



## REQUEST FOR PROPOSALS LAFCO EXECUTIVE OFFICER STAFFING SERVICES

The Shasta Local Agency Formation Commission (LAFCo) is seeking proposals from qualified individuals or professional consulting firms to provide Executive Officer staffing services on an independent contractor basis. Shasta LAFCo intends to enter into a three (3)-year contract for Executive Officer services, starting July 1 2023, and in hopes of establishing a long-term contract relationship with the selected firm or individual. The Executive Officer position, as authorized by California Government Code Section 56384, provides management and executive leadership for all LAFCo activities as directed by the Commission.

Shasta LAFCo is an independent local agency created by the State Legislature in 1963 to encourage orderly growth and development of local agencies. LAFCo's mission is to facilitate changes in local governmental structure and boundaries that foster orderly growth and development, promote the efficient delivery of services, and encourage the preservation of open space and agricultural lands. LAFCo seeks to be proactive in raising awareness and building partnerships to accomplish this through its special studies, programs, and actions.

For general information about LAFCos, visit the CALAFCO website: [www.calafco.org](http://www.calafco.org), for information about Shasta LAFCo, please visit our website: [www.shastalafco.org](http://www.shastalafco.org).

### **Duties and Responsibilities**

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

- a. Scheduling, preparing for and attending regular and special in-person Commission meetings, including agendas, reports, resolutions, budgets and studies in coordination with the LAFCO Manager and consultation with Legal Counsel.
- b. Overseeing LAFCO Manager for day-to-day Commission operations.
- c. Providing the Manager with meeting materials and other public documents for posting to Commission's website.
- d. Meet with Executive Committee prior to each Commission meeting to set agendas and discuss applications and other Commission interests.
- e. Preparing special reports and studies as mandated by statute, including municipal service reviews and sphere of influence updates, based on Commission direction and priorities.

- f. Processing applications for city and district formations, annexations, reorganizations, consolidations, detachments and other proposals.
- g. Administering adopted LAFCo budget with budget controls, records, files and review claims and revenue deposits to and from independent LAFCO accounts.
- h. Monitoring new and proposed State and local legislation that pertains to LAFCo and representing Shasta LAFCo at CALAFCO and professional associations.
- i. Coordinating with LAFCo counsel on legal issues and other matters that may require an oral or written interpretation or opinion from legal counsel.
- j. Building and maintaining positive working relationships with regular and alternate commissioners, local governmental agencies, and members of the public.
- k. Providing technical assistance, especially with regard to applicant proposals, including by pre-application agreements.
- l. Other administrative and executive services as may be requested or directed by the Commission and/or Executive Committee.

### **Experience, Education, and Training**

The successful proposal will be one that demonstrates the respondent's combination of experience, education, and training which substantially demonstrates knowledge of:

- a. The organization, structure, role and functions of LAFCo, including familiarity with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act), including but not limited to an understanding of the Municipal Services Review (MSR) and Sphere of Influence (SOI) process, requests for extension of services beyond agency boundaries, and specific expertise with respect to the statutory procedures and requirements associated with processing changes of organization and reorganization proposals.
- b. Local governmental agency organization, structure, services and functions, including understanding of how the full range of municipal services including water, wastewater, fire protection and other services are financed and delivered.
- c. Planning, management and administration principles and practices which are typically applied to Local Agency Formation Commissions and other local governmental agencies.
- d. Research methodologies, group and organization dynamics, and the communication skills and techniques necessary for gathering, evaluating, presenting and disseminating information to the Commission, other agencies, community organizations, and the general public.

## Minimum Qualifications

The required knowledge and skills are typically attained through education equivalent of a Bachelor's Degree in Urban Planning, Public Policy, Public Administration, Civil Engineering or a related field. A minimum of five (5) years of experience with LAFCos, either as an Executive Officer, Assistant or Deputy Executive Officer, or as a contract Executive Officer, is preferred. Consideration will be given to similar experience with other local governmental/public agencies such as a county, a city, or a special district. Consideration will also be given to other unique qualifications as may be presented by the applicant.

