



REQUEST FOR PROPOSALS

FOR LAFCO EXECUTIVE OFFICER SERVICES

Amador LAFCO desires to retain the services of a qualified professional to serve as the Executive Officer of the Commission. The Executive Officer is appointed by, reports to, and serves at the will of the Commission. This position, as authorized by §56384 of the California Government Code, has responsibility for overall policy development, program planning, fiscal and personnel management, general administration, contract administration, and operation of the Local Agency Formation Commission. The Executive Officer is responsible for developing and accomplishing administrative goals and objectives, in addition to implementing the applicable provisions of the Government Code and the policies and procedures of the Commission. The Executive Officer will also be responsible to conduct the day-to-day business and administration of the Commission, and to make reports and recommendations to the Commission on matters that require the Commission's consideration and action. Position details are included in the attached additional information.

The position is approximately .25 of a full-time equivalent position. More hours may be necessary from time-to-time depending on the workload. This position will serve as an independent contractor to the Commission.

This Request for Proposals may not be the exclusive manner for Amador LAFCO to enter into a contract for Executive Officer services. An independent contractor currently provides services of Clerk to the Commission outside of this Request for Proposal (RFP) process. Amador LAFCO also reserves the right to reject any or all proposals received by this request. Amador LAFCO is under no obligation to award any contract.

The incumbent contractor intends to provide orientation and transition assistance to the new contractor. The Commission is interested in measures to maintain adequate administrative and technical support while minimizing cost.

The recruitment will remain open until the position is filled. The commission will consider all proposals received at its meeting of October 21, 2021. The closing date for receiving proposals in this initial recruitment is Monday October 11, 2021.

INFORMATION TO BE SUBMITTED

The nature and form of response are at the responder's discretion, but must not exceed ten (10) pages (exclusive of the optional writing sample). The following minimum information must be provided:

1. Name of individual who will act as Executive Officer. Consultant firms are invited to apply, but the lead consultant must be acceptable for appointment as Executive Officer by the Commission.
2. Contact information including address, telephone, e-mail of individual who will act as Executive Officer.
3. Resumes or Curriculum Vitas of personnel who propose to perform work under the proposal.
4. Statement of experience in providing services to a Local Agency Formation Commission.
5. Statement of services to be provided as Amador LAFCO's Executive Officer.
6. Statement of fees and charges, including hourly rates of personnel, reimbursement schedule for direct expenses (including mark-up, if any), and a statement of how travel and travel time will be charged.
7. Names and addresses of at least three current professional references.

Proposals should be addressed to Roseanne Chamberlain, Executive Officer and may be submitted electronically to amador.lafco@gmail.com or by mail to P.O. Box 22-1292, Sacramento, CA 95822.

Questions may be directed to: Roseanne Chamberlain, Executive Officer
Email: amador.lafco@gmail.com Telephone: (209) 418-9377

SELECTION PROCEDURE

All proposals submitted by the deadline will be reviewed. Depending on the number of proposals received, the Commission may designate a committee to review the proposals and make recommendations. The written proposals and any oral interviews will be evaluated based upon the following criteria:

1. Demonstrated knowledge of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the California Environmental Quality Act, and California land use and planning law.
2. Demonstrated knowledge of the laws relating to the jurisdictional and services relationship between counties, cities, and special districts.
3. The relevancy and quality of recent work, including pertinent references.
4. The capacity to perform quality work within established deadlines and within budget.
5. The proposed hourly rate and any other charges.

A final selection will be made by the Commission. All applicants will be advised of the selection. Amador LAFCO will prepare an appropriate contract for professional services for acceptance and execution by the successful candidate and the Commission.

Each applicant shall bear all its proposal costs. All submitted proposals shall remain the property of Amador LAFCO.

