

REQUEST FOR PROPOSALS

**Lewis-Clark Valley Metropolitan Planning Organization
(LCVMPO)**



Independent Biennial Audit REQUEST FOR PROPOSALS

Prepared by:

Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO)

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MPO-Director

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DEADLINE FOR: Requests for Clarification – August 30, 2017

PROPOSAL DUE: Friday, September 11, 2017 by 4:00 p.m. (PST)

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1 – INTRODUCTION

Background:

The Lewis-Clark Valley Metropolitan Planning Organization (LCVMPO) is required to comply with Idaho State Statute 67-450(b), which sets forth requirements for audits of non-federal public agencies. The LCVMPO fiscal year follows the Federal October 1st through September 30th fiscal year. LCVMPO receives its funding primarily from federal sources through the Federal Highways Administration (FHWA) and the Federal Transit Administration (FTA), with a local match obtained through membership dues.

All funds (federal, local, and state) are combined to operate as a regional organization. The Unified Planning Work Programs (FY2016 and FY2017 UPWP) outline the operations and services the MPO performs during the fiscal years. LCVMPO operates on a reimbursement basis, where local funds are used as a match for federal funds to pay current expenses and reimbursements are submitted/requested monthly to the Idaho Transportation Department (ITD) and the Washington State Department of Transportation (WSDOT), who administer the federal monies allocated to the MPO.

The LCVMPO is created by joint powers agreement between the five-member agencies comprised of the City of Lewiston, Nez Perce County, City of Asotin, City of Clarkston, and Asotin County. It is governed by a local Policy Board, made up of elected officials or their designees. The LCVMPO employs one full time Director. The LCVMPO contracts with Asotin County for the Finance Manager, who is an employee of Asotin County. The LCVMPO contracts work to firms to perform various studies and data collection. The LCVMPO uses QuickBooks for financial record keeping and transactions.

The LCVMPO conducts business at 215 D Street, in Lewiston, Idaho. The mailing address for the LCVMPO is PO Box 759, Asotin, WA 99402.

Objective:

This is a Request for Proposals (RFP) for the selection of an independent auditor who can provide a quality easily understandably audit that meets the requirements for an independent biennial audit by the State of Idaho.

2 – GENERAL SCOPE OF WORK

General Scope of Work:

This audit is a biennial government audit that covers the two-year fiscal years ending September 30, 2016 and 2017, as well as the option to continue the contract to fiscal years ending September 30, 2018 and 2019 and September 30, 2020 and 2021.

Deliverables:

An audit report (hard copy and electronic PDF). Presentation of the audit report to the Policy Board by the selected firm is expected.

Resources:

Lewis-Clark Valley Metropolitan Planning Organization:

- Agendas and minutes for all policy board meetings can be found on the LCVMPO Website at: www.lewisclarkmpo.org
- The LCVMPO budget document, the UPWP, can be found on the LCVMPO Website at: [Unified Planning Work Program \(UPWP\)](#)

3 – INFORMATION

Contact Information:

All questions concerning this project or RFP shall be directed in writing to Shannon Grow, Director of the Lewis-Clark Valley Metropolitan Planning Organization via e-mail at director@lewisclarkmpo.org. No questions will be accepted by telephone. The deadline for receipt of project specific questions is 4:00 p.m. PDST, August 30, 2017. All project specific questions, along with the answers to those questions will be e-mailed to those who were selected to receive this RFP on or before September 1, 2017. This service is provided so all consultants can have equal access, and consistent information is given to all.

Interviews:

On-site, or telephone interviews may be conducted with firms at the discretion of the selection committee.

Selection:

It is the intent of the LCVMPO to make a final decision within 30 days of the date of submission. The MPO will use the following criteria in evaluating submitted proposals and will be based on a 100-point score:

- Project Experience (25);
- Firm History & Capability (25);
- Qualification of Team Members (25);
- Schedule (10);

- Audit Bid (10);
- And overall fit (5).

The MPO selection committee members will evaluate each proposal independently; this will be followed by a comparison evaluation of all scores. It is the responsibility of the Consultant to ensure that it complies with this RFP by providing the information requested. If the Consultant fails to provide any information requested in this RFP, such failure may result in either a lowered evaluation score of the RFP or disqualification of the RFP.