## Proposal Requirements

The nature and form of responses to this RFP are at respondent's discretion, but must not exceed ten (10) pages. The following minimum information must be provided:

1. A signed cover letter with address, telephone, and e-mail of principal office.
2. Statement of experience in providing services to other municipal agencies, including LAFCos.
3. A brief plan explaining how the duties described and services requested will be provided. Include the duties of each person associated with the proposal, including any support staff and/or sub-contractors.
4. A cost and budget sheet detailing costs for contract staffing services by position, hourly rate per person, and estimated costs for services for the first fiscal year, if it is proposed that some or all staff support will be contracted for in addition to the Executive Officer position.
5. Qualification statements for the principal person who would serve as Executive Officer, as well as for all staff who will be performing work under this contract. Please limit the statement to one page per person.
6. Contact information for three professional references.
7. Disclosure of potential conflicts of interest with other work or third party contracts.

## Submittal Requirements

- A. **Proposals must be received no later than 5 p.m., on Friday, May 5, 2023, by email or US Postal Service mail.** Proposals received after the deadline will not be accepted. They are to be submitted to:

Shasta LAFCO

By mail: 999 Mission Del Oro Drive Suite 106 Redding CA 96003

By email: James Underwood - [jim@jmulawoffice.com](mailto:jim@jmulawoffice.com)

Attn: Shasta LAFCo Selection Committee

- B. All proposals, whether selected or rejected, shall become Shasta LAFCo property.
- C. The cost of preparation of proposals shall be borne solely by the proposer.
- D. Proposals must be signed by an authorized employee or officer to be considered.

### **Selection Process**

The selection process will include review of proposals by a Selection Committee appointed by the Commission. The Selection Committee will use the criteria listed below to evaluate the proposals. At the discretion of the Selection Recommendation committee, additional information may be requested to clarify and explain proposals.

- a. Applicability of overall experience and qualifications relating to Executive Officer staffing services.
- b. Evaluation of the scope of services, examining in particular any special techniques, approaches, ideas, and insights to be used in performing the services, along with additional consideration of how previous experiences may contribute to the proposer's ability to carry out the services.
- c. 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.
- d. Evaluation of the relevancy and quality of previous service contracts/ employment agreements on which the proposer was the sole or lead consultant. Successful experience with local public agencies of similar size and scope to the Shasta LAFCo within the last five (5) years, including pertinent references.
- e. Evaluation of background, experience, knowledge, and capacity to perform quality work within established deadlines and within budget. Candidate shall possess all permits, licenses and insurance necessary to perform the required planning services.

At the discretion of the Selection Recommendation Committee, the Committee may, but is not required to, conduct initial interviews with one or more of the persons or principal parties of the person or entity submitting the proposal.

One or more of the persons or consulting firms with the most highly rated proposals by the Selection Recommendation Committee may be invited for interviews with the full Commission at a special meeting of the Commission to be held in May, 2023. When a final selection is made, all applicants will be advised of the selection. Shasta LAFCo will prepare and provide a proposed contract for professional services for the selected candidate, and that proposed contract will be presented for Commission approval on June 1, 2023.

The Commission reserves the right to cancel this RFP process at any time, and award a contract to one or more firms, or to decline to award a contract to any firm. The Commission may amend the RFP at any time, which amendment shall take the form of an addendum published on the Commission's website. It is the responsibility of any prospective firm to take note of any addendum on the Commission's website.

If there are any questions concerning this Request for Proposals or the selection process, contact LAFCo Counsel Jim Underwood (530) 739 – 9791 or [jim@jmulawoffice.com](mailto:jim@jmulawoffice.com)

**Selection Process:**

Proposals due: May 5, 2023;

Proposal Screening, Selection Committee Interviews with qualified candidates: Mid or Late May, 2023;

Commission approval of contract for the selected candidate: June 1, 2023;

Start Date: July 1, 2023

**Insurance Requirements**

The successful proposer shall be required to maintain throughout the term of the contract, and for a minimum of six months following completion by Consultant and acceptance by LAFCo of all services under the contract, the minimum insurance coverages, minimum limits, and endorsements and conditions as described below.

