISTRICT

Proposal Due: March 24, 2023  
12:00PM

**Submitted to:**

Northlake Stewardship District  
c/o District Manager  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431

---

**Submitted by:**

Antonio J. Grau, Partner  
Grau & Associates  
951 Yamato Road, Suite 280  
Boca Raton, Florida 33431

**Tel** (561) 994-9299  
(800) 229-4728

**Fax** (561) 994-5823

[tgrau@graucpa.com](mailto:tgrau@graucpa.com)

[www.graucpa.com](http://www.graucpa.com)



## **Table of Contents**

	<b>PAGE</b>
EXECUTIVE SUMMARY / TRANSMITTAL LETTER .....	1
FIRM QUALIFICATIONS.....	3
FIRM & STAFF EXPERIENCE.....	6
REFERENCES.....	11
SPECIFIC AUDIT APPROACH.....	13
COST OF SERVICES .....	17
SUPPLEMENTAL INFORMATION .....	19



# Grau & Associates

CERTIFIED PUBLIC ACCOUNTANTS

March 24, 2023

Northlake Stewardship District  
c/o District Manager  
2300 Glades Road, Suite 410W  
Boca Raton, Florida 33431

Re: Request for Proposal for Professional Auditing Services for the fiscal year ended September 30, 2022, with an option for additional annual renewals.

Grau & Associates (Grau) welcomes the opportunity to respond to the Northlake Stewardship District's (the "District") Request for Proposal (RFP), and we look forward to working with you on your audit. We are an energetic and robust team of knowledgeable professionals and are a recognized leader of providing services to Community Development Districts. As one of Florida's few firms to primarily focus on government, we are especially equipped to provide you an effective and efficient audit.

Special district audits are at the core of our practice: **we have a total of 360 clients, 329 or 91% of which are special districts.** We know the specifics of the professional services and work products needed to meet your RFP requirements like no other firm. With this level of experience, we are able to increase efficiency, to provide immediate and continued savings, and to minimize disturbances to client operations.

## Why Grau & Associates:

### Knowledgeable Audit Team

Grau is proud that the personnel we assign to your audit are some of the most seasoned auditors in the field. Our staff performs governmental engagements year round. When not working on your audit, your team is refining their audit approach for next year's audit. Our engagement partners have decades of experience and take a hands-on approach to our assignments, which all ensures a smoother process for you.

### Servicing your Individual Needs

Our clients enjoy personalized service designed to satisfy their unique needs and requirements. Throughout the process of our audit, you will find that we welcome working with you to resolve any issues as swiftly and easily as possible. In addition, due to Grau's very low turnover rate for our industry, you also won't have to worry about retraining your auditors from year to year.

### Developing Relationships

We strive to foster mutually beneficial relationships with our clients. We stay in touch year round, updating, collaborating and assisting you in implementing new legislation, rules and standards that affect your organization. We are also available as a sounding board and assist with technical questions.

### Maintaining an Impeccable Reputation

We have never been involved in any litigation, proceeding or received any disciplinary action. Additionally, we have never been charged with, or convicted of, a public entity crime of any sort. We are financially stable and have never been involved in any bankruptcy proceedings.

### Complying With Standards

Our audit will follow the Auditing Standards of the AICPA, Generally Accepted Government Auditing Standards, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida, and any other applicable federal, state and local regulations. We will deliver our reports in accordance with your requirements.

This proposal is a firm and irrevocable offer for 90 days. We certify this proposal is made without previous understanding, agreement or connection either with any previous firms or corporations offering a proposal for the same items. We also certify our proposal is in all respects fair, without outside control, collusion, fraud, or otherwise illegal action, and was prepared in good faith. Only the person(s), company or parties interested in the project as principals are named in the proposal. Grau has no existing or potential conflicts and anticipates no conflicts during the engagement. Our Federal I.D. number is 20-2067322.

We would be happy to answer any questions or to provide any additional information. We are genuinely excited about the prospect of serving you and establishing a long-term relationship. Please do not hesitate to call or email either of our Partners, Antonio J. Grau, CPA ([tgrau@graucpa.com](mailto:tgrau@graucpa.com)) or Racquel McIntosh, CPA ([rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com)) at 561.994.9299. We thank you for considering our firm's qualifications and experience.

