STATE OF ARIZONA
OFFICE OF THE AUDITOR GENERAL

REQUEST FOR PROPOSALS FROM QUALIFIED FIRMS

A. PROJECT DESCRIPTION

The Office of the Auditor General (Office) for the State of Arizona is requesting proposals from qualified persons or firms (see Section D.) to conduct a performance audit of the Regional Transportation Authority Plan of Pima County. Arizona Revised Statutes (A.R.S.) §41-1279.03.A.6 requires a performance audit in the tenth year and in each fifth year thereafter in which a transportation excise tax is in effect. This audit must be completed no later than March 31, 2017. The audit's scope includes a review of statutorily mandated issues and other areas specifically identified in the work statement below.

B. BACKGROUND

On November 30, 2005 the Regional Transportation Authority (RTA) adopted a 20-year, comprehensive, multimodal regional transportation plan (the "RTA Plan") that was to be primarily funded by a half-cent sales tax and is effective through fiscal year 2026. On May 16, 2006, Pima County voters approved the $2.51 billion RTA Plan. At the same time, voters approved the half-cent sales tax to help fund the 20-year RTA Plan. Sales tax collections began on July 1, 2006, and were expected to generate $2.1 billion. In addition to the half-cent sales tax, $409 million in impact fees, federal funds, and local transportation allocations were committed over the 20-year period to fund the RTA Plan.The RTA Plan includes four elements: roadway improvements, safety improvements, environmental and economic vitality improvements, and transit improvements. The RTA Plan identifies specific projects and revenue allocations by plan element. (See http://www.rtamobility.com/images/stories/pdfs/RTAAdmin/RTAAdminCode.pdf for the RTA Plan)

The voter-approved RTA Plan includes roadway, transit, safety, and environmental and economic vitality improvements, with roadway and transit receiving the majority of the expected $2.1 billion generated by the half-cent sales tax. The roadway element was expected to receive more than $1.2 billion over the 20-year RTA Plan time frame and consists of 35 distinct roadway projects. Major corridor projects spanning multiple jurisdictions were projected to add over 200 lane miles of new capacity to the region's transportation network. The transit element was expected to

receive approximately $534 million to improve and expand current transit services and operations, including bus service expansion and bus frequency, special needs transit, express service expansion, and a new high-capacity streetcar. In addition, the RTA Plan promised 250 miles of sidewalks and 550 miles of bike lanes. As of May 2016, more than 730 transportation improvements had been delivered, including:

244 bike lane miles
163 intersection improvements
147 sidewalk miles
108 bus pullouts
48 pedestrian crossings
11 roadway corridors
3.9-mile new high-capacity streetcar system

All of the projects that are a part of the RTA Plan must be included in the 2040 Regional Transportation Plan (RTP), which is updated at least every 4 years to meet federal funding requirements and to address changing community needs. (See http://www.pagregion.com/Programs/TransportationPlanning/2040RegionalTransportationPlan/tabic/809/Default.aspx#2040 for the 2040 RTP) In addition, the goals and objectives of the RTA Plan are outlined in the 2040 RTP and programmed on an annual basis in the Transportation Improvement Plan (TIP). (See http://www.pagregion.com/Default.aspx?tabid=172#FY2016 for the FY 2016-2020 TIP) Projects using federal, state, or regional funds over the next 5 years must be included in the TIP; thus, by definition, all RTA Plan projects must be consistent with the RTP, and the current 5-year TIP must include the current 5 years of RTA Plan projects.

