



CORPUS CHRISTI DOWNTOWN
MANAGEMENT DISTRICT (CCDMD)

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CORPUS CHRISTI DOWNTOWN
REVITALIZATION ALLIANCE (CCDRA)

Request for Proposals:

Annual Audit Services

CCDMD – Governmental Entity

CCDRA – 501(c)3 – Non Profit

Issued: June 28, 2024



MANAGED BY CORPUS CHRISTI DOWNTOWN MANAGEMENT DISTRICT
921 N Chaparral St. STE 100 | Corpus Christi, TX 78401 | P: 361-882-2363 | godowntowncc.com

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Introduction:

The CCDMD is a professional municipal management district, established in 1993, representing property owners in the Downtown Corpus Christi neighborhood known as the Marina Arts District. Through interlocal relationship with the City of Corpus Christi and the Downtown Tax Increment Reinvestment Zone, we facilitate development throughout the Greater Downtown Area. With the support of our corporate partners on the Downtown Advisory Council and our 501 (C)3 the Downtown Revitalization Alliance, we move revitalization further forward with a focus on economic development, arts, and culture.

The vision of the Corpus Christi Downtown Management District is to create the most vibrant downtown on the Gulf of Mexico by instituting a clean, safe, and beautiful environment; creating a welcoming, well-designed, accessible waterfront; developing a robust, sustainable, desirable neighborhood; promoting remarkable, prismatic cultural experiences; and growing our team, team mentality, and local capacity to accomplish the vision.

Scope of Work:

Downtown Management District [Municipal Management District]

Accounting Period - Fiscal Year October 1 to September 30

The DMD is seeking services from Certified Public Accountants or accounting firms to conduct auditing services for the organization. The organization has previously adopted budgets in the range of \$1,562,983 (3-year average). For the 2023-24 fiscal year, the DMD adopted a budget of \$2,244,536.

The audit services contemplated in this Request for Proposal (“RFP”) is for FY 2023-2024, FY 2024-2025, FY 2025-2026 and should aim to summarize the financial standing of the organization, make sure that the financial statements make no material misstatements and report on internal controls and compliance. The findings will be presented to the Board of Directors for their review and approval on behalf of the organization.

Downtown Revitalization Alliance [501 (C) 3]

Accounting Period - Calendar Year



The Downtown Revitalization Alliance is the fund-raising arm of the CCDMD and, in addition to performing the annual audit the Respondents are expected to prepare and file the CCDRA annual 990 returns.

Bid Opportunities:

The CCDMD is requesting quotations to conduct the organization's annual audit for the next 3 years with an option for an additional 2 years. The audit will need to comply with U.S. generally accepted accounting principles and *Government Auditing Standards* for each fiscal year beginning on October 1 and ending on September 30 of the following calendar year. The audit will further need to comply with any recognized professional audit standards for governmental entities that operate on a nonprofit public purpose basis, as is the case of the CCDMD. The auditor would also present the findings before the Board of Directors. The final audit is a public document. It may be provided to third parties as part of contracts, interlocal agreements, or other contractual obligations.

Special Reports, exhibits and schedules required.

- Accounts report
- Balance sheet
- Schedule of findings and responses
- Statements of changes in financial position
- Notes on financial statements
- Report on internal control over financial reporting and on compliance in accordance with *Government Auditing Standards*

Available Manuals and Information Sources.

- Minutes of the Board meetings of the CCDMD
- Administrative Rules, Policies and Procedures (By-laws)
- A budget is maintained and available for examination
- The Finance and Administration Manager will be available to provide copy documentation
- A work area will be provided by the CCDMD in proximity with the financial records on the premises.



Report Requirements.

- The report will be addressed to the Board of Directors
- State the scope of the examination and that the audit was performed with generally accepted accounting principles and *Government Auditing Standards* and include a statement of opinion as to whether the statements conform to generally accepted auditing standards.
- Reports of compliance examinations must include a statement that the audit was conducted in accordance with applicable standards. The audit report must state where the examination disclosed instances of significant non-compliance with laws and generally accepted accounting principles. Findings of non-compliance and ineligible expenditures must be presented in enough detail for management to be able to understand them.
- A management letter will be required. It should contain a statement of audit findings and recommendations affecting financial systems and statements, internal control, legality of actions, other instances of non-compliance with laws and generally accepted accounting principles, and any other material matters.
- The report may include any other statements, reports, or letters as deemed professionally appropriate by the auditor.