Very truly yours,  
Grau & Associates



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Antonio J. Grau



# Firm Qualifications



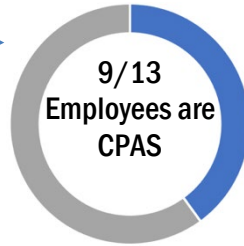
**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# Grau's Focus and Experience

## Our Team



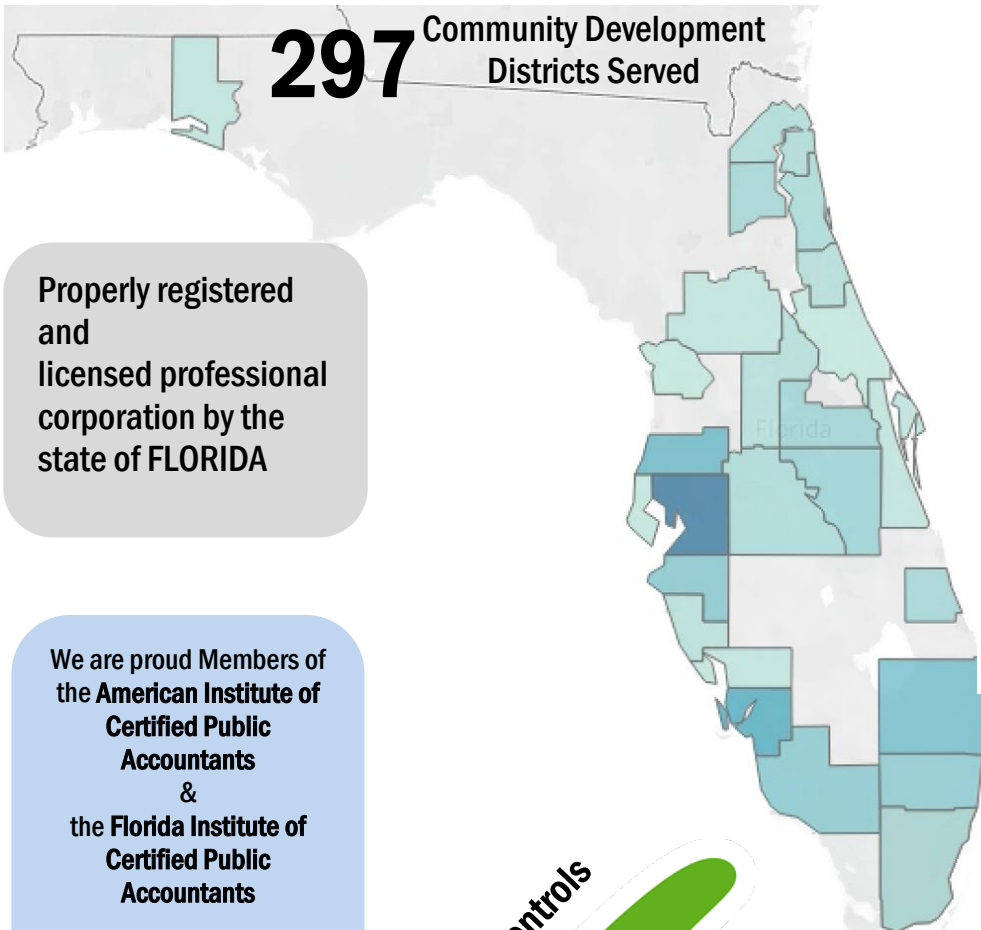
3 Partners  
10 Professional Staff  
2 Administrative Professionals



# 2005

Year founded

## Services Provided



Properly registered and licensed professional corporation by the state of FLORIDA

We are proud Members of the American Institute of Certified Public Accountants & the Florida Institute of Certified Public Accountants

Quality Controls

- ⇒ External quality review program: consistently receives a pass
- ⇒ Internal: ongoing monitoring to maintain quality



AICPA | FICPA | GFOA | FASD | FGFOA

See next page for report and certificate



**FICPA Peer Review Program**  
Administered in Florida  
by The Florida Institute of CPAs



Peer Review  
Program

**AICPA Peer Review Program**  
Administered in Florida  
by the Florida Institute of CPAs

February 20, 2020

Antonio Grau  
Grau & Associates  
951 Yamato Rd Ste 280  
Boca Raton, FL 33431-1809

Dear Antonio Grau:

It is my pleasure to notify you that on February 20, 2020, the Florida Peer Review Committee accepted the report on the most recent System Review of your firm. The due date for your next review is December 31, 2022. This is the date by which all review documents should be completed and submitted to the administering entity.

As you know, the report had a peer review rating of pass. The Committee asked me to convey its congratulations to the firm.

Thank you for your cooperation.

Sincerely,  
*FICPA Peer Review Committee*

Peer Review Team  
FICPA Peer Review Committee  
paul@ficpa.org  
800-342-3197 ext. 251

