



CAMINO REAL REGIONAL MOBILITY AUTHORITY

Request for Qualifications
to provide
Professional Auditing Services

RFQ Issue Date:	June 24, 2015
Questions Due:	July 8, 2015 – 3:00 PM
Responses Due:	July 15, 2015
Submittals Due:	July 29, 2015 – 3:00 PM
Selection Date:	August 2015 (Anticipated)

CAMINO REAL REGIONAL MOBILITY AUTHORITY

REQUEST FOR QUALIFICATIONS FOR PROFESSIONAL AUDITING SERVICES

I. PURPOSE OF REQUEST

The Camino Real Regional Mobility Authority (CRRMA) is seeking interested and qualified certified public accounting firms to provide annual audit services to the CRRMA as required by applicable statutes. Upon completion of the procurement process outlined herein, the CRRMA may enter into an agreement with the selected firm(s) to provide annual auditing services for the CRRMA's fiscal year ended August 31, 2015, with options to provide similar auditing services up to the succeeding four (4) fiscal years. All auditing services shall be provided in accordance with all auditing requirements of regional mobility authorities in Texas, including but not limited to: generally accepted accounting standards, the standards set forth for financial audits in the General Accounting Office's Government Auditing Standards, the provisions of the Federal Single Audit Act of 1984 and subsequent amendments, the U.S. Office of Management and Budget (OMB) Circular A-133, the State of Texas Single Audit Circular, and all other applicable rules, guidelines and statutes, each as may be applicable to the CRRMA and its auditors. Upon completion of an audit, the selected firm(s) shall, at a minimum, provide a presentation on the auditing services completed and the resulting financial statements to the CRRMA's Finance Committee and Board of Directors, as requested.

II. CRRMA BACKGROUND

CRRMA – General

The CRRMA is a regional mobility authority created pursuant to and operating in accordance with Chapter 370 of the Texas Transportation Code and 43 Texas Administrative Code §§26.1 *et seq.* As such, the CRRMA is a body politic and corporate and political subdivision of the State of Texas that is authorized to study, evaluate, design, finance, acquire, construct, maintain, repair and operate "transportation projects" that could include all forms of transportation: highways, rail facilities, certain roadways, ferries and airports, pedestrian and bicycle paths, parking facilities, intermodal hubs, international crossings and mass transit systems.

The City of El Paso, Texas (City) filed a petition to form the CRRMA on February 28, 2006; the Texas Transportation Commission of the Texas Department of Transportation (TxDOT) granted approval to create the CRRMA on June 29, 2006; and the City adopted a resolution creating the CRRMA on March 13, 2007. The City also committed to provide office space and certain administrative and other limited services, including service as the CRRMA's fiscal agent to the CRRMA (e.g. phone lines, computers, email service, and some accounting services). Included within the referenced administrative

duties, the City provides an employee of the City to serve as the CRRMA's Executive Director, whose compensation is paid for by the CRRMA.

The petition to form the CRRMA called for a board of directors of seven members, six to be appointed by the City, and the presiding officer to be appointed by the Governor of the State. The CRRMA held its first meeting in June of 2007. Since its creation, the CRRMA has developed and adopted numerous policies and procedures necessary to conduct its business, and has procured and retained the services of various consultants and professionals experienced in project finance, development, construction and operations. Policies adopted by the CRRMA that are of interest to RFQ responders can be found on its website (www.crrma.org) and include but are not limited to the agency's Bylaws and its Procurement, Conflict of Interest and Investment Policies.

CRRMA – Projects

As noted above, the CRRMA is authorized to develop transportation projects, as defined within applicable statutes and rules. The CRRMA has been involved in a number of various projects to date, having placed various roles in each project. Funding sources for CRRMA involvement in the various transportation projects has included revenue bond debt, State Infrastructure Bank loans, federal and TxDOT grants and local contributions from the City and Count of El Paso. By way of example, below is a non-exhaustive list of projects the CRRMA has been involved in to date:

