



COUNTY OF ALPINE
Community Development

JT Chevallier
Community Development Director

ALPINE COUNTY LOCAL TRANSPORTATION COMMISSION

REQUEST FOR PROPOSALS

**Transportation Development Act Triennial Performance Audit
FOR
FY 2019/20, FY 2020/21, and FY 2021/22**

Introduction

The Alpine County Local Transportation Commission (LTC) is soliciting proposals from consulting firms to conduct a Transportation Development Act (TDA) Triennial Performance Audit for FY 2019/20, FY 2020/21, and FY 2021/22 of the Local Transportation Commission and of the Alpine County Transit Dial-A-Ride program. The audits shall cover the LTC and Alpine County Transit, its various claimants, funds, and agencies as required by state and federal law including those requirements administered by Caltrans, the State Controller's Office and federal funding agencies including the Federal Transit Administration. The audit shall be made in accordance with generally accepted auditing standards and shall include all procedures necessary for the retention of an opinion regarding the fairness of the presentation of financial statements in accordance with generally accepted accounting principles. Specifically, the LTC is seeking proposals from qualified consulting firms and/or sole practitioners to provide experienced and professional performance audits of the LTC and the Alpine County Transit Dial-A-Ride program.

TDA and Performance Audit guidebooks are available on the California Department of Transportation – Division of Mass Transportation website:

<http://www.dot.ca.gov/hq/MassTrans/State-TDA.html>

Performance Audit Requirements

The Alpine County Local Transportation Commission performance audits are every three years, for this audit the three years are ending June 2021. Audits should include a review of performance measures that verify effectiveness and efficiency of the transportation planning agency and transit program.

The audits should follow performance audit reporting standards as identified by the Comptroller General of the United States. The audits for each agency should include general information, a compliance matrix (Exhibit B), current year and prior year findings, recommendations and conclusions.

Review of Commission functions

The functional review should include various functions of the Commission such as:

- Administration and management
- Transportation planning and regional coordination
- Claimant relationship and oversight
- Public relations
- Grant applications and grant management

Review of Transit functions

The major elements in conducting the performance should be, but are not limited to the following:

- Review of compliance requirements
- Follow-up review of prior performance audit recommendations
- Internal review of transit operator functions
- Verification and use of performance indicators
- Detailed review of transit operator functions
- Preparation of a draft and final audit report

DELIVERABLES

- Conduct performance audit of the Alpine County Local Transportation Commission
- Provide reports in unlocked PDF format
- Retain audit work papers for no less than three years from the date of the audit report

Schedule

It is anticipated that the award of the formal contract will be announced on April 19, 2022. Following a written notice-to-proceed to be issued by the LTC, the Consultant's work shall begin within 10 days and shall be completed in accordance with the schedule stipulated.

May 27, 2022	RFP Issued
June 30, 2022	Proposal due to LTC
August 16, 2022	Contract Awarded
September 1, 2022	Work to begin
February 2022	Presentation to Commission
February 28, 2022	Work completed

A notice to proceed issued by the LTC will specify the work to be completed, a schedule for work completion, the basis for payment, and the limits of compensation. The Consultant shall not begin work nor incur any costs associated with any task identified herein without an explicit written notice to proceed for each specified.

Proposal Requirements

The proposal for contract planning services must include, at a minimum, the following:

A. **Transmittal Letter:** This should include the name, title, address, phone number, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the proposer, and who may be contacted during the period of proposal evaluation.

B. Introduction: The proposer's professional background is of interest, such as familiarity or expertise with local government, special districts, public transit operators, the Transportation Development Act (TDA), single audit reporting, any state or federal programs, or any other experience considered to be relevant.

C. Audit Plan and Technical Approach: The plan should describe the proposer's understanding of the basic purpose and general focus of the audit, explain the consultant's intended role as auditor relative to the RTPA and transit operator, proposed division of responsibilities among these three entities during the audits, and how the required elements will be met. The proposer's techniques should be specified, addressing for example: fieldwork, data sampling, analyses, questionnaires, checklists, and types of documents reviewed. A proposed schedule should be itemized for timely completion of deliverable products.

D. Consultant Staff and References: The proposal must describe the qualifications and experience of each professional who will participate in the audits, including resumes, and identify a project manager and delegation of staff. The proposal should list previous relevant work conducted by the consultant, with contact information, approximate dates of the work, and staff who performed it.

E. Cost Proposal: The cost proposal shall itemize estimated charges to the audits, including hourly rates for principal(s) and staff to be assigned, their job classifications, administrative overheads if segregated, any other direct costs, and a total "not-to-exceed" amount for the proposal. Itemize total fees for each of the three audit components under Section II above.

All proposals must be submitted to the Alpine County Local Transportation Commission by email no later than **5:00 PM, Thursday, June 30, 2022**. Any incomplete proposals or proposals submitted after the submittal date shall be rejected. Fax and postmarks not accepted.

Selection Process

Consultants should submit one complete digital proposal by email to:

JT Chevallier
Alpine County Local Transportation Commission
jchevallier@alpinecountyca.gov

Alpine County officials will select the most qualified contractor that meets the County's needs. Interviews may be conducted by Alpine County officials. Projects will be assigned to the selected contractor based solely on the LTC's determination.

For additional information about this project contact Jeff Schwein, Alpine County Local Transportation Commission at (530) 895-1109, or by email at jeff@greendottransportation.com.