- a. Commercial General Liability - with a limit of not less than \$1,000,000 per occurrence combined single limit for bodily injury and property damage, including contractual liability, personal injury, products and completed operations.
- b. Commercial or Business Automobile Liability - for owned, non-owned or hired automobiles with a combined single limit of not less than \$1,000,000 per occurrence.
- c. Workers' Compensation - Statutory Limits.
- d. Employers Liability Insurance - with a limit of not less than \$100,000 per accident.
- e. Additional Insured Endorsement - The insurance policy or policies as required above, with the exception of commercial or business automobile liability, workers' compensation and employers liability, shall be endorsed to name as additional insured Shasta LAFCo and their directors, officers employees and agents.

Before commencing any operations under the Agreement, the successful proposer shall furnish the Shasta LAFCo with a Certificate of Insurance and copies of all applicable endorsements evidencing compliance with the above insurance requirements and that such insurance will not be canceled or materially changed without thirty (30) days advance written notice.

Attachments: Shasta LAFCo Budget History Summary  
April 6 2023 Executive Officer Services Recruitment Staff Report

Patrick Jones  
County Member  
  
Pamelyn Morgan  
City Member  
  
Stan Neutze  
City Member  
  
Michael Dacquisto  
City Member Alternate

Irwin Fust  
Special District Member  
  
Mary Rickert  
County Member Alternate  
  
Ronnean Lund  
Special District Member



Larry Russell  
Public Member  
  
Kevin W. Crye  
County Member  
  
Fred Ryness  
Special District Alternate

Michael Spencer  
Public Member Alternate  
  
George Williamson  
Executive Officer  
  
James M. Underwood  
General Counsel  
  
Kathy Bull  
Manager

## Agenda Item: 8.a.

**MEETING DATE:** April 6, 2023  
**FROM:** Jim Underwood, LAFCO General Counsel  
**SUBJECT:** Executive Officer Services – Request for Proposals

The Planwest Partners Inc., Professional Services Agreement with Shasta LAFCO for independent contractor Executive Officer staffing services, ends June 30, 2023. The contract Executive Officer, George Williamson, informed the Executive Committee that Planwest will not be seeking a contract extension. The Executive Committee approved releasing an Executive Officer Staffing Services Request for Proposals (RFP), subject to Commission consideration and action, and asked the Commission's General Counsel to lead the proposed RFP preparation and administration process.

A proposed RFP has been prepared, in coordination with George Williamson, for the Commission's consideration. The attached Draft RFP proposes that the Commission enter into a three (3) year agreement with the selected candidate or firm. It defines qualifications, duties, responsibilities, submittal requirements and selection process. The proposed recruitment & selection timeline is as follows:

Commission approves and authorizes RFP distribution and review process:	April 6, 2023
Proposals due date:	May 5, 2023
Proposals Screening, Selection Committee Interviews with qualified candidates:	Late May 2023
Negotiation of Executive Officer services agreement:	Late May 2023
Commission approval of contract for selected candidate:	June 1, 2023
New Executive Officer Start Date:	July 1, 2023

George Williamson started providing independent Executive Officer staff services on January 1 2016. Since then he's worked with staff, the Executive Committee and Commission to process multiple applications, including consolidations and reorganizations of eight special districts and prepared Municipal Services Reviews (MSRs) and Sphere of Influence (SOI) Updates for special districts and cities. MSR/SOI updates have enabled Shasta LAFCo to be "ahead of the curve" when it comes to statutory update compliance, with George's executive leadership, and the new Executive Officer will be asked to continue to make progress consistent with the Commission's approved schedule for such updates.

A copy of the Shasta LAFCo budget history for recent years, including comparisons of approved budgets and actual expenditures for FY 2021-22, the approved FY 2022-23 budget with actual expenses to date, and the proposed FY 2023-24 budget, to help inform prospective RFP responders. The Commission's proposed Final FY 2023-24 Budget will also be considered on the June 1, 2023 agenda, to allow final potential changes in order to reflect possible adjustments to the Shasta LAFCo budget to be administered by the new Executive Officer, as may be needed. Policy alternatives for any such potential adjustments, as discussed with the Executive Committee at its recent meeting, can be discussed with the full Commission.

