



Request for Proposals for Auditing Services

Questions Deadline: May 1, 2026 @ 5:00 p.m. PST
Submittal Deadline: May 8, 2026 @ 5:00 p.m. PST

Submit to:

Capitol Area Development Authority
Attn: Noelle Mussen, Finance Director
1522 14th Street
Sacramento, CA 95814
nmussen@cada.org

Capitol Area Development Authority
Request for Proposals for Auditing Services
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INTRODUCTION

A. General Information

The Capitol Area Development Authority (CADA) is requesting proposals from qualified firms of certified public accountants to conduct financial and compliance audits for CADA and three low-income housing program properties. These audits are to be performed in accordance with generally accepted auditing standards, the standards set forth for financial audits in *Government Auditing Standards*, issued by the Comptroller of the U.S.

There is no expressed or implied obligation for CADA to reimburse responding firms for any expenses incurred in preparing proposals in response to this request.

In addition to auditing services, CADA may periodically request consulting services. Responses should include standard and quoted hourly rates for such consulting services. Services would be scheduled as necessary and billed separately and in addition to audit services quantified in the dollar cost bid outlined in this request for proposals.

To be considered, the proposal must be received by **5:00 PM, Friday, May 8, 2026**. Please submit an electronic PDF copy of the proposal via email to Noelle Mussen, Finance Director at nmussen@cadanet.org. CADA reserves the right to reject any or all proposals submitted. No late proposal will be accepted and any proposals received after the specified time will not be considered.

Proposals submitted will be evaluated by a selection committee (Committee) selected by CADA.

During the evaluation process, the Committee and CADA reserve the right, where it may serve CADA's best interest, to request additional information or clarifications from proposers, or to allow corrections of errors or omissions. At the discretion of CADA or the Committee, firms submitting proposals may be requested to make oral presentations as part of the interview portion of the evaluation process.

CADA reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CADA and the selected firm.

In response to the Request for Proposals, CADA anticipates receiving competitive pricing as well as an assurance of quality services. CADA intends to

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award one contract; however, it may choose to award additional contracts as CADA deems necessary to meet the Agency's needs.

CADA's most recent audited Financials can be found on CADA's web site <http://www.cada.org>. For questions or additional information regarding this Request for Proposals, please contact Noelle Mussen, Financial Director, via email at nmussen@cada.org.

It is anticipated that the selected firm will be notified by Friday, June 5, 2026, and approved by CADA's Board on June 28, 2026.

B. Term of Engagement

An initial contract for one (1) year is contemplated, with the option to add four (4) additional one (1) year periods. The additional periods are at the sole discretion of CADA based on the firm's performance and CADA's needs.

SCOPE OF WORK

A. General

CADA is requesting proposals from qualified firms of certified public accountants to audit its financial statements for the fiscal year ending June 30, 2026, with the option of auditing its financial statements for each of the four subsequent fiscal years. The reports will be prepared according to GASB accounting standards, and the audits will be performed in accordance with the generally accepted government auditing standards set forth for financial audits in *Government Auditing Standards*, issued by the Comptroller of the United States.

B. Reporting Entities Included in Scope of Work to be Performed

Audit services are solicited for CADA and three program properties:

- Capitol Area Development Authority
- Somerset Parkside Apartments
- Biele Place Apartments
- Seventeenth Street Commons

C. Description of the Reporting Entities

The following information provides an overview of each reporting statement and its significant financial transactions to assist interested parties in preparing

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proposals. This information is not intended to be comprehensive or to limit audit scope from future transactions or activities that these entities may engage in over the term of the proposed contract. Copies of prior year reports are available upon request on CADA's website.

Capitol Area Development Authority – Audited Financial Statements

The Capitol Area Development Authority (CADA) was created by a joint powers agreement between the City of Sacramento (City) and the State of California (State) in July 1978. The General Operation budget is approximately \$20 million per year with multi-year budgets for project management and major construction. Pooled cash and investments, including amounts held by component units, totaled \$46.8 million at June 30, 2025. CADA's outstanding long-term debt is approximately \$41 million.

CADA has established a non-profit, the Capitol Area Community Development Corporation (CACDC), and expects to report any activity as a blended component unit. The following three Special Management properties are reported within CADA's financial statements but require individual audits due to the debt and regulatory agreements currently placed on each property.

Somerset Parkside Apartments

Somerset Parkside Apartments is a 26-unit apartment complex located in downtown Sacramento. It provides housing for eligible low-income families under the State of California Department of Housing and Community Development (HCD)

CADA transitioned this property from the Rental Housing Construction Program (RHCP) to the Loan Restructure Program (LRP). Under the original program HCD provided long-term financing to complete construction of the housing project through a deferred promissory note. The LRP continues to defer the original construction promissory note while adding three percent interest and a monitoring fee. HCD requires an audit for this property including required financial data templates as supplementary information.

Biele Place Apartments

Biele Place Apartments is a 35-unit apartment complex located in downtown Sacramento, California. It provides housing for eligible senior low-income households under the State of California Department of Housing and Community Development (HCD)

Similar to Somerset above, CADA transitioned this property from the Rental Housing Construction Program (RHCP) to the Loan Restructure Program (LRP).

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Under the original program HCD provided long-term financing to complete construction of the housing project through a deferred promissory note. The LRP continues to defer the original construction promissory note while adding three percent interest and a monitoring fee. HCD requires an audit for this property including required financial data templates as supplementary information.

Seventeenth Street Commons

Seventeenth Street Commons is a 28-unit apartment complex located in downtown Sacramento. The Project provides at least 20% of the apartments to eligible low-income households under the California Housing Finance Agency (CalHFA) 80/20 program. Mortgage financing was provided by CalHFA which requires an annual financial and compliance audit with required financial data templates as part of the statements Supplementary information.

