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REQUEST FOR PROPOSALS

for

Accounting and Reporting Services

for the Del Norte Local Transportation Commission

Prepared for: Del Norte Local Transportation Commission
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900 Northcrest Drive, PMB 16
Crescent City, California 95531
(707) 465-3878
September 29, 2017

REQUEST FOR PROPOSALS (RFP) FOR ACCOUNTING AND REPORTING SERVICES

A. BACKGROUND

The Region The region served by the Del Norte Local Transportation Commission, the Regional Transportation Planning Agency (RTPA) for Del Norte County exists totally within the boundaries of Del Norte County. Del Norte County is California's northernmost coastal county, with a land area of approximately 1,070 square miles. The County is bounded by Curry County, Oregon, to the north, mountainous Siskiyou County to the east, Humboldt County to the south, and by the Pacific Ocean to the west. Regionally, Crescent City is located approximately 85 miles north of Eureka, Humboldt County, about 26 miles south of Brookings, Oregon and 83 miles west of Grants Pass, Oregon and Interstate 5. The principal north-south route through Del Norte County is US Highway 101, which provides access to coastal towns and cities to the north and south. Crescent City is located on US Highway 101. Del Norte County has two main routes providing access to inland communities: State Route, or SR 197/US Highway 199 to Hiouchi and Gasquet, and Route 169 to Klamath Glen. SR 197/US Highway 199 connects US Highway 101 to the Interstate 5 in Oregon.

The county's diverse geography includes inland mountain ranges of coniferous forests, low coastal mountain ranges with temperate forests and the Redwood State and National Parks, and rugged coastlines with gray sand beaches on the Pacific coast. In Crescent City and along the coastal fringe, there is minimal temperature fluctuation. Coastal daytime temperatures average 45-55 degrees during winter months. Temperatures increase to 55-65 degrees during mid summer and early fall months, with higher temperatures when coastal fog disperses. Inland, temperatures differences are more marked. Del Norte County/Crescent City area's annual rainfall generally ranges between 70 - 80 inches, with the heaviest rainfall occurring from November through March.

Population The California Department of Finance estimated the Del Norte County population at 25,372 as of 2011. This includes a population of 17,860 within the unincorporated area of the County and 7,512 within the City of Crescent City. Caltrans data forecasts a County population of 35,408 in 2030.

Organization and Management The Del Norte Local Transportation Commission (DNLTC) is the Regional Transportation Planning Agency (RTPA) for the Del Norte County region. The DNLTC consists of six members—three members representing the Del Norte County Board of Supervisors and three members representing the City of Crescent City. With the addition of a representative of the Caltrans District 1 Director, the DNLTC Board becomes the Policy Advisory. A Technical Advisory Committee (TAC) advises the DNLTC on various transportation matters. The TAC is comprised of two representatives from the Planning and Public Works staff of the City and the County, and one representative from the Harbor District, Yurok Tribe, California Highway Patrol, Redwood Coast Transit Authority, and Caltrans.

B. SCOPE OF SERVICES

The Del Norte Local Transportation Commission is soliciting proposals from qualified consultants to assist the Commission in meeting its obligations to the State per the most recent Regional Planning Handbook prepared by the Office of Regional and Interagency Planning and posted on the ORIP website:

http://www.dot.ca.gov/hq/tpp/offices/orip/owp/index_files/RPH_Final_May-2015.pdf

Information regarding the financial activities of Del Norte Local Transportation Commission is available in the audit reports posted on the DNLTC website:

<http://www.dnltc.org/plansandreports.html>.

POLICIES AND PROCEDURES

In contract year 1, review and refine policies and procedures in partnership with the DNLTC finance committee and present any recommended changes to policies and procedures to the Commission.

ACCOUNTING AND REPORTING

Del Norte Local Transportation Commission is obligated to provide budgeting (Overall Work Program), income and expense information to the accounting firm. It is obligated to verify and approve expenditures of any and all Del Norte Local Transportation Commission funds. DNLTC is responsible for approving all invoices for payment, coding dollar amounts to the correct expense category and signing checks. Only DNLTC will have signature or withdrawal authority.

