

# PLUMAS COUNTY TRANSPORTATION COMMISSION

1834 East Main Street • Quincy, CA 95971 • (530) 283-6268 • Fax (530) 283-6323  
*Jim Graham, Executive Director*      [jimgraham@countyofplumas.com](mailto:jimgraham@countyofplumas.com)

## **REQUEST FOR STATEMENT OF QUALIFICATIONS**

### **AUDIT OF THE FINANCIAL STATEMENTS OF THE PLUMAS COUNTY TRANSPORTATION COMMISSION AND THE PLUMAS TRANSIT OPERATIONS FOR FISCAL YEARS 2020/21 – 2022/23**

#### **OVERVIEW**

The Plumas County Transportation Commission will accept Statements of Qualifications (SOQs) from qualified firms to perform an audit of the basic financial statements of the Plumas County Transportation Commission and the Plumas Transit Operators. The term of the contract will be for three (3) years. Qualified firms shall have experience in understanding the internal control over financial reporting and compliance sufficient to express an opinion on the internal control over financial reporting and on compliance and other matters based on an audit of financial statements performed with Government Auditing Standards.

Essential services include (but are not limited to):

Auditing and rendering an opinion on our conformity with generally accepted accounting principles and the applicable fiscal audit requirements of the Transportation Development Act, Article 3, Sections 99245 and 99245.2.

Transmit the required number of copies of the report to the County and State Controller's office.

The SOQ should be titled, "Audit of the Financial Statements of the Plumas County Transportation Commission and "Plumas County Transit Systems" for fiscal years 2020/21 through 22/23." The SOQ shall include a scope of work as described below.

The entire "Request for Statement of Qualifications," including instructions for submittal, is available during normal business hours from the Plumas County Transportation Commission, 1834 East Main Street, Quincy, CA 95971; Telephone: (530) 283-6268; E-Mail: [jimgraham@countyofplumas.com](mailto:jimgraham@countyofplumas.com).

The entire "Request for Statement of Qualifications" is also available via internet at the Department's web page, accessible via the Plumas County internet home page at: <http://www.countyofplumas.com/bids.aspx>

## **MANAGEMENT FOR THIS REQUEST FOR SOQs**

The primary point of contact for firms interested in submitting a submittal for this Request for Statement of Qualifications is Jim Graham, Executive Director of the Plumas County Transportation Commission. You may email him at [jimgraham@countyofplumas.com](mailto:jimgraham@countyofplumas.com) for any questions about this Request for Statement of Qualifications.

During the course of this process involving the request for SOQs and the resulting consulting selection process, the decision(s) of the Executive Director shall be final, except for the decision of contract award, in which the decision of the Transportation Commission shall be final.

## **ANTICIPATED CONSULTANT SELECTION SCHEDULE**

The evaluation of submittals and subsequent negotiation is expected to proceed under the schedule shown below:

RFQ is available for Public Distribution	Monday June 21, 2021
Final Date for Inquiries to the Transportation Department for Written Clarification of Request for RFQs	Friday, July 9, 2021 at 4:00 PM
Responses to Request for RFQs are due To 1834 E. Main Street no later than 3:00 pm	Friday, July 23, 2021 at 3:00 PM
Ranking of submittals by the Consultant Selection Team	Friday, July 30, 2021
Contract Negotiations Between staff and top ranked submittal(s), as necessary	Monday, August 2, 2021 thru Friday, August 6, 2021
Draft Agreement between Consultant and County is acceptable to Executive Director	Friday, August 6, 2021
Draft Agreement approved as to form by County Counsel	Monday, August 23, 2021
Final Agreement considered by the Transportation Commission	Monday, September 20, 2021

## **STATEMENT OF QUALIFICATIONS (SOQ) REQUIREMENTS**

1. A brief description of the consulting firm, organization structure, location of principal offices, number of professional personnel, and other pertinent information, including the names of all staff members who will work on the audit. The name and relevant experience of the principal or project manager in the firm who will have direct and continued responsibility over employees assigned to County projects.
2. The names of any outside consultants and/or sub-consultants and the individuals to be utilized, include a brief description of their role on assigned projects.
3. Resumes of all prime and sub-consultant personnel that will work on the project. Individual resumes shall be limited to no longer than one side of one page and shall detail recent relevant experience.

4. Examples of each consultant's recent relevant experience with client references.
5. An authorized official of the consultant firm shall sign the proposal.
6. The proposals shall be valid for a minimum of ninety (90) days.
7. The submitted proposal shall contain no more than 10 pages (excluding the cover and section dividers.)