D. Communication with Management

The auditor shall communicate with management and those charged with governance in accordance with applicable auditing standards. The auditor shall be available for presentations to management, the CADA board, and other governing boards as requested.

Auditors shall present an immediate, written report of all irregularities and illegal acts, or indications of illegal acts of which they become aware, to the Finance Director and Executive Director.

E. Working Paper Retention and Access to Working Papers

All working papers and reports must be retained, at the auditors' expense, for a minimum of three (3) years, unless the firm is notified in writing by CADA of the need to extend the retention period. The auditor will be required to make working papers available, upon request.

In addition, the firm shall respond to the reasonable inquiries of successor auditors and allow successor auditors to review working papers relating to matters of continuing accounting significance.

DESCRIPTION OF CADA

A. Background Information

CADA is governed by a five-member board of directors appointed by the City of Sacramento and the State of California. The Authority is responsible for

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management, maintenance and renovation of state-owned apartments buildings (approximately 750 units) and commercial structures (approximately 31 leases); developing new market rate and affordable housing and commercial projects through bond and tax credit financing, neighborhood amenities and improvements; and development of new state office and parking facilities upon request and approval of the State. More detailed information on CADA can be found on CADA's web site <http://www.cadanet.org>.

B. Computer Systems

CADA uses a variety of software, Abila MIP Fund Accounting Software for general ledger, accounts receivable, accounts payable, purchasing, and project accounting; Maintenance Connect for facilities management of CADA's properties; BambooHR for human resources; and MRI Bostonpost software for property management, which manage tenant accounts and rental billings which are exported to our accounting software. We are currently in the process of migrating to MRI's Affordable Housing platform and anticipate this migration will be completed by June 30th. Payroll processing is done by a third party, Paychex.

D. Contact Person

The auditor's principal contact with CADA during the audit will be the Finance Director, or a designated representative, who will coordinate the assistance to be provided by CADA to the auditor.

E. Availability of Prior Audit Reports and Working Papers

Interested proposers who wish to review prior years' audit reports should contact Noelle Mussen, Finance Director at 1522 14th Street, Sacramento, California 95814 or they can view the last eight years audited statements on CADA's web site <http://www.cadanet.org>.

TIME REQUIREMENTS

A. Proposal Calendar

Request for proposal issued	April 20, 2026
Due date for inquiries	May 1, 2026
Due date for proposals	May 8, 2026

B. Notification and Contract Dates

Selected firm notified	June 5, 2026
CADA Board Approval	June 28, 2026

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C. Date Interim Audit Work May Commence July 2026

D. Audit Schedule

1. Interim field work

The auditor is to complete systems documentation, internal control testing, compliance testing, staff schedule, report and schedule request, and confirmation requests by July 31.

2. Year-end field work – Special Management properties

Year-end field work for these three properties needs to begin in July and with field work completed and the signed audit report delivered by the end of September. This is to meet required submittal deadline for HCD and CalHFA.

3. Year-end field work – CADA

Year-end field work may begin at the end of September or early October and is to be completed by Mid-November. The signed audit report and management letter is to be delivered within two weeks of the end of fieldwork, and no later than December 5.

CADA will work with the auditors to adjust these schedules as necessary due to factors outside the control of CADA or the auditors.

E. Entrance Conferences, Progress Reporting, and Exit Conferences

The auditors will facilitate entrance and exit conferences with the Finance Director. The auditors will meet as needed with the Finance Director to review progress reports and preliminary audit findings.

ASSISTANCE TO BE PROVIDED BY CADA

A. Accounting Department

The Accounting Department staff and responsible management personnel will be available during the audit to assist the firm by providing information, documentation and explanations. The Finance Director will be responsible for coordinating the audit process internally.

B. Information Technology (IT) Department

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IT personnel will be available to assist the auditor in performing the engagement and to provide systems documentation.

C. Statements and Schedules to be Prepared by CADA staff

CADA prepares detailed work papers to support all significant financial accounts and disclosures. Special reports and queries can be generated from the general ledger at the auditor's request to assist in the testing of specific transaction cycles or account activity.

D. Work Area, Telephones, Photocopying and FAX Machine

If needed, CADA will provide the auditor with reasonable workspace, desks, and chairs. The auditor will also be provided with access to telephone lines, photocopying/scanning facilities, and a FAX machine. CADA will provide access to its network for internet access.

E. Report Preparation

CADA will prepare the draft MD&A, financial statements, footnotes, and required supplemental schedules as applicable. The auditor will prepare the independent auditors' and compliance reports and is responsible for report covers, reproduction, and binding, along with an electronic copy of the signed financials statements.

All other reports: The auditor is to prepare financial statements, footnotes, HCD and CalHFA required subsequent disclosure, and the independent auditors' reports and is responsible for report covers, reproduction, and binding, along with an electronic copy of the signed financials statements.

PROPOSAL REQUIREMENTS

A. General Requirements

1. Inquiries concerning the request for proposal must be made by Friday, May 1, 2026, by email only, to Noelle Mussen, Finance Director, at nmussen@cada.org.

Written replies to all inquiries will be furnished to all firms that have requested the RFP document.

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2. Submission of Proposals

The following material is required to be received by May 8, 2026 for a proposing firm to be considered:

a. A complete electronic PDF copy of the technical proposal to include the following:

(1) Title Page

Title page showing the request for proposals subject; the firm's name; the name, address and telephone number of the contact person; and the date of the proposal.

(2) Table of Contents

(3) Transmittal Letter

A signed letter of transmittal stating briefly the proposer's understanding of the work to be done, the commitment to perform the work within the time period, a statement why the firm believes itself to be best qualified to perform the engagement and a statement that the proposal is a firm and irrevocable offer for 90 days.

(4) Detailed Proposal

The detailed proposal should follow the order set forth in this request for proposals. The detailed proposal must be 10 pages or fewer.