- State Spur 601 (Inner Loop) – Issued \$233,355,00 in bonds to expedite the development of the Project; repayment source consists of biannual pass-through toll payments from TxDOT, which will continue through 2022 (estimated); construction is complete;
- Loop 375 at I-10 (Americas Interchange) – received \$96M in ARRA funds, received \$15M in Coordinated Border Infrastructure funds and borrowed \$30M from the State Infrastructure Bank (as a Build America Bond); repayment source consists of assigned Transportation Reinvestment Zone revenues from the City, which will continue through 2040 (estimated); construction is complete;
- Zaragoza Direct Connectors – borrowed \$20M from the State Infrastructure Bank; repayment source consists of assigned Transportation Reinvestment Zone revenues from the City, which will continue through 2042 (estimated); construction is complete;
- César Chávez Express Lanes – received \$9.9M in TxDOT grant funds for the procurement and construction of the toll collection system; CRRMA operates the managed lanes; construction is complete;
- Airway Interchange Aesthetics – received \$10M for planning, design and construction of aesthetic and pedestrian improvements on the I-10 corridor, including specifically, the Airway Interchange; construction is complete;
- El Paso Bike Share Program (Phase I) – received \$720,000 in federal, state and local funds to implement; CRRMA will operate upon commencement of service, scheduled for later 2015;

- 2013 Comprehensive Mobility Plan – issued \$72M in bond debt for the development of a slate of transportation projects; repayment source consists of assigned Vehicle Registration Fee revenues assigned from El Paso County;
- El Paso Streetcar Project – received \$96M in TxDOT grant funds for the procurement and construction of the project;
- Border West Expressway – received \$600M in TxDOT grant funds for the design and construction of the project; CRRMA will operate the toll collection system upon completion;
- Tornillo-Guadalupe Port of Entry – received funding from the County for the planning, design and installation of a toll collection system; CRRMA will operate the toll facility upon its opening, scheduled for later 2015;

The list of projects identified above are provided as a sampling of the types and sizes of projects the CRRMA is involved in, but is not intended to serve as an exhaustive list of transportation projects the CRRMA is or has been involved in to date.

CRRMA – Financial

Although the number of financial transactions per year is not significant, the amounts can be fairly large, as evidenced by the CRRMA’s prior financial reports. Many of the CRRMA’s project financings are complex and include innovative approaches to project completion, which will require discussions with CRRMA staff and consultants to ensure appropriate audit approaches are utilized. As noted, the City of El Paso acts as the Fiscal Agent to the CRRMA, managing the administrative aspects of the CRRMA’s accounting requirements. All financial transactions are routed through the City of El Paso, with the exception of certain debt issuances:

- (1) Pass Through Toll Transportation Revenue Bonds (State Spur 601), Series 2008 – Wells Fargo as Trustee;
- (2) State Infrastructure Bank Loan (Build America Bond) from 2010 for the Loop 375 at I-10 (Americas Interchange) Project – Wells Fargo as Paying Agent; and
- (3) Senior Lien Vehicle Registration Fee Revenue Bonds, Series 2014 – BNY Mellon as Trustee.

The CRRMA uses the Peña, Briones, McDaniel & Co. firm throughout the year to review the CRRMA’s books, to serve as a liaison to the City as the CRRMA’s Fiscal Agent and to review year end books in preparation of the required annual audit. The CRRMA also annually adopts an Investment Policy that tracks the policy of its Fiscal Agent and shares the fiscal year end of August 31 with its Fiscal Agent as well. The CRRMA has undergone seven (7) annual audits to date, each of which, along with the current Investment Policy and other important agency documents, may be found on the Documents and Policies Pages of the CRRMA website: www.crrma.org.

III. RFQ PROCESS DETAILS

The procurement process outlined herein is being pursued in accordance with the Professional Services Procurement Act of Texas, the CRRMA procurement policies and all other applicable rules and laws.

Any contact with members of the Board of Directors or any Evaluation Team members while this procurement is pending is strictly prohibited. Raymond L. Telles, Executive Director of the CRRMA, is the sole point of contact for this procurement. Violation of this prohibition is grounds for disqualification from the selection process.

The CRRMA shall not be liable for any expenses incurred in the preparation and presentation of the submittals by interested firms.

Questions arising from this RFQ must be submitted in writing to the CRRMA via email to the Executive Director of the CRRMA, Raymond L. Telles (tellesrl@crrma.org) by the date and time first noted on the cover page of this RFQ. Responses to all questions received will be posted on the Procurements Page of the CRRMA website: (www.crrma.org). The CRRMA reserves the right to decline to answer a submitted question or to contact the firm submitting a question, in order to clarify the question received. The CRRMA further reserves the right to modify, summarize, or otherwise alter the content to questions so as to protect the identity of the requestor and to provide responses that the CRRMA deems, in its sole discretion, to best inform interested parties of potentially relevant information. **Interested parties are responsible for monitoring the CRRMA website for updates or announcements concerning this procurement process.**

The timelines for this procurement process are noted on the cover page of this RFQ and are listed as local, El Paso times. Submittals must be delivered to the CRRMA by the date and time first identified on the cover page and as follows:

4 Hardcopies and 1 Electronic version (on CD) to:

Camino Real Regional Mobility Authority
300 N. Campbell, 2nd Floor
El Paso, Texas 79901
Attn: Raymond L. Telles
Executive Director

Submittals shall be evaluated by such evaluation committee(s) or board(s) as may be deemed necessary by the CRRMA. The CRRMA reserves the right to request additional information or clarifications from any proposers or to allow corrections of errors or omissions. At the discretion of the CRRMA, firms may also be requested to make oral presentations as part of this procurement process.

