



BAY AREA  
AIR QUALITY  
MANAGEMENT  
DISTRICT

# RFP #2014-011 Financial & TFCA Audits *Webinar*

*November 20, 2014*

- Karen Schkolnick, Air Quality Program Manager
- Stephanie Osaze, Finance Manager

Bay Area Air Quality Management District



# Presentation Overview

- **Bay Area Air Quality Management District (BAAQMD)**
- **Scope of Work**
- **Request for Proposals (RFP):**
  - Summary of Projects #1-3
  - Evaluation Criteria
  - Schedule
  - Submittal
- **Q&A**



# Bay Area Air Quality Management District (BAAQMD)

- **Established in 1955**
- **7 million population**  
(~ 5.7 million vehicles)
- **9 Counties**
- **5,340 square miles**
- **Mission:** To protect and improve public health, air quality, and the global climate





- **Project #1: Financial Audit**
  - Audit BAAQMD financial statements for FY 2014-15 (General Fund and Special Revenue Fund)
- **Project #2: TFCA**
  - Conduct Financial Statement Audits of TFCA projects and programs closed in FY 2013-14
- **Project #3: Carbon Offset Fund**
  - Assist BAAQMD in obtaining evidence that Carbon Offset Fund projects were completed in accordance with funding agreement requirements (project review)



# Project #1 – Financial Audit for FY 2014-15

## Project Details

- **Perform financial and compliance audit in accordance with GAAP** and selected auditor may be asked to assist with the implementation of new GASB pronouncements (GASB 68)
- **Communicate any significant deficiencies** found during audit in the required reports
- **Make an immediate report of all irregularities** and illegal acts or indications of illegal acts
- **Meet weekly** during the field work process with Finance Manager, who will coordinate the audit process
- **Consult occasionally throughout the year** as an information resource

Note: For additional requirements, please review the RFP



# Project #1 – Financial Audit for FY 2014-15

Project Deliverables

- **Preliminary draft audit reports** on basic financial statements, Single Audit, and Management Letter due by November 20, 2015
- **Final Audit reports** on the basic financial statements, the Single Audit, and the Management Letter due by January 7, 2016
  - Budget & Finance Committee on January 28, 2016



# Project #2 – TFCA Audit for Projects & Programs Closed in FY 2013-14

Project Details

- Bi-weekly meetings during field work process and consulted occasionally throughout the year as an information resource
- **Prepare Individual Project Audit Reports (one for each (Project Sponsor) and [Summary Audit Report](#) (pg. 61)**
- Attend Committee and Board Meetings when reports are presented
- Prepare Financial Statement Audits in accordance with GAAP standards and test for financial compliance with program requirements

Note: For additional requirements, please review the RFP



# Project #2 – TFCA Audit for Projects & Programs Closed in FY 2013-14

Project Deliverables

- **TFCA Regional Fund**
  - ~15 project sponsors of ~30 projects
  - Project sponsors generally located within the nine-county Bay Area, except for one (Portland, OR)
- **TFCA County Program Manager Fund (CPM)**
  - Nine project sponsors, all within the nine-county Bay Area
  - ~150 CPM projects





# Project #2 – TFCA Audit for Projects & Programs Closed in FY 2013-14

## Project Examples

### REGIONAL FUND PROJECTS:

Project Number	Project Sponsor	Project Title	City	Award Amount
N/A	Alta Bikeshare	Bay Area Bikeshare Program	Portland, OR	\$5,351,372
11R16	City of Alameda	Estuary Crossing Bicycle/College Shuttle	Alameda	\$114,380
07R65	City of Burlingame	Bayshore Highway Corridor Interconnect	Burlingame	\$147,900
09R24	UC Davis Fleet	(1) CNG Bus	Davis	\$41,350
06R07	City of El Cerrito	San Pablo Avenue Transit, Streetscape, Bicycle and Pedestrian Access Improvements	El Cerrito	\$172,441
03R24	City of Oakland	Coliseum Transit Hub Streetscape Improvements	Oakland	\$303,188
12R18	City of Oakland	Oakland "B" Shuttle	Oakland	\$177,302
09R39	County of Alameda	(40) Electric Vehicle Charging Spots	Oakland	\$84,760
11R05	Metropolitan Transportation Commission	511 Rideshare Program	Oakland	\$1,000,000
12R07	City of Redwood City	Midpoint Caltrain Shuttle	Redwood City	\$20,000
11R12	City of Richmond	Transmetro (Richmond Circular & Marina Bay Shuttles)	Richmond	\$313,036
12R14	Peninsula Corridor Joint Powers Board	Caltrain Shuttles	San Carlos	\$1,000,000
14R01	Bay Area Air Quality Management District	Administration	San Francisco	\$1,187,250



# Project #2 – TFCA Audit for Projects & Programs Closed in FY 2013-14 Project Examples

## COUNTY PROGRAM MANAGER PROJECTS:

County Program Manager	Project Number	Sponsor	Project Title
Alameda County Congestion Management Agency	07ALA06	BART	Bart Electronic Bicycle Locker Program - Phase 2
	08ALA02	BART	Castro Valley BART Station Bicycle Lockers
	08ALA03	City of Berkeley	Berkeley 9th Street Bicycle Blvd.
	08ALA05	City of Oakland/ACCMA	San Pablo Ave. TSP, Transit Improvement
	09ALA02	County of Alameda	Fairmont Campus to BART Shuttle Bus Service
	09ALA04	City of Berkeley	Berkeley Citywide Bicycle Parking
	09ALA05	City of Fremont	South Fremont Arterial Management
	09ALA08	Alameda County CMA	Guaranteed Ride Home Program
	09ALA10	Alameda County CMA	Bike to Work Day Marketing and Survey
	10ALA00	Alameda County CMA	Program Administration
	10ALA01	Alameda County	Fairmont Campus Shuttle to BART
	10ALA03	City of Fremont	Signal Retiming: Paseo Padre Parkway and Auto Mall Parkway
	10ALA05	City of Oakland, Economic Development	Oakland Broadway Shuttle
	10ALA06	City of Oakland, Transportation Services Division	Webster/Franklin Bikeway Project
10ALA07	City of Pleasanton	Pleasanton trip Reduction Program	