Major entities involved in RTA Plan

Several different entities have responsibilities related to the RTA Plan, including coordinating, managing, planning, overseeing, and constructing the RTA Plan projects. A brief description of these agencies, as well as their role in the RTA Plan process, is detailed below:

- RTA—The RTA was formed in 2004 after legislation creating the RTA was passed. The RTA is the fiscal manager of the $2.51 billion, 20-year RTA plan and is responsible for overseeing and implementing the RTA Plan and the half-cent sales tax. The RTA is governed by a nine-member Board (Board) consisting of representatives from eight jurisdictions (Town of Marana, City of South Tucson, City of Tucson, Pima County, Town of Oro Valley, Town of Sahuarita, Pascua Yaqui Tribe, and Tohono

O'odham Nation) and the Arizona State Transportation Board member representing Pima County. The Board established a Citizens Accountability for Regional Transportation (CART) Committee to oversee the RTA Plan's implementation. In addition, a Technical Management Committee provides advice on policy and technical matters to the Board.

- PAG—The Pima Association of Governments (PAG) is the designated Metropolitan Planning Organization (MPO) for transportation planning in the Pima County Region (Region) and is governed by the PAG Regional Council, which is composed of elected officials from various local governments in the Region. PAG manages the RTA through a memorandum of understanding with the RTA. The design and construction of projects the Board authorizes are primarily executed by the local government agencies within PAG's member jurisdictions through Intergovernmental Agreements, Memorandums of Understanding, or Project Agreements. PAG member jurisdictions are the same eight jurisdictions represented on the Board. The individual member jurisdictions are responsible for planning, managing, designing, acquiring right of way, and constructing the RTA Plan roadway projects within their jurisdiction. If a project crosses jurisdictional boundaries, a lead agency is identified, and cooperative agreements between the parties are executed. PAG also coordinates with the City of Tucson in transit planning, and produces the Short Range and Long Range Transit Plans for the region. These transit plans incorporate transit improvements projects identified in the RTA Plan. (See http://www.pagregion.com/tabid/485/default.aspx for the FY 2016-2020 Short-Range Transit Plan and the 2045 Long-Range Regional Mobility and Accessibility Plan.)

- ADOT—A number of RTA projects occur on highways the Arizona Department of Transportation (ADOT) controls. ADOT constructs these projects pursuant to the terms of Intergovernmental Agreements (IGA's) entered into between the Board and the Arizona State Transportation Board.

- City of Tucson—The City of Tucson (City) is the designated recipient of federal transit funding for the Tucson Metropolitan area and the owner of the Sun Tran /Sun Van transit system. The City has intergovernmental agreements with the RTA for the expansion of the Fixed Route, Express, and Paratransit services identified in the RTA Plan, as well as the original Sun Tran/Sun Van services that occur outside of the City's incorporated area. The RTA receives Maintenance of Effort (MOE) funding for these services from Pima County and the Town of Marana. The RTA also operates the Sun Shuttle and Sun Shuttle Dial a Ride services, which

serve the suburban and rural areas and feed the SunTran service area. The City is the operator of the SunLink Streetcar system. Both the City and PAG coordinate short- and long-range transit planning for the PAG Region.

Funding sources for the RTA Plan

There are a number of RTA Plan funding sources. These sources are considered to be reasonably available through the fiscal year 2026 planning period. The RTA Plan's major regional-level funding sources include:

- Regional Funding (Half-Cent Sales Tax)—On May 16, 2006, the voters of Pima County approved the 20-year RTA Plan at a special election. At the same time, voters approved the half-cent sales tax to help fund the transportation projects and programs in the 20-year RTA Plan. The sales tax was expected to generate $2.1 billion of revenues in 2006 constant dollars. Sales tax collections began on July 1, 2006, and continue through fiscal year 2026. The sales tax is used to add vehicle lanes to roads, bus pullouts, pedestrian improvements, and bike lanes; improve intersections; provide small business assistance to businesses impacted by RTA projects; provide wildlife crossings; and improve transit services. The improved transit services include a high-capacity streetcar system, expanded hours of the public bus system, improved bus service frequencies, improved access for the elderly and disabled; and additional express service and neighborhood bus circulators.

