

**MERIDIAN DEVELOPMENT CORPORATION  
REQUEST FOR QUALIFICATIONS  
ANNUAL AUDIT SERVICES**

# **GENERAL INFORMATION**

## **PURPOSE**

The Meridian Development Corporation (MDC) is seeking qualified and experienced respondents (individuals or firms) to submit Statements of Qualifications (SOQs) to provide annual auditing services to MDC.

## **MERIDIAN DEVELOPMENT CORPORATION (MDC)**

MDC was established by Resolution No. 01-367 of the City Council of the City of Meridian, Idaho, adopted July 24, 2001 to function as the City's urban renewal agency. It is an independent agency, authorized under the authority of the Idaho Urban Renewal Law of 1965, as amended, Chapter 20, Title 50, Idaho Code. Based on the authority granted under the Local Economic Development Act of 1988, as amended, Chapter 29, Title 50, Idaho Code, MDC has been granted revenue allocation (tax increment) authority.

The MDC website, [www.meridiandevlopmentcorp.com](http://www.meridiandevlopmentcorp.com) contains a great deal of information about the agency. Several specific web pages contain a variety of information relevant to this Request for Qualifications.

## **THE BOARD OF COMMISSIONERS**

MDC is governed by a nine member Board of Commissioners ("Board") appointed by the Mayor of the City of Meridian with the advice and consent of the Meridian City Council. Board members are appointed for rotating terms according to the requirements of the Idaho Urban Renewal Law of 1965, as amended. The Board meets twice per month on the second Wednesday morning of the month in the Meridian City Hall, beginning at 7:30 am, and the fourth Wednesday of each month at 4:00 pm at the same location.

The Board selects a Chairperson, Vice-Chairperson, Secretary and Treasurer from among its members for one year terms. The Board has also entered into formal agreements for legal counsel and agency administration. Current members of the Board and support staff are listed at [www.meridiandevlopmentcorp.com](http://www.meridiandevlopmentcorp.com)

## **PROPOSAL TIMELINE**

MDC anticipates the following timeline will apply to this RFQ:

Issue the Request for Qualifications:	Wednesday July 13, 2011
RFQ responses Due:	Friday July 29, 2011 by 4:00 pm (MST)
Final Contract Approval by MDC:	Wednesday August 24, 2011

MDC anticipates completing the selection process and adopting a rank-order list of respondents by the conclusion of its Regular meeting of the Board of Commissioners on August 10, 2011. Please note that the Board may, at its sole discretion, delay such action until a later Board meeting. Contract negotiations with the number one ranked firm would commence immediately after the Board accepts a rank-order of respondents. In the event MDC and the number one ranked firm could not agree on contract terms, MDC would terminate such negotiations and

initiate negotiations with the number two ranked firm and continue in such manner until a successful contract is concluded and approved by the MDC Board of Commissioners.

### **GENERAL TERMS**

This Request for Qualifications (RFQ) does not commit MDC to enter into any contract, to pay any costs incurred in the preparation of a proposal or in subsequent negotiations, or to procure a contract.

### **REVISIONS TO RFQ**

In the event that it is necessary to revise any part of the RFQ, timely addenda will be posted on the web page and sent via e-mail to those firms that have requested a copy of the RFQ.

### **RESERVATION OF RIGHTS BY MDC**

The issuance of this RFQ does not constitute an assurance by MDC that any contract will actually be entered into by MDC. MDC expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure
- Reject any and all SOQs
- Reissue the Request for Qualifications
- Invite additional respondents to submit SOQs
- Request additional information and data from any or all respondents
- Extend the date for submission of responses
- Supplement, amend, or otherwise modify the RFQ or cancel this request with or without the substitution of another RFQ
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data
- Disqualify any respondent on the basis of any real or apparent conflict of interest
- Disqualify any respondent on the basis of past performance on MDC projects

By responding to this RFQ, each respondent agrees that any finding by MDC of any fact in dispute as to this RFQ or the responses thereto shall be final and conclusive except as provided herein. MDC may, at its own discretion, accept such submissions as it deems to be in the best public interest and in furtherance of the purposes of the Idaho Urban Renewal Law, or it may proceed with further selection processes, or it may reject any and all submissions. MDC also reserves the right to waive any informalities.

### **EVALUATION**

An RFQ Evaluation Committee will be formed by the MDC Board to evaluate and determine the individual and comparative merits of each of the SOQs received. It is the responsibility of the respondent to ensure that the SOQ complies with this RFQ, demonstrates qualifications, and provides the information requested. If a respondent fails to provide any information requested in this RFQ, such failure may result in rejection of the proposal. The Evaluation Committee may conduct interviews of responsive firms as it deems appropriate if needed to facilitate the scoring of the SOQs provided.

## **PROPRIETARY MATERIAL**

MDC assumes no liability for disclosure of proprietary material submitted by respondents. All SOQ submittals shall be considered public documents under applicable state law except to the extent portions of the submittals are otherwise protected under applicable law.

# ***INSTRUCTIONS***

## **SUBMITTAL REQUIREMENTS**

SOQs must conform to the attached instructions. One sealed original and five (5) sealed copies must be received **by 4:00 pm MST on Friday July 29, 2011**. MDC will not accept copies sent by FAX or e-mail.

