



December 21, 2018
10:00 a.m.
RFP No. R19-0003



Pre-Proposal Meeting
for
Independent Financial Audit Services

Agenda

1. Introduction
2. Alameda CTC Overview
3. Governance and Staffing
4. Sunol Smart Carpool Lane Joint Powers Authority
5. Scope of Work
6. RFP Schedule
7. Proposal Requirements
8. Local Business Contract Equity Program
9. Evaluation/Criteria and Award
10. Questions Submittal
11. Proposer Networking Session
12. Questions and Answers

Alameda CTC Overview

1986

- Voters approved **Measure B**, which funds the **1986 Transportation Expenditure Plan (TEP)**, and the Alameda County Transportation Authority (**ACTA**) was created

1991

- Alameda County Congestion Management Agency (**ACCMA**) was created by a JPA between Alameda County and the 14 incorporated cities in Alameda County

2000

- Voters approved a **new Measure B**, which funds the **2000 TEP**, and the Alameda County Transportation Improvement Authority (**ACTIA**) was created

2010

- Alameda County Transportation Commission (**Alameda CTC**) was created as the result of a JPA between ACCMA, ACTIA, Alameda County, the 14 incorporated cities in Alameda County, BART, and AC Transit

2014

- Voters approved **Measure BB**, which funds the **2014 TEP**, and is administered by Alameda CTC

Governance and Staffing

- Agency is governed by a 22-member Commission
 - *Five Alameda County Supervisors*
 - *Two City of Oakland Council representatives*
 - *One representative from each of the other 13 incorporated cities in Alameda County*
 - *One representative each from BART and AC Transit*
- Agency has a staff of 34 employees

Sunol Smart Carpool Lane Joint Powers Authority

- Joint powers authority formed in February 2006
- Agreement among ACCMA, ACTIA and the Santa Clara Valley Transportation Authority
- Purpose to plan, design, construct, and administer the operations of an HOV lane on the Sunol Grade segment of I-680
- Alameda CTC is the managing agency; but Sunol JPA is a separate legal entity
- Operational since September 2010

Scope of Work

Alameda CTC intends to retain a CPA firm to provide independent auditing services.

- Audit all funds and render opinions for Alameda CTC and Sunol JPA
- CAFR and annual financial report
- Single audit and admin limitations calculations
- Confirm GASB 68 & GASB 75 calculations and journal entries
- Presentations at various meetings
- Exempt offering documents (SAS 133)
- Other support / requirements

RFP Schedule (In Pacific Time; see RFP Table 1)

| ACTIVITY | DATE/TIME |
|--|---------------------------------------|
| RFP issued. | December 6, 2018 |
| Optional Pre-Proposal Meeting Held at Alameda CTC Offices. | December 21, 2018 10:00 a.m. |
| Deadline for proposers to submit questions. All questions must be directed by email to the Sole Point of Contact. | December 26, 2018 3:00 p.m. |
| Final Addendum issued, if necessary. | January 9, 2019 |
| Due Date for Proposal and References Forms. References Forms must be submitted by references directly to the Sole Point of Contact via email. | January 16, 2019 3:00 p.m. |
| Anticipated Proposal Review. | January 30, 2019 |
| Interviews. | February 6, 2019 |
| Anticipated Final Evaluation and Determination of Top-Ranked Firm. | February 7, 2019 |
| Anticipated Contract Commencement. | May 1, 2019 |

LATE SUBMITTALS WILL NOT BE ACCEPTED. SUBMISSIONS TRANSMITTED BY FAX OR EMAIL WILL NOT BE ACCEPTED.

Proposal Requirements

Proposers must provide completed Forms and Certifications (see RFP Table 3) for prime consultant and all subconsultants. **If the proposing firm is unable to do so, it should not submit a proposal to Alameda CTC.**

Reminders for Cost Proposal Requirements:

- ✓ Separate costs by agency (Alameda CTC and Sunol JPA) and fiscal year
- ✓ Involvement with exempt offering documents - assume one offering for contract life
- ✓ Optional Tasks – not required but if included, describe services in full detail and separate costs by agency and fiscal year if applicable

Proposal Requirements (References)

References Forms

- For each key staff member, provide a minimum of three (3) references related to previous projects similar to this project, or elements of this project, on which the key staff member worked within the past five (5) years using the References Form. No more than one (1) of the minimum three (3) required references shall be from Alameda CTC.
 - Part A contains Reference's contact details and Reference's project details on which the Proposer worked; this is for Alameda CTC's information and for the Reference to verify.
 - Part B contains the Reference's responses regarding the Proposer.

| Form | Proposer Action | Reference Action |
|--------|---|------------------------------------|
| Part A | Complete one form for each Key Personnel and Submit to both Alameda CTC and Reference | Review |
| Part B | Do not modify; submit to Reference | Complete and Submit to Alameda CTC |

Proposal Requirements (continued)

- **Technical Proposal (without cost elements):**
 - *5 printed copies of technical proposals*
 - *Electronic files in **both** Word and PDF formats.*
- **Cost Proposal (sealed separately and labeled "Cost Proposal Attachment R19-0003"):**
 - *1 printed copy of cost proposal*
 - *Electronic files in **both** Excel and PDF formats.*

Proposers submitting proposals by mail should allow sufficient delivery time to ensure timely receipt by Alameda CTC – late submittals will not be accepted.

Local Business Contract Equity Program

This contract will be funded with Measure B, Measure BB and/or other local funds. As such, the Alameda CTC Local Business Contract Equity Program requirements applicable to such contracts will apply. The Program's goals for professional services are 70.0% for LBE and 30.0% for SLBE.

Further details regarding the LBCE Program can be found on the Alameda CTC website at:

www.alamedactc.org/app_pages/view/4543

Contact: Certification Team

Phone: (510) 208-7460

Fax: (510) 893-6489

Email: certification@alamedactc.org

Evaluation/Criteria - Proposal

Proposal Criteria

1. Understanding the Required Scope of Work (20 points)
2. Expertise (25 points)
3. Management Plan (15 points)
4. Staffing Plan and Availability (20 points)
5. Overall Cost of Services (10 points)
6. Ability to meet or exceed applicable LBE and SLBE Goals (5 points for each goal, total of 10 points)

Evaluation/Criteria - Interview

Interview Criteria

1. Understanding the Required Scope of Work (20 points)
2. Expertise (20 points)
3. Management Plan (20 points)
4. Staffing Plan and Availability (15 points)
5. Overall cost (5 points)
6. Ability to meet or exceed applicable LBE and SLBE Goals (5 points for each goal, total of 10 points)
7. Effectiveness of Interview (10 points)

Award

The Selection Review Panel will recommend award to the highest ranked proposers based on the final scoring from the Proposer Interview Criteria in Section II.3.E and will not include the initial scoring of the technical proposals.

If the Selection Review Panel determines that interviews are not necessary, proposers will be ranked based on the scoring of the technical proposals.

Sole Point of Contact

E.W. Cheng

Senior Administrative Analyst

Alameda County Transportation Commission

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Oakland, CA 94607

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Questions Submittal

Proposer Networking Session

Questions and Answers

Thank You