

GRATON COMMUNITY SERVICES DISTRICT

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Request for Proposal

***General Management for Graton
Community Services District,
a California Special District***

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For more information, please refer to the GCSD website: www.graton.org

1 PURPOSE

The Graton Community Services District (GCSD), a California Special District, is requesting proposals from qualified and experienced firms or individuals who can provide efficient general management services to GCSD located west of Santa Rosa in Sonoma County for three (3) to five (5) years. The position of General Manager is a part-time contract position, not an employee of GCSD. The position will be filled through a competitive selection process.

Under policy direction, the General Manager serves as agent of the Board of Directors in planning, directing, managing, and overseeing the services, activities, and operations of GCSD including Finance and Administrative Services, Operations and Maintenance and asset management; serves as chief executive officer of GCSD ensuring that services and operations are delivered in an efficient and effective manner; implements policy decisions made by the Board of Directors; facilitates the development and implementation of GCSD goals and objectives; and provides highly complex administrative support to the Board of Directors.

Qualified entities are invited to submit written proposals for consideration in accordance with this request. These services will be conducted under a contract with the GCSD hereinafter referred to as the "District" and the Contracted entity is hereinafter referred to as "Consultant."

2 BACKGROUND

The Service District was formed in 2004 following a vote of the District rate payers and property owners to separate from Sonoma County Water Agency. The primary purpose of the District is to operate and manage the wastewater collection system and treatment plant (WWTP). The WWTP is designed to treat 0.140 million gallons per day (mgd). The average dry weather flow is approximately 0.086 and a peak wet weather flow of 0.850 mgd. The operation and maintenance of the WWTP is funded through service fees, while the capital improvements are funded through grants, sewer connection fees, and low interest loans through the State Water Resources Control Board. Loans are repaid through operating funds.

3 SELECTION CRITERIA

The District will evaluate proposals based on the following criteria and may short-list for interview purposes:

1. The completeness of the proposal in response to this RFP.
2. The methodology for carrying out the tasks described in the proposal.
3. The qualifications and experience of the personnel of the successful proposer, their performance of similar work and the experience and qualifications to perform the work.
4. References.

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5. Proposed fees.
6. Interviews, if conducted.

The Board will rank all timely and responsive proposals. The Board may interview some or all proposers. If interviews are conducted, the proposal rankings will not be final until interviews are complete. When rankings are final, the Board or designated Board member(s) will commence negotiations with the highest ranked proposer.

After negotiating a proposed agreement that is fair and reasonable, the final agreement will be presented to the full Board for approval. The Board has final authority to approve or reject the final agreement.

By submitting a proposal, each proposer agrees to the following:

1. The District reserves the right to waive any irregularity in any proposal.
2. The District reserves the right to reject any or all proposals.
3. The District reserves the right to request additional proposals.
4. The District reserves the right to request clarification of information submitted and to request additional information from any proposer.
5. The District reserves the right to award any contract to the next most qualified proposer, if it cannot reach agreement with the first selected proposer.
6. The agreement between the successful proposer and the District will be in a form supplied or approved by the District.
7. This RFP does not constitute an offer by GCSD to enter into a contract, nor does any response to this RFP constitute an acceptance of an offer. A response to this RFP does not bind the District in any way.
8. The District will not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.
9. Each proposal will remain valid for a period of at least 60 calendar days from proposal due date.

4 SCOPE OF WORK

The Scope of Work is to provide full service general management of the District in accordance with all provisions within this RFP. The contract term is a three (3) to five (5) year agreement renewable through the GCSD competitive bidding process (posted on GCSD website). Consultant will provide an approved person or persons as needed to deliver the required services for this contract period. The firm or individual selected will be a California entity and all subjects performing the District's general management functions will have the appropriate qualifications.

