

Marina Coast Water District
Agenda Transmittal

Agenda Item: 8-B

Meeting Date: April 12, 2011

Submitted By: Jean Premutati
Reviewed By: Carl Niizawa

Presented By: Jean Premutati

Agenda Title: Consider Adoption of Resolution No. 2011-28 to Select a Consultant to Facilitate a Board Workshop and Develop a Five-Year Strategic Plan for the Marina Coast Water District

Detailed Description: The Board of Directors consider selecting a consultant to facilitate a Board workshop and develop a Five-Year Strategic Plan for the Marina Coast Water District.

At a regular meeting on February 8, 2011, the Board approved a Request for Proposal (RFP) seeking a consultant to facilitate a Board workshop and develop a five-year strategic plan that would outline the goals and objectives for the District.

Staff sent out nine (9) RFP's to a list of consultants that were compiled through referrals. Eight (8) proposals were received by the deadline of March 1, 2011. The Management Services Administrator and the Vice President of the Board have reviewed and evaluated each submission based on the criteria and maximum point system below:

Relevant background of consulting team	35
Methodology complete/appropriate	20
Quality of communication/presentation	20
Cost	25

The top four (4) firms and their proposals are attached for your review. They include in no particular order:

BHI Management Consulting
Applied Development
Olson Communications
The Ingram Group

Staff requests the Board make a selection from the list of these top four (4) firms. Once a selection has been made, the Management Services Administrator will notify the selected consultant and coordinate a schedule and timeline with Board and staff members participating in the process.

Environmental Review Compliance: None required.

Prior Committee or Board Action: On February 8, 2011, the Board approved an RFP to find a facilitator for a five-year strategic plan.

Board Goals/Objectives: *Strategic Plan, Mission Statement – Providing high quality water, wastewater and recycled water services to the District’s expanding communities through management, conservation and development of future resources at reasonable costs.*

Financial Impact: Yes No

Funding Source/Recap: Expenditures are allocated across the five cost centers; 01-Marina Water, 02-Marina Sewer, 03-Fort Ord Water, 04-Fort Ord Sewer, 05-Recycled Water

Material Included for Information/Consideration: Resolution No. 2011-28; and, Proposals for Development of a Five-Year Strategic Plan from BHI Management Consulting, Olson Communications, Applied Development, and The Ingram Group

Staff Recommendation: The Board of Directors select a consultant to facilitate a Board workshop and develop a Five-Year Strategic Plan for the Marina Coast Water District.

Action Required: Resolution Motion Review
(Roll call vote is required.)

Board Action

_____ Resolution No _____ Motion By _____ Seconded By _____

Ayes _____ Abstained _____

Noes _____ Absent _____

Reagendized _____ Date _____ No Action Taken _____

April 12, 2011

Resolution No. 2011 - 28
Resolution of the Board of Directors
Marina Coast Water District
Selecting a Consultant to Facilitate a Board Workshop and
Develop a Five-Year Strategic Plan for the Marina Coast Water District

RESOLVED by the Board of Directors (“Directors”) of the Marina Coast Water District (“District”), at a regular meeting duly called and held on April 12, 2011 at the business office of the District, 11 Reservation Road, Marina, California as follows:

WHEREAS, at its meeting on February 8, 2011, the Board approved a Request for Proposal (RFP) for distribution to seek a facilitator to facilitate a Board workshop and help develop a five-year strategic plan that outlines goals and objectives for the District in addition to benchmarking results; and,

WHEREAS, RFP’s were distributed on February 9, 2011 and the District received eight (8) proposals by the March 1, 2011 deadline; and,

WHEREAS, each proposal was evaluated according to set criteria and a point system noted in the RFP and the top four (4) firms have been included for review; and,

WHEREAS, staff now requests the Board of Directors to select a facilitator from the four (4) firms listed below:

BHI Management Consulting
Applied Development Economics
Olson Communications
The Ingram Group

and,

WHEREAS, once a selection has been made, the scope of work will begin immediately and Management Services Administrator will coordinate a schedule and timeline with the Board and participating staff members.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Directors of the Marina Coast Water District does hereby select _____ to facilitate the Board workshop and development of a Five-Year Strategic Plan.

PASSED AND ADOPTED on April 12, 2011, by the Board of Directors of the Marina Coast Water District by the following roll call vote:

Ayes: Directors _____

Noes: Directors _____

Absent: Directors _____

Abstained: Directors _____

William Y. Lee, President

ATTEST:

Jim Heitzman, Secretary

CERTIFICATE OF SECRETARY

The undersigned Secretary of the Board of the Marina Coast Water District hereby certifies that the foregoing is a full, true and correct copy of Resolution No. 2011-28 adopted April 12, 2011.

Jim Heitzman, Secretary