Florida Institute of CPAs

cc: Daniel Hevia, Racquel McIntosh

Firm Number: 900004390114

Review Number: 571202

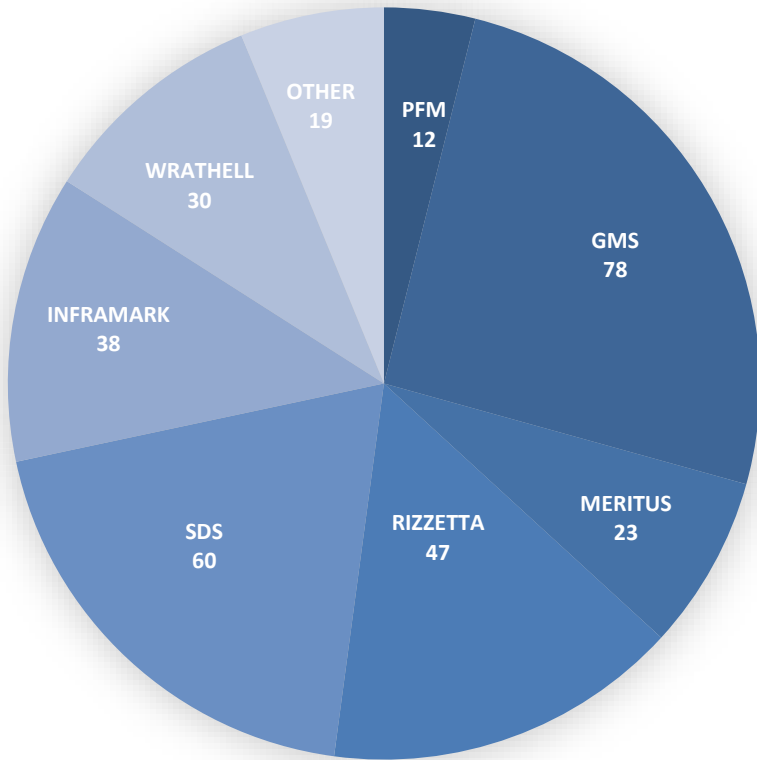
3800 Esplanade Way, Suite 210 | Tallahassee, FL 32311 | 800.342.3197, in Florida | 850.224.2727 | Fax: 850.222.8190 | [www.ficpa.org](http://www.ficpa.org)

# Firm & Staff Experience



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## GRAU AND ASSOCIATES COMMUNITY DEVELOPMENT DISTRICT EXPERIENCE BY MANAGEMENT COMPANY



### *Profile Briefs:*

**Antonio J GRAU, CPA (Partner)**

*Years Performing Audits: 35+  
CPE (last 2 years): Government Accounting, Auditing: 40 hours; Accounting, Auditing and Other: 53 hours  
Professional Memberships: AICPA, FICPA, FGFOA, GFOA*

**Racquel McIntosh, CPA (Partner)**

*Years Performing Audits: 18+  
CPE (last 2 years): Government Accounting, Auditing: 61 hours; Accounting, Auditing and Other: 30 hours  
Professional Memberships: AICPA, FICPA, FGFOA, FASD*

“Here at Grau & Associates, staying up to date with the current technological landscape is one of our top priorities. Not only does it provide a more positive experience for our clients, but it also allows us to perform a more effective and efficient audit. With the every changing technology available and utilized by our clients, we are constantly innovating our audit process.”

Tony Grau

“Quality audits and exceptional client service are at the heart of every decision we make. Our clients trust us to deliver a quality audit, adhering to high standards and assisting them with improvements for their organization.”