Eligibility:

Open to all qualified Certified Public Accountants or accounting firms with prior experience in auditing similar organizations in size, budget, and governmental functions.

Local vendors/contractors, Downtown based vendors/contractors and Disadvantaged Business Enterprises (DBEs) and Historically Underutilized Businesses (HUBs) are encouraged to apply.

No contract may be awarded to a respondent that is currently, or has been within the past three years, suspended or debarred from doing business with any of the following: (1) the Federal Government or any branch, department, or administrative organization thereof; (2) the State of Texas, or (3) the City of Corpus Christi, Texas.

No contract may be awarded to a respondent whose owners or management have been convicted of a felony.



Schedule:

Friday, June 28, 2024	Release of RFP materials
Friday, July 5, 2024 (5pm CST)	Questions Submission Deadline
Friday, July 19, 2024 (5pm CST)	Submission Deadline
Monday, July 22, 2024, (9am CST)	Bid Opening
Friday, August 2, 2024	Evaluation of Bids
Thursday, August 15, 2024	Award Date

The CCDMD reserves the right, at its sole discretion, to adjust this Schedule of Events as it deems necessary. If necessary, Amendment to this RFP will be issued in writing to the list of Respondents.

RFP RELEASE AND Contact Info:

Availability of RFP

The RFP will be made available on Friday, June 28, 2024, on the CCDMD's website – www.godowntowncc.com/ and may be picked up from the CCDMD's offices at:

Corpus Christi Downtown Management District
921 N. Chaparral, Ste. 100
Corpus Christi, Texas 78401

The RFP packets may also be obtained by email, upon request made to the Authorized Contact person as designated below.

Previously identified potential Respondents will be emailed an RFP packet once these are made available to the public on the release date above.

Authorized Contact

The sole authorized contact (Authorized Contact) for this RFP is Alan S Albin. The Authorized Contact may be contacted at the following address or email address:

Corpus Christi Downtown Management District
921 N Chaparral St, Ste. 100
Corpus Christi, Texas 78401
Attn: Alan Albin
alan@cctexasdmd.com



361-882-2363

Any material questions about the RFP or procurement process must be submitted in writing to the Authorized Contact. Email questions are preferred, although questions submitted by mail or hand-delivery will also be accepted. Verbal questions will not be accepted. Written questions about the RFP or procurement process must be submitted to the Authorized Contact prior to 5:00 p.m. CST on Friday, July 5, 2024. Any information provided in response to a question about the RFP or procurement from a source other than the Authorized Contact is unofficial, non-binding, and invalid.

Questions, Submissions and Amendments:

Questions / Requests for Clarification

Questions and requests for clarification or additional information (including requests for changes in RFP specifications) must be submitted **in writing only** via hand-delivery, postal mail or email to the Authorized Contact designated above.

Respondents submitting questions shall clearly address each question by reference to a specific section, page and item of this solicitation.

It is the Respondent's responsibility to verify that the CCDMD received its Questions and/or Request for Clarification. During the RFP process, Bidders shall not contact any CCDMD staff except those designated in the text of this solicitation or in subsequent documentation. Nor shall bidders contact any DMD Board members about the procurement. Non-compliance with this provision may result in rejection of the offer involved.

Questions/requests for clarification must be submitted in writing no later than 5:00 p.m. CST on Friday, July 5, 2024. Any questions or requests for clarification submitted after this time will not elicit or prompt a response.

Answers / Complete Q&A

Answers to all questions submitted by the above deadline will be available in a written Q&A format to all identified Respondents on or before Monday, July 8, 2024. All requests for complete Q&A must be directed to the Authorized Contact as designated above.



Changes, Amendments, Withdrawal or Re-Issuance of RFP

A Respondent may withdraw its proposal to the RFP by written request at any time prior to acceptance of a contract.

The CCDMD may, at any time prior to execution of a contract: (a) amend the RFP materials or requirements; (b) extend deadlines contained in the RFP; (c) reject any application that does not meet the qualifications and requirements set forth in the RFP; (d) reject all applications; (e) cancel the RFP entirely; or (f) re-issue the RFP at a later date.

Availability of Funds

The RFP and/or the contract issued pursuant hereto may be cancelled if the funds for the contract are not, for any reason, made available to the CCDMD. In other words, the CCDMD reserves the right to cancel this RFP or an executed contract if adequate funds for the goods/services to be provided are not received by or available to the CCDMD.