# Project #3 – Review of Carbon Offset Fund Projects

## Project Details

- **Conduct site visits: fiscal review and visual equipment verification (site visit)**
- **Meet bi-weekly** during field work process
- **Itemize any other areas of concern** with respect to the contractual, legal, and administrative, or financial aspects of the grantee's implementation of the project
- **Prepare individual project assessment reports (one for each (Project Sponsor) and Program Summary Report**

Note: For additional requirements, please review the RFP



# Project #3 – Review of Carbon Offset Fund Projects

Project Deliverables

- **Provide a Summary Report** on a determination of the propriety of the expenditures incurred
- **Submit individual project assessment reports** (one for each of the project sponsors)
  - ~Nine project sponsors
  - ~ 46 project components
  - Project sites all located in Contra Costa County (Rodeo, Crockett, Hercules, Pinole, and areas between these locations)



# Project #3 – Review of Carbon Offset Fund Projects

## Project Examples

Project Sponsor	City	Project Number	Building	Component Number	Project Component	Award Amount
The City of Pinole	Pinole	09GHG03	City Hall	09GHG03.2	Replace boilers	\$37,120
				09GHG03.3	Solar panels	\$162,308
				09GHG03.4	HVAC controls	\$79,236
		09GHG04	Swim Center	09GHG04.1	Pool Pump	\$15,270
				09GHG04.2	Install pool heater	\$41,248
				09GHG04.3	Solar panels	\$207,423
		09GHG05	Youth Center	09GHG05.1	Install fluorescent light fixtures	\$1,176
				09GHG05.2	Solar panels	\$110,768
		09GHG07	Senior Center	09GHG07.1	Vending Miser	\$89
				09GHG07.2	Install fluorescent light fixtures	\$1,742
09GHG07.3	Install high-efficiency water heater			\$12,309		
09GHG07.4	Solar panels			\$159,911		
Contra Costa County	Martinez	09GHG08	Employment & Human Services	09GHG08.1	Install Fluorescent light fixtures	\$43,993
				09GHG08.2	Solar Panels	\$1,155,074
	Martinez	09GHG09	Rodeo Senior Citizen Club	09GHG09.1	Install fluorescent light fixtures	\$3,993
Crockett-Carquinez Fire Protection District	Martinez	09GHG10	Station 78	09GHG10.1	Replace food service equipment	\$70
				09GHG10.2	Install fluorescent light fixtures	\$1,894
				09GHG10.3	Install high efficiency water heater	\$2,186
				09GHG10.4	Replace food service equipment	\$445
				09GHG10.5	Replace boilers	\$16,784
				09GHG10.6	Solar panels	\$102,105



# RFP

## Evaluation Criteria

<b>Expertise</b>	Technical expertise, size and structure of the firm and personnel assigned to RFP tasks; firm's ability to perform and complete the work in a professional and timely manner.	<b>25%</b>
<b>Skill</b>	Past experience of the firm and, in particular, experience of the team working on projects of similar scope for other governmental agencies.	<b>15%</b>
<b>Approach</b>	Responsiveness of the proposal, based upon a clear understanding of the work to be performed	<b>25%</b>
<b>Cost</b>	Cost	<b>25%</b>
<b>Firm's Specialty Focus Area</b>	References of the firm, local business/Green Business	<b>10%</b>
		<b>Total 100%</b>



# RFP

## Schedule of Contract Award

October 20, 2014	RFP Released
October 30, 2014	Pre-bidders Conference
<b>October 30, 2014</b>	<b>Questions Due Date</b>
<b>November 6, 2014</b>	<b>Answers Provided via Website</b>
<b>November 20, 2014</b>	<b>Webinar</b>
<b>December 4, 2014</b>	<b>Proposal Submission Due Date</b>
January 14, 2015 (tentative)	Selection of Finalist
January 21, 2015 (tentative)	Contract Submission for Board Consideration
February 1, 2015 (tentative)	Commencement of Contract



1. Independence
2. License to practice in California
3. Firm Qualifications and Experience
4. Partner, Supervisory and Staff Qualifications and Experience
5. Specific Audit Approach
6. Identification of Anticipated Potential Audit Problems
7. Total All-Inclusive Maximum Price
8. Rates by partner, specialist, supervisory and staff level times hours anticipated for each
9. Ownership of District-Related Documents
10. Acceptance of Proposal Contents
11. Acceptance or rejection and negotiation of proposals
12. Cost proposal





*Proposal Due Date:*

**4:30 PM on Thursday, December 4, 2014**

*Submit an electronic (PDF) copy to:*

**Tina Landis, Administrative Analyst**

Bay Area Air Quality Management District

939 Ellis Street; San Francisco, CA 94109

**Email Address: [tlandis@baaqmd.gov](mailto:tlandis@baaqmd.gov)**



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***For a complete listing of requirements, see RFP # 2014-011:***  
<http://www.baaqmd.gov/Divisions/Administration/RFP-RFQ/Open-RFP-RFQ.aspx>