(5) Project Team

Identify the personnel that will be assigned to the projects, their credentials, and their experience with similar projects. Include biographies of the leading team members.

(6) References

Provide the names, addresses, and phone numbers for at least 5 references for whom the firm has done similar projects. If a subcontractor is proposed, two to three references should be provided for the subcontractor. References for Housing Authorities, Special Districts JPA's and Tax Credit housing projects are preferred.

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(7) Proposal Signature

An executed copy of the Proposal Signature form
(Attachment 3)

- b. Proposers should submit an electronic PDF copy of the proposal by email to Noelle Mussen, Controller at nmussen@cadanet.org.

B. Technical Proposal

1. General Requirements

The purpose of the technical proposal is to demonstrate the qualifications, competence and capacity of the firms seeking to undertake an independent audit of CADA in conformity with the requirements of this request for proposals. As such, the substance of proposals will carry more weight than their form or manner of presentation. The technical proposal should demonstrate the qualifications of the firm and of the particular staff to be assigned to this engagement. It should also specify an audit approach that will meet the request for proposal requirements.

THERE SHOULD BE NO DOLLAR UNITS OR TOTAL COSTS INCLUDED IN THE TECHNICAL PROPOSAL DOCUMENT.

The technical proposal should address all the points outlined in the request for proposal. The proposal should be prepared simply and economically, providing a straightforward, concise description of the proposer's capabilities to satisfy the requirements of the request for proposals. While additional data may be presented, the following subjects, item numbers 2 through 10, must be included. This information represents the criteria against which the proposal will be evaluated.

2. Independence

The firm should provide an affirmative statement that it is independent of CADA as defined by generally accepted auditing standards.

The firm also should provide an affirmative statement that it is independent of all of the component units of CADA as defined by those same standards. The firm should state that it would not enter into any

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relationships that impair this independence during the term of the contract, if awarded.

If applicable, the firm should list and describe the firm's (or proposed subcontractors') professional relationships involving CADA or its related agencies or component units for the past five (5) years, together with a statement explaining why such relationships do not constitute a conflict of interest relative to performing the proposed audit.

In addition, the firm shall give CADA written notice of any professional relationships entered into involving CADA or any of its related agencies or component units during the period of this agreement.

3. License to Practice in California

An affirmative statement should be included that the firm and all assigned key professional staff are properly licensed to practice in California.

4. Firm Qualifications and Experience

The proposer should state the size of the firm, the size of the firm's governmental audit staff, the location of the office from which the work on this engagement is to be performed and the number and nature of the professional staff to be employed in this engagement on a full-time basis and the number and nature of the staff to be so employed on a part-time basis.

If the proposer is a joint venture or consortium, the qualifications of each firm comprising the joint venture or consortium should be separately identified and the firm that is to serve as the principal auditor should be noted, if applicable.

The firm is required to submit a copy of the report on its most recent external quality control review, with a statement whether that quality control review included a review of specific government engagements.

The firm shall provide information on the results of any federal or state desk reviews or field reviews of its audits during the past three (3) years. In addition, the firm shall provide information on the circumstances and status of any disciplinary action taken or pending against the firm during the past three (3) years with state regulatory bodies or professional organizations.

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5. Partner, Supervisory and Staff Qualifications and Experience

Identify the principal supervisory and management staff, including engagement partners, managers, other supervisors and specialists, who would be assigned to the engagement. Indicate whether each such person is registered or licensed to practice as a certified public accountant in California. Provide information on the government auditing experience of each person, including condensed information on relevant continuing professional education for the past three (3) years and membership in professional organizations relevant to the performance of this audit.

Provide as much information as possible regarding the number, qualifications, experience and training, including relevant continuing professional education, of the specific staff to be assigned to this engagement. Indicate how the quality of staff over the term of the agreement will be assured.

Engagement partners, managers, other supervisory staff and specialists may be changed if those personnel leave the firm, are promoted or are assigned to another office. These personnel may also be changed for other reasons with the express prior permission of CADA.

Other audit personnel may be changed at the discretion of the proposer provided that replacements have substantially the same or better qualifications or experience.

6. Prior Engagements with CADA

List separately all engagements within the last five years, ranked on the basis of total staff hours, for CADA by type of engagement (i.e., audit, management advisory services, other). Indicate the scope of work, date, engagement partners, total hours, the location of the firm's office from which the engagement was performed, and the name and telephone number of the principal client contact.

7. Similar Engagements with Other Government Entities

For the firm's office that will be assigned responsibility for the audit, list the most significant engagements (maximum of 5) performed in the last five years that are similar to the engagement described in this request for proposal. These engagements should be ranked on the basis of total staff hours. Indicate the scope of work, date, engagement partners, total hours, and the name and telephone number of the principal client contact.

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8. Specific Audit Approach

The proposal should set forth a work plan, including an explanation of the audit methodology to be followed, to perform the services required in this request for proposal. In developing the work plan, reference should be made to such sources of information as CADA's budget and related materials, organizational charts, manuals and programs, and financial and other management information systems.

Proposers will be required to provide the following information on their audit approach:

- a. Proposed segmentation of the engagement.
- b. Level of staff and number of hours to be assigned to each proposed segment of the engagement.

NO DOLLARS SHOULD BE INCLUDED IN THE TECHNICAL PROPOSAL

- c. Sample size and the extent to which statistical sampling is to be used in the engagement.
- d. Extent of use of software in the engagement.
- e. Type and extent of analytical procedures to be used in the engagement.
- f. Approach to be taken to gain and document an understanding of CADA's internal control structure.
- g. Approach to be taken in determining laws and regulations that will be subject to audit test work.
- h. Approach to be taken in drawing audit samples for purposes of tests of compliance.
- i. Approach to be taken in determining audit procedures required to provide assurance on CADA's C pension and OPEB liabilities.

