

REQUEST FOR QUALIFICATIONS

Triennial Performance Audits

of

MENDOCINO COUNCIL OF GOVERNMENTS

and

MENDOCINO TRANSIT AUTHORITY



Issued by

Mendocino Council of Governments

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I. INTRODUCTION

A. Statutory Requirement

The Mendocino Council of Governments (MCOG), designated as the Regional Transportation Planning Agency for the Mendocino countywide region, is soliciting proposals to conduct performance audits of MCOG and of the one transit operator under MCOG's jurisdiction, Mendocino Transit Authority (MTA). MCOG is statutorily required by Section 99246 of the California Public Utilities Code to designate entities other than itself or an operator to make a performance audit of its activities and the activities of each operator to whom it allocates funds.

The intent of this RFQ is to procure performance audits for the three fiscal years 2021/22 through 2023/24, i.e. the period ended June 30, 2024.

The audits are to be conducted during FY 2024/25 and must be conducted in compliance with relevant sections of the Transportation Development Act. MCOG further expects that the performance audits will be conducted consistent with the most recent edition of the "Performance Audit Guidebook for Transit Operators and Regional Transportation Planning Entities" issued by the California Department of Transportation.

B. Regional Transportation Planning Agency

Mendocino Council of Governments (MCOG) was formed as a joint powers agreement in 1972, as mandated by state law, the Transportation Development Act (TDA). Board membership consists of two county supervisors, a countywide public appointee, and one council member from each of the four incorporated cities. A representative of Caltrans serves on the Policy Advisory Committee with the seven directors. Acting as the Regional Transportation Planning Agency, MCOG disburses local, state and federal funds for transportation and provides regional planning. Occasionally the Council serves as a regional forum. The Council also serves as the Service Authority for Freeway Emergencies (SAFE) of Mendocino County, administering the call box program. Mendocino County is located about 100 miles north of San Francisco, on the US-101 highway corridor, part of the North Coast. The area is designated as "rural" with a countywide population of approximately 89,000.

Standing Committees are:

- Policy Advisory Committee
- Executive Committee
- Technical Advisory Committee (TAC)
- Transit Productivity Committee (TPC)
- Social Services Transportation Advisory Council (SSTAC)

Roles and responsibilities include:

- Administration of TDA
- Transportation Planning
- Disbursement of Special Revenue and Fiduciary Funds to Claimants
- STIP Planning, Programming & Monitoring (State/Regional Transportation Improvement Program)
- Management of State and Federal Grants

- Interagency Relations (Caltrans, CTC, Tribes, others)
- Local Agency Support (County & Cities)
- Service Authority for Freeway Emergencies (SAFE) Call Box Program

All staffing is contracted out. Dow & Associates provides staff for Administrative and Fiscal Services. Davey-Bates Consulting (DBC) provides Planning Services.

Further information is available at www.mendocinocog.org.

C. Transit Operator

Mendocino Transit Authority (MTA) is the sole public transit operator and is the designated Consolidated Transportation Service Agency (CTSA). MTA subcontracts with local senior centers for additional paratransit services. Further information about MTA and a description of services can be found at MTA's website: <http://mendocinotransit.org>.

II. AUDIT COMPONENTS

The audit requires two separate components, presented in two separate reports:

- A. A performance audit of MCOG, for the three-year period ending June 30, 2024.
- B. A performance audit of MTA, for the three-year period ending June 30, 2024.

III. SCOPE OF WORK

A. RTPA Performance Audit Tasks

The following tasks are required for the audit of MCOG.

- Determine Compliance with Legal and Regulatory Requirements
- Review Status of Prior Performance Audit Recommendations
- Review RTPA Functions

B. Operator Performance Audit Tasks

The following tasks are required for the audit of MTA.

- Determine Compliance with Statutory and Regulatory Requirements
- Review Status of Prior Performance Audit Recommendations
- Verify Performance Indicators - *including comparison to MCOG's adopted standards and MTA's most recent Short Range Transit Development Plan*
- Review Operator Functions

C. Deliverables

Consultant shall be responsible for the following deliverables.

- A kickoff meeting with MCOG and MTA staffs to start the audit work.

- A digital PDF copy of each of two separate draft written reports (MCOG and MTA), provided to MCOG’s Deputy Director (refer to Contact Person, Page 4) for review and comment prior to finalization. The due date is no later than April 15, 2025, unless an alternate date is mutually agreed.
- After MCOG and MTA have had an opportunity to review and comment on the drafts, five (5) bound print copies and one digital PDF copy for each audit, of two separate final written reports, delivered to MCOG’s Deputy Director (Page 4). The due date is no later than May 15, 2025, unless an alternate date is mutually agreed.
- An oral presentation of the final report to MCOG’s governing board may be requested, by Monday, June 2, 2025, in person or by remote access teleconference. Each agency’s audit report, MCOG’s and MTA’s, shall be presented separately.