SOQs must be submitted in a single sealed envelope or package and clearly marked SOQ FOR AUDIT SERVICES, and the consultant's name and address clearly indicated on the envelope or package. SOQs must be in the actual possession of MDC on or prior to the above noted time and date, and at the location indicated below. Late submittals will be returned to the respondent unopened. SOQs shall be sent to:

Ashley Ford, Administrator  
Meridian Development Corporation  
33 E Broadway  
Meridian ID 83642

## **FORMAT FOR SUBMITAL**

The SOQ shall be submitted in the format as outlined. Content and completeness are important. Clear and effective presentations are preferred. Elaborate, decorative or extraneous materials are strongly discouraged. Any SOQ not following the correct format may be rejected. The SOQ shall be for the firm's expertise only. Inclusion of sub-consultant services is unacceptable.

- A fully executed Cover Page shall be the first page of the submittal.
- The maximum length of the body of the submittal shall be two (2) pages for an introductory letter, plus up to fifteen (15) additional pages specific to on-call engineering service capabilities.
- The submittal shall be on 8 ½ x 11 inch paper, single sided.
- Type style shall be no more than six lines per vertical inch and not smaller than 12 point.
- Releases shall be appended as noted below.

The following sections must be included in all SOQ provided:

### **1 INTRODUCTORY LETTER**

The introductory letter should be addressed to Ashley Ford at the above address. It should introduce the consultant's firm, the general nature of the firm's qualifications and list a contact name and phone number.

## **2 URBAN RENEWAL AGENCY AUDIT CAPABILITIES**

A Provide a brief history of the company, its organization, number and type of personnel and their individual experience, and the location of the company's office. If the consultant/company does not have an office in Meridian, then specifically address how the resources available will be efficiently provided to MDC in the Urban Renewal Area.

B List up to five examples of governmental (preferably urban renewal agency) annual audit services your company has provided in the prior five years. This should include specific information on the dates and types of service provided.

C Describe how the company is structured and set up to handle this type of work and identify the primary audit manager who would be responsible for the work, as well as that manager's specific experience relevant to this RFQ. Do not list sub consultant work. Identify the hourly rate or general fee structure of any personnel who would provide auditing services.

D List three (3) verifiable professional service references for your company with a contact person and phone number.

### **QUESTIONS**

Any explanation desired by a respondent regarding the meaning or interpretation of the Request for Qualifications, or any part thereof, must be requested in writing (via fax or email) and with sufficient time allowed for a reply to reach respondent before submission of their SOQ. Any interpretation will be made in the form of an "Addendum" to the Request for Qualifications, issued by Ashley Ford, and will be furnished to all prospective respondents of record. Oral explanations or instructions given before Qualifications opening will not be binding.

Please direct any questions or comments to Ashley Ford:

Ashley Ford, Administrator  
Meridian Development Corporation  
33 E Broadway, Meridian ID 83642  
208.287.2199 (w)

## ***EVALUATION CRITERIA***

MDC will evaluate proposals received that conform to the instructions outlined in this RFQ on a 1,000 point scale according to the respective weighted importance as follows:

<u>Criteria</u>	<u>Points available</u>	<u>Score</u>
1 Adherence to RFQ Instructions	100	_____
2 Project Manager's experience	200	_____
3 Company's experience	300	_____
3 The number, location, and availability Of qualified personnel	200	_____
4. Related work: the nature, quality, and relevance of recently completed work	200	_____
<u>RATING POINTS - TOTAL SCORE</u>		_____

The MDC Evaluation Committee may conduct interviews of responsive firms as it deems appropriate if needed to facilitate the scoring of the SOQs provided.

After MDC has identified the Qualifications with the best value for MDC, MDC shall have the right to negotiate with the respondent over the final terms and conditions of the contract. The primary objective of the negotiations is to maximize MDC's ability to obtain the best value based on the requirement and evaluation factors set forth in the Request for Qualifications.

# COVER PAGE

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Is this a Primary Office or a Subsidiary branch office? \_\_\_\_\_

Contact Name: \_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Web site: \_\_\_\_\_