9. Identification of Anticipated Potential Audit Problems

The proposal should identify and describe any anticipated potential audit problems, the firm's approach to resolving these problems, and any special assistance that will be requested from CADA.

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10. Special Area of Expertise

The proposal should identify any special areas of expertise or special audit approaches that you plan to use on this engagement.

C. Dollar Cost Bid

1. Total All-Inclusive Maximum Price

The dollar cost bid should contain all pricing information relative to performing the audit engagement as described in this request for proposal. The total all-inclusive maximum price to be bid is to contain all direct and indirect costs including all out-of-pocket expenses.

CADA will not be responsible for expenses incurred in preparing and submitting the technical proposal or the dollar cost bid. Such costs should not be included in the proposal.

The first page of the dollar cost bid should include the following information:

- a. Name of Firm
- b. Certification that the person signing the proposal is entitled to represent the firm, empowered to submit the bid, and authorized to sign a contract with CADA.
- c. Total All-Inclusive Maximum Price for the fiscal year 2026-2030 engagement of this request for proposals, and annual rate of increase due to inflation, if any, for the proposed five year term of the contract. The format should be the same as presented in Attachment 4 – Schedule of Professional Fees and Expenses.

2. Schedule of Professional Fees and Expenses by Reporting Entity

The second page of the dollar cost bid should include a schedule of professional fees and expenses, by reporting entity, presented in the format provided in Attachment 4 – Schedule of Professional Fees and Expenses, that supports the total all-inclusive maximum price.

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3. Rates for Additional Professional Services

Should it become necessary for CADA to request the auditor to render any additional services to either supplement the services requested in this RFP or to perform additional work as a result of the specific recommendations included in any report issued on this engagement, then such additional work shall be performed only if set forth in an addendum to the contract between CADA and the firm. Any such additional work agreed to between CADA and the firm shall be performed at the same rates set forth in the schedule of fees and expenses included in the dollar cost bid. The format should be the same as presented in Attachment 4 – Schedule of Professional Fees and Expenses.

4. Manner of Payment

Progress payments will be made on the basis of hours of work completed during the course of the engagement, and out-of-pocket expenses incurred in accordance with the firm's dollar cost bid proposal. Interim billing shall cover a period of not less than a calendar month.

EVALUATION PROCEDURES

A. Selection committee

A CADA selection committee will evaluate proposals submitted.

B. Review of Proposals

CADA should validate and evaluate all proposals received before the evaluation deadline specified in this RFP. All requirements identified in this RFP must be satisfied to ensure that a proposal will qualify for consideration.

A point system will be used to evaluate the proposals. The weight assigned to each criterion reflects what is most important to the success of the project to achieve the desired outcome. Pricing may not be the most important factor in all projects. Contract(s) will be awarded based on which proposal(s) are deemed to provide the best value to the City.

CADA reserves the right to retain all proposals submitted and use any idea in a proposal regardless of whether that proposal is selected.

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C. Evaluation Criteria

Proposals will be evaluated using three sets of criteria. Firms meeting the mandatory criteria will have their proposals evaluated and scored for both technical qualifications and price. The following represent the principal selection criteria that will be considered during the evaluation process.

1. Mandatory Elements (20%)
 - a. The audit firm is independent and licensed to practice in California.
 - b. The firm has no conflict of interest with regard to any other work performed by the firm for CADA.
 - c. The firm adheres to the instructions in this request for proposal on preparing and submitting the proposal.
 - d. The firm submits a copy of its last external quality control review report and the firm has a record of quality audit work.

2. Technical Qualifications (65%)
 - a. Expertise and Experience (55%)
 - (1) The firm's past experience and performance on comparable government engagements
 - (2) The firm's past experience and performance on affordable and tax credit housing projects.
 - (3) The quality of the firm's professional personnel to be assigned to the engagement and the quality of the firm's management support personnel to be available for technical consultation
 - b. Audit Approach (15%)
 - (1) Adequacy of proposed staffing plan for various segments of the engagement
 - (2) Adequacy of sampling techniques
 - (3) Adequacy of analytical procedures

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3. Price (20%)

Although price will be considered in the proposal evaluation, COST WILL NOT BE THE PRIMARY FACTOR IN THE SELECTION OF AN AUDIT FIRM

D. Interviews/Oral Presentations

During the evaluation process, the selection committee may, at its discretion, request anyone or all firms to participate in interviews and/or make oral presentations. Such interviews and presentations will provide firms with an opportunity to answer any questions the selection committee may have regarding a firm's proposal. Not all firms may be asked to participate in interviews or make such oral presentations.

E. Final Selection

CADA will select a firm based upon the recommendation of the selection committee. It is anticipated that a note of intent to award will be disturbed on or about June 5, 2026. Following notification of the firm selected, they will be recommended for approval to the Board on Friday, June 28, 2026.

F. Acceptance of Proposal

The contents of the proposal of the successful Proposer will become contractual obligations to be contained in a formal written agreement. Failure of successful Proposer to accept these obligation in a formal agreement may result in cancellation of the award. CADA may require Proposers to participate in negotiations and submit prices, technical, or other revisions to their proposal resulting from such negotiations.

G. Right to Reject Proposals

Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposal unless clearly and specifically noted in the proposal submitted and confirmed in the contract between CADA and the firm selected. CADA reserves the right to decide that one proposer is more responsive than the others and to select that proposal based on a review of the proposal only. CADA reserves the right without prejudice to reject any or all proposals or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the Agency.

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ATTACHMENT 1

**PROPOSAL COVER SHEET
FOR:
PROFESSIONAL AUDITING SERVICES**

**CAPITOL AREA DEVELOPMENT AUTHORITY
ACCOUNTING DEPARTMENT**

Information Must Be Received Prior To 5:00 P.M. on Friday, May 8 , 2026.

