

**CAPITAL AREA METROPOLITAN PLANNING ORGANIZATION
REQUEST FOR QUALIFICATIONS (RFQ)**

SOLICITATION NO: TH-003

DATE ISSUED: January 2, 2018

SERVICE DESCRIPTION: Professional Services:
Audit Services

PRE-PROPOSAL CONFERENCE TIME AND DATE:
2:00 PM (CST), Friday, January 5, 2018

LOCATION: 3300 N Interstate 35 Frontage Road, Suite
630, Austin, Texas 78705

A call-in number has been established for those
potential proposers that cannot attend the Pre-
Proposal meeting:

Call-in Number: (415) 655-0001
Access Code: 196 515 683

FOR CONTRACTUAL AND TECHNICAL ISSUES

CONTACT: Theresa Hernandez, Financial Manager
CAMPO

Phone: (512) 215-8225

Email: Theresa.hernandez@campotexas.org

PROPOSAL DUE PRIOR TO: 2:00 P.M. (CST), Friday,
January 19, 2018

ATTENTION: Theresa Hernandez

LOCATION: 3300 N Interstate 35 Frontage Road, Suite
630, Austin, Texas 78705

TENTATIVE INTERVIEW DATE(S): **February 2, 2018**

Location: 3300 N Interstate 35 Frontage Road, Suite
630, Austin, Texas 78705

NOTE: Offers must be received and time stamped in the CAMPO office prior to the Due Date and Time. It is the responsibility of the Offeror to ensure that their Offer arrives at the receptionist's desk in the CAMPO office prior to the time and date indicated. All updates regarding this solicitation can be found on the CAMPO procurement web page (<http://www.campotexas.org/about/requests-for-proposal-and-qualifications/>). It is the responsibility of the Offeror to view the procurement web page for all updates including addenda associated with this solicitation.

OFFER SUBMITTED BY

By the signature below, I certify that I have submitted a binding offer:

Signature of Person Authorized to Sign Offer

Signer's Name and Title: (please print or type)

FEDERAL TAX ID NO _____

Date: _____

Company Name: _____

Address: _____

City, State, Zip Code _____

Phone No. ()

Fax No. ()

SUBMIT BOTH

- **HARDCOPY: 1 ORIGINAL, 3 COPIES**
- **ELECTRONIC: PDF to Theresa.hernandez@campotexas.org or USB included with proposal**

*****SIGNATURE FOR SUBMITTAL REQUIRED*****

RFQ SUBMITTAL

Each respondent of this RFQ is requested to present a proposal discussing the Scope of Work as described in Section III. CAMPO reserves the right to reject any or all proposals or portions of proposals, if it is deemed to be in the best interest of CAMPO. This RFQ document is organized as follows:

I. Proposal Contents and Specifications

This section contains the specific and general description of the information to be provided within the proposal. Federal requirements and specifications are noted. Due to the nature of this contract, all the contents and specifications may not apply to this contract.

II. Evaluation of Proposals

This section describes the methodology by which the proposals will be evaluated and firms/individuals selected for proposal interviews.

III. Scope of Work

This section describes the work to be performed in the study and tasks to be executed.

RFQ PROCESS INFORMATION

This RFQ will be sent to all consultants in CAMPO's consultant database, which satisfies the search criteria of: firms with experience in regional and transportation planning. All requests for this RFQ packet will be welcomed. This RFQ will be available on CAMPO's website at <http://www.campotexas.org/about/requests-for-proposal-and-qualifications/>.

After the proposals are received, CAMPO's evaluation committee will score the submissions then select the top ranked firm(s). Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked provider.

CAMPO retains the right to select from the firms responding to this RFQ. Any or all submissions may be rejected, if they do not meet the Evaluation Committee's criteria or fail to comply with RFQ specifications. CAMPO also retains the right to withdraw this RFQ at any time.

At any point in the procurement process, any dispute, protest, or claim may be filed. The dispute, protest, or claim should be directed to the MPO Executive Director within seven (7) days after the aggrieved party knows or should have known of the facts or events giving rise to the complaint.

CAMPO is responsible for this contracted project. Further inquiries should be directed to Theresa Hernandez, Financial Manager at 512-215-8225.

SECTION I
SUBMISSION CONTENTS AND SPECIFICATIONS

Submissions should include the following:

A. Executive Summary

The executive summary of two (2) pages or less should include a description of your understanding of the requested work and your firm's ability to perform the work within the period provided your understanding.

B. Professional Experience

Discuss your firm's experience in similar audits and effectiveness in the government environment.

C. Team Qualifications

Identify the specific partners, managers, and in-charge staff auditors you will assign to this engagement if you are successful in your bid. Provide their resumes specifying relevant experience to the type of services requested.

D. Audit Approach

Describe how your firm will approach the requested services, including the use of affiliates or staff from other locations, areas that will receive primary emphasis and the type of assistance that will be required from CAMPO staff. Also, discuss the communication process your firm will use to discuss issues with CAMPO.

