



# Bradford Reclamation District 2059

PO Box 1059 Oakley, CA 94561

Phone/Cell: 925-209-5480

[www.bradfordisland.com](http://www.bradfordisland.com)

[angelia\\_bradford@sbcglobal.net](mailto:angelia_bradford@sbcglobal.net)

Reclamation Board Members: Chairman Robert Davies

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Trustees: Michael Craig, Gilbert Orozco, William Hall & James Folsom

## REQUEST FOR QUALIFICATIONS

### I. GENERAL INFORMATION

#### A. Purpose.

This Request for Qualifications (RFP) is to solicit a Certified Public Accounting (CPA) firm with which to contract for a financial and compliance audit for the fiscal years ending June 30, 2013, June 30, 2014 and June 30, 2015, 2016 with options for four additional years.

#### B. Who May Respond

Only licensed Certified Public Accountants (CPAs) with experience and training in auditing special districts or local government agencies may apply.

#### C. Questions

CPAs may contact Bradford Reclamation District 2059 (The District) in writing for explanatory information on the response requirements. In the opinion of the District, this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this RFP is: Angelia Tant, Bradford Reclamation District 2059, 925-209-5480.

Please note that no *verbal* information given will be binding upon the District unless such information is issued in writing as an official addendum.

#### D. Instructions On Submission

1. Closing Submission Date: submission must be received in the District office no later than 5:00 p.m. on (10/11/2016). Late or incomplete submissions will not be considered.
2. Submission: The response should be sent to (or may be emailed in): Bradford Reclamation District 2059, PO Box 1059 Oakley, CA 94561  
Attn: Angelia Tant
3. Overnight Mailing: 19 Minaret Road Oakley, CA 94561  
Email: [angelia\\_bradford@sbcglobal.net](mailto:angelia_bradford@sbcglobal.net)

Contra Costa County, State of California

Physical Office Address: 6329 Bethel Island Rd. Suite A Bethel Island, CA 94511

4. Right to Reject: The District reserves the right to reject any and all responses received when it is deemed in the best interests of the District to do so.

#### E. Notification Of Award

It is expected that a decision selecting the successful CPA will be made by the Board of Trustees by 11/30/2016. Upon conclusions of negotiations with the successful firm, all firms will be notified in writing of the name of the successful CPA.

It is expected the audit contract will be a three-year contract with options for additional four one-year contracts.

#### F. What is a Reclamation Dist., how it was formed & its Joint Powers:

1. Reclamation District 2059 (the "District") is a reclamation district formed in 1921 under, and governed by, the California Water Code. The District is responsible for the construction, operation, and maintenance of the reclamation facilities (collectively "flood control works"), including pumps, siphons, ditches and its levees on Bradford Island within the Sacramento-San Joaquin Delta. Identified as one of the Eight Critical Western Delta Islands, the District maintains approximately 7 miles of non-project levees, a pump station, drainage ditches and canals, and provides flood protection for approximately 2,000 acres of land, including numerous buildings, natural gas wells, one ferry slip and other improvements. A large portion of Bradford Island is undeveloped agricultural land, but there are also several residential structures on the Island.

The District also is part of a Joint Powers Authority ("JPA") which operates a ferry service to provide vehicle access to and from the Island. The District recently completed a \$5.6M levee upgrade project, completing Phases 2 and 3 of its 5-yr plan. In 2014, the District also completed a \$2M levee improvement project to fortify the south levee in anticipation of installation of the Emergency Drought Barrier across West False River.

The District currently collects an annual assessment to fund installation, operation, maintenance and improvement of its flood control works, as well as to fund a portion of the ferry service. This assessment was recently increased by landowners under a Proposition 218 election.

2. The District's administrative office and financial records are located in Oakley, California 94561.
3. Records to be audited: The Contra Costa County Treasurer is the de facto treasurer of the District. Supplemental QuickBooks subsidiary reports and monthly financial statements are prepared by the District Manager, Angelia Tant.