Submit Proposals To: Noelle Mussen, Finance Director
nmussen@cada.org

NAME AND ADDRESS OF VENDOR SUBMITTING THIS INFORMATION:

Name of Firm:

Contact Person:

Address:

Phone Number:

Email:

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ATTACHMENT 2

**PROFESSIONAL EXTERNAL AUDIT SERVICES
CLIENT REFERENCES**

CLIENT NAME: _____

CITY/COUNTY _____ STATE _____

POPULATION _____

ADDRESS _____

KEY USER CONTACT NAME / EMAIL / TELEPHONE NUMBER:

KEY TECHNICAL CONTACT NAME / EMAIL / TELEPHONE NUMBER:

PROJECT DATE: _____ PROJECT BUDGET: _____

NAME OF CONSULTANT PROJECT MANAGER: _____

NAME(S) OF TEAM MEMBERS: _____

PROJECT DETAILS

DESCRIPTION OF PROJECT: _____

REMARKS: _____

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ATTACHMENT 3

PROPOSAL SIGNATURE FORM

Name of Firm: _____

Business Address: _____
(Street) (City) (State) (Zip)

Telephone: _____ **FAX:** _____

Type of Business: [] Corporation;
[] Partnership;
[] Individual doing business under own name;
[] Individual doing business using a firm name;
[] Joint Venture (Attach Joint Venture Agreement)

Federal Tax I.D. Number: _____

To Capitol Area Development Authority:

The undersigned, as Proposer, certifies that the only persons or parties interested in this proposal as principals are those named herein as Proposer; that this proposal is made without collusion with any other person, firm, or corporation; that in submitting this proposal the Proposer has examined all terms, conditions, and requirements set forth in the Request for Proposals; that the Proposer proposes and agrees that if this proposal is accepted, the Proposer will execute and fully perform the contract for which proposals are called; that the Proposer will perform all the work and/or furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements as therein set forth; and that the Proposer will take in full payment therefore, the prices set forth in the attached schedule.

(Typed or Printed Name and Title)

(Signature)

Address (if different than business address above) _____

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FOR THE AUDIT OF THE 2026-30 FINANCIAL STATEMENTS

Uhsruwł włw|: FdsłwdoDuhd Ghyhcrsp h wDxwkrulw|

Staffing	Projected Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners				
Managers				
Supervisory Staff				
Staff				
Other (specify):				
Subtotal				
Out of Pocket Expenses				
Meals and Lodging				
Transportation				
Other (specify)				
Total all-inclusive maximum price for 2025-26 audit				
Total all-inclusive maximum price for 2026-27 audit				
Total all-inclusive maximum price for 2027-28 audit				
Total all-inclusive maximum price for 2028-29 audit				
Total all-inclusive maximum price for 2029-30 audit				

Note: The rates quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

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FOR THE AUDIT OF THE 2026-30 FINANCIAL STATEMENTS

Uhsruwl wlv: Vrp huwhwSdunvlg h Dsdup h w

Staffing	Projected Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners				
Managers				
Supervisory Staff				
Staff				
Other (specify):				
Subtotal				
Out of Pocket Expenses				
Meals and Lodging				
Transportation				
Other (specify)				
Total all-inclusive maximum price for 2025-26 audit				
Total all-inclusive maximum price for 2026-27 audit				
Total all-inclusive maximum price for 2027-28 audit				
Total all-inclusive maximum price for 2028-29 audit				
Total all-inclusive maximum price for 2029-30 audit				

Note: The rates quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

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FOR THE AUDIT OF THE 2026-30 FINANCIAL STATEMENTS

Uhsruwl wlv: E lhd#sdfh Dsdwp h w

Staffing	Projected Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners				
Managers				
Supervisory Staff				
Staff				
Other (specify):				
Subtotal				
Out of Pocket Expenses				
Meals and Lodging				
Transportation				
Other (specify)				
Total all-inclusive maximum price for 2025-26 audit				
Total all-inclusive maximum price for 2026-27 audit				
Total all-inclusive maximum price for 2027-28 audit				
Total all-inclusive maximum price for 2028-29 audit				
Total all-inclusive maximum price for 2029-30 audit				

Note: The rates quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

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FOR THE AUDIT OF THE 2026-30 FINANCIAL STATEMENTS

Uhsruwl wlv: 4 :wk VwuhhwFrp p r vDsdup h w

Staffing	Projected Hours	Standard Hourly Rates	Quoted Hourly Rates	Total
Partners				
Managers				
Supervisory Staff				
Staff				
Other (specify):				
Subtotal				
Out of Pocket Expenses				
Meals and Lodging				
Transportation				
Other (specify)				
Total all-inclusive maximum price for 2025-26 audit				
Total all-inclusive maximum price for 2026-27 audit				
Total all-inclusive maximum price for 2027-28 audit				
Total all-inclusive maximum price for 2028-29 audit				
Total all-inclusive maximum price for 2029-30 audit				

Note: The rates quoted should not be presented as a general percentage of the standard hourly rate or as a gross deduction from the total all-inclusive maximum price.

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SCHEDULE OF MISCELLANEOUS CONSULTATION RATES
FOR THE PERIOD OF PERFORMANCE OF THE 2026-30
FINANCIAL STATEMENT AUDIT

	Standard Hourly Rates	Quoted Hourly Rates
Partners		
Managers		
Supervisory Staff		
Staff		
Other (specify):		

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Date: _____

Date:

**Worker's Compensation Insurance Waiver – (To be signed only by Companies that have
No Employees)**

The undersigned does hereby certify that he/she is aware of the provisions of Section 3700 et seq. of the Labor Code which requires every employer to be insured against liability for worker's compensation claims or to take self-insurance in accordance with the provisions of said Code. The undersigned hereby certifies that he/she is self-employed without any employees and as such does not need to comply with the Code. The undersigned agrees he/she shall not employ any person in any manner so as to become subject to the worker's compensation laws of California, and agrees that if he/she should become subject to the worker's compensation provisions of Section 3700, he/she shall forthwith comply with the provisions of Section 3700.