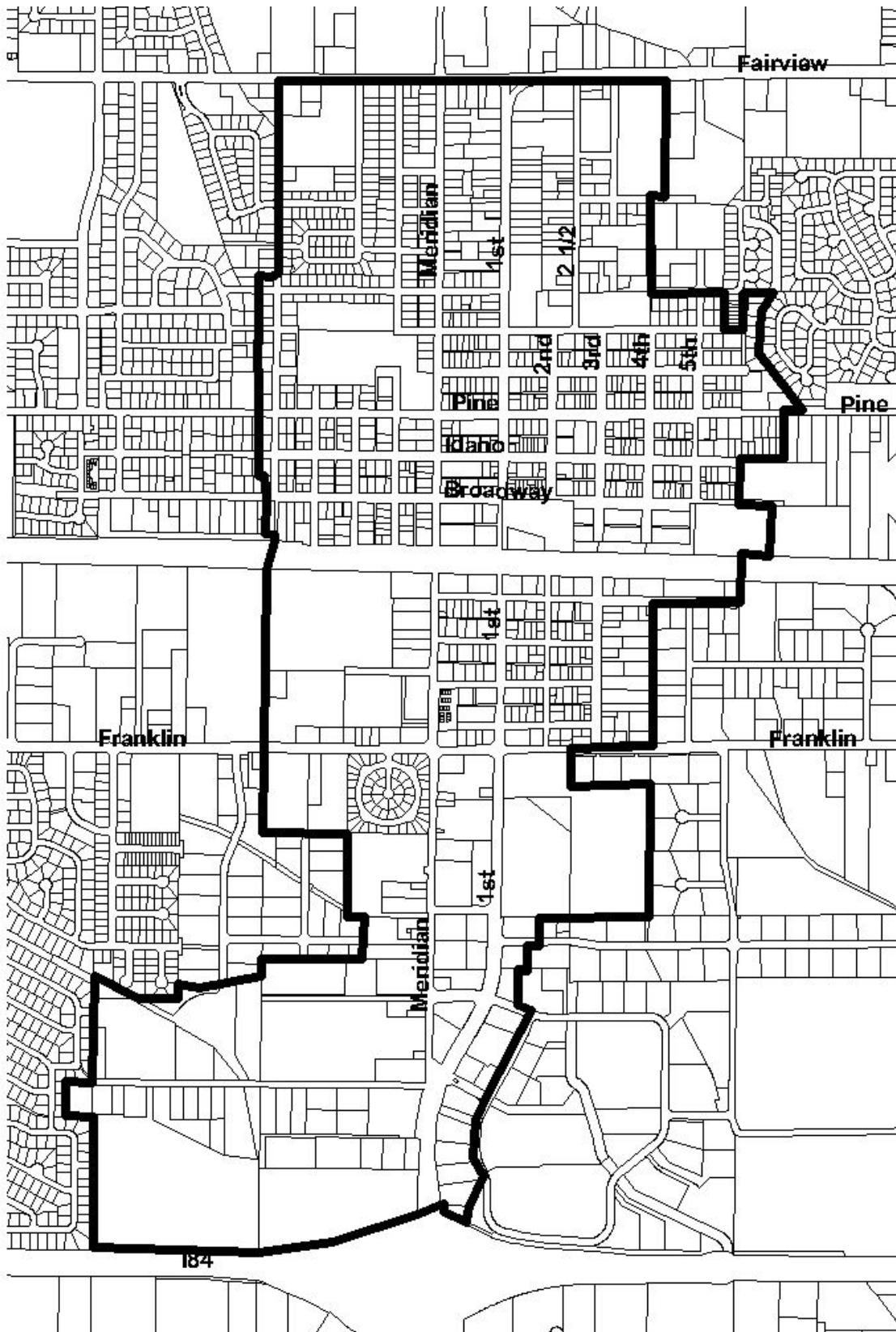
Year present firm established: \_\_\_\_\_

Number of full time employees: \_\_\_\_\_

Type of firm: Corporation       LLC       Partnership       Sole Proprietorship

Other \_\_\_\_\_

# URBAN RENEWAL AGENCY BOUNDARY MAP



## **RELEASE FORM**

***(Respondents must attached a signed copy of this release for with their Response)***

The undersigned has read and fully accepts the Meridian Development Corporation's ("MDC's") discretion and non-liability as stipulated herein and expressly for, but not limited to, MDC's decision to proceed with a selection process in response to the Request for Qualifications for Audit Services ("the RFQ").

- I. *Discretion of MDC:* MDC reserves the right in its sole discretion and judgment for whatever reasons it deems appropriate to, at any time:
  - a. Modify or suspend any and all aspects of the process seeking interested parties to provide Annual Audit services;
  - b. Obtain further information from any person, entity, or group, including, but not limited to, any person, entity, or group responding to the RFQ (any such person, entity, or group so responding is, for convenience, hereinafter referred to as "Submitter"), and to ascertain the depth of Submitter's capability and desire to perform for MDC and in any and all other respects to meet with and consult with any Submitter or any other person, entity, or group;
  - c. Waive any formalities or defects as to form, procedure, or content with respect to the RFQ and any responses by any Submitter thereto;
  - d. Accept or reject any statement and/or fee proposal received in response to the RFQ, including any statement or fee proposal submitted by the undersigned, or select any one submission over another;
  - e. Accept or reject all or any part of any materials, plans, implementation programs, schedules, phasing, and proposals or statements, including, but not limited to, the nature and type of proposal.
- II. *Non-Liability of MDC.* The undersigned agrees that MDC shall not have any liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of MDC as identified above.
- III. The undersigned declares that he/she holds the position indicated below as a corporate officer or the owner or a partner in the business entity submitting this SOQ; that the undersigned is informed of all relevant facts surrounding the presentation and submissions of this SOQ; that the undersigned knows and represents to MDC that this SOQ is prepared and submitted without collusion with any other person or entity with any interest in this RFQ. I declare under penalty of perjury that the forgoing is true and correct.

\_\_\_\_\_  
"Submitter"

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_