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ADDITIONAL POSITION INFORMATION

DUTIES AND RESPONSIBILITIES

Duties and responsibilities assigned to the Executive Officer will include, but are not limited to:

- Administrative duties as needed, including development, oversight, and review of an annual work plan; assignment of work activities, projects and programs; monitoring work flow and the day to day business of the Commission; personnel management, including supervision of employees/contractors, records management, preparation and management of contracts, subject to the review of the Commission.
- Scheduling and preparing for regular and special meetings of the Commission, including preparation and timely transmittal of the meeting agenda and related reports and recommendations, and presentation of the reports at the meetings.
- Maintaining and updating Policies and Procedures, Spheres of Influence, Municipal Service Reviews, etc.
- Processing applications for all changes of organization, including city and district formation, annexation, reorganization, consolidation, detachments, extension of services by contract, etc.
- Preparing necessary notices, filings, and reports consistent with the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000.
- Preparing special reports and studies to the Commission, such as sphere studies, municipal services reviews and spheres of influence reports.
- Preparation and implementation of the LAFCO budget, forecasting revenue and expenses, and identifying and recommending alternatives for implementation of the budget subject to the review of the Commission; scheduling and noticing all budget hearings and communication. Administration of the adopted LAFCO budget by maintaining budget controls, records, files, and making timely payments of claims and deposits of revenues.
- Planning, assigning, and supervising the work of support staff/contractors.

- Outreach and liaison duties, including representing the Commission before public and private policy-making agencies and community groups; coordinating the LAFCO processes with discretionary actions of other agencies; facilitating workshops and attending meetings as directed by the Commission to understand community concerns so LAFCO policies, municipal service reviews, and spheres of influence reflect the needs and desires of the community.
- Preparing necessary California Environmental Quality Act (CEQA) documents (e.g. Notices of Exemption, Initial Studies, Negative Declarations, and Mitigation Monitoring Plans, etc.) for those actions in which Amador LAFCO is the lead agency; reviewing and preparing comments on CEQA documents prepared by other agencies which affect the responsibilities of the Commission.
- Monitoring new and proposed state and local legislation that pertains to LAFCO, and preparing reports to the Commission that include a recommendation of support or opposition to proposed legislation; actively participating in related organizations, such as the California Association of LAFCOs and professional associations.
- Coordinating with LAFCO Counsel on legal issues and other matters that may require an oral or written interpretation or opinion from legal counsel.

QUALIFICATIONS, EXPERIENCE, EDUCATION, TRAINING

The successful proposal will be one that presents a combination of experience, education, and training that demonstrates knowledge of:

- The organization, structure, and functions of a Local Agency Formation Commission, with specific expertise in the statutory procedures and requirements associated with changes of organization and reorganization;
- The organization, structure, and functions of local governmental agencies, and demonstrated knowledge of the laws, codes, guidelines, and principles that apply to local governmental agencies;
- Management and administration principles and practices that are typically applied to a Local Agency Formation Commission and other local governmental agencies;
- Research methodologies, group and organization dynamics, and communication skills and techniques necessary for gathering, evaluating, and transmitting information to the Commission, other agencies, community organizations, and the general public.
- Respondents are encouraged to include in their proposal a writing sample of their own choosing that demonstrates clear writing and written analytical skill.

The required knowledge and skills are typically attained through college work equivalent to a Bachelor's Degree in public administration, planning, or a related field. Experience with a Local Agency Formation Commission is desired, such as Executive Officer, LAFCO project manager, policy analyst or contract staff. Consideration will be given to experience obtained through work with other local governmental/public agencies such as a county, a city, or a special district. Consideration will also be given to unique individual qualifications.

Knowledge of:

- Pertinent State, Federal and local laws.
- Statutory purposes of the Local Agency Formation Commission.
- Local government organization, structure, services, programs, and functions.
- The California Environmental Quality Act and its application to LAFCO actions.
- Principles and practice of public administration, organizational analysis, leadership, team building and conflict resolution.
- Office procedures and technology equipment; knowledge of the use of Geographic Information Systems and maintenance of Internet web sites is desirable.
- Effective budget management principles.
- Effective personnel management principles.

Ability to:

- Organize and direct administrative and analytical support activities for LAFCO.
- Analyze, interpret and evaluate technical and budget reports and extensively maintain budget controls.
- Comply with all applicable Federal, State and local personnel related laws, regulations and policies.
- Gain cooperation through discussion and persuasion.
- Establish and maintain effective working relationships with individuals and groups representing diverse cultures, educational backgrounds and interests.
- Interpret and apply LAFCO policies, decisions, rules and regulations.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Communicate clearly, both orally and in writing.
- Drive to meetings and conduct field visits throughout the County.