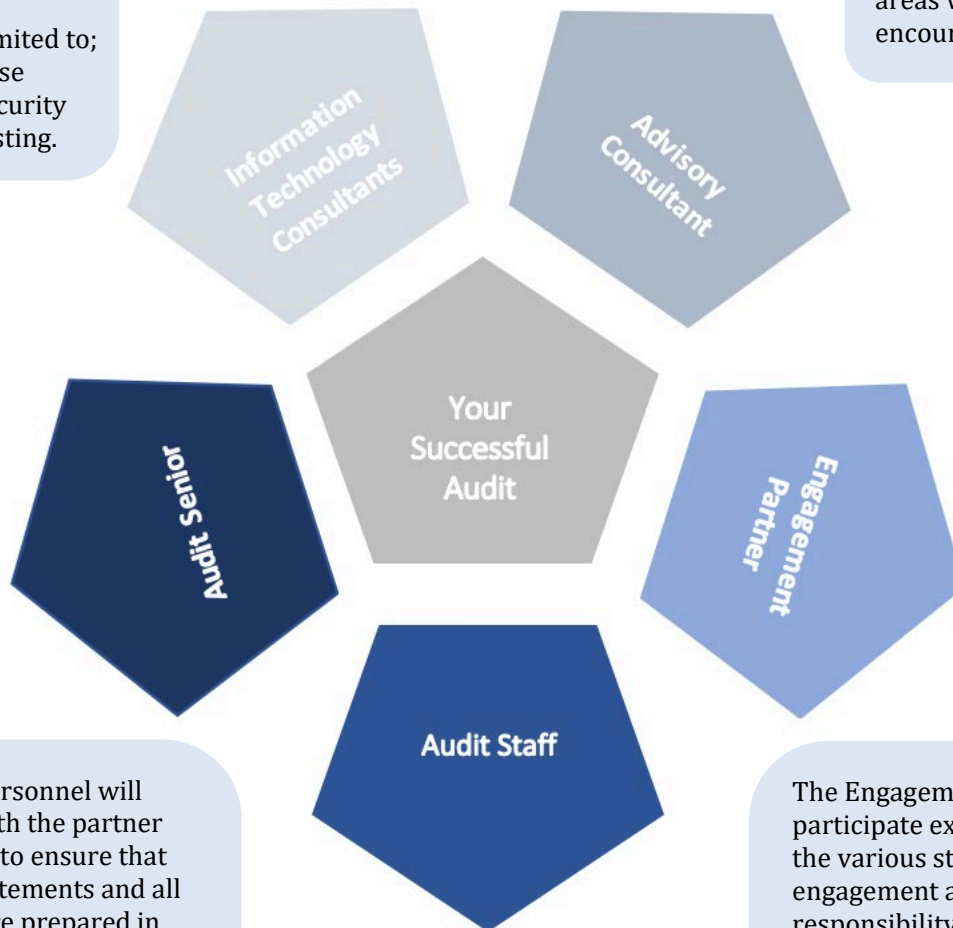
Racquel McIntosh

# YOUR ENGAGEMENT TEAM

Grau's client-specific engagement team is meticulously organized in order to meet the unique needs of each client. Constant communication within our solution team allows for continuity of staff and audit team.

Grau contracts with an outside group of IT management consultants to assist with matters including, but not limited to; network and database security, internet security and vulnerability testing.

An advisory consultant will be available as a sounding board to advise in those areas where problems are encountered.



The assigned personnel will work closely with the partner and the District to ensure that the financial statements and all other reports are prepared in accordance with professional standards and firm policy. Responsibilities will include planning the audit; communicating with the client and the partners the progress of the audit; and determining that financial statements and all reports issued by the firm are accurate, complete and are prepared in accordance with professional standards and firm policy.

The Engagement Partner will participate extensively during the various stages of the engagement and has direct responsibility for engagement policy, direction, supervision, quality control, security, confidentiality of information of the engagement and communication with client personnel. The engagement partner will also be involved directing the development of the overall audit approach and plan; performing an overriding review of work papers and ascertain client satisfaction.



**Antonio 'Tony' J. Grau, CPA**  
**Partner**

Contact: [tgrau@graucpa.com](mailto:tgrau@graucpa.com) | (561) 939-6672

**Experience**

For over 30 years, Tony has been providing audit, accounting and consulting services to the firm's governmental, non-profit, employee benefit, overhead and arbitrage clients. He provides guidance to clients regarding complex accounting issues, internal controls and operations.

As a member of the Government Finance Officers Association Special Review Committee, Tony participated in the review process for awarding the GFOA Certificate of Achievement in Financial Reporting. Tony was also the review team leader for the Quality Review of the Office of Management Audits of School Board of Miami-Dade County. Tony received the AICPA advanced level certificate for governmental single audits.

---

**Education**

University of South Florida (1983)  
Bachelor of Arts  
Business Administration

**Clients Served** (partial list)

(>300) Various Special Districts, including:

- |  |  |
|--|--|
| Bayside Improvement Community Development District   | St. Lucie West Services District                 |
| Dunes Community Development District                 | Ave Maria Stewardship Community District         |
| Fishhawk Community Development District (I, II, IV)  | Rivers Edge II Community Development District    |
| Grand Bay at Doral Community Development District    | Bartram Park Community Development District      |
| Heritage Harbor North Community Development District | Bay Laurel Center Community Development District |
|  |  |
| Boca Raton Airport Authority                         |  |
| Greater Naples Fire Rescue District                  |  |
| Key Largo Wastewater Treatment District              |  |
| Lake Worth Drainage District                         |  |
| South Indian River Water Control                     |  |

**Professional Associations/Memberships**

American Institute of Certified Public Accountants   Florida Government Finance Officers Association  
Florida Institute of Certified Public Accountants   Government Finance Officers Association Member  
City of Boca Raton Financial Advisory Board Member

**Professional Education** (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	40
Accounting, Auditing and Other	53
Total Hours	93 (includes of 4 hours of Ethics CPE)



# Racquel C. McIntosh, CPA

## Partner

Contact : [rmcintosh@graucpa.com](mailto:rmcintosh@graucpa.com) | (561) 939-666

### Experience

Racquel has been providing government audit, accounting and advisory services to our clients for over 14 years. She serves as the firm’s quality control partner; in this capacity she closely monitors engagement quality ensuring standards are followed and maintained throughout the audit.

Racquel develops in-house training seminars on current government auditing, accounting, and legislative topics and also provides seminars for various government organizations. In addition, she assists clients with implementing new accounting software, legislation, and standards.

