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SECTION 2.0 - SCOPE OF SERVICES

2.1 INTRODUCTION/BACKGROUND

Miami-Dade County, hereinafter referred to as the "County", as represented by the Office of Citizens' Independent Transportation Trust (OCITT), is seeking proposals to provide financial consulting services. The selected Consultant shall provide financial analyses to the Citizens' Independent Transportation Trust (CITT) and its staff (OCITT).

It is anticipated that the County will issue an agreement for a one (1) year period with one (1), six (6) month option to renew at the County's sole discretion.

A. Restrictions on Other County Contracts

The selected Consultant, during the term of any contract issued as a result of this RFP, including any option period:

- Cannot be a prime contractor (i.e., have an executed contract) with any other department, agency, instrumentality, etc. of the County; and
- Cannot be a subcontractor on any contract with the County's Transit Agency, Metropolitan Planning Organization (MPO), or Public Works Department.

Further, any subcontractor utilized by the selected Consultant to perform any portion of the services requested herein, during the term of any contract issued as a result of this RFP, including any option period:

- Cannot be a prime contractor (i.e., have an executed contract) with the County's Transit Agency, Metropolitan Planning Organization (MPO), or Public Works Department.

Note: There is no restriction on a subcontractor utilized by the selected Consultant serving as a subcontractor on a contract with any department, agency, instrumentality, etc. of the County.

(See Section 3.2 Technical Proposal (A) (4) (d) (vii) for disclosure requirements regarding current contracts which would violate the above restrictions.)

B. Qualifications

The selected Consultant should meet the following requirements:

a) the Project Manager must be a licensed financial planner and/or CPA, and/or equivalent;
b) staff must be available immediately following contract execution;
c) sufficient and appropriate staff must be assigned to complete each work order within the required timelines;
d) the Project Team must include staff with the necessary professional background, credentials and experience to perform financial analysis (including cost/benefit analysis, rate and fee studies, financing,

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feasibility studies, etc.) auditing (including forensic auditing), accounting; and

e) experience with public sector financing (governmental programs) is preferable.

C. County Government

Miami-Dade County government provides countywide services to 2.25 million residents, and city services to the 1.2 million people who reside in the unincorporated areas. The County employs approximately 29,000 workers. County responsibilities span a large number of "business" lines and are accomplished through an organizational structure consisting of over 40 separate departments whose combined operating budgets exceed $3 billion. Additional information regarding County government, including its organization and budget, is available online though the County's Internet Portal at www.miamidade.gov.

D. Department Functions

The OCITT is responsible for oversight of the implementation of the People's Transportation Plan. OCITT's mission is to ensure the proceeds of the Charter County Transit System Surtax ("Surtax") are expended according to applicable ordinances and state statutes. A major component of the County's public transportation agenda is the People's Transportation Plan (PTP), a massive $17 billion capital transportation expansion program funded by the Surtax. The PTP encompasses the doubling of Miami-Dade County's existing bus fleet; the addition of 88.9 miles of new rapid transit lines; the replacement of the county's traffic signalization system; the operation and maintenance of Miami-Dade Transit (MDT) and new improvements, complying with federal and state regulations; and the creation of thousands of transit and construction related jobs over the next 25 years.

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2.2 PROJECT DESCRIPTION AND OBJECTIVES

A. General Scope of Services

As needed, services by work order, to include such areas as rate and fee studies, accounting, auditing, cost/benefit analyses, financial and financing analyses and feasibility studies.

B. Initial Project Description and Objectives

The primary objectives of the project are to assist the CITT in carrying out its fiduciary responsibilities by conducting a review of the 30-year and 5-year pro forma; reviewing departmental actuals and budgets for consistency with the PTP, corresponding legislation and the financial projections contained in the pro forma; and recommending procedures for monitoring the use of funds by departments and municipalities. At the County's option, the selected Consultant may also review contracts and proposed changes to the PTP for consistency with legislation and the pro forma.

Review the County's Fiscal Year 2003/2004, 2002/2003 actuals, 2004/2005 budgets and the 30 year/5 Year pro forma financial projections, to assess compliance with the resolutions, ordinances, and the PTP as requested by the CITT. The review is to include the various Maintenance of Effort and limitations on usage provisions of the resolutions and ordinances. Objective is to identify exceptions or deviations with recommendations as appropriate.