  The revenues from this sales tax are distributed as follows: 58.5 percent to fund roadway improvement projects, 26.7 percent to fund transit projects, 9 percent to fund safety improvement projects, and 5.8 percent to fund environmental and economic vitality projects. All projects funded from the half-cent sales tax are included in the RTA Plan. The half-cent sales tax is the major funding source for the RTA Plan, providing the vast majority of the funding for the RTA Plan projects.

- State Funding (HURF Funds)—The Arizona Highway User Revenue Fund (HURF) can be used only on highways and streets; they cannot be used for transit purposes. The PAG Region receives annual funding from the State Highway Fund share of the HURF distribution. HURF consists of fuel taxes, vehicle license taxes, vehicle registration fees, and other sources. ADOT sets aside 12.6 percent (referred to as 12.6% funds) of its distribution by state law, plus another 2.6 percent by State Transportation Board policy, for controlled access highways and freeways in the Maricopa Association of Governments (MAG) and PAG areas, of which 25 percent is allocated to the PAG region. In addition, a

13 percent share of ADOT Discretionary Funds is targeted for highways in the PAG Region. The PAG Regional Council programs the 12.6% funds for arterial roadways. ADOT programs the remaining funds, in consultation with PAG.

- Federal Funding—As the federal designated MPO, PAG receives Federal Highway Administration (FHWA) funds that are made available to PAG member jurisdictions for transportation projects. A number of federal transit administration (FTA) funding sources are available for use in implementing projects in the RTA Plan, including FTA 5307, FTA 5311, and FTA 5316.

In addition to state and federal funding sources, local governments provide funding that supports the RTA Plan's implementation. Local funding comes from various jurisdictional impact fees, general funds, construction sales taxes, transit fares, and other sources.

When originally projected in 2005, all revenue sources identified in the RTA Plan between fiscal year 2007 and fiscal year 2026 were estimated (in 2006 dollars) to amount to $2.51 billion and include:

Half-cent sales tax: $2.1 billion

Federal Transit funds: $75 million

Regional HURF and Federal Highway Funding: $81 million

Local funds and other state revenue sources: $253 million.

Although actual revenues for the RTA Plan have been lower than estimated, the RTA has taken steps to address the revenue shortfall. To ensure the RTA Plan is delivered as proposed, the PAG Regional Council pledged an additional $228 million of future (fiscal years 2020-2026) Regional HURF and Federal Highway Funding to augment RTA revenues. Additionally, the RTA has issued $300 million in bonds (Series 2011 and Series 2014) to fund project delivery. Approximately $100 million of the sales tax revenues has been budgeted for this debt service.

C. WORK STATEMENT

The Statement of Work is intended as a listing of minimum tasks required of the person or firm. The audit's purpose is to assess the RTA Plan's efficiency, effectiveness, and performance; examine projects previously funded during fiscal years 2006 through 2016 and their impact on relieving

congestion and improving mobility; examine projects scheduled for funding during fiscal years 2017 through 2021 and their potential impact in solving transportation problems; review specific areas the Office identified through interviews with and input from various interested parties; address statutorily mandated issues; and recommend ways to improve the RTA Plan's efficiency and effectiveness. As such, the following tasks must be performed:

1. After receiving formal "Notice to Proceed" from the Office, make all necessary off-site preparations sufficient for the person or firm to execute the project with minimal support from the Office.

2. Organize, schedule, and facilitate a project entrance conference in Tucson, AZ, with representatives from the RTA and PAG. This entrance conference's purpose is to introduce the person or firm, establish work space, identify liaisons for each entity, determine a periodic meeting schedule, and discuss the audit's scope and time frame. Attendance at the entrance conference is mandatory for the project manager. Others who will perform evaluation tasks in Arizona as listed in the proposal may participate by telephone.