#### G. Options

At the discretion of the District, the audit contract may be extended for four additional one-year periods. The cost for the option periods will be agreed upon by the District and the selected CPA. It is anticipated that the cost for the optional years will be based upon the approximate cost for the initial contract year/s. Applicants may provide their estimate of audit charges for option periods but will not be penalized if they choose not to do so.

## **II. SPECIFICATION SCHEDULE**

### **A. Scope of Financial and Compliance Audit.**

The purpose of this RFP is to obtain the services of a public accounting firm whose principal officers are independent certified public accountants, licensed or certified by the regulatory authority of the state or other political subdivision of the United States to perform a financial statement audit of the District under Generally Accepted Accounting Principles (GAAP), and generally accepted auditing standards for audits of government agencies.

### **B. Performance**

District records are to be audited for the period/s July 1, 2012 through June 30, 2013, July 1, 2013 through June 30, 2014, July 1, 2014 through June 30, 2015 and July 1, 2016 through June 30, 2016. The CPA is to prepare audit reports in accordance with the requirements previously described.

### **C. Delivery Schedule**

1. Field Work: On-site work should begin as soon as practical after the final negotiation for the audit contract.
2. 7 finalized audited reports should be submitted to the District for review

### **D. Audit Review and Work Papers**

Auditor is to provide a list to the District of documents and items needed prior to the date of the Audit.

### **E. Confidentiality**

The CPA agrees to keep the information related to District contracts in strict confidence. Other than the reports submitted to the District or on behalf of the District, the CPA agrees not to publish, reproduce or otherwise divulge such information in whole or in part, in any manner or form, or to authorize others to do so, taking actions to restrict access to information while in the CPA's possession. The CPA agrees to notify the District immediately, in writing, in the event the CPA determines or has reason to suspect a breach of this requirement.

### **F. Other Information**

Prior audit reports are available for review. This RFP, the successful response, all pertinent communications and negotiations with the successful CPA will be incorporated, by reference, into the audit contract.

### III. RESPONSE CONTENTS

The response must contain, as a minimum, the following elements:

#### A. General Description.

The CPA firm should describe its organization, size and structure.

#### B. Prior Auditing Experience

The CPA firm should describe its prior experience auditing similar special districts or local government agencies, including the name, address, contact person, and telephone number of at least two prior organizations audited.

#### C. Staff Qualifications

The CPA should describe the qualifications of the staff to be assigned to the audit. Descriptions should include:

1. Audit team make-up
2. Over-all supervision to be exercised
3. Prior experience of the audit team members

Only include resumes of staff to be assigned to this contract. Do not include information on general partners who would not normally be involved in the audit/s. Education, position in firm, years and types of experience, and professional continuing education should be addressed in the narrative of the resume/s.

#### D. Understanding of Work to be Performed

The CPA firm should describe its understanding of the work to be performed, including audit procedures, estimated number of hours, and other pertinent information.

#### E. Price

The CPA's price for services should be submitted with the response **in a separate, sealed envelope**. The separate envelope should include information indicating how the price was determined; e.g. the CPA should indicate the number of hours by auditing level, hourly rates, and total staff level. Any anticipated out-of-pocket expenses should be identified. Any contingencies should be shown.

#### F. Time Frame

Although a final schedule will be agreed upon during the negotiation process, the CPA should include an anticipated start date for on-site work, the expected number of days required for on-site work

G. Certifications

Firm should provide the district with a certificate of liability insurance

**IV. RESPONSE EVALUATION**

A. Submission Responses

Submissions may be submitted electronically or by U.S. mail. PO Box 1059 Oakley, CA 94561 (Fed Ex) 19 Minaret Road Oakley, CA 94561 or to [angelia\\_bradford@sbcglobal.net](mailto:angelia_bradford@sbcglobal.net)

B. Non-Responsive Submissions

The District may judge a CPA firm non-responsive and remove it from further consideration if any of the following occur:

1. The response is not received in a timely basis in accordance with the terms of this RFP.
2. The response does not include all the specified elements.
3. The response is not adequate to form a judgement by the reviewers that the proposed undertaking would comply with all the auditing standards/requirements specified in this RFP.