IV. SUBMITTAL FORMAT

All submittals must be responsive to the general format and guidelines outlined within this RFQ. A responsive submittal is one which follows the general guidelines of this RFQ, includes all documentation requested, is submitted following the general format outlined herein, displays sound justification for recommendations, is timely submitted and has the appropriate signatures as may be required. Failure to comply may result in the submittal being deemed non-responsive.

- A. Submittals must not exceed twenty (20) pages (8.5 x 11 inches with one-inch margins from all sides), type font size not less than 11-point and printed on one side. Submittals of information in response to this RFQ greater than the specified twenty (20) pages will only be reviewed and scored up to the first twenty (20) pages. The twenty (20) page limit shall be exclusive of professional résumés, cover sheets, fly leaves, brochures, table of contents, requested appendices and dividers, etc. However, these additional items should be limited and directly applicable to this RFQ. Additional material which you deem relevant must be submitted in the form of an attachment or appendix.
- B. Please provide a response to every question or request for information identified in Section V below in the order requested, or indicate why no response is given.
- C. Submittals should be provided by individual firms only; no submittal should be submitted on a joint basis. However, the CRRMA reserves the right to select and combine firms as it feels is appropriate to best meet its needs, subject to the approval of such firms.
- D. Identify the question or request for information being answered in the introduction to each response or use section headings from Section V below.
- E. Answer the question or request for information specifically and succinctly.

V. SUBMITTAL CONTENT

Provide an executive summary (no longer than two (2) pages in length) summarizing the key components of the Proposer's qualifications and responses to this RFQ. The Executive Summary will NOT be included in the twenty (20) page limit.

A. General Firm and Contact Information

- (1) Brief history and general description of the firm.
- (2) Name, address, telephone number, e-mail address, and title of the individual providing the submittal for the firm and to whom questions or requests for additional data should be directed.
- (3) Firm's corporate address.

B. Firm Experience and Qualifications

- (1) Firm's experience in providing professional auditing services to agencies or organizations similar in size and scope to the CRRMA.

- (2) Brief description of the firm's understanding of the services to be provided and the approach to be utilized to provide such services. Such description should include the firm's overall audit approach for the CRRMA, including the proposed use of any outside entities upon whose work will be relied upon to complete the requested auditing services; including the percentage, if any, of the use of any such outside entities. However, this narrative should also describe the firm's methodology and approach to solutions anticipated in order to perform the services requested.
- (3) Identify any significant auditing or other projects expected to be underway by your firm between August 31, 2015 and the due date for the CRRMA's financial report of January 31, 2016, including staff levels that have been committed to such projects, in sufficient detail to establish the firm's ability to provide any services arising from this RFQ.
- (4) Provide the level and types of insurance carried, including the deductible amount, to cover errors and omissions, improper judgments or negligence.
- (5) Disclose any issues that could present a real or perceived conflict of interest, as well as any pending investigation of the firm or enforcement or disciplinary actions taken within the past three (3) years by any regulatory bodies. See also Section V(F) below.
- (6) Disclose any prior or pending litigation, either civil or criminal, involving a governmental agency or which may affect the performances of the services to be rendered in which the firm, any of its employees or related entities, subconsultants or subcontractors is or has been involved in within the last three (3) years.
- (7) List three (3) references that the CRRMA would be allowed to contact related to the completion of a recent audit. For such references, please provide the agency name, location and a brief description of such auditing services. Further, please provide a contact name, with his or her title, address and telephone number for the CRRMA to speak with about such auditing services. The CRRMA reserves the right to independently contact other references.
- (8) Provide such additional information as may be useful in understanding the firm's working procedures, including quality assurance processes.

C. Personnel

- (1) Please provide an organizational chart identifying key project management and lead personnel for both the firm and any anticipated outside entities that will provide support, including position titles, relevant areas of project responsibility and identification of the individual proposed to be in charge of day-to-day management of the CRRMA's audit.
- (2) For the individuals identified above, please provide detailed information on the individuals' experience with auditing services in general, and agencies similar in size and scope to the CRRMA. Such information may be provided as appendices via résumés.