E. Fees

Please provide quoted fees for the requested services.

F. References

Please provide three references from Governmental agencies that have solicited similar services. References should include contact name, title, agency, email, and phone number.

G. Budget

CAMPO has established a cost ceiling for the requested services not to exceed **\$125,000.00 over the five-year term of the agreement.** An estimated project budget shall be included.

H. Disadvantaged Business Enterprise (DBE) Goal

In connection with receiving grants from the U. S. Department of Transportation (DOT), CAMPO has established a goal of 25% Disadvantaged Business Enterprise (DBE) participation in its total annual third-party consulting opportunities. Each respondent is encouraged to take affirmative action and make every effort possible to use DBE firms in the performance of work under this contract. Nothing in this provision shall be construed to require the utilization of any DBE firm, which is either unqualified or unavailable.

I. Title VI Requirements

The Capital Area Metropolitan Planning Organization (CAMPO), in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair

opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award. Successful consultants will be required to comply with all requirements imposed by Title VI of the Civil Rights Acts of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4), the Regulations of DOT issued there-under (49 C.F.R. part 21), and the assurances by CAMPO thereto.

J. Conflict of Interests/Debarment

Proposals shall state whether there is a potential conflict of interest and be cognizant of the requirement for executing a Debarment Certification stating that the firm has not been barred from doing work involving federal funds. A signed Debarment Certification will be required of successful respondent for each of the consultant team members.

While the above items provide a general description of what sections and information are expected in the proposal, they are not meant to limit or exclude other information from being included. For example, Sections II and III in this RFQ contain requirements for information that may not be specifically mentioned in this section. Responders should include such information in their proposal.

Also, the Texas House Bill 914, codified as Chapter 176 of the Local Government Code, requires vendors and consultants contracting or seeking to do business with CAMPO to file a conflict of interest questionnaire (CIQ). The required questionnaire is located at the Texas Ethics Commission website <http://www.ethics.state.tx.us/>.

The CIQ must be completed and filed with the bid/proposal response. Vendors and consultants that do not include the form with the response, and fail to timely provide it, may be disqualified from consideration by CAMPO.

K. Special Provisions relating to Local Government Officers

At the time a proposal is submitted, a prospective consultant must disclose whether an owner (in whole or part), officer or employee of the prospective consultant is a local government officer of a political subdivision that (a) conducts business with CAMPO and (b) is located within CAMPO's geographic boundaries.

L. Specific Disclosure, related Certification & Policy Board Review

If a solicitation indicates that the resulting product of the solicitation shall be presented by CAMPO for the concurrence or approval of a governing body of a political subdivision on which the prospective consultant (or an owner, in whole or in part, officer or employee) serves, any finding of a perceived conflict of interest by the Executive Director of CAMPO may be remedied by the local government officer's certified disclosure of the relationship with the prospective consultant and abstention from the local governing body's participation, consideration or concurrence with the product. Any such certification shall be made in writing and submitted to the Executive Director at the time any response to the solicitation is submitted. The Executive Director shall then transmit the same to the Chair of the Transportation Policy Board. The Chair of the Transportation Policy Board shall present the related solicitation and certification to the Executive Committee of the Transportation Policy Board. The Executive Committee shall review the solicitation and certification, and may (1) take no action or (2) submit the same to the Transportation Policy Board for any action it deems appropriate, in its reasonable discretion, under CAMPO's procurement policies and applicable law. Such action by the Transportation Policy Board may include a finding of a perceived conflict of interest, notwithstanding the consultant's

disclosure and certification described above. In the event that the Transportation Policy Board determines that a perceived conflict of interest exists, the Board will notify the prospective consultant in writing of the basis for the conclusion that a perceived conflict of interest exists, without any implied or actual limitation on any legal rights or defenses that might thereafter be asserted.

For purposes of this provision, "local government officer" has the definition established by Section 176.001{4} of the Local Government Code.

SECTION II EVALUATION OF SUBMISSIONS

Procedures have been established for the evaluation and selection of Consultant(s) that provide for a consistent approach to carry out CAMPO projects. In order to accomplish this objective, the CAMPO Consultant Evaluation committee will review each submission based on the following criteria:

- Professional Experience in providing services requested in this RFQ - Submissions will be assessed on professional experience of the firm in similar audits and effectiveness in the government environment as covered in Section III of this RFQ. (30 points);
- Qualifications of staff to be assigned to the engagement – Submissions will be assessed on staff resumes with relevant experience to the services requested. (30 points);
- Audit Approach – Submissions will be assessed on how the consultant will approach the requested services. (30 points);
- Past Performance – Submissions will be assessed on a demonstrated track record of timely performance, quality, and integrity, as evidenced by a list of client references (section I, F). (10 points)

The Evaluation Committee will evaluate all submissions according to the criteria described. Based on scores of written submittals, CAMPO reserves the right to invite top ranked teams to participate in oral presentations. The oral presentation can carry a score of up to 25 points that will factor into the final overall scores (written proposal plus oral presentation). Following approval by the Transportation Policy Board, CAMPO staff will begin negotiations with the top ranked consulting firm. If a contract cannot be negotiated with the top ranked firm, CAMPO may choose to proceed to negotiate with the next ranked firm, and so on, until a contract has been successfully negotiated.