3. Address the following issues:

    a. Evaluate the areas below relating to A.R.S. §41-1279.03(A)(6)(a)(b), A.R.S. §48-5307(F)(G), A.R.S. §48-5308(A)(C)(D)(F), and A.R.S. §48-5348, and make recommendations as applicable:

        i. review completed and in progress projects and expenditures during the time period of fiscal years 2006 through 2016 and examine the system's performance in relieving congestion and improving mobility in the region;
        ii. evaluate the extent to which projects completed under the RTA Plan have impacted/improved the region's transportation system's integration and connectivity across and between modes;
        iii. review projects and expenditures planned during the time period of fiscal years 2017 through 2021 and evaluate the potential impact of these planned expenditures in solving transportation problems in the region;
        iv. compare budgeted project costs to actual costs for a sample of completed roadway improvement projects

and a sample of transit improvement projects and determine reasons for any variances;

v. compare projected start and completion dates to actual start and completion dates for a sample of completed roadway improvement projects and a sample of completed transit improvement projects and determine reasons for any variances;

vi. identify projects scheduled to be completed during the remaining years the half-cent sales tax is in effect and compare original start dates to the current project schedule, note any discrepancies and the reasons for the discrepancies;

vii. determine whether the RTA complied with statute and established 3 separate regional transportation fund accounts (bond account, construction account, and bond proceeds account) and appropriately funded these accounts.

viii. analyze whether RTA Plan expenditures complied with statute and that expenditures were spent on RTA Plan projects;

ix. evaluate whether distributions from the regional transportation fund comply with statute; and

x. evaluate whether expenditures and distributions from bond proceeds comply with statute and have been used according to the bond resolution.

b. Determine whether the RTA Plan as implemented is consistent with the RTA Plan voters approved in 2006. Specifically, determine whether the completed projects, projects in progress, and planned projects are consistent with the projects identified and approved by the voters in the May 2006 special election ballot. Identify and explain any discrepancies.

c. Evaluate the ability to complete all projects listed in the RTA Plan given expected revenues. If applicable, provide recommendations to help ensure revenues are sufficient to complete RTA Plan projects.

d. Comparing against best practices, evaluate the project management and cost efficiency of RTA Plan projects from the planning and design stages through construction and completion. Specifically, the audit shall:

i. review and evaluate a sample of projects involving multiple jurisdictions;
ii. review and evaluate a sample of single jurisdiction projects; and
iii. make recommendations to improve project management and cost efficiency as applicable.

e. Evaluate existing RTA Plan performance measures' reliability and effectiveness, the extent to which performance measures have been met, the reasons for any deviations, and how performance measures compare to peer entities. Make recommendations to improve RTA Plan performance measures as applicable.

f. Using qualitative and quantitative measures, evaluate the extent to which Active Traffic Management technology has been and is being effectively used to optimize existing transit and road/freeway capacity. In addition, evaluate Active Traffic Management technology's impact on previously funded projects, its impact on projects scheduled for funding, and how it is being used to plan future transportation projects.

g. Identify and evaluate any changes to federal or state laws that may have a significant impact on the RTA Plan.

4. Commit a substantial portion of work hours by the person or firm to work on-site. The Office expects the person or firm to perform most tasks in the PAG Region and to interview RTA, PAG, and other lead agency executives, and staff initially face-to-face.

D. QUALIFICATIONS AND INDEPENDENCE

The person or firm should have expertise in evaluating multimodal transportation systems and in regional transportation planning. In the event the person or firm has within the last 10 years performed work for the State of Arizona or any of the local governments related to the Pima Association of Governments or the Regional Transportation Authority, the person or firm must disclose the nature of the work performed and when it was performed. If there is a current working relationship with PAG, RTA, or ADOT, the person or firm must disclose the nature of the relationship and its duration. Any member of a firm who performed such work before joining the firm must also provide the prescribed disclosure. The person or firm must submit this information using the Independence Disclosure Forms in Attachment A to this RFP. If the Auditor General determines that a conflict

of interest exists, the person or firm's proposal will not be considered. The Auditor General is the sole authority in determining whether any conflicts of interest exist.