CONTRACTOR: _____

Date: _____

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Capitol Area Development Authority
Contract # C27-

EXHIBIT A
Scope of Work

Date
Project Name
Address

CAPITOL AREA DEVELOPMENT AUTHORITY
EXHIBIT B — TERMS AND CONDITIONS
CONSULTING CONTRACTS

GENERAL PROVISIONS

1. **Work.** Consultant shall do all work, attend all meetings, produce all reports, and carry out all activities necessary to complete the services described in the Scope of Services, attached hereto as Exhibit A and incorporated herein by this reference. This Agreement and its exhibits shall be known as the "Agreement Documents." Terms set forth in any Agreement Document shall be deemed to be incorporated in all Agreement Documents as if set forth in full therein. In the event of a conflict between terms contained in these Agreement Documents, the more specific term shall control. If any portion of the Agreement Documents shall be in conflict with any other portion, provisions contained in this Agreement shall govern over conflicting provisions contained in the exhibits to this Agreement.
2. **Independent Contractor.** At all times during the term of this Agreement, the Consultant shall be an independent contractor and shall not be an employee of Authority. Authority shall have the right to control Consultant only insofar as the results of Consultant's services rendered pursuant to this Agreement; however, Authority shall not have the right to control the means by which Consultant accomplishes services rendered pursuant to this Agreement.
3. **Consultant not Agent.** Except as Authority may specify in writing, Consultant shall have no authority, express or implied, to act on behalf of Authority in any capacity whatsoever as an agent. Consultant shall have no authority, express or implied, pursuant to this Agreement to bind Authority to any obligation whatsoever.
4. **Time.** Consultant shall devote such time to the performance of services pursuant to this Agreement as may be reasonably necessary for satisfactory performance of Consultant's obligations pursuant to this Agreement.

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5. **Indemnification.** Consultant shall indemnify, defend, and hold harmless, the State of California, the City of Sacramento and the Authority, and their respective officers, officials, agents, employees and volunteers from and against any and all claims, damages, demands, liability, costs losses, and, including without limitation court costs and reasonable attorneys' fees, arising in any manner by reason of negligent acts or negligent failure to act, errors, omissions or willful misconduct incident to the performance of this agreement on the part of Consultant except such loss or damage which was caused by the sole negligence, or willful misconduct of the State of California, the City of Sacramento, and the Authority, or their respective officers, officials, agents, and employees or volunteers. The provisions of this paragraph shall survive termination or suspension of this Agreement.

6. **Term and Time for Completion.**
 - A. This Agreement shall become effective on the Effective Date and will continue until the Services are complete as specified by any schedule of performance set forth in Exhibit A, or upon the expiration as indicated on page 1 of the Agreement.

 - B. Consultant's failure to complete work in accordance with the schedule of performance may result in delayed compensation.

 - C. The Authority may temporarily suspend this Agreement, at no additional cost to the Authority, provided that Consultant is given written notice of temporary suspension. If the Authority gives such notice of temporary suspension, Consultant shall immediately suspend its activities under this Agreement.

 - E. Notwithstanding any provisions of this Agreement, Consultant shall not be relieved of liability to the Authority for damages sustained by the Authority by virtue of any breach of this Agreement by Consultant, and the Authority may withhold any payments due to Consultant until such time as the exact amount of damages, if any, due the Authority from Consultant is determined.

7. **Payment for Services.**
 - A. Consultant shall submit to the Authority monthly itemized bills for the actual fees, costs, and expenses for services rendered, but in no event shall total compensation of this Agreement exceed the amount specified at Page 1, above, without the Authority's express written approval.

 - B. If the work is halted at the request of the Authority, compensation shall be based upon the proportion that the work performed bears to the total work required by this Agreement.

8. **Compliance with Laws.** Consultant agrees that it shall conduct its work and perform its services in compliance with all applicable local, state, and federal laws and regulations, and any officer, department or agency thereof, that are in effect at the time services are performed, as well as other laws and regulations as may be applicable thereto.

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9. **Products of Consulting.** All products of consulting shall become the sole property of Authority and shall be delivered to Authority before the end of performance under this Agreement.
10. **Disclosure.** If the Consultant is required to file a Form 700, prior to execution of this Agreement, Consultant shall disclose the names of any and all persons, businesses, or entities from which consultant receives income who also do business with Authority or are located within the Capital Area. Authority agrees that the Consultant is not responsible for liability and related expenses arising out of the use of such documents without the Consultant's involvement on future projects. Consultant may retain copies of all documents for its records, but will not use such documents on other projects.
11. **Assignment Prohibited.** No party to this Agreement may assign any right or obligation pursuant to this Agreement unless such assignment or subcontracting is specifically permitted by the Agreement. Any attempted or purported assignment of any right or obligation pursuant to this Agreement shall be void and of no effect.
12. **Changes.** Authority may, from time to time, request changes in the Scope of Services of the Agreement to be performed hereunder. Such changes including any increase or decrease in the amount of Consultant's compensation, which are mutually agreed upon by and between Authority and Consultant, shall be incorporated in written amendments to this Agreement.
13. **Termination.** This Agreement may be terminated by either party on forty-eight (48) hours written notice to the other. The effective date of termination shall be the 48th hour of said written termination notice with no further action by either party. In the event Authority abandons the project, upon written notification to the Consultant, this Agreement shall terminate. Consultant shall be entitled to the compensation earned by it through the date of termination, computed pro rata up to and including that date. Consultant shall be entitled to no further compensation as of the date of termination except as may be necessary to wind up the project and to deliver products to Authority. In no event shall Authority be liable for lost profits.
14. **Products to be Delivered on Termination.** In the event of termination of this Agreement, Consultant shall immediately deliver to Authority all files, memoranda, notes, draft reports and all other matter prepared by Consultant in the course of providing services pursuant to this Agreement. All such material shall be the sole property of Authority, subject to paragraph 9 above.
15. **Notices.** Any and all notices, demands, requests or other matters required by this Agreement or by law to be served on, given to, or delivered to either party hereto, Authority or Contractor, by the other party to this Agreement, shall be in writing and shall be deemed duly served, given, or delivered when personally delivered to the party to whom it is addressed or in lieu of such personal service, when deposited in the United States mail, certified postage prepaid, addressed to Authority or Consultant as provided in this

