

Request for Proposal

The Marina Coast Water District is seeking a professional search firm to conduct an executive recruitment and placement for the position of General Manager



Proposals must be received by:

**5:00pm
February 6, 2014**

Proposals should be sent electronically to:

Jean Premutati at
jpremutati@mcwd.org

Proposals sent by mail should be directed to:

Marina Coast Water District
11 Reservation Road
Marina, CA 93933
ATTN: Jean Premutati

(If proposals are mailed, please provide six (6) copies)

Introduction

Marina Coast Water District (District) is requesting proposals to provide professional assistance with an executive search for a General Manager. Currently, the District has an Interim General Manager.

The District is a California special district formed in 1960 under the County Water District Act for the purpose of installing and operating a water supply, water distribution system and wastewater collection system for the City of Marina. The District serves approximately 30,000 residents through 8,000 connections in its Marina and Fort Ord (Ord Community) service areas.

The District has an authorized staff of 40 full-time employees in the following classifications: union represented hourly employees; represented hourly employees; temporary or contract hourly employees; and exempt represented and non-represented employees.

The District is governed by a five member independently elected Board of Directors serving staggered four-year terms elected at-large from within the District's Marina service area. The Ord Community is not yet annexed into the District's service areas. The Board of Directors appoints the General Manager who is responsible for the administration of the District. The General Manager organizes and directs the District's activities in accordance with the Board's policies.

The Board meets in regular session on the first and third Monday of each month. Regular meetings are held at 7:00pm in the City of Marina's Council Chambers, 211 Hillcrest Avenue, Marina, California. Board meetings are televised locally and are open to the public.

The District leads the area in its conservation efforts and will continue to make strides in this area. In addition, the District is also working on providing new water sources to its customers. Currently, the District is working on the Regional Urban Water Augmentation Project (RUWAP), which will introduce recycled water and desalinated water to its systems.

I. Scope of Services

The District is seeking proposals from qualified firms with comprehensive experience in executive recruiting especially in the public sector. The selected firm will be the primary contact with the District Board providing guidance and advice throughout the recruitment and selection process. Requested services include:

- Meet with the District Board to obtain information regarding the expectations, challenges, and responsibilities of the General Manager position.

- Develop a position profile from existing job description that addresses the duties, responsibilities, operational issues, education and leadership qualities appropriate for the position.
- Conduct a total compensation study for the General Manager position relevant to the local area.
- Develop a recruitment brochure and conduct related recruiting activities such as target mailings, advertising, networking, and direct inquiries.
- Assist the Board in developing a supplemental questionnaire.
- Review applications and resumes of each applicant; determine those meeting the minimum qualifications and follow up with interviews to clarify each applicant's experience.
- Assist the Board in screening the initial pool of applicants by preparing a written summary of those candidates with the most promising qualifications. Narrow this pool to a list of final candidates through discussion with the Board.
- Thorough screening of final candidates through face-to-face interviews is required. Screening is to include background and criminal checks, references, and media checks as allowable by law to ensure the finalists have backgrounds of the highest integrity.
- With Board input and final approval, design and finalize the interview process and interview questions. Schedule the interviews.
- Debrief with the Board following interviews and identify additional candidates if necessary.
- Notify applicants who are not selected.
- Assist the Board with compensation negotiations.

Additionally, should matters outside the scope of services be necessary, the District reserves the right to negotiate new terms and conditions of an agreement.

II. Proposal Requirements

The District reserves the right to award a contract pursuant to the RFP without further discussion with respondents. The proposal should provide a straightforward, concise description of your firm's capabilities to satisfy the requirements of this request. The proposal should contain the following information:

- A. Letter of Transmittal – Limit to one (1) or two (2) pages. Show the Request for Proposal subject, the name of the firm, address, telephone number, contact person, email address and the date of preparation.
- B. Qualifications – Describe the background, any public sector experience and executive search capabilities of the firm. Include samples of tools used to assess candidates and a sample recommendation report. Highlight any experience with management placements in water agencies in the last five (5) years.
- C. Scope of Services – Provide the firm’s methodology and approach to the desired scope of services. Major proposed deviations from the scope of services outlined in the RFP should be clearly noted. Provide an estimated timeline assuming a start date of mid to late March 2013. Note: Board meetings are scheduled at 7:00pm on the first and third Monday of each month. Board meeting dates should be incorporated into the time frame as access to the Board is limited. State the firm’s policy should the recruitment and/or selection prove to be unsuccessful.
- D. Consulting Staff – Name the project manager who will have direct and continued responsibility for the services provided to the District. Include the project manager’s resume and specify their experience relative to this recruitment. Identify other key personnel and their roles.
- E. References – Furnish a list of at least three (3) clients who can verify the firm’s ability to provide the scope of services requested. Please provide the name, title, agency, address, telephone number and/or email address for each reference. References from water agencies of similar size and complexity who have recently hired a General Manager are strongly preferred.
- F. Sample Materials – Samples of recruitment brochures, invitee letters, announcements, etc. are desirable.
- G. Additional Services – The selected firm is welcome to outline additional services or alternative approaches that it feels are in the District’s best interest.
- H. Cost – Provide a cost proposal for the overall recruitment and selection process including an estimated budget for advertising. The proposal should clearly state the fixed cost for the project as well as a description and estimate of any other reimbursable expenses which are not part of the fixed fee. Include a provision for re-recruitment fees should they become necessary and outline under what conditions these would be applicable.

