

# REQUEST FOR PROPOSALS

The City of Altoona, the Altoona Water  
Authority and the  
Redevelopment Authority of Altoona

are requesting proposals for

Conducting Audits and Providing Financial  
Advisory Service

Proposals must be submitted by 10:00 AM, Friday, October 31, 2025

Responses will not be accepted by facsimile or internet transmission

The City of Altoona and the Redevelopment Authority of Altoona are seeking the following financial services and products:

SCOPE OF SERVICES:

- A. Conducting a Single Audit of the financial statements of the City of Altoona, and all component units of the City of Altoona including the Altoona Water Authority, for the years 2025, 2026 and 2027. This includes an Audit of the Federal Housing & Community Development Entitlement Funds.
- B. Conducting a Single Audit of the financial statements of the Redevelopment Authority of Altoona for the years 2025, 2026 and 2027.

All of these Audits must be conducted by a Certified Public Accounting Firm which is holding a satisfactory recent Peer Review Report. The Audits must be conducted in accordance with the auditing standards and the standards generally accepted in the United States of America applicable to financial audits contained in Government Auditing Standards, issued by the Comptroller of the United States, and to fulfill the requirements of Office of Management and Budget Circular A- 133, Audits of States, Local Government, and Non-Profit Organizations. The Audit shall include:

- a) an examination of the general-purpose financial statements and Schedule of Expenditures of Federal Funds and the firm's resulting opinion
- b) a review of compliance based on an examination of the general-purpose financial statements and an examination of the federal financial assistance programs, and
- c) a study and evaluation of internal controls based on a study and evaluation of the general-purpose financial statements and a study and evaluation of the federal financial awards program.

A Management Report is required.

- C. To provide financial consulting services to the City Manager, City Administration, Altoona Water Authority Administration, and Redevelopment Authority of Altoona Administration on an as-needed basis with reimbursement specified by a predetermined hourly rate for the personnel utilized.
- D. The City of Altoona currently utilizes BS&A Software for its accounting software, as does the Federal Housing and Community Development Entitlement Program and the Redevelopment Authority of Altoona. In 2026 a conversion to OpenGov software will take place for the City of Altoona, the Federal Housing and Community Development Entitlement Program and the Redevelopment Authority of Altoona. The Altoona Water Authority will continue to use SGA accounting software.

### SUBMISSION OF PROPOSALS

Proposals must be submitted by 10:00 AM local prevailing time, Friday, October 31, 2025. Please submit three copies of your responses in a sealed envelope marked City of Altoona Single Audit. Questions may be directed to James Gehret, Finance Director at (814) 949-2439.

Send responses by U.S. Mail, Fed Ex, UPS, etc. or deliver in person to: City Clerk, City of Altoona, 1301 12<sup>th</sup> Street, Suite 100, Altoona, PA 16601

The City assumes no responsibility for bids mailed and not received within the time parameters. Responses will not be accepted by facsimile or internet transmission, including e-mail.

The Mayor and Altoona City Council and the Redevelopment Authority of Altoona reserve the right to accept or reject any and all proposals without cause. Specifically, they reserve the right to reject the lowest cost proposal because this Request For Proposals is not a sealed bid process. This is a competitive process where the qualifications, experience and cost of the responses are evaluated against each other on the basis described in this document.

## INFORMATION REQUESTED:

Each proposal must address all of the services requested. Only responses from Certified Public Accounting Firms which are holding a satisfactory recent Peer Review Report will be considered.

- A. Audit Experience: The firm shall list its experience in conducting Audits under the listed specification. The firm will supply certification that they have recently received a satisfactory Peer Review Report.
- B. Federal Housing and Community Development Program Experience: Specific experience in Auditing Federal Housing Rehabilitation and Community Development Block Grant Funds shall be listed. References shall be provided specific to this experience.
- C. Identify the Audit Manager and key personnel that will be assigned to provide these services and list their:
  - 1. qualifications
  - 2. experience with the types of audits described herein
  - 3. percentage of participation in each audit
  - 4. hourly rate
- D. A separate response for compensation must be provided for:
  - 1. each year of the Altoona City Audit, excluding the Altoona Water Authority (2025, 2026, 2027)
  - 2. each year the cost of the Federal Housing & Community Development portion of the audit must be identified (2025, 2026, 2027)
  - 3. each year of the Altoona Water Authority section of the City's audit (2025, 2026, 2027)
  - 4. each year of the Redevelopment Authority of Altoona Audit (2025, 2026, 2027)
  - 5. The consulting personnel identification & hourly rate

E. Form of Compensation:

1. The Audit for the City of Altoona will be paid on the basis of a lump sum fee. The cost of that portion of the Audit that involves the Federal Housing and Community Development Funds must be identified, and the cost of the portion of the audit that involves the Altoona Water Authority must be identified.
2. The Audit for the Redevelopment Authority of Altoona will be paid on the basis of a lump sum fee.
3. The financial consulting services will be paid on the basis of the hourly rate charged for the personnel involved.

F. Time Requirements:

1. The Audit for the City of Altoona, including the Altoona Water Authority, must be completed and submitted by May 31st of each year, unless an extension is approved by the City Manager.
2. The Audit for the Redevelopment Authority of Altoona must be completed and submitted by May 31st of each year, unless an extension is approved by the Authority Director.
3. Failure to meet these time requirements will result in a reduction of 10% of the agreed fee.

G. Section 3 — List the location of the firm including County

H. Each proposal will be evaluated in relation to all other proposals received. All proposals will be evaluated on the following basis:

1. The firm's experience conducting under the specifications — 15%
2. Experience conducting audit of Federal Housing & Community Development Funds — 15%
3. Municipal Auditing Experience — 15%
4. Experience of lead auditor — 25%
5. Compensation — 20%
6. Content of Proposal — 10%

### OPENING OF PROPOSALS:

Proposals will be opened and read aloud by the City Clerk sometime on or after 10:00 AM local prevailing time on Friday, October 31, 2025 in the City Clerk's Office.