The selected Consultant shall review and become familiar with Resolutions R-736-02, R-614-03, Ordinances 02-116 and 02-117 (copies available pursuant to Attachment 1), and the PTP to complete this project. The

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selected Consultant shall also make recommendations for modifications where appropriate.

The selected Consultant shall be available, when requested, to present its progress, findings or final report to the OCITT, CITT, the Board of County Commissioners and subcommittees thereof.

2.3 REQUIRED TASKS AND DELIVERABLES

The selected Consultant shall:

Task 1 - Conduct a review of the "baseline" 30-year and 5-year pro forma (Dec. 2003), to include

a) validate underlying methodology used to develop projections including, but not limited to, those identified in the "People's Transportation Plan, Financial Capacity Analysis" (see Attachment 1);
b) validate assumptions (e.g., revenue streams, implementation timelines, receipts and disbursements, bonding capacity, utilization, etc.) regarding receipts and disbursements, including, but not limited to, those identified in the "People's Transportation Plan, Financial Capacity Analysis" (see Attachment 1);
c) identify vulnerabilities in methodology and assumptions;
d) recommend adjustments.

Deliverable: Interim report of task status and preliminary findings due within 60 days. Final report of all findings and recommendations on "baseline" 30-year and 5-year pro forma (Dec. 2003) due within 30 days after County's review of the interim report and approval to proceed.

Task 2 - Review County departments' actual use of sales tax dollars in FY 02/03 and FY 03/04 for

a) compliance with the PTP and corresponding legislation, to include determining whether funds are used for activities included in the PTP and whether the required maintenance of effort has been provided;
b) consistency with the "baseline" 30-year and 5-year pro forma (Dec. 2003).

Deliverable: Interim report of task status and preliminary findings due within 75 days. Final report of all findings and recommendations on PTP fund usage due within 35 days after County's review of the interim report and approval to proceed.

Task 3 - Review proposed departmental budgets for FY 04/05 to ensure compliance with the PTP and corresponding legislation as well as consistency with the "baseline" 30-year and 5-year pro forma (Dec. 2003). Review to include allocation formulas, capitalization assumptions, fare box revenue assumptions, fuel adjustments, wage adjustments, non-Surtax revenue assumptions, and other major criteria including implementation schedules. (This Task is limited to 50 hours of financial guidance for pricing purposes. Any further hours required may be utilized under the optional services portion below.)

Deliverable: To be determined depending upon assignment on an on-going basis.

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Task 4 - Develop a risk assessment model for the OCITT's monitoring of the use of sales tax dollars by County departments and funded municipalities.

Deliverable: Interim report of task status and model development due within 120 days. Final risk assessment model due within 60 days after County's review of the interim model development and approval to proceed.

2.4 OPTIONAL SERVICES

A. Assignment of Optional Services

The County may assign optional services, as needed, to the selected Consultant through work orders, at the County's discretion. After the scope of a project has been defined by the County with the assistance of the selected Consultant, the County may request a written estimate from the selected Consultant, which shall include the following:

a) description of the project;
b) description of the project's scope;
c) staff performing the work, each person's job title, hourly rate and estimated number of hours each will spend on the project;
d) estimated date of project completion;
e) estimated cost per staff person (based on agreed rates);
f) estimated out-of-pocket costs, if any;
g) estimated total for the project; and
h) a "not-to-exceed" cost for the project.

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The written estimate, including the not-to-exceed cost, must be provided no later than ten days after request. After the County reviews the cost estimate, the County will either make changes to the project (which may require negotiations on the project with the selected Consultant), approve the project as submitted, or cancel the project. All costs associated with estimating a project shall be borne by the selected Consultant and the selected Consultant shall not have any claim, financial or otherwise, against the County as a result of the County modifying or canceling a project. The County, in its sole discretion, may modify the scope of a project at any time at no cost and shall only pay for work actually performed by the selected Consultant.

B. Optional Services

The selected Consultant may be required to perform the following projects at the County's sole discretion:

1. Provide financial guidance to OCITT on the development of departmental budgets for FY 05/06 to ensure compliance with the PTP and corresponding legislation as well as consistency with the pro forma.

2. Review proposed changes to the PTP for compliance with corresponding legislation and consistency with the pro forma.
   Deliverable: Final report of all findings and recommendations.

3. Review contracts for compliance with corresponding legislation and consistency with the pro forma.

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Deliverable: Final report of all findings and recommendations.

4. Any other financial consulting services.

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