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Agreement. Either party may change his address for the purpose of notices by giving written notice of such change to the other party in the manner as herein provided.

16. **Insurance.** During the term of this contract and until final completion and acceptance of the work required by contract documents, Contractor shall maintain in full force and effect at his own expense insurance coverage as outlined below. Certificate(s) of Insurance must be provided to the Authority before any work begins. Authority reserves the right to request or approve different limits than stated below. If Contractor fails to keep all the required insurance in force, Contractor shall immediately discontinue any and all work. Authority will withhold any and all payments, until notification is received by Authority that such insurance has been reissued in full force. Failure to maintain any items of required insurance will be sufficient cause for termination of the contract. Insurance Companies must be acceptable the Authority. If self-insured, review of financial information may be required. Contractor shall maintain insurance on all of Contractor's operations during the progress of the work, with insurance companies operating on an "admitted" basis in California with an AM BEST's rating of at least A- VIII. Coverage shall be on forms acceptable to the Authority and shall be the greater of all the insurance coverages and limits carried by the Contractor or the minimum insurance and amounts included below:

A. **Workers' Compensation**

1. Statutory limits, as required by law.
Waiver of Right of Recovery Endorsement in favor of the Authority and any others, as required by
Prime Contract.

B. **Commercial General Liability**

1. On an Occurrence Basis
 - (i) 1,000,000 Each Occurrence, Bodily Injury and Property Damage, combined single limit
 - (ii) 2,000,000 General Aggregate
 - (iii) 2,000,000 Products & Completed Operations Aggregate
 - (iv) 2,000,000 Personal & Advertising Liability Aggregate
 - (v) 2,000,000 Per Project Aggregate

CGL policy form shall be ISO CG 00 01 11 88, or equivalent, unless agreed to in writing by AUTHORITY.

2. Claims made policies, including modified occurrence forms, are not acceptable. Contractor's deductible or self-insured retention shall be no greater than \$10,000 per occurrence.
3. CGL coverage to include:
 - (i) Premises operations and mobile equipment liability.
 - (ii) Completed operations and products liability.
 - (iii) Contractual liability insuring the obligations of Contractor's obligations assumed in this contract.
 - (iv) Owner's & Contractor's Protective Liability (OCP).

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- (v) Coverage for explosion, collapse, and underground property damage.
- (vi) Coverage for subsidence.
- (vii) Broad form property damage.
- (viii) Personal injury.
- (ix) Severability of interest.

C. **Automobile**

- 1. \$1,000,000 Per Accident, Bodily Injury and Property Damage, combined single limit.
- 2. Liability shall be for "Any Auto."
- 3. Coverage to include "Hired" and "Non-Owned" autos.

D. **Excess Liability**

- 1. On an Occurrence Basis. Claims made policies, including modified occurrence forms, are not acceptable.
- 2. 1,000,000 Each Occurrence, Bodily Injury and Property Damage, combined single limit.
- 3. 1,000,000 Aggregate.

E. **Additional Insureds**

Policies described in items B, C, and D above, shall be endorsed to name Capitol Area Development Authority, 1322 O St Investors LP, Capitol Area Community Development Corporation, the State of California, the City of Sacramento its subsidiaries and affiliates and their shareholders, directors, officers, employees and agents as additional insureds.

- 1. Policies shall also add as an additional insured any other person or entity required by contract to be so added.
- 2. Policies shall stipulate that the insurance afforded to the additional insureds shall be primary insurance and that any insurance carried by the additional insureds shall be excess and non-contributory with Contractor's insurance. **Contractor shall use Additional Insured Endorsement CG 20 38 04 13, and Primary and Non-Contributory Endorsement CG 20-01 or coverage equally as broad for policies described in B, C, and D above.**

F. **Certificates and Endorsements**

Certificates of insurance and all necessary endorsements shall be furnished by Contractor to Authority before any work is commenced hereunder by Contractor.

G. **Term of Coverage**

All such insurance coverage shall remain in effect until Contractor's work has been completed.

H. **Insurance Noncompliance By Contractor**

If Contractor does not comply with the insurance requirements of this contract, the Authority may, at its option, provide insurance coverage to protect the Authority and charge Contractor for the cost of that insurance. If the Authority elects to provide such insurance, this shall in no way limit or relieve Contractor of the duties and responsibilities assumed by it in this Contract.

17. **Licenses.** At its sole cost, Consultant shall obtain and keep in full force and effect during the term of this Agreement, all licenses, permits and other entitlement required for Consultant to legally perform the services provided pursuant to federal, state and local authorities.

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18. **Engineer and Architect Professional Liability Insurance**. If Consultant is a licensed engineer or architect, Consultant shall submit Architect or Engineer Professional Liability Insurance in an amount not less than **One Million Dollars (\$1,000,000.00)** per occurrence. The policy may not be canceled or amended without the prior written approval of Authority. Such insurance is to be maintained for a period of not less than three (3) years following acceptance of work by Authority. Prior to contract award, Consultant shall furnish evidence of insurance satisfactory to Authority as to contents and insurance carriers which will contain a provision for thirty (30) days' prior written notice to Authority of any cancellation, reduction, or material changes in coverage.

