

SECTION III – SCOPE OF SERVICES

1. BACKGROUND

Montgomery County, Maryland (the "County") entered into a Turnkey Contract with Wheaton/Silver Spring, LLC (the "Developer") on October 17, 2017. The Turnkey Contract provides for the design, construction, and delivery of a 14-story, 308,000 SF, Class A office building that sits upon a 4-story, 397-space below ground parking garage. The Turnkey Contract also included a Town Square at the head of the Wheaton Metro Station.

The project is located in the Wheaton Maryland Central Business District. The address of the new Office Building is 2425 Reedie Drive, Wheaton Md.

The project reached Substantial Completion on August 26, 2020 and is currently in the Close-Out phase. The value of the Turnkey Contract is approximately \$159,000,000

The County is seeking a limited scope professional audit of expenditures during the period of construction between the period of October 17, 2017 and August 26, 2020.

The Turnkey Contract valued at \$159,000,000 included a Schedule of Values represented (and broken-out) as line items for both hard costs and soft costs such as base building construction, tenant improvements, developer's fee, developer's contingency, architectural, engineering, bonds, permits, fees, testing and inspections, furniture, fixtures & equipment (FFE), etc.

2. AUDIT TIMING

The County anticipates being prepared for the audit fieldwork to begin by March 1, 2021 and expects the audit opinion letter delivery by May 31, 2021.

3. SCOPE OF WORK (SOW)

The County is seeking a qualified CPA firm with extensive experience in financial audits to perform the following:

- a. Limited scope professional audit including a test of selected expenditures associated with the Turnkey Contract between the County and the Developer.
- b. Professional audit opinion letter on the County's internal controls in managing the Turnkey Contract.

4. PROPOSAL REQUIREMENTS INCLUDING RATING CRITERIA

- a. Provide a maximum of one-page cover letter introducing your firm. (no points)
- b. Provide a maximum of one-page narrative **background of the firm**, including the name, business address, telephone number, and email address of the principal point of contract. Include the number of years in business, number of employees, and industry specialty. State whether your firm qualifies as Montgomery County Local Small Business, Maryland Small Business, or a certified Minority Business Enterprise (MBE) recognized in Montgomery County Maryland. **(10-points)**
- c. Provide a maximum of one-page executive summary of the **reasons why** the County should engage your firm to provide audit services on a contract such as the Turnkey Contract **(15-points)**

- d. Provide a maximum of one-page narrative of your **understanding of this Scope of Work (SOW)**. **(20-points)**
- e. Provide a maximum of one-page description of your firm's experience and capability in providing financial auditing services such as the Scope of Work provided herein. **(15-points)**
- f. Provide a maximum of one-page narrative explaining the firm's anticipated **not-to-exceed fee** including a detailed description of your approach to delivering the Scope of Work. **(25-points)**
- g. Provide a maximum of one-page narrative describing your firm's **approach** to performing an audit, including preliminary risk assessment, reliance on substantive testing, a test of controls, and interim fieldwork.
 - i. Include the size of the audit team,
 - ii. phases of the audit,
 - iii. timing of fieldwork.
 - iv. Identify areas that will receive primary emphasis.**(20-points)**
- h. Provide a basic organization chart identifying the engagement team that will be performing the audit. **(15-points)**
- i. Provide one-page resumes for individuals shown on the organization chart. **(total 15-points)**
- j. Provide a timeline for planning, fieldwork, and expected completion of the audit. **(25-points)**
- k. Provide a maximum one-page description of your approach to communicating issues with County management. **(15-points)**