III. RFP Proposal Evaluation and Review Procedure

The District Board will review the proposals submitted and make a selection. All proposals will be evaluated uniformly for final selection, which will be based on analysis of the qualifications and proposals to include:

Experience of the Firm – depth in providing services similar to those requested and having obtained favorable outcomes.

References – evaluation of past recruitments as stated by references.

Availability – initial meetings with the Board are to begin in March.

Responsiveness to the RFP – the overall quality of the proposal as well as the ability of the firm to be responsive to the key components of the process.

Cost - total estimated fee and reimbursable expenses. Cost will be a consideration but the contract will not necessarily be awarded to the firm submitting the lowest bid. The District's intent is to select a firm based on the proposal that is deemed to offer the best overall value and fit the needs of the District.

IV. Terms and Conditions

Any consultant submitting a proposal thereby automatically agrees to each and all of the following terms and conditions, provisions, and requirements:

The District reserves the right to reject any or all proposals and to waive immaterial irregularities in any proposal.

The District reserves the right to request clarification of information submitted, and to request additional information from any firm submitting proposals.

The District will not be liable for, nor pay any cost incurred by responding firms relating to the preparation of proposals or making presentations.

No fax submittals will be accepted and late submittals will not be considered. Proposals may be sent in electronic format or mailed. If sent by mail, please provide six (6) copies received by 5:00pm, February 6, 2014.

V. Additional Information to be Submitted by Selected Firm

All firms submitting a proposal will be expected to have or obtain and if selected, to submit the following additional information and qualifications as a condition of the District accepting and executing an engagement letter. The additional information and qualifications are as follows:

1. The selected firm, at its sole cost and expense, shall procure and maintain for the duration of the engagement, errors and omissions insurance in the minimum amount of \$1,000,000 for the benefit of the District and shall protect the District

and its officers, officials, directors, employees, agents and volunteers from claims based on alleged errors or negligent acts or omissions which may arise from the firm's performance of the engagement, whether any such claim is made during or subsequent to the term of the engagement. The required errors and omissions policy shall be continued in full force and effect for a period of five years following the completion of the subject engagement. The selected firm shall provide to the District a certificate of insurance on a form acceptable to the District indicating the deductible or self-retention amounts of the expiration date of the policy, and shall provide renewal certificates within ten (10) days after expiration of each policy term. The insurance is to be placed with insurers licensed to do business by and in good standing with the California Department of Insurance with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to the District.

2. The selected firm, at its sole cost and expense, shall procure and maintain for the duration of the engagement the following types and limits of insurance:
 - a. General liability = \$2,000,000 per occurrence
 - b. Automobile liability = \$2,000,000 per occurrence
 - c. Worker's Compensation = statutory limits

The general and automobile policy(ies) shall be endorsed to name the District, its directors, officers, officials, employees and volunteers as additional insureds regarding liability arising out of the performance of services rendered under the engagement letter. The firm shall provide the District with an ISO CG 2010 endorsement form or equivalent. The coverage shall contain no special limitations on the scope of protection afforded to the District, its directors, officers, official's, employees or volunteers. The firm's coverage shall be primary and shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability. The District's insurance, if any, shall be excess and shall not contribute with the firm's insurance. The workers' compensation policy shall be endorsed to include a waiver or subrogation against the District, its directors, officials, officers, and employees.

The insurance is to be placed with insurers licensed to do business by and in good standing with the California Department of Insurance, with a current A.M. Best's rating of A:VII or better unless otherwise acceptable to the District. Prior to commencing the services provided for herein, the firm shall provide to the District original endorsements evidencing this insurance signed by a person authorized to bind coverage on behalf of the insurer(s). The certificates and policies shall provide that thirty (30) days' written notice of any material change, reduction of coverage or cancellation of the insurance policies will be provided to the District. The requirements as to the types, limits, and the District's approval of insurance coverage to be maintained by the firm are not intended to and shall not in any manner limit or qualify the liabilities and obligations assumed by the firm under the engagement letter. In addition, in the event any change is made in

the insurance carrier, policies or nature of coverage required under this Agreement, the firm shall notify the District prior to making such changes.

3. The selected firm may not award or engage any outside consultant without the District's prior notification and approval. Any approved subcontractor shall be covered by the firm's insurance in accordance with the insurance requirements described in paragraphs 1 and 2 above.
4. The District may in its sole discretion terminate an engagement at any time and for any reason upon fifteen (15) days' advance written notice to the firm. In the event of such termination, the District will compensate the firm for all work performed to the date of termination as calculated by the District based on the fees described in the applicable engagement letter. Compensation under this provision shall not include costs related to lost profit associated with the expected completion of the work or other such payments relating to the benefit of the bargain.

VI. Deadline

The deadline for proposals is 5:00pm, February 6, 2014 and should be sent electronically to: Jean Premutati, Management Services Administrator at jpremutati@mcwd.org or by mail to:

Marina Coast Water District
11 Reservation Road
Marina, CA 93933
ATTN: Jean Premutati

All proposals should be signed by an authorized individual of the firm and be valid for sixty (60) days.

VII. Questions

To ensure fair consideration of all firms; all communications should be directed via email to jpremutati@mcwd.org. Responses to questions and requests for interpretations will be issued to all prospective proposers.