19. **Attorney's Fees**. In the event any action is brought by either party to this Agreement to enforce this Agreement or for breach of this Agreement or for a declaration or rights and duties of the parties to this Agreement, the prevailing party shall recover its cost of suit and attorney's fees incurred in such action from the other party.

20. **Fair Employment**.

A. *Nondiscrimination and Enforcement*

1) In the performance of this contract the Consultant will not discriminate against any employee or applicant for employment because of race, religious creed, color, national origin, ancestry, physical disability, mental disability, mental condition, marital status, or sex pursuant to Section 12940 et seq. of the Government Code. The Consultant will ensure that applicants are employed, and that employees are treated during employment without regard to their race, religious creed, color, national origin, ancestry, physical disability, mental condition, marital status, or sex. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; terms, conditions or privileges of employment; and selection for training, including apprenticeship. The Consultant shall post in conspicuous places, available to employees and applicants for employment, notices to be provided by Authority setting forth the provisions of this Fair Employment Addendum section.

2) Consultant will permit access to his records of employment, employment advertisements, application forms, and other pertinent data and records by the Fair Employment and Housing Commission or Authority for the purpose of investigation to ascertain compliance with the Fair Employment section of this Agreement.

3) Consultant shall designate an individual responsible for the enforcement of this Fair Employment Addendum, and shall provide the name, address and telephone number of such person to the Authority.

4) Remedies for willful violation:

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(a) Authority may determine a willful violation of these Fair Employment provisions to have occurred upon receipt of a final judgment having that effect from a court in an action to which Consultant was a party, or upon receipt of a written notice from the Fair Employment and Housing Commission that it has investigated and determined that Consultant has violated the California Fair Employment and Housing Act and has issued an order, under Government Code Section 12970, which has become final, or obtained injunctive relief under Government Code Section 12973.

(b) For willful violation of these Fair Employment provisions, Authority shall have the right to terminate this contract either in whole or in part, and any loss or damage sustained by Authority in securing the goods or services hereunder shall be borne and paid by Consultant and by its surety under the performance bond, if any. Authority may deduct from any monies due, or that thereafter may become due to Consultant, the differences between the price named in the Contract and the actual cost thereof to Authority.

21. **Entire Agreement.** This writing constitutes the entire agreement between the parties relative to the services specified herein, and no modifications hereof shall be effective unless and until such modification is evidenced by a writing signed by both parties to this Agreement. There are no understandings, agreements, conditions, representations, warranties or promises with respect to the subject matter of this Agreement except those contained in or referred to in this writing.
22. **Successors and Assignment.** This Agreement shall be binding on the heirs, successors, executors, administrators, and assigns of the parties; however, Consultant agrees that it will not assign, transfer, convey or otherwise dispose of this Agreement or any part thereof, or its rights, title or interest therein, or its power to execute the same without the prior written consent of the Authority.
23. **Severability.** If any provision of this Agreement is held to be unenforceable, the remainder of this Agreement shall be severable and not affected thereby.
24. **Waiver of Rights.** No waiver of any rights hereunder shall be binding unless in writing and signed by all parties to this Agreement. Failure of any party to enforce any right provided by this Agreement shall not constitute a waiver or estoppel of said right. Any waiver at any time by either party hereto of its rights with respect to a breach or default, or any other matter arising in connection with this Agreement, shall not be deemed to be a waiver with respect to any other breach, default or matter.
25. **Remedies Not Exclusive.** The use by either party of any remedy specified herein for the enforcement of this Agreement is not exclusive and shall not deprive the party using such remedy of, or limit the application of any remedy provided by law.

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Warranties and Responsibilities.

- A. Consultant agrees and represents that it is qualified to properly provide the Services set forth in Exhibit A in a manner which is consistent with the generally accepted standards of Consultant's profession.
- B. Consultant agrees and represents that the work performed under this Agreement shall be in accordance with applicable federal, state and local law.
- C. Consultant shall designate a project manager who at all times shall represent Consultant in dealing with the Authority on matters relating to this Agreement. The project manager shall continue in such capacity unless and until he or she is removed at the request of the Authority, is no longer employed by Consultant, or is replaced with the written approval of the Authority, which approval shall not be unreasonably withheld.
- D. Consultant shall provide corrective services without charge to the Authority for Services which fail to meet the above professional and legal standards and which are reported to Consultant in writing within sixty (60) days of discovery. Should Consultant fail or refuse to perform promptly its obligations, the Authority may render or undertake performance thereof and Consultant shall be liable for any expenses thereby incurred.

26. Miscellaneous.

- A. Consultant shall keep itself fully informed of, shall observe and comply with, and shall cause any and all persons, firms or corporations employed by it or under its control to observe and comply with, applicable federal, state, county and municipal laws, ordinances, regulations, orders, and decrees which in any manner affect those engaged or employed in the work described by this Agreement or the materials used or which in any way affect the conduct of the work.
- B. All of the materials prepared or assembled by Consultant pursuant to performance of this Agreement are confidential and Consultant agrees that they shall not be made available to any individual or organization without the prior written approval of the Authority, except by court order.
- C. Consultant shall maintain and make available for inspection by the Authority and its auditors accurate records of all of its costs, disbursements, and receipts with respect to any work under this Agreement. Such inspections may be made during regular office hours at any time until six (6) months after the final payments under this Agreement are made to the Consultant.
- D. This Agreement shall be interpreted and governed by the laws of the State of California.

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- F. Any action arising out of this Agreement shall be brought in Sacramento County, California, regardless of where else venue may lie.