



# **CAMINO REAL REGIONAL MOBILITY AUTHORITY**

Request for Qualifications  
to provide  
Professional Auditing Services

RFQ Issue Date:	June 5, 2020
Questions Due:	June 19, 2020 – 5:00 PM
Responses Due:	June 26, 2020
Submittals Due:	July 10, 2020 – 5:00 PM
Selection Date:	August 2020

# 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, 2020, with options to provide similar auditing services up to the succeeding nine (9) fiscal years. 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 various forms of transportation: highways, rail facilities, certain roadways, ferries and airports, aerial tramways, pedestrian and bicycle paths, parking facilities, intermodal hubs, international crossings, and mass transit systems.

The City of El Paso, Texas (City) created the CRRMA via Council Resolution dated March 13, 2007. The CRRMA is governed by a Board of Directors, six of which are appointed by the El Paso City Council, with the Chair position being appointed by the Governor of the State of Texas. The City provides office space and certain administrative and other limited support (e.g. phone lines, computers, email service, and some accounting services). The City also serves as the CRRMA's Fiscal Agent. Included within the referenced administrative duties, the City provides two employees of

the City to serve as the CRRMA's Executive Director and Director of Finance, whose compensation is paid entirely by the CRRMA. As the City serves as the CRRMA's Fiscal Agent, most CRRMA financial transactions are routed through the City's accounting system. Visit the CRRMA's website ([www.crrma.org](http://www.crrma.org)) for more information.

#### CRRMA – Projects

As referenced above, the CRRMA is authorized to develop Transportation Projects, as defined within applicable statutes. The CRRMA has been involved in a number of projects to date, having played various types of roles in each project. Funding sources for CRRMA involvement in the various transportation projects has included pass through toll revenues, revenue bond debt, State Infrastructure Bank loans, federal and TxDOT grants, and local contributions from local government entities including the City (Transportation Reinvestment Zones) and County of El Paso (Vehicle Registration Fees).

#### CRRMA – Financial

Although the number of CRRMA financial transactions per year is not substantial, the amounts can be fairly large, as evidenced by the CRRMA's prior financial reports. Many of the CRRMA's projects are complex and include innovative approaches to project financing, which will require in depth 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. Most 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 and Subordinate Lien Vehicle Registration Fee Revenue Bonds, Series 2017 – BNY Mellon as Trustee.

The CRRMA uses the Peña, Briones, McDaniel & Co. firm throughout the year as a consultant on accounting issues. The CRRMA also regularly 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's FY 2019 audit, 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](http://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. Robert Studer, Director of Finance for 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 or presentation of the submittals by interested firms.

Questions arising from this RFQ must be submitted in writing to the CRRMA via email to the Director of Finance for the CRRMA, Robert Studer ([studer@crrma.org](mailto:studer@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](http://www.crrma.org)); provided, however, that 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:**

**1 Hardcopy and 1 Electronic version to:**  
Camino Real Regional Mobility Authority  
300 N. Campbell  
El Paso, Texas 79901  
Attn: Robert Studer

Submittals shall be evaluated by an 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. 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**

### 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.
- (4) Address of office(s) where personnel to service the CRRMA will be stationed.
- (5) Disclosure of any claims pending or past judgements entered against the firm or the proposed individuals to service the account since January 1, 2015.

### B. **Firm Experience and Qualifications**

- (1) Describe the depth and breadth of the Firm's experience in performing financial audits.
- (2) Describe your Firm's experience in providing professional auditing services to agencies or government organizations similar in size and scope to the CRRMA.
- (3) Describe your Firm's in-house technical capabilities.

- (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.H. below.

C. Personnel

- (1) Supply the name and office location of the individual who will serve as the primary account representative.
- (2) Provide resumes of the individuals who will work directly on the account on a day to day basis and their office locations. Please describe their ability to service the account.
- (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. Audit Approach

- (1) Describe your firm's approach to conducting the audit. Include in the description your proposed use of CRRMA staff, methodology for accomplishing the various audit requirements in a timely and efficient manner and any special techniques you may employ to facilitate the first year engagement.
- (2) Include the expected number of staff hours that you plan to devote to the audit and estimated time to complete the audit from the end of the CRRMA's fiscal year (August 31); noting that completion should occur prior to calendar year end.
- (3) Describe your firm's intended approach to learning about the unique nature of the CRRMA and its projects, partners, funding sources, and agreements.
- (4) Provide such additional information as may be useful in understanding the firm's working procedures, including quality assurance processes.
- (5) Provide a description of the firm's cost control procedures.

E. References

- (1) 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 the audit services provided. Further, please provide a contact name, 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.
- (2) For each governmental entity listed in subpart (1) immediately preceding, please describe the amount and nature of services performed for the entity.

Please describe any novel or unusual aspects of such audits that you believe may be of interest to the CRRMA in connection with the implementation of the financial audits being sought by this RFQ.

F. 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 nine (9) 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.

G. 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.

H. 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](http://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](http://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

Submittals shall be reviewed to insure compliance with the various mandatory elements required by the RFQ. Submittals meeting the mandatory requirements shall be evaluated and scored by the Evaluation Committee 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.

<b>Scoring Criteria</b>	
Qualifications and experience of the Firm including experience with, local governments, RMA’s or uniquely structured organizations	30
Qualifications and experience of the specific team members assigned to the account	30
Approach to performing the audit including number of auditors, number of hours, timeframe for completing the audit and presenting the final report to the Board	30
Ability to perform the audit based on references of current and former clients	10
<b>TOTAL</b>	<b>100</b>



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 a future 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]