CAMPO retains the right to select from the firms responding to this RFQ. Any or all submissions may be rejected, if they do not meet the Evaluation Committee's criteria or fail to comply with RFQ specifications. CAMPO also retains the right to withdraw this RFQ at any time.

SECTION III
Scope of Work
SOLICITATION NO. TH-003

Description: Professional Services - Audit

1. PURPOSE

The Capital Area Metropolitan Planning Organization, hereinafter referred to as CAMPO, seeks offers in response to this Solicitation from firms qualified and experienced to perform an audit of expenditures of funds provided by the United States Department of Transportation (USDOT) for each of the five (5) fiscal years: 2017, 2018, 2019, 2020, and 2021. Issuance of notice to proceed for fiscal years 2018, 2019, 2020, and 2021 will be dependent upon satisfactory performance for the first fiscal year period and thereafter. Each year the audit will be performed in accordance with Generally Accepted Auditing Standards (GAAS) as set forth by the American Institute of Certified Public Accounts, the standards for financial audits set forth in the U.S. General Accounting Office's Government Auditing Standards, the provisions of the Single Audit Act of 1984 and amendments, and the requirements of the Office of Management (OMB) Circular A-133.

2. BACKGROUND

CAMPO is the Metropolitan Planning Organization (MPO) for the Bastrop, Burnet, Caldwell, Hays, Travis and Williamson counties in central Texas.

The purpose of CAMPO is to coordinate regional transportation planning with counties, cities, the Capital Metropolitan Transportation Authority (Capital Metro), the Capital Area Rural Transportation System (CARTS), Central Texas Regional Mobility Authority (CTRMA), Texas Department of Transportation (TxDOT), and other transportation providers in the region and to approve the use of federal transportation funds within the region.

MPOs are designated for all urbanized areas having a population greater than 50,000 as identified by the U.S. Bureau of the Census. MPOs currently operate under The Fast Act, Fixing America's Surface Transportation Act (Pub. L. No. 114-94), signed into law on December 4, 2015 by President Barack Obama.

3. SCOPE OF WORK

The following Scope of Work identifies the major components of the audit.

Task 1:

Audit the transportation planning funds expended by CAMPO and processed by Williamson County, the fiscal agent for CAMPO, during the time periods:

- Fiscal Year 2017 – October 1, 2016 through September 30, 2017;
- Fiscal Year 2018 - October 1, 2017 through September 30, 2018 (by issuance of notice to proceed following the firm's successful completion of first fiscal year audit);
- Fiscal Year 2019 - October 1, 2018 through September 30, 2019 (by issuance of notice to proceed following the firm's successful completion of second fiscal year audit);
- Fiscal Year 2020 - October 1, 2019 through September 30, 2020 (by issuance of

notice to proceed following the firm's successful completion of third fiscal year audit);

- Fiscal Year 2021 - October 1, 2020 through September 30, 2021 (by issuance of notice to proceed following the firm's successful completion of fourth fiscal year audit).

Task 2:

Prepare the following for each respective fiscal year specified in Task 1:

- Financial Statement(s)
- Schedule of expenditures of Federal Awards
- Summary Schedule of Prior Audit Findings (see below)
- Opinion on Financial Statements
- Schedule of Findings and Questioned Costs
- Corrective Action Plan (if findings)
- Opinion or Disclaimer of Opinion on Schedule of Federal Awards

Task 3:

Perform certain limited procedures involving required supplementary information, including Management's Discussion and Analysis, required by the Governmental Accounting Standards Board as mandated by the generally accepted auditing standards and a briefing on new statutes, pronouncements, or regulations which may have a significant financial impact on CAMPO.

Task 4:

Study and evaluate the internal control systems used by CAMPO in administering the federal financial assistance programs audited under this contract and issue the necessary reports required under Governmental Auditing Standards and OMB Circular A-133.

Task 5:

Evaluate CAMPO's compliance with the types of compliance requirements described in the OMB Circular A-133 and issue the necessary reports required under Governmental Auditing Standards and OMB Circular A-133.

Task 6:

Provide a draft of all reports to CAMPO management no later than June 10 of 2018, 2019, 2020, 2021, and 2022. CAMPO management will review and approve the draft documents.

Task 7:

Submit required reports and forms to the Federal Audit Clearinghouse according to the OMB Circular A-133 no later than nine (9) months after the end of the respective fiscal year end date.

Task 8:

Be available to present or answer questions regarding the annual audit findings to the CAMPO Transportation Policy Board in or about August of 2018, 2019, 2020, 2021, and 2022.