E. REPORTING

1. The Auditor General requires the following reports as a part of this project:

   a. An initial draft report of the person or firm's findings and conclusions, to be submitted to the Office on or before January 11, 2017. The draft report should include the information and evidence supporting the person or firm's findings, conclusions, and recommendations and should address the issues identified in section C3 of this Request for Proposal.

   b. A revised draft report to be submitted to the Office, RTA, PAG, and other appropriate lead agencies on or before February 8, 2017. The revised draft report should incorporate any comments, suggestions, or recommendations the Office makes that resulted from review of the person or firm's initial draft report.

   c. A final revised draft report to be submitted to the Office, RTA, PAG, and other appropriate lead agencies on or before March 14, 2017. The final report shall be responsive to any comments, suggestions, or recommendations the Office, RTA, PAG, and other appropriate lead agencies make that resulted from reviewing the person or firm's revised draft report. This report will be the basis for the RTA, PAG, and other appropriate lead agencies to submit their final agency response, which shall be included in the final report.

   d. The final report of the person or firm's findings, conclusions, and recommendations, including the written responses from each of the entities, to be submitted to the Office on or before March 27, 2017. The person or firm shall deliver 1 unbound and 30 bound copies of the final report. This final report shall incorporate a transmittal letter from the Office. In addition, the person or firm shall provide an electronic copy of the final report, including any graphics and appendices, by e-mail. The electronic version of the final report shall be in PDF format and must not be password protected. Further, links and

bookmarks set up for each page of the table of contents within the PDF files would be helpful.

The final report shall be responsive to any comments, suggestions, or recommendations the Office makes that resulted from review of the person or firm's final, revised draft report.

e. The Office requires periodic briefings during the course of the project and will require written progress reports every 2 weeks for the purposes of monitoring the status, progress, and direction of the person or firm's work, and the substantive issues under review.

f. The person or firm shall schedule and hold periodic meetings (at least one meeting every 4 weeks) with the RTA, PAG, and other appropriate lead agencies to update them on the progress of their work and substantive issues under review.[1]

2. Retain audit documentation supporting the person or firm's audit report for at least 5 years from the date of the final report and make it available, free of charge, for examination by authorized office representatives. If the person or firm does not desire to retain the documentation for such period, the person or firm shall give the documentation to the Office for safekeeping.

F. TERM OF AGREEMENT

The term of this Agreement shall provide for a performance audit of the Regional Transportation Authority Plan of Pima County including a review of statutorily mandated issues and other areas specifically identified, which is due on or before March 31, 2017, and shall continue for the purpose of retaining audit documentation.

G. EXIT CONFERENCE, POWERPOINT, PRESENTATIONS AND FOLLOW UP

1. Prior to completing the final report, the person or firm shall organize, schedule, and facilitate a project draft exit conference in Tucson, AZ, approximately 3 hours in length, with responsible officials of the RTA, PAG, other appropriate lead agencies, and the Office. Prior to the draft exit conference, the person or firm shall provide the above

[1] If a local person or firm is chosen, in-person attendance at these conferences is required. If a firm or person is chosen that is located outside the Phoenix metropolitan area, the person or firm shall attend and participate by teleconference.

officials with a draft audit report (see Reporting E.1.b above). The draft exit conference's purpose is to discuss the draft audit report, identify any potential misstatements, and obtain comments on the report's findings and recommendations. Office staff shall participate in the exit conference. Attendance at the draft exit conference is mandatory for the selected person or firm's project manager and any other staff who performed evaluation tasks as listed in the proposal. Others contributing indirectly to the project in a support role may participate by telephone at the Office's sole discretion.

2. Submit to the Office a PowerPoint presentation summarizing the report's findings and recommendations. The presentation, which is intended for the selected person or firm's use when presenting to legislative committees, must be submitted in electronic form to the Office.