### Education

- Florida Atlantic University (2004)  
Master of Accounting
- Florida Atlantic University (2003)  
Bachelor of Arts:  
Finance, Accounting

### Clients Served (partial list)

(>300) Various Special Districts, including:  
 Carlton Lakes Community Development District  
 Golden Lakes Community Development District  
 Rivercrest Community Development District  
 South Fork III Community Development District  
 TPOST Community Development District

Westchase Community Development District  
 Monterra Community Development District  
 Palm Coast Park Community Development District  
 Long Leaf Community Development District  
 Watergrass Community Development District

East Central Regional Wastewater Treatment Facilities  
 Indian Trail Improvement District  
 Pinellas Park Water Management District  
 Ranger Drainage District  
 South Trail Fire Protection and Rescue Service District

### Professional Associations/ Memberships

- American Institute of Certified Public Accountants
- Florida Institute of Certified Public Accountants
- FICPA State & Local Government Committee
- FGFOA Palm Beach Chapter

### Professional Education (over the last two years)

<u>Course</u>	<u>Hours</u>
Government Accounting and Auditing	61
Accounting, Auditing and Other	30
Total Hours	<u>91</u> (includes of 4 hours of Ethics CPE)



# References



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

We have included three references of government engagements that require compliance with laws and regulations, follow fund accounting, and have financing requirements, which we believe are similar to the District.

## Dunes Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 1998
<b>Client Contact</b>	Darrin Mossing, Finance Director 475 W. Town Place, Suite 114 St. Augustine, Florida 32092 904-940-5850

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## Two Creeks Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2007
<b>Client Contact</b>	William Rizzetta, President 3434 Colwell Avenue, Suite 200 Tampa, Florida 33614 813-933-5571

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## Journey's End Community Development District

<b>Scope of Work</b>	Financial audit
<b>Engagement Partner</b>	Antonio J. Grau
<b>Dates</b>	Annually since 2004
<b>Client Contact</b>	Todd Wodraska, Vice President 2501 A Burns Road Palm Beach Gardens, Florida 33410 561-630-4922

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# **Specific Audit Approach**



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

# **AUDIT APPROACH**

## **Grau's Understanding of Work Product / Scope of Services:**

We recognize the District is an important entity and we are confident our firm is eminently qualified to meet the challenges of this engagement and deliver quality audit services. ***You would be a valued client of our firm and we pledge to commit all firm resources to provide the level and quality of services (as described below) which not only meet the requirements set forth in the RFP but will exceed those expectations.*** Grau & Associates fully understands the scope of professional services and work products requested. Our audit will follow the Auditing Standards of the AICPA, *Generally Accepted Government Auditing Standards*, issued by the Comptroller General of the United States, and the Rules of the Auditor General of the State of Florida and any other applicable Federal, State or Local regulations. **We will deliver our reports in accordance with your requirements.**

## **Proposed segmentation of the engagement**

Our approach to the audit engagement is a risk-based approach which integrates the best of traditional auditing techniques and a total systems concept to enable the team to conduct a more efficient and effective audit. The audit will be conducted in three phases, which are as follows:



## **Phase I - Preliminary Planning**

A thorough understanding of your organization, service objectives and operating environment is essential for the development of an audit plan and for an efficient, cost-effective audit. During this phase, we will meet with appropriate personnel to obtain and document our understanding of your operations and service objectives and, at the same time, give you the opportunity to express your expectations with respect to the services that we will provide. Our work effort will be coordinated so that there will be minimal disruption to your staff.

### **During this phase we will perform the following activities:**

- » Review the regulatory, statutory and compliance requirements. This will include a review of applicable federal and state statutes, resolutions, bond documents, contracts, and other agreements;
- » Read minutes of meetings;
- » Review major sources of information such as budgets, organization charts, procedures, manuals, financial systems, and management information systems;
- » Obtain an understanding of fraud detection and prevention systems;
- » Obtain and document an understanding of internal control, including knowledge about the design of relevant policies, procedures, and records, and whether they have been placed in operation;
- » Assess risk and determine what controls we are to rely upon and what tests we are going to perform and perform test of controls;
- » Develop audit programs to incorporate the consideration of financial statement assertions, specific audit objectives, and appropriate audit procedures to achieve the specified objectives;
- » Discuss and resolve any accounting, auditing and reporting matters which have been identified.

## Phase II – Execution of Audit Plan

The audit team will complete a major portion of transaction testing and audit requirements during this phase. The procedures performed during this period will enable us to identify any matter that may impact the completion of our work or require the attention of management. Tasks to be performed in Phase II include, but are not limited to the following:

- » Apply analytical procedures to further assist in the determination of the nature, timing, and extent of auditing procedures used to obtain evidential matter for specific account balances or classes of transactions;
- » Perform tests of account balances and transactions through sampling, vouching, confirmation and other analytical procedures; and
- » Perform tests of compliance.

## Phase III - Completion and Delivery

In this phase of the audit, we will complete the tasks related to year-end balances and financial reporting. All reports will be reviewed with management before issuance, and the partners will be available to meet and discuss our report and address any questions. Tasks to be performed in Phase III include, but are not limited to the following:

- » Perform final analytical procedures;
- » Review information and make inquiries for subsequent events; and
- » Meeting with Management to discuss preparation of draft financial statements and any potential findings or recommendations.

You should expect more from your accounting firm than a signature in your annual financial report. Our concept of truly responsive professional service emphasizes taking an active interest in the issues of concern to our clients and serving as an effective resource in dealing with those issues. In following this approach, we not only audit financial information with hindsight but also consider the foresight you apply in managing operations.

