

REQUEST FOR PROPOSAL

CERTIFIED PUBLIC ACCOUNTANT SERVICES REVIEW AND ANALYSIS

The City of Pryor Creek, Oklahoma seeks proposals from qualified individuals for the performance of an analysis and review of the financial aspects of expenditures in a recent municipal construction project. The project is one for professional services of the submitter and is not subject to competitive bidding requirements.

The City of Pryor has recently completed the construction of a new police and fire emergency services facility. As part of the same project the city completed an addition to its public library. The original estimated cost of the combined projects at the point of entering into the original construction contract was in round numbers \$11,500,000. The final completed cost of the combined project is approximately \$13,500,000.

The City seeks to review and analyze the financial aspects of billings and expenditures related to the project. In this respect the City is seeking to complete three comprehensive reviews; (1) A financial review and analysis of expenditures, (2) A review and analysis of the architectural processes, and (3) A review an analysis of the construction management processes.

This RFP is regarding the financial component of the project.

Submitter Qualifications for Architectural Review and Analysis:

- Current status as licensed CPA in the state of Oklahoma.
- Minimum of 10 years of experience as CPA. (not limited to Oklahoma)
- Previous experience in rendering of CPA services relating to governmental clients, construction projects the construction industry, progress billings, contingency and retainage calculations.

Scope of Review and Analysis:

The scope of the review and analysis requested to be performed is involving analyzing documents related to a construction project conducted by the City of Pryor Creek. Documents will include invoices, progress billings, etc. paid by the City to architects, construction managers and others in relation to the project. These documents will be check for accuracy and completeness (appropriate signatures, dates, etc.) given each type of form. Accountant(s) will also be asked to examine the underlying documents supporting billings received by the City. These will be supplied by the City, City's Construction Mangers and other contractors and vendors directly paid by the City.

Accountant(s) will also examine internal city documents, such as purchase orders, for completeness and accuracy.

A written report of findings (if any) would be prepared and presented to the City Council after completion of the work.

Form and Contents of Report:

The report shall be in printed, single sided, page numbered, narrative form and supplied to the city in paper copy and electronic copy. 10 bound paper copies of the report with exhibits attached shall be

supplied to the City Clerk. An electronic copy in pdf format of the report with all exhibits shall be supplied to the City Clerk for the City of Pryor.

The report shall set forth the reviewers' analysis of the facts and the reviewer's opinion(s) as to the findings, if any, noted by the reviewer.

The report shall set forth a review and analysis of compliance or non-compliance with all applicable requirements of the Oklahoma Competitive Bidding Act. All instances of non-compliance, if any, shall be individually listed with a narrative explanation of any violations setting forth the specific section of any such violation and explanation of the facts demonstrating the item of noncompliance.

The report shall set forth a review and analysis of compliance or non-compliance with all applicable purchasing ordinances of the City of Pryor Creek, Oklahoma. All instances of non-compliance, if any, shall be individually listed with a narrative explanation of any violations setting forth the specific section of any such violation and explanation of the facts demonstrating the item of noncompliance.

Timeline for Completion of Analysis and Report

The time period for completion of the review, analysis and report shall be Six (6) months from the date the project is awarded.

Compensation Schedule

The city recognizes the complexity of the assignment requested under this RFP and the uncertainty attendant to the time required for the completion of the task. With this in mind the proposal should be submitted setting forth the submitter's hourly rate to be charged for the performance of the assignment with a maximum cap on the total charge for the project to the city. Under this hourly rate structure, monthly hourly billings will be paid by the city. The submitter may submit a proposal setting for a flat fee charge for the project in the alternative to an hourly charge structure with proposed terms of payment of the flat fee in one or more payments and setting forth the timing of any such payments requested to be considered by the city in awarding this project.

Disclosures by Submitter

- Disclosure of rate structure for work preformed outside the scope of this RFP
- Disclosure of all prior associations or dealings, if any, with the City of Pryor Creek, Oklahoma, CMS Willowbrook and Graber and Associates.
- Prior work experience in the nature of the review tasks outline by this RFP.
- Identification of three (3) references of the submitter familiar with the submitter's performance of tasks deemed by the submitter to be relevant to the services to be performed in accordance with this RFP.

Submission of Proposal

Please submit your proposal for services outlined above in writing by mail in time for receipt of same by the City on or before May 16, 2023.

Proposals shall be submitted to:

CITY CLERK FOR CITY OF PRYOR CREEK
P.O. BOX 1167
PRYOR, OK 74362