### **GENERAL INFORMATION**

1. The Plumas County Transportation Commission reserves the right to reject any and all submittals.
2. The consultant shall provide the Plumas County Transportation Commission with any exceptions or additions.
3. The terms and the scope of the contract will be arrived at on the basis of professional negotiations between the Plumas County Transportation Commission and the prospective consultant as required in the Plumas County Purchasing Policy.
4. The submitted proposal and this RFQ shall jointly become part of the "Consultant Services Agreement" for this work when said agreement is fully executed by the consultant and the Plumas County Transportation Commission.
5. The consultant will maintain required professional licenses, certifications and registrations as applicable during the life of the contract with the Plumas County Transportation Commission.
6. The consultant acknowledges that its compensation for any given work task may originate from state and/or federal sources. The consultant agrees to comply with all applicable terms of state and federal laws and regulations related to such funds, as well as all applicable grant funding conditions. The consultant agrees to execute any additional documentation, including amendments to the Consultant Services Agreement that may be required to comply with such state and federal laws and regulations or grant funding conditions.

### **STATEMENT OF QUALIFICATIONS CONTENT**

The SOQ should include the following as a minimum:

1. **Approach to Work:** Describe proposed work tasks in sufficient detail to present the proposed method of approach to be used.
2. **Project Team:** List of personnel directly assigned to the project, along with responsibilities on this project and resumes. Include an organizational chart of personnel involved in the project. The Plumas County Transportation Commission reserves the right to approve consultant's major personnel changes during the course of the project. Use of a sub-consultant is acceptable.
3. **Specialized Experience and Qualifications:** Indicate experience gained from recent work similar to the proposed scope of work. A list of current and past work on similar projects, staff who worked on such projects and corresponding clients' names, titles, and telephone numbers is to be included. Describe the qualifications

and availability of other professional, technical, and administrative resources that will be used to perform the work.

## **SUBMITTAL**

SOQ's submitted for the requested professional services described above should meet the following criteria to be considered for this project:

Submit seven (7) duplicate copies of the SOQ, including any attachments and enclosures, and one (1) digital copy of the SOQ, including any attachments and enclosures, in a sealed envelope to Plumas County Transportation Commission, 1834 E. Main Street, Quincy, CA 95971, no later than Friday, July 23, 2021 at 3:00 PM.

Receipt of a SOQ at a later date and time is not acceptable. Submittals by fax or e-mail are not acceptable.

The proposal should be submitted in a sealed envelope, clearly marked with the consultant's name and address. The phrase, "**STATEMENT OF QUALIFICATIONS FOR AUDITING SERVICES**" should be marked on the sealed envelope.

An officer of the firm or a designated agent empowered to bind the firm in a contract must sign the submitted SOQ and any clarifications thereto.

**Please note:** The successful consultant will be expected to fully meet all representations made in its proposal including demonstration of project understanding, work plan, project schedule and its project team.

**Acceptance of SOQ:** The County reserves the right to reject any and all submittals and to waive any informality, technical defect or clerical error in any submittal. This request for Statement of Qualifications is not an offer to contract. The accepted submittal will become part of the contract agreement for furnishing the services.

**Oral Communications:** Any oral communication between County staff and the consultant is not binding, nor will it modify the Request for Qualifications (RFQ) in any way.

**Amendments:** If deemed necessary by the Executive Director of the Transportation Commission, the Commission may amend the Request for Qualifications (RFQ) in writing. Notice of any addendum will be mailed to all consultants requesting a complete RFQ from the Transportation Commission. Any such amendments will also be posted immediately to the following web page: <http://www.countyofplumas.com/bids.aspx>.

**Submittal:** The cost of developing the SOQ and its attachments or enclosures, is the sole responsibility of the consultant. The County is not liable for any costs incurred by those responding to the RFQ by submitting a SOQ. A submittal by fax or e-mail is not acceptable.

**Basis for SOQ:** This Request for Qualifications and any amendments thereto represent the most definitive statement the County will make concerning information upon which SOQ's are to be based. The consultant will be assumed to have thoroughly examined these documents. Any binding clarification to these documents shall be requested in writing by the consultant by the date required in the project schedule. Written interpretations or amendments to the RFQ made by the Executive Director will be furnished to all consultants requesting receipt of the RFQ from the Transportation Commission.

**Confidentiality:** The successful consultant must agree that no information developed or gathered as part of this project will be released to any party without prior written approval of the Transportation Commission.



Jim Graham, Executive Director  
Plumas County Transportation Commission  
Plumas County, California