Application of this approach in developing our management letter is particularly important given the increasing financial pressures and public scrutiny facing today's public officials. We will prepare the management letter at the completion of our final procedures.

In preparing this management letter, we will initially review any draft comments or recommendations with management. In addition, we will take necessary steps to ensure that matters are communicated to those charged with governance.

In addition to communicating any recommendations, we will also communicate the following, if any:

- » Significant audit adjustments;
- » Significant deficiencies or material weaknesses;
- » Disagreements with management; and
- » Difficulties encountered in performing the audit.

Our findings will contain a statement of condition describing the situation and the area that needs strengthening, what should be corrected and why. Our suggestions will withstand the basic tests of corrective action:

Is the recommendation cost effective?

Is the recommendation the simplest to effectuate in order to correct a problem?

Is the recommendation at the heart of the problem and not just correcting a symptomatic matter?

Is the corrective action taking into account why the deficiency occurred?

To assure full agreement with facts and circumstances, we will fully discuss each item with Management prior to the final exit conference. This policy means there will be no “surprises” in the management letter and fosters a professional, cooperative atmosphere.

### **Communications**

We emphasize a continuous, year-round dialogue between the District and our management team. We regularly communicate through personal telephone calls and electronic mail throughout the audit and on a regular basis.

Our clients have the ability to transmit information to us on our secure client portal with the ability to assign different staff with separate log on and viewing capability. This further facilitates efficiency as all assigned users receive electronic mail notification as soon as new information has been posted into the portal.

# Cost of Services



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

Our proposed all-inclusive fees for the financial audit for the fiscal years ended September 30, 2022-2026 are as follows:

<b>Year Ended September 30,</b>	<b>Fee</b>
2022	\$2,800
2023	\$2,900
2024	\$3,000
2025	\$3,100
2026	<u>\$3,200</u>
<b>TOTAL (2022-2026)</b>	<b><u>\$15,000</u></b>

The above fees are based on the assumption that the District maintains its current level of operations. Should conditions change or Bonds are issued the fees would be adjusted accordingly upon approval from all parties concerned. If Bonds are issued the fee would increase by \$1,500. The fee for subsequent annual renewals would be agreed upon separately.



# Supplemental Information



**Grau & Associates**  
CERTIFIED PUBLIC ACCOUNTANTS

## **PARTIAL LIST OF CLIENTS**

<b>SPECIAL DISTRICTS</b>	<b>Governmental Audit</b>	<b>Single Audit</b>	<b>Utility Audit</b>	<b>Current Client</b>	<b>Year End</b>
Boca Raton Airport Authority	✓	✓		✓	9/30
Captain's Key Dependent District	✓			✓	9/30
Central Broward Water Control District	✓			✓	9/30
Collier Mosquito Control District	✓			✓	9/30
Coquina Water Control District	✓			✓	9/30
East Central Regional Wastewater Treatment Facility	✓		✓		9/30
Florida Green Finance Authority	✓				9/30
Greater Boca Raton Beach and Park District	✓			✓	9/30
Greater Naples Fire Control and Rescue District	✓	✓		✓	9/30
Green Corridor P.A.C.E. District	✓			✓	9/30
Hobe-St. Lucie Conservancy District	✓			✓	9/30
Indian River Mosquito Control District	✓				9/30
Indian Trail Improvement District	✓			✓	9/30
Key Largo Wastewater Treatment District	✓	✓	✓	✓	9/30
Lake Padgett Estates Independent District	✓			✓	9/30
Lake Worth Drainage District	✓			✓	9/30
Loxahatchee Groves Water Control District	✓				9/30
Old Plantation Control District	✓			✓	9/30
Pal Mar Water Control District	✓			✓	9/30
Pinellas Park Water Management District	✓			✓	9/30
Pine Tree Water Control District (Broward)	✓			✓	9/30
Pinetree Water Control District (Wellington)	✓				9/30
Ranger Drainage District	✓	✓		✓	9/30
Renaissance Improvement District	✓			✓	9/30
San Carlos Park Fire Protection and Rescue Service District	✓			✓	9/30
Sanibel Fire and Rescue District	✓			✓	9/30
South Central Regional Wastewater Treatment and Disposal Board	✓			✓	9/30
South-Dade Venture Development District	✓			✓	9/30
South Indian River Water Control District	✓	✓		✓	9/30
South Trail Fire Protection & Rescue District	✓			✓	9/30
Spring Lake Improvement District	✓			✓	9/30
St. Lucie West Services District	✓		✓	✓	9/30
Sunshine Water Control District	✓			✓	9/30
West Villages Improvement District	✓			✓	9/30
Various Community Development Districts (297)	✓			✓	9/30
<b>TOTAL</b>	<b>332</b>	<b>5</b>	<b>3</b>	<b>327</b>	

# **ADDITIONAL SERVICES**

## **CONSULTING / MANAGEMENT ADVISORY SERVICES**

Grau & Associates also provide a broad range of other management consulting services. Our expertise has been consistently utilized by Governmental and Non-Profit entities throughout Florida. Examples of engagements performed are as follows:

- Accounting systems
- Development of budgets
- Organizational structures
- Financing alternatives
- IT Auditing
- Fixed asset records
- Cost reimbursement
- Indirect cost allocation
- Grant administration and compliance

## **ARBITRAGE**

The federal government has imposed complex rules to restrict the use of tax-exempt financing. Their principal purpose is to eliminate any significant arbitrage incentives in a tax-exempt issue. We have determined the applicability of these requirements and performed the rebate calculations for more than 150 bond issues, including both fixed and variable rate bonds.

