

**REQUEST FOR PROPOSALS  
FOR EXECUTIVE OFFICER SERVICES TO  
GLENN LOCAL AGENCY FORMATION COMMISSION**

**1. Introduction**

The Glenn Local Agency Formation Commission (Glenn LAFCO) seeks proposals from qualified professionals to perform Executive Officer services. The Executive Officer is appointed by, reports to, and serves at the will of the Commission. This position as authorized by Section 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 will also be responsible to conduct 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. This person will serve as an independent contractor to the Commission. The expectation is that, as an independent contractor, the Executive Officer will serve as the equivalent of a 25% equivalent position.

**2. Scope of Work**

The duties and responsibilities assigned to the Executive Officer will include but are not limited to the following:

- a. Administrative duties include the following: 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 or subcontractors; and preparation and management of contracts, subject to the review of the Commission.
- b. 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.
- c. Update Policies and Procedures, Spheres of Influence, MSRs, office files, etc.
- d. Process applications for city and district formations, annexations, reorganizations, consolidations, detachments, and extension of services by contract.
- e. Prepares notices, filing, agreements, and reports consistent with the requirements of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 GLENN LAFCO Request for Proposals 2017-2
- f. Prepares special reports and studies to the Commission as mandated by statute, such as municipal services reviews (MSRs) and spheres of influence (SOIs).

- g. Preparation of the LAFCO budget includes the following: preparation and implementation of the budget, forecasting revenue and expenses, and identifying and recommending alternatives for implementation of the budget subject to the review of the Commission, as well as 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.
- h. Planning assigning and supervising work of support staff.
- i. Outreach and Liaison Duties include the following: representing the Commission before public and private policy making agencies and community groups; coordinating the LAFCO processes and discretionary actions of other agencies. Facilitates workshops and attends 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.
- j. Prepare necessary California Environmental Quality Act (CEQA) documents (Notices of Exemption, Initial Studies, Negative Declarations, and Mitigation Monitoring Plans) for those actions in which Glenn LAFCO is the lead agency. Review and prepares comments on CEQA documents prepared by other agencies which affect the responsibilities of the Commission.
- k. Monitoring new and proposed State and local legislation that pertains to LAFCO and preparing reports to the Commission that includes a recommendation of support or opposition to proposed legislation. Actively participate in related organizations, such as CALAFCO and professional associations.
- l. Coordinating with LAFCO Counsel on legal issues and other matters that may require an oral or written interpretation or opinion from legal counsel.
- m. At the direction of the Commission, representing LAFCO before other local governmental agencies, at community meetings, and at other public forums.

### 3. **Submittal Requirements**

There is no expressed or implied obligation for Glenn LAFCO to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. To be considered, a response to this request must be received by the Glenn LAFCO, 525 West Sycamore Street, Suite B1, Willows CA 95988 by December 8, 2017 at 5:00 pm. Request for Proposals 2017-2

### 4. **Evaluation Process**

This Request for Proposals may not be the exclusive manner for Glenn LAFCO to enter into a contract for Executive Officer services. Glenn LAFCO reserves the right to reject any and all proposals received by this request. Glenn LAFCO is under no obligation to award any contract.

During the evaluation process, Glenn LAFCO reserves the right, where it may serve Glenn LAFCO's best interest, to request additional information or clarifications from responders, or to allow

corrections of errors or omissions. At the discretion of Glenn LAFCO, firms submitting proposals may be requested to make oral presentations as part of the evaluation process. Glenn LAFCO reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether or not that proposal is selected. Submission of a proposal is acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between Glenn LAFCO and the firm selected. It is anticipated that the selection of a firm will be completed by Monday, January 8, 2018. Following the notification of the selected firm, it is expected a contract will be executed between both parties in a timely manner.

## 5. **Proposal Requirements**

Responses to the RFP must include all of the following:

1. A statement about the firm that describes history, competencies and resumes of the principal and of all the professionals who will be involved in the work. This statement should address the following:

- a. Experience with Local Agency Formation Commissions
- b. Knowledge of local governmental agencies and demonstrated knowledge of the laws, codes, guidelines and principles which apply to local governmental agencies.
- c. Knowledge of The California Environmental Quality Act and its applications to LAFCO actions.
- d. Principles and practices of public administration, organizational analysis, leadership, team building and conflict resolution.
- e. Ability to work cooperatively with the Glenn County personnel
- f. Ability to perform the work, stay within budget and meet deadlines

2. A proposed form of contract for the work, and the hourly rates and estimates of total cost.  
Request for Proposals 2017-2

## 6. **Evaluation Criteria**

Proposals will be evaluated based upon their response to the provisions of this Request for Proposals and by the following criteria:

- a. Expertise and knowledge of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000
- b. Ability to work with pertinent parties and knowledgeable experts
- c. Cost Estimates - Please note that this will be a competitive selection process.

Based on the criteria above, the completeness of the responses, cost and the overall project approach identified in the proposals received, the most qualified firms may be invited, at their expense, for an interview with Glenn LAFCO on MONDAY January 8, 2018. Following interviews, the most qualified firm will be selected and a recommended agreement including budget, schedule and a scope of services will be negotiated.

**7. Additional Information**

Firms are encouraged to contact Executive Officer Adele Foley (530) 519-1210 or Commissioner Chairman Bruce Roundy at (530) 228-5264 with any questions relating to this RFP.