- (3) Please also note that in the event of a firm's selection, any subsequent changes to significant personnel identified per the provisions noted above must be provided in writing to the CRRMA for prior review and approval.

D. Fee Information

- (1) The selection of the highest qualified firm shall be made solely on the demonstrated competence and qualifications identified through an evaluation of the firm's response to this RFQ. However, this RFQ requires the submittal of fee information, in the event a firm is identified as the highest qualified.
- (2) In a separate, sealed envelope, provide a fee schedule for providing the services outlined in this RFQ for the original term and each of the four (4) option periods. This separate, sealed information will not be evaluated by the CRRMA in the selection of the highest qualified firm, but will be utilized in the event the firm is selected by the CRRMA.
- (3) Provide a description of the firm's cost control procedures.

E. Texas Presence and DBE Utilization

List all offices the firm has within the State of Texas, and specifically within the CRRMA region. Please state the number and type of personnel in each office. Also describe the firm's approach to promoting the use of disadvantage business enterprises in the provision of services to its clients.

F. Conflicts of Interest

Section V(B)(5) above requires the identification of any real or perceived conflicts of interest. In responding to this item, please insure to describe any current or potential relationship that could create a conflict of interest if your firm is selected. Disclose all compensation/fee arrangements formal or informal that the firm, its related entities, or any individual(s) listed in the response to Section V.C. currently has or has had within the past twelve (12) months with any employees of, or consultants to, the CRRMA, or any board member of the CRRMA or business in which a CRRMA board member is an officer, employee, or principal. Board member and employee information can be found on the Contacts Page of the CRRMA website: www.crrma.org. In addition to the foregoing, respondents are responsible for compliance with the Conflict of Interest Policies for Consultants adopted by the CRRMA, and disclosure statements must be included with the firm's submittal (but will not count against the overall page limit). CRRMA conflict of interest policies may be viewed at the Policies Page of the CRRMA website (www.crrma.org). The required disclosure form can be found as an attachment to the Conflict of Interest Policy for Consultants. **Proposers are ultimately responsible for monitoring the CRRMA website for any revisions to conflict of interest and other applicable policies.**

VI. SELECTION PROCESS

A. Evaluation Committee – Highest Qualified Firm(s)

An Evaluation Committee to the CRRMA will review the technical portions of submittals received in response to this RFQ using a point formula to score the submittals. The points awarded will be based on the criteria identified herein. Through such reviews, the Evaluation Committee shall identify the highest qualified firm(s) capable of performing the requested services on the basis of demonstrated competence and qualifications and shall make a recommendation to the CRRMA Board for selection of such highest qualified firm(s). The CRRMA Board will make the final decision with regard to the selected firm(s), if any.

B. Criteria for Selection and Weighting

The Evaluation Committee will first review the submittals to insure compliance with the various mandatory elements required by the RFQ. Submittals meeting the mandatory requirements shall be evaluated and scored for demonstrated competence and qualification. Criteria to be used in the evaluation of submittals and the weight assigned to each are:

(1) Mandatory Elements

The firm is licensed in Texas. The firm also adhered to the instructions found within this RFQ in preparing and submitting its response, including but not limited to complete responses to items requested in Section V above.

(2) Qualifications and Experience

The extent and depth of the proposing firm's experience, specific personnel identified for work and audit approach proposed, including evidence of a strong record of successful completion of past projects will be used to evaluate the demonstrated competence and qualification of the firms.

- General Overview of Firm (25%)
- Audit Experience of Firm (50%)
- Approach, Capacity and Capability of Firm (25%)

D. Negotiation and Execution of an Agreement

The firm(s) identified by the Board as the highest qualified based upon demonstrated competence and qualification will enter into price and contract negotiations with the CRRMA staff, based on the Fee Information provided by such firm. Upon negotiation of a reasonable fee and associated contract terms between the selected firm and CRRMA staff, a final recommendation will be made for execution of an agreement with the firm(s), which will be placed for action at the next available CRRMA

Board meeting. In the event a reasonable fee cannot be negotiated, the CRRMA Board may authorize CRRMA staff to begin negotiations with the next highest qualified firm. The final decision regarding the selection of any firm(s) and execution of any agreement(s) remains solely with the CRRMA Board.

E. CRRMA Rights to Reject or Modify

The CRRMA reserves the right to reject any or all submittals or parts of submittals, to negotiate modifications of submittals, to accept all or part of a submittal and to negotiate specific work elements with a responding firm, all in accordance with applicable statutes.

[END OF RFQ]