**73** Current  
Arbitrage  
Calculations

**We look forward to providing Northlake Stewardship District with our resources and experience to accomplish not only those minimum requirements set forth in your Request for Proposal, but to exceed those expectations!**

**For even more information on Grau & Associates  
please visit us on [www.graucpa.com](http://www.graucpa.com).**

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**6D**

# NORTHLAKE STEWARDSHIP DISTRICT

## AUDITOR EVALUATION MATRIX

RFP FOR ANNUAL AUDIT SERVICES	ABILITY OF PERSONNEL	PROPOSER'S EXPERIENCE	UNDERSTANDING OF SCOPE OF WORK	ABILITY TO FURNISH REQUIRED SERVICES	PRICE	TOTAL POINTS
<b>PROPOSER</b>	<b>20 POINTS</b>	<b>20 POINTS</b>	<b>20 POINTS</b>	<b>20 POINTS</b>	<b>20 POINTS</b>	<b>100 POINTS</b>
<b>Carr, Riggs &amp; Ingram, LLC</b>						
<b>Grau &amp; Associates</b>						

NOTES:

Completed by: \_\_\_\_\_  
Board Member's Signature

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name of Board Member

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**UNAUDITED  
FINANCIAL  
STATEMENTS**

**NORTHLAKE  
STEWARDSHIP DISTRICT  
FINANCIAL STATEMENTS  
UNAUDITED  
FEBRUARY 28, 2023**

**NORTHLAKE  
STEWARDSHIP DISTRICT  
BALANCE SHEET  
GOVERNMENTAL FUNDS  
FEBRUARY 28, 2023**

	General Fund	Total Governmental Funds
<b>ASSETS</b>		
Cash	\$ 5,612	\$ 5,612
Due from Landowner	8,076	8,076
Total assets	\$ 13,688	\$ 13,688
 <b>LIABILITIES AND FUND BALANCES</b>		
Liabilities:		
Accounts payable	\$ 7,724	\$ 7,724
Landowner advance	6,000	6,000
Total liabilities	13,724	13,724
 <b>DEFERRED INFLOWS OF RESOURCES</b>		
Deferred receipts	8,076	8,076
Total deferred inflows of resources	8,076	8,076
 Fund balances:		
Unassigned	(8,112)	(8,112)
Total fund balances	(8,112)	(8,112)
 Total liabilities, deferred inflows of resources and fund balances	 \$ 13,688	 \$ 13,688



**NORTHLAKE  
STEWARDSHIP DISTRICT  
GENERAL FUND  
STATEMENT OF REVENUES, EXPENDITURES,  
AND CHANGES IN FUND BALANCES  
FOR THE PERIOD ENDED FEBRUARY 28, 2023**

	Current Month	Year to Date	Budget	% of Budget
<b>REVENUES</b>				
Landowner contribution	-	14,703	83,432	18%
Total revenues	-	14,703	83,432	18%
<b>EXPENDITURES</b>				
<b>Professional &amp; administrative</b>				
Management/accounting/recording*	2,000	10,000	40,000	25%
Legal	-	1,499	25,000	6%
Engineering	-	-	2,000	0%
Dissemination agent**	-	-	667	0%
Telephone	16	83	200	42%
Postage	-	-	500	0%
Printing & binding	42	208	500	42%
Legal advertising	-	-	6,500	0%
Annual special district fee	-	-	175	0%
Insurance	-	5,000	5,500	91%
Contingencies/bank charges	388	388	500	78%
Website				
Hosting & maintenance	-	-	1,680	0%
ADA compliance	-	210	210	100%
Total expenditures	2,446	17,388	83,432	21%
Excess/(deficiency) of revenues over/(under) expenditures	(2,446)	(2,685)	-	
Fund balances - beginning	(5,666)	(5,427)	-	
Fund balances - ending	\$ (8,112)	\$ (8,112)	\$ -	

\*WHA will charge a reduced management fee of \$2,000 per month until bonds are issued.

\*\*These items will be realized when bonds are issued.

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**MINUTES**

**DRAFT**

**MINUTES OF MEETING  
NORTHLAKE STEWARDSHIP DISTRICT**

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The Board of Supervisors of the Northlake Stewardship District held a Public Hearing and Regular Meeting on February 15, 2023, at 5:00 p.m., at 6102 162<sup>nd</sup> Avenue E, Parrish, Florida 34219.