D. Budget and Contract

Selection will be based on professional qualifications and experience, rather than on price. Since the source of funds is local, not state or federal, the following disclosure is made. The total budget allocated for the performance audits of both MCOG and MTA is **\$22,500**. The contract terms shall specify all items that will be charged to the project, including: hourly rates for principal(s) and staff to be assigned; their job classifications; fully weighted rates; and any direct costs. The contract will not exceed \$22,500. If subcontractors are to be used, the itemizing of subcontract costs shall follow the same format as for the prime contractor.

IV. STATEMENT OF QUALIFICATIONS CONTENT

Submittal should include the following elements.

A. Letter of Interest

The letter should include the name, title, address, phone number, email address, and original signature of an individual with authority to negotiate on behalf of and to contractually bind the proposer, and who may be contacted during the period of evaluation.

B. Statement of Qualifications

The statement must include the following:

- Qualifications and experience of each professional who will participate in the project, including a resume for each member of the project team
- Designation of a project manager
- How team members will be delegated to the project
- If subcontractors are to be used, a description of each person or firm, their qualifications and experience, and the work to be delegated to them.

C. Project Proposal

A scope of work with proposed schedule of budget, milestones and delivery dates is encouraged to assist the review panel with its recommendation of a contractor.

D. Consultant References

The submittal should list previous relevant projects conducted by the consultant, including at least two or three performance audits, with contact information, approximate dates of the work, and staff who performed it. One or two examples of the consultant's work may be provided if desired. If a subcontractor is proposed, two or three references for similar projects should be provided.

V. STATEMENT SUBMITTAL and CONTACT PERSON

Proposals must be received no later than **5:00 p.m. on October 15, 2024** and will be accepted by e-mail, mail or hand delivery. Electronic copies are acceptable in PDF format. Optional print copies will be accepted by mail delivery (USPS, FedEx, UPS, etc.). This RFQ does not require a cost proposal to be separated. Late proposals will be returned unopened. Proposals should be addressed to the attention of the following contact person.

Written questions regarding this Request for Qualifications will be received by e-mail. Questions should include the individual's name, the name of the firm, address, email, and telephone number. Please direct questions to the project coordinator:

Janet Orth, Deputy Director & CFO
Mendocino Council of Governments
525 South Main St., Suite B
Ukiah, CA 95482

e-mail: orthj@dow-associates.com
www.mendocinocog.org

Answers will be posted on MCOG's website by the date listed in Section VII.

VI. STATEMENT EVALUATION and SELECTION

A. Qualifications Review

A review panel consisting of representatives of MCOG and MTA staffs will evaluate the submittals and determine whether oral interviews will be needed. On conclusion of the panel's review or interviews, a recommendation will be made to MCOG's governing board, who will make the final selection of a contractor. MCOG reserves the right to select a consultant based solely on written proposals.

B. Evaluation Criteria

Qualifications will be evaluated based on the following criteria (up to 20 points each):

- Knowledge of Transportation Development Act (TDA) and RTPAs
- Experience of firm with TDA performance audits
- Experience of firm's assigned individual or team with TDA performance audits
- Overall quality of statement of qualifications and approach to scope of work
- Ability to provide deliverables within MCOG's timeline and budget.

C. Contract Award

A contract will be negotiated with the individual or firm determined in the evaluation process to be best suited to perform this project. If a contract with terms acceptable to MCOG cannot be negotiated with the highest rated individual or firm, then staff shall commence the negotiation process with the next highest rated individual or firm.

VII. SCHEDULE OF EVENTS

- A. Request for Qualifications
 - RFQ Release Thursday, September 12, 2024
 - Vendor Questions (if any) Due Tuesday, Sept. 24
 - Responses to Vendor Questions Posted Monday, Sept. 30
 - Responses Due Tuesday, October 15 at 5:00 p.m.
 - Council Approval of Staff Recommendation Monday, November 4
 - Contract Executed and Notice to Proceed Thursday, Nov. 14 - *target*

- B. Project Scope Of Work
 - Initial Meetings and Data Collection Nov. 2024 to March 2025
 - Draft Performance Audit Reports Due April 15, 2025
 - Final Performance Audit Reports Due May 15, 2025
 - Presentation & Acceptance by RTPA No later than June 2, 2025

VIII. GENERAL TERMS

- A. Non-commitment of MCOG

This Request for Qualifications does not commit the Mendocino Council of Governments to award a contract, to pay any costs incurred in the preparation of a proposal to this request, or to procure or contract for services or supplies. The Mendocino Council of Governments reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified individual or firm, or to modify or cancel in part or in its entirety the Request for Qualifications if it is in the best interest of the Council to do so.

- B. Equal Opportunity

Prospective contractors should be aware that the Equal Employment Opportunity Requirement of Executive Order 11246, as amended by Executive Order 11275, Title VII of the Civil Rights Act of 1964, the California Fair Employment Practices Act and other federal and state laws pertaining to equal employment opportunity are applicable to any contract awarded by the Mendocino Council of Governments.

- C. Other Terms

Additional terms will be specified in a contract to be negotiated with the selected consultant.