3. Plan and budget time and resources for presentations to legislative committees. The selected person or firm must allow for at least one follow-up trip to Phoenix, AZ, for a presentation to legislative committees when the Office requires. The selected person or firm may be requested to perform several presentations during one trip.

4. Plan and budget time and resources to conduct follow-up work and issue a follow-up report on the status of report recommendation implementation. The selected person or firm must conduct at least one followup 12 months after the audit report's release. The follow-up work and report format shall follow the format of the follow-up reports the Office issues. (See http://www.azauditor.gov/reports-publications/counties/transportation-department/report/maricopa-county-regional for an example of a follow-up report.) If subsequent followups are required, these will be negotiated at a later date.

H. PROPOSAL DELIVERY

1. Sealed proposals will be received until 5:00 P.M., Mountain Standard Time, on June 17, 2016, at the following location:

Office of the Auditor General
State of Arizona
2910 N. 44th St., Ste. 410
Phoenix, AZ 85018

Timely receipt of proposals will be determined by the date and time the proposal is received at the address specified. No proposals will

be accepted after the time indicated. Proposals received after the deadline will be stamped for time and date, and returned unopened.

All material submitted in accordance with this solicitation becomes the property of the State of Arizona and will not be returned.

2. Five copies of the proposal are required. They should be packaged in such a manner that **the outer wrapping clearly indicates** the following information:

   PROPOSAL FOR Regional Transportation Authority Plan of Pima County
   PROPOSAL DEADLINE: June 17, 2016

3. Any questions relating to the RFP should be directed to khildebrand@azauditor.gov. E-mail inquiries will be acknowledged, and all inquiries and responses will be posted on the Office's Web site (www.azauditor.gov) within a reasonable amount of time. E-mail inquiries will be accepted only until June 7, 2016. No responses will be provided for inquiries received after that date.

4. Additional background information can be obtained at the following Web sites:

   PAG–http://www.pagregion.com/tabid/36/default.aspx

   RTA–http://www.rtamobility.com/

5. Information provided in the proposal, including cost, will be held confidential and will not be disclosed to competitors prior to selecting the person or firm. However, proposals may be disclosed following the person or firm's selection.

I. PROPOSAL CONTENT

1. The technical portion of the proposal should not exceed 20 pages and shall include as a minimum:

   a. A brief statement of the person or firm's understanding of the work to be done.

   b. A work plan detailing how the person or firm will plan and organize tasks described in the Work Statement of this RFP. The methodology should be described in narrative, outline, or

graphic form, explaining the person or firm's approach to accomplish the tasks.

c. A plan for organizing and staffing the project with an estimate of time each project staff member will devote to the project.

2. The cost portion of the proposal should include at a minimum for each task in the Work Statement of this RFP:

   a. Costs of personal services broken down by hourly direct salaries and estimated hours to be spent. The person or firm must submit this information using the Cost Proposal Form in Attachment B to this RFP.

   b. Other direct costs such as transportation, lodging, meals, report production, etc. The person or firm must submit this information using the Cost Proposal Form in Attachment B of this RFP. (NOTE: The person or firm's travel, lodging, and meal costs will be reimbursed only up to the amount allowable according to the State of Arizona per diem and hotel rates. For the State's travel reimbursement rates, see https://gao.az.gov/sites/default/files/5095%20Reimbursement%20Rates.pdf.)

   c. Overhead costs should also be clearly identified on the Cost Proposal Form.