**Present at the meeting were:**

- |                          |                     |
|--------------------------|---------------------|
| Stephen (Steve) Cerven   | Chair               |
| A. John Falkner          | Vice Chair          |
| Scott Falkner            | Assistant Secretary |
| Roy Cohn (via telephone) | Assistant Secretary |

**Also present were:**

- |                                |                   |
|--------------------------------|-------------------|
| Cindy Cerbone                  | District Manager  |
| Jere Earlywine (via telephone) | District Counsel  |
| Jeb Mulock (via telephone)     | District Engineer |

**FIRST ORDER OF BUSINESS**

**Call to Order/Roll Call**

Ms. Cerbone called the meeting to order at 5:26 p.m. Supervisors Stephen Cerven, Scott Falkner and A. John Falkner were present. Supervisor Cohn attended via telephone. Supervisor Jeff Cerven was not present.

**SECOND ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**THIRD ORDER OF BUSINESS**

**Public Hearing on Merger with Rye Ranch  
Community Development District**

**A. Affidavit/Proof of Publication**

36 **B. Consideration of Resolution 2023-06, Confirming its Intent to Merge with the Rye**  
 37 **Ranch Community Development District; and Providing for Severability and an**  
 38 **Effective Date**

39

40 **On MOTION by Mr. Steve Cerven and seconded by Mr. A. John Falkner, with all**  
 41 **in favor, the Public Hearing was opened.**

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44 No members of the public spoke.

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46 **On MOTION by Mr. Steve Cerven and seconded by Mr. A. John Falkner, with all**  
 47 **in favor, the Public Hearing was closed.**

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50 **On MOTION by Mr. Steve Cerven and seconded by Mr. Scott Falkner, with all in**  
 51 **favor, Resolution 2023-06, Confirming its Intent to Merge with the Rye Ranch**  
 52 **Community Development District; and Providing for Severability and an**  
 53 **Effective Date, was adopted.**

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56 **FOURTH ORDER OF BUSINESS** **Ratification of Engagement with Jere**  
 57 **Earlywine at Kutak Rock LLP**

58

59 This was necessary because Mr. Earlywine changed firms; his new firm is Kutak Rock LLP.

60

61 **On MOTION by Mr. Steve Cerven and seconded by Mr. Scott Falkner, with all in**  
 62 **favor, engagement of Jere Earlywine for District Counsel Services and the Kutak**  
 63 **Rock Engagement Letter, were ratified.**

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66 **FIFTH ORDER OF BUSINESS** **Acceptance of Unaudited Financial**  
 67 **Statements as of December 31, 2022**

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70 **On MOTION by Mr. Steve Cerven and seconded by Mr. Scott Falkner, with all in**  
 71 **favor, the Unaudited Financial Statements as of December 31, 2022, were**  
 72 **accepted.**

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**SIXTH ORDER OF BUSINESS**

**Approval of December 8, 2022 Regular Meeting Minutes**

The following change was made:  
Line 171: Change "Thursday" to "Wednesday"

**On MOTION by Mr. Steve Cerven and seconded by Mr. A. John Falkner, with all in favor, the December 8, 2022 Regular Meeting Minutes, as amended, were approved.**

**SEVENTH ORDER OF BUSINESS**

**Staff Reports**

**A. District Counsel: *Kutak Rock LLP***

Mr. Earlywine discussed the next steps in the merger process.

**B. District Engineer [Interim]: *ZNS Engineering, L.C.***

There was no report.

**C. District Manager: *Wrathell, Hunt and Associates, LLC***

- **NEXT MEETING DATE: March 15, 2023 at 5:00 PM**
- **QUORUM CHECK**

**EIGHTH ORDER OF BUSINESS**

**Public Comments**

No members of the public spoke.

**NINTH ORDER OF BUSINESS**

**Board Members' Comments/Requests**

There were no Board Members' comments or requests.

**TENTH ORDER OF BUSINESS**

**Adjournment**

**On MOTION by Mr. Steve Cerven and seconded by Mr. Scott Falkner, with all in favor, the meeting adjourned at 5:31 p.m.**

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\_\_\_\_\_  
Secretary/Assistant Secretary

\_\_\_\_\_  
Chair/Vice Chair

**NORTHLAKE**

**STEWARDSHIP DISTRICT**

**STAFF**

**REPORTS**

**NORTHLAKE STEWARDSHIP DISTRICT**

**BOARD OF SUPERVISORS FISCAL YEAR 2022/2023 MEETING SCHEDULE**

**LOCATION**

*6102 162nd Ave E., Parrish, Florida 34219*

<b>DATE</b>	<b>POTENTIAL DISCUSSION/FOCUS</b>	<b>TIME</b>
<b>January 18, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>February 15, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>March 15, 2023 CANCELED</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>April 19, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>May 17, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>June 21, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>July 19, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>August 16, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>
<b>September 20, 2023</b>	<b>Regular Meeting</b>	<b>5:00 PM</b>

*Meetings will commence immediately following adjournment of Rye Ranch CDD Meetings*