Proposal Packet and Submission:

Respondents should use Attachment A to formulate their proposal. Responses should be clear, concise, and complete. They should include all components identified in Attachment A and thoroughly comply with all required specifications as described above.

Assurances and Certifications

Respondent certifies by submitting its quotation that it has not given, offered to give, and does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with its quotation or any contract it might receive.

Respondent certifies by submitting its quotation that, to the best of its knowledge and belief, there are no lawsuits and no proceedings pending or threatened against or affecting it, which if determined adversely to proposer will have a material adverse effect on the ability to fulfill its obligations under any contract received by proposer.

Submissions

Respondents interested in submitting a proposal must submit their completed proposal **no later than**:



Friday July 19, 2024 by 5:00 p.m. CST.

Submissions will be accepted via hand-delivery or postal mail* at:

Corpus Christi Downtown Management District

921 N Chaparral St, Ste. 100

Corpus Christi, Texas 78401

*Please place the completed proposal in a sealed envelope designated “Auditing Services Submission – TIME SENSITIVE”

Or via email* to:**Alan S Albin – CCDMD’s Authorized Contact for this RFP**

Corpus Christi Downtown Management District | alan@cctexasdmd.com

***please include the wording “Auditing Services Submission – TIME SENSITIVE” in the subject line of the email.**

The CCDMD will document the date and time of receipt of all proposals and signed receipts will be provided upon request. However, the burden remains on the Respondent to a) verify that the CCDMD received its proposal by the 5:00 p.m. CST deadline on Friday, July 19, 2024, and b) ensure that all electronic submissions (including email uploads, flash drives, and CDs/DVDs, etc.) can be downloaded/opened/accessed.

Proposals received after the deadline will not be accepted and will not be considered for a possible contract. The CCDMD reserves the right to reject any or all proposals, to advertise for new proposals, or to accept any proposals deemed to be in the best interest of the community.



Attachment A:

Proposal Requirements

Bidder Contact Information

- Name of Company
- Name of Project Manager for this engagement
- Address, email, phone (office and cell)
 - Please identify the location of all offices, especially if located in Downtown Corpus Christi.

Narrative

Provide a narrative (no more than 1 page), describing your experience as the Respondent or principal at an accounting firm in dealing with organizations like the DMD.

Demonstrated Similar Experience / References

Provide a minimum of three and no more than five references on work/projects completed in the last five years. The CCDMD is authorized to, and may, contact these references regarding qualifications and past performance. All references must describe project scope and must be for auditing services provided to similar organizations.

The following must be included for each reference:

- Name of Organization and Contact
- Year commissioned as auditor and duration of services [how long acted as auditor]
- Address
- Contact information [telephone number(s) and email(s)]
- Approximate annual budget size of the organization audited

Key Project Personnel and Subcontractors

Provide the name and contact information of all key individuals who will be directly involved and/or who will coordinate and oversee the audit. Include resumes or brief biographical summary of all key personnel and expected hours per week allocated to this project along with hourly rate for staff services (if applicable). Identify any potential subcontractors to be utilized for this project.

Estimated Cost/Budget

Provide a detailed and itemized cost quote, which includes Respondent's preferred payment schedule indicated in a measurable metric (per hour, per



service, etc.) for all three years of the initial contract period and for the two-year extension period. If your organization is selected for consideration of a contract, your estimated cost/budget will be used as the basis for the fee structure for the engagement, subject to reasonable best and final negotiations.

Completion Timeframe

Provide a proposed timeframe for the services sought. The CCDMD requires the annual audit to be available for review by the Board at their December meeting (third Thursday of the month). Please advise an alternative timescale if necessary.

Familiarity with Downtown Corpus Christi

The business of the CCDMD is focused on obtaining funds from taxpayers located in the CCDMD's jurisdictional area in Downtown Corpus Christi and then investing those funds in activities predominately occurring in the same area. Thus, the vast majority of the CCDMD's revenues and expenses involve sources and uses (contractors, etc.) in the Downtown area. For that reason, Respondents who have access to and understanding of the Downtown Corpus Christi area may have greater insight and ability to provide the services sought by this RFP. Accordingly, as part of your response, please provide a description of the Respondent's history and familiarity with Downtown Corpus Christi, and its involvement in the Downtown Corpus Christi community.