The following services will be performed from information provided by DNLTC:

A. General Accounting:

1. Post cash receipts and cash disbursements
2. Reconcile bank accounts
3. Generate a general ledger
4. Generate a trial balance

B. Bill Payments:

1. Verify all vouchers have been approved by DNLTC chair or executive director.
2. Issue disbursement checks monthly
3. Provide Transaction Detail Report
4. Provide a copy of the check register from QuickBooks or other accounting software

C. Financial Reports:

1. Quarterly Balance Sheet
2. Quarterly Statement of Revenue and Expenditures and Change in Fund Balance
3. Quarterly Statement of Revenue and Expenditures – Budget to Actual
4. Annual report to California State Controller's Office (SCO)
5. Additional assistance and reporting as requested for the annual audit financial and triennial Transportation Development Act compliance audit.

C. PROPOSAL SUBMITTAL REQUIREMENTS

Company Overview

1. Firm name and business address including phone number, email address and web site.
2. Type of ownership and parent company if applicable.
3. The name of the proposed project manager for this project.

Key Personnel and Job Planning

4. Resumé of key personnel to be assigned to the project. Include length of service with the firm, professional education and years of experience.
5. If any part of the project cannot or is not planned to be performed in-house, describe the portion that would be subcontracted along with a profile of said subcontractor.
6. If you have multiple company offices, please identify the location where the majority of the work will be performed.

Relevant Experience and Capabilities

7. Please provide a list of three (3) relevant projects, including year completed, project duration, cost, and client contact information.

Statement of Interest and Methodology

8. A narrative describing the firm's interest, unique abilities, and value added benefits your firm is able to bring to this project. Please include a section that describes how your firm will communicate with staff and commissioners and how deliverables will be provided such as checks that need to be reviewed and signed prior to mailing. (Please limit to three pages.)

Cost Proposal

10. Service time: Please provide hourly rates for key staff including an annual not-to-exceed total. Materials: Please provide an annual estimate on materials, if any. Proposal value of the cost proposal is a significant area of the selection criteria as is mandated by funding sources.

Schedule of Services

11. The project schedule must be clearly stated and must meet the Del Norte Local Transportation Commission reporting requirement deadlines per the Regional Planning Handbook. This is a three-year contract with a possible extension of one additional year.

D. PROPOSAL EVALUATION

The Technical Advisory Committee will evaluate those proposals that meet the stated requirements and will make a recommendation to the Del Norte Local Transportation Commission. Evaluation will be based on regional knowledge, responsiveness and comprehensiveness of the RFP response, qualifications of individuals or firm, experience/performance, proposal contents/methodology, and cost. Proposals will be evaluated based on the following point values:

Comprehensiveness of application:	15 points
Qualifications of Individual or Firm:	30 points
Interest/Methodology:	20 points
Value	25 points
Schedule	10 points
 Total Available Points:	 100 points

E. INSTRUCTION FOR SUBMITTING A PROPOSAL

All proposals must include the following:

1. Proposals including attachments must not exceed 10 pages;
2. Six identical unbound copies of proposal;
3. Electronic copy of proposal in unlocked .PDF format.

The schedule of activities related to this contract is as follows:

September 29, 2017	RFP Issued
October 13, 2017	Final questions due
October 16, 2017	Summary of questions and responses available upon request
<u>October 26, 2017</u>	<u>Responses due to DNLTC</u>
April 10, 2014	Anticipated Contract Award
January 1, 2018	Anticipated Contract Effective Date
December 30, 2020	Renewable for one additional year through December 30 2021 if agreed upon by all parties.

All proposals must be delivered to the address below no later than 5 p.m. on October 26, 2017

Please direct all questions and deliver proposals to:

Tamera Leighton, Executive Director
 Del Norte Local Transportation Commission
 900 Northcrest Drive, PMB #16
 Crescent City, California 95531

Desk: (707) 465-3878
 E-mail: Tamera@DNLTC.org

F. TERMS AND CONDITIONS

The Del Norte Local Transportation Commission (DNLTC) is not obligated to accept any of the proposals submitted or to enter into an agreement with any of the proposers. At its discretion, the DNLTC may elect to award all or any portion of the project scope of services as defined in the RFP. DNLTC reserves the right to reject any or all responses, to waive any technical requirement, and to select the firm that, in the DNLTC's judgment, best meets the requirements of this project and the needs of the DNLTC.

G. STANDARD CONSULTING AGREEMENT

The selected firm shall be retained under the RTPAs standard professional services agreement. A sample of this agreement is available upon request. The contract shall provide payment for work performed up to a not-to-exceed amount. The final Scope of Services and Schedule (Exhibit A to the Standard Consulting Agreement) will be negotiated by the Consultant and the Del Norte Local Transportation Commission.