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4.1 TYPICAL DUTIES

Services to be provided for this Agreement are in four primary areas and include:

1. Routine services to conduct the required general management functions. These services include:
 - a. Interface with community members, conduct surveys, and assimilate relevant information; receive complaints and forward to the Board.
 - b. As directed by the Board, coordinate bid proposals and contracts for regular operations work to be performed.
 - c. Adhere to all local and state laws and advise Board on changes to said laws and address compliance issues.
 - d. Oversee submittal of regulatory monitoring reports to local and state agencies as required.
 - e. Coordinate with District Administrative Support Section and with Finance Section staff.
2. Provide Administrative support, including:
 - a. Gather backup information for ongoing Board discussions of the annual budget process.
 - b. Oversee all aspects of District Board meetings, including regular and special meetings, agenda setting, and meeting attendance.
 - c. Adhere to GCSD Reserve Policy goals and objectives and assure that required funds are being added regularly and that use of funds follows GCSD CIP protocols.
 - d. Assist with documentation of policies; maintain historical and reference documents.
 - e. Oversee administrative staff, ensure performance standards are being met, provide annual review of staff performance, and hire and terminate staff as necessary.
3. Sewer System Administration, including:
 - a. Oversee sewer operations and maintenance by operators and contractors, ensure performance standards are being met; oversee annual review of performance contracts and professional services.
 - b. Oversee development of District maintenance work order system and records.

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- c. Coordinate all new sewer hook-ups and insure they are all inspected and meet District standards according to ordinances and specifications.
- d. Maintain maps of all sewer components and new hook-ups and annexations.
- e. Assure the sewer maintenance schedule is always adhered to and effective.
- f. Oversee all capital improvement projects as directed by the Board and Standing Committees (subject to monthly hourly budget limitations).
- g. Coordinate Sewer Plant Tours.
- h. Develop, with board input, a five-year plan to address current district issues, including the aging collection system, illegal hookups, high electrical costs, review and implementation of strategic plans and management studies.

In addition, Consultant shall perform such other services as requested by the District. If Consultant is requested to provide services that are beyond the normal scope of work, those services will be compensated at the Consultant's hourly rate on a time and materials basis.

5 FORM OF THE PROPOSAL

Your proposal should contain, but not be limited to the following considerations:

1. Eligibility – educational background and references
2. Experience with government administration and non-profit organizations.
 - a. A list of similar local government and non-profits or pertinent accounts served by you or your firm.
3. Your staff assignments (this is yourself in the case of an individual proposal) and availability to complete the required duties on a timely basis.
 - a. Participation of senior personnel assigned to the engagement.
 - b. Frequency of contact with assigned personnel.
 - c. Availability of staff to respond to questions within the scope of the described duties and the hourly charge for services outside the scope of the described duties (“Non-Standard Duties”).
4. Stability history - what assurances can you provide the District regarding the assignment of your permanent personnel to this engagement? Describe transition plan in the event of personnel changes.
5. Describe capability to manage, improve and maintain existing GCSD systems.
6. Describe specific activities that will support and improve the environmental sustainability of the District. Give examples of proposed initiatives that will advance the Board's

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strategic sustainability goals.

7. Procedures and tools (i.e. software and hardware) used to perform general management transactions along with all supporting documents to develop management reports for all personnel within the District structure.
8. Availability of assigned personnel to attend Board meetings and discuss general management issues and concerns, as well as projections based on approved budget and District needs.
9. Your fee proposal to conduct the required general management function, along with your fee schedule for additional services that may be required beyond the scope of the basic general management engagement (i.e. management of occasional approved CIPs). The proposal should also state that any increase in the general management fee will be immediately disclosed to the GCSD Board of Directors. This disclosure should include an estimation of the increased fees and the reason for the increase.
10. Estimated number of hours per month to complete the requested general management duties by classification of you and/or your employees, i.e. partners, senior, junior.
11. Detail of expenses expected to be incurred, i.e. mileage, per diem, telephone, etc. Administrative personnel will produce documentation detailing monthly activities and summary reports to be included in monthly GCSD Board packet, annual budget supporting documents (as necessary), and provide general management input and analysis into the annual report.
12. Submit three (3) printed copies of your proposals.

6 INSURANCE

6.1 CONSULTANT'S INSURANCE

Consultant will maintain and keep in full force the insurances listed in this section. Additionally, the Consultant will name the District as additional insured. Consultant will provide Certificates of Insurance to the District.

- Workers Compensation Insurance - Statutory amounts in compliance with state laws.
- Commercial General Liability and Automobile: \$1,000,000 per occurrence.
- Professional Liability Insurance: \$1,000,000 per occurrence.

7 QUESTIONS AND CORRESPONDENCE

All questions and correspondence should be directed in writing to:

Search Committee, GCSD, P.O. Box 534 Graton, CA 95444 or email to: graton@sonic.net.

Deadline for RFPs is January 4, 2022

We look forward to your proposals.