3. Other items to be included in the proposal are:

   a. A description of the person or firm's expertise in evaluating multi-modal transportation systems and in regional transportation planning.

   b. A description of prior experience with projects or studies of a similar nature, including references. The person or firm must include at least three references. Please include the following information for each client reference:

      - Name of the organization
      - Dates of service
      - List of services provided
      - Responsible official or contact person
      - Address, telephone and fax numbers, e-mail address

c. Identification of personnel who will be conducting the work, including the project manager, a resume for each describing experience with similar projects, the role each individual will perform, and the person-hours each individual will spend on the tasks identified in this work plan. Personnel may not be substituted without the Auditor General's written permission.

d. Identification of any proposed subcontractors to be used for the project, a description of the subcontractor's experience, and a resume for each of the subcontractor's personnel.

e. Prior to commencing the work described herein, the person or firm shall furnish certificates showing insurance in force as follows:

- Public Liability and Property Damage insurance in an amount not less than $2 million dollars ($2,000,000).
- Professional Liability insurance in an amount not less than $1 million dollars ($1,000,000).
- Valuable Papers insurance in an amount sufficient to assure the restoration of any working papers, documents, memoranda, reports, or other similar data relating to the work or reports of the selected person or firm used in this contract's completion.

Excepting the Professional Liability coverage, insurance certificates shall name the State of Arizona AUDITOR GENERAL as an additional insured.

A representative or officer authorized to bind the selected person or firm shall sign the proposal. The person or firm should identify by name, title, address, and telephone number individuals authorized to negotiate a contract for and on behalf of the selected person or firm.

J. PROPOSAL EVALUATION AND SELECTION

1. A selection committee will review and evaluate the proposals between June 20 and June 28, 2016. During that time, please be available to answer questions by telephone. As part of the final selection process, the Office reserves the right to:

a. Contact a reasonable number of references from among those provided by the person or firms as requested in the Proposal Content.

b. Request oral presentations or discussions with the person or firms.

2. The Office shall select the proposal judged most likely to meet the project's needs and objectives. Emphasis will be placed on:

a. Responsiveness to the issues described in the RFP.

b. Person or firm's related past experience and reputation.

c. Qualifications of staff assigned to the project.

d. Proposed work plan.

e. Project hourly and total costs.

3. A recommendation for contract award will be made to the Auditor General; her decision will be final. The Office will award the contract to the responsible person or firm whose proposal is determined to be the most advantageous to the State.

K. CONTRACT AWARD

1. A contract is expected to be awarded on or before June 30, 2016. The Office will notify a successful bidder by telephone with a confirmation letter and contract to follow. A sample contract is included and illustrated in Attachment C.

2. The Auditor General reserves the right to:

a. Cancel this solicitation.

b. Reject any and all proposals.

c. Select for contract negotiation the person or firm's proposal that, in the Auditor General's judgment, best meets the Office's needs, regardless of any differences in estimated project costs between the person or firm and all others.

d. Negotiate a contract that covers selected parts of this proposal or a contract that will be interrupted for a period or terminated for lack of funds.

Timeline for Proposal Process, Status Reports,
Briefings, and Submission of Audit Reports

The following dates will apply unless the Auditor General waives or modifies them in writing:

Event	Date
Deadline for submission of proposals	June 17, 2016
Estimated contract award and notice to proceed	June 30, 2016
Written status reports due to Office	Every 2 weeks
Briefings provided to audited entities	Monthly
Deadline for submission of initial preliminary report draft to Office	January 11, 2017
Deadline for submission of revised report draft to Office, RTA, PAG and other appropriate entities	February 8, 2017
Agency preliminary written responses due from RTA, PAG, and other appropriate entities	February 23, 2017
Deadline for holding draft exit conference	February 28, 2017
Deadline for submission of final report for agency response to Office, RTA, PAG, and other appropriate entities	March 14, 2017
Agency final written responses due from RTA, PAG, and other appropriate entities	March 21, 2017
Deadline for submission of final report to Auditor General incorporating entities written responses and Auditor General transmittal letter	March 27, 2017
Issue report	March 30, 2017
Consultant presentation to legislative committee	TBD
Consultant conducts initial followup	February – March 2018
Consultant conducts additional followup, if necessary[2]	September 2018

[2] If necessary, the Office will negotiate the cost of conducting this followup separately. If all recommendations in the report were implemented at initial followup, no further followup is necessary.