

## ATTACHMENT 1

### Santa Cruz County Regional Transportation Commission

#### REQUEST FOR PROPOSAL

##### Fiscal Audit

### **1. INTRODUCTION**

The Santa Cruz County Regional Transportation Commission (SCCRTC) was established in 1972 under the provisions of the California Transportation Development Act (TDA). In addition to being the TDA administrator, the SCCRTC is the Regional Transportation Planning Agency (RTPA) for Santa Cruz County and also serves as the Service Authority for Freeway Emergencies (SAFE), and Rail/Trail Authority. The FY 07-08 total budget, including agency operations, grant funds for specific projects, and pass through funds to other agencies, is close to \$45 million.

Board membership consists of twelve voting members representing the County of Santa Cruz, the Santa Cruz Metropolitan Transit District and the cities of Capitola, Santa Cruz, Scotts Valley, and Watsonville. Caltrans District 5 serves as an ex-officio member.

### **2. CONTRACT OVERSIGHT**

The SCCRTC will be responsible for selecting a fiscal auditor, contracting with that auditor and administering the contract. The contract term is expected to be five years if authorized by the SCCRTC.

### **3. SCOPE OF WORK**

The purpose of this Request for Proposal is to identify potential independent Auditors who are qualified to provide the following services:

- a. Perform annual fiscal audit of the Santa Cruz County Regional Transportation Commission.
- b. Annual fiscal audit of TDA funds of claimants: County of Santa Cruz and cities of Capitola, Santa Cruz, Scotts Valley and Watsonville.
- c. Prepare annual Santa Cruz County Regional Transportation Commission Transactions Report due to the State Controller on September 30<sup>th</sup> .

The Audits must meet all requirements of California state law relating to fiscal audits of RTPAs and TDA claimants. Specifically, contractor shall perform fiscal audits, which comply with all provisions of Sections 6662, 6663, 6664, 6664.1 and 6751 of the California Code of Regulations.

#### **4. SELECTION SCHEDULE**

Issue Request for Proposal	April 3, 2008
Proposals Due	May 12, 2008
Review of Proposals	May 12 – June 4, 2008
SCCRTC Contract Approval	June 5, 2008
Notice to Proceed	June 6, 2008

#### **5. EVALUATION OF PROPOSALS**

The Executive Director and appropriate staff will screen the proposals and interview qualified candidates, if necessary, based on the following criteria:

- a. Responsiveness to this Request for Proposal;
- b. Demonstrated understanding of the purpose and the requirements of the project
- c. The qualifications and experience of the project team directly related to the requirements of this RFP
- d. Reference check; and
- e. Cost (if all other factors are considered equal)

#### **6. CONTENT OF PROPOSAL**

- a. Transmittal letter summarizing the proposal should be signed by an official authorized to solicit business and sign contracts.
- b. Applicant or Firm Name
- c. Detailed description of your approach to the project including proposed workprogram
- d. Names, qualifications, and expected time commitment of all professionals who will work on the project, including any subcontractors, and organization chart of this project.

- e. Related projects, including project description and contact name, address, phone number of client, and the year the work was done.
- f. Project cost proposal. Present a project budget by task and total annual hours for all positions or staff persons expected to work on the project over the five years of the contract. Hourly rates should indicate overhead rates applied (as appropriate). Once the contract is signed, hourly and other rates shall remain in effect for the duration of the contract unless amended by mutual agreement to allow for cost escalations.
- g. List any past, current or upcoming projects by your firm or professionals that may result in an actual or perceived conflict of interest with this project.

## **7. DEADLINE FOR SUBMITTAL OF PROPOSALS**

**The Santa Cruz County Regional Transportation Commission must receive one reproducible original and one copy of the proposal; and one copy of cost proposal, by Monday, May 12, 2008, 4:00PM. Proposals not received by that date and time will not be considered and will be returned to the proposer. All materials must also be submitted in an electronic format.**

Please submit proposal to:

George Dondero, Executive Director  
Santa Cruz County Regional Transportation Commission  
1523 Pacific Avenue  
Santa Cruz, CA 95060-3911

## **8. AWARD OF CONTRACT**

Costs of preparation of proposal shall be born by the proposer. The SCCRTC reserves the right to reject any or all proposals, and to amend the scope of work prior to the contract being signed. This invitation for qualifications does not constitute an offer of employment or contract. The SCCRTC may withdraw this request for any reason.

## **9. CONTACT INFORMATION**

Daniel Nikuna, Fiscal Officer, SCCRTC  
(831) 460-3217  
E-mail: [dnikuna@sccrtc.org](mailto:dnikuna@sccrtc.org)