Preparation Instructions:

Proposals must conform to the following instructions. Any non-conforming proposal may be rejected at the sole discretion of the LCVMPPO. The maximum length of the submittal shall be ten (10) pages, including the introductory/cover letter. Proposals are due by Monday, September 11, 2017 by 4:00pm (PST).

Late proposals will not be considered, and will not be accepted.

Proposals shall be sent by e-mail to Shannon Grow at director@lewisclarkmpo.org.

Introductory/Cover Letter:

The introductory letter should introduce the Consultant's submittal, list a contact telephone number, and contain a statement confirming the commitment of key personnel identified in the submittal to meet LCVMPPO's quality and schedule expectations.

Proposal Content:

It is essential that the consultant provide adequate staff and time of experienced personnel or sub-consultants capable and devoted to the successful accomplishment of work to be performed under this request for proposal.

1. **Introduction:** Introduce the company, giving location and history, and describe how the company is organized to develop this type of project. List three (3) verifiable professional references with a contact person, phone number, and e-mail.
2. **Project Manager:** Identify a project manager who will be responsible for the cost, quality, and timeliness of the audit and for ensuring that adequate personnel and other resources are available for this project. Provide a summary of education, experience, and qualifications pertaining to the management of this project. If applicable, include Idaho or Washington professional registration.
3. **Key Personnel and Resources Available:** Identify proposed key personnel and describe each person's roles and duties relative to this project. Provide a summary of experiences and qualifications, including professional registration (if applicable) for each person identified.
4. **Project Understanding:** Provide a written narrative demonstrating knowledge of methodology, policies, and procedures for accomplishing this type of project as outlined in the scope of work.
5. **Project Control:** Define how the consultant plans to coordinate activities that are

performed at various locations to provide efficient and cost-effective communications and planning.

6. **Project Timeline:** Provide an estimated timeline and/or schedule that address critical components to complete the audit. The MPO must receive the final audit report by Thursday, November 30, 2017 for the FY2016 – FY2017 audit. If the options are exercised for the biennial audits of FY2018 – FY2019, and FY2020 and FY2021, those will also be due by November 30th of 2019, and 2021, respectively.

4 – ADDITIONAL INFORMATION AND CONDITIONS

Statement of Non-commitment:

Issuance of this RFP does not commit the LCVMPPO to award a contract or to pay any costs incurred in preparation of proposals responding to this RFP. The LCVMPPO reserves the right to reject any or all proposals, to re-advertise, to invite additional responses, request additional information from any or all respondents, extend the date for submission of responses, supplement, amend, or modify the RFP, and disqualify any respondent on the basis of any real or apparent conflict of interest.

All proposals will become property of the MPO.

By responding to this proposal, each respondent agrees that any finding by LCVMPPO of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive except as provided herein.

DBE Participation:

The LCVMPPO has adopted ITDs Disadvantaged Business Enterprise Program. The consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance if awarded this contract. The awarded consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT –assisted contracts. Failure by the consultant to carry out these requirements is a material breach of awarded contract, which may result in the termination of awarded contract or such other remedy as ITD deems appropriate.

The Consultant will not be required to meet a specific DBE utilization for this project. However, the Consultant is encouraged to utilize the services of women and minorities in accomplishing the tasks or providing the services for this project. A directory of DBE companies currently certified by the State of Idaho may be viewed at the following web site: <https://itd.dbesystem.com/>. A similar listing for Washington State may be found at <http://omwbe.wa.gov/directory-of-certified-firms/>.

Title VI:

The Lewis-Clark Valley MPO, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit bids in response to this invitation and will

not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Conflict Of Interest:

By the submission of a RFP, the Consultant agrees to ensure that, at the time of contracting, the Consultant will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Consultant's obligations under the Agreement. The Consultant shall further covenant that, in the performance of the contract, the Consultant shall not employ any person, or subcontract with any entity, having any such known interest.

EEO Requirements:

Respondent, by submission of a proposal, agrees to not discriminate against any worker, employee, application subcontractor or any member of the public because of race, color, gender, age, national origin, or disability, or otherwise commit an unfair employment practice and further agrees to comply with all Federal, State, and Local equal employment opportunity requirements.

Proprietary Material:

LCVMPO assumes no liability for disclosure of proprietary material submitted by respondents. Proposal submittals shall be considered public documents under applicable state law. Should portions of the submittals be protected under applicable law, the consultant shall identify what is proprietary and the relevant status.

ATTACHMENT "A" – Lewis-Clark Valley MPO Boundary

