



## Busbin Law Firm

October 19, 2021

Robert Smith  
Town of Windermere  
614 Main Street  
Windermere, FL 34786

RE: Recommendation for Owner's Representative/Project Manager for Rotary Club of Windermere Pavilion Project

Mr. Smith,

On October 18, 2021, the Board of the Rotary Club of Windermere, Inc. met and review the recommendation of the selection committee for the Owner's Representative/Project Manager for Rotary Club of Windermere Pavilion Project. Pursuant to the agreed upon selection criteria, the Request for Qualification was listed on Demandstar, the Town of Windermere's Facebook page, and the Town of Windermere's website. Only one response was received, that response was from ZHA Inc.

The selection committee, who also consulted with John Fitzgibbon, presented ZHA Inc. to the board for approval based upon proposal submitted and a prior interview conducted on August 12, 2021.

The Board voted and approved the selection of ZHA, Inc. to be present to the Town Council of Windermere for approval to engage in contract negotiation.

Sincerely,

**Bradley J. Busbin, Esq., CFP®**  
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