Recommended Actions:

- (1) That the Commission approve and authorize the distribution of the proposed RFP for Executive Officer staffing services, as may be modified by Commission direction;
- (2) That the Commission appoint the Executive Committee, or an ad hoc committee of the Commission, to serve as the RFP responses review and screening committee, with the two or three candidates determined to be most highly qualified, to be thereafter interviewed by the full Commission; and
- (3) That, following Commission interviews of recommended candidates, LAFCo General Counsel be directed to negotiate a proposed new Executive Officer staffing services agreement with the preferred candidate, for presentation to the Commission for approval consideration, by June 1, 2023.

Attachment: Proposed Executive Officer Staffing Services Request for Proposals (RFP)

cc: Shasta LAFCO Manager  
George Williamson AICP, Executive Officer

**Shasta LAFCO Multi-Year Budgets- Exec Officer RFP Attachment**

Budget Categories	FY 2020/21 Budget	FY 2021/22 Budget	FY 2021/22 Actual	FY 2022/23 Budget	FY 2022/23 Proj. Actual	FY 2023/24 Draft Budget
<b>REVENUES</b>						
<b>Interest</b>	0			0		0
<b>Intergovernmental Revenue</b>					<b>(proposed 23/24 increase)</b>	
Contributions - Cities	68,200	68,200	68,200	68,200	68,200	\$69,500
Contribution - Shasta County	68,200	68,200	68,200	68,200	68,200	\$69,500
Contributions - Special Districts	68,200	68,200	68,200	68,200	68,200	\$69,500
<b>Total Intergovernmental Revenue</b>	<b>204,600</b>	<b>204,600</b>	<b>204,600</b>	<b>204,600</b>	<b>204,600</b>	<b>\$208,500</b>
<b>TOTAL REVENUES</b>	<b>204,600</b>	<b>204,600</b>	<b>204,600</b>	<b>204,600</b>	<b>204,600</b>	<b>\$208,500</b>
<b>EXPENSES</b>						
<b>Salaries &amp; Benefits</b>						
<b>Payroll Expense</b>						
Regular Hours - Manager			35,952	32,800	32,000	\$35,000
Sick Leave Hours - Manager		0		*		*
Retirement - PERS - Previous EO	50,498	62,620	50,498	50,498	50,498	\$50,498
Employer Taxes - Manager		0	9,421	6,030	6,030	\$6,300
<b>Total Employer Expense</b>	<b>50,498</b>	<b>62,620</b>	<b>95,871</b>	<b>89,328</b>	<b>88,528</b>	<b>\$91,798</b>
<b>Total Salaries &amp; Benefits</b>	<b>50,498</b>	<b>62,620</b>	<b>95,871</b>	<b>89,328</b>	<b>88,528</b>	<b>\$91,798</b>
<b>Services and Supplies</b>						
<b>Contract Employment Services</b>						
Contract Executive Officer Services	51,000	51,500	48,385	52,500	52,500	\$57,500
Contract LAFCO Personnel	44,650	44,650	0	0	0	\$0
<b>Total Contract Employment Services</b>	<b>95,650</b>	<b>96,150</b>	<b>48,385</b>	<b>52,500</b>	<b>52,500</b>	<b>\$57,500</b>
<b>Office Services &amp; Supplies</b>						
Bank & Transfer Fees	120	120	287	300	300	\$300
Communications	1,420	1,420	1,749	1,620	1,620	\$1,620
Info Tech Tools & Equip	378	400	1,741	0	150	\$500
Memberships	4,850	4,823	3,478	3,650	3,648	\$4,000
Mileage Reimbursement	250	300	190	250	53	\$300
Office Cleaning	420	420	0	0	0	\$0
Office Expense	350	500	1,721	200	200	\$500
Office Furnishings	0	0	0	0	0	\$0
Office Supplies	550	1,000	1,092	500	850	\$500
Postage & Shipping	550	500	227	500	450	\$500
Printing	0	100	0	0	461	\$0
<b>Total Office Services &amp; Supplies</b>	<b>8,888</b>	<b>9,583</b>	<b>10,485</b>	<b>7,020</b>	<b>7,732</b>	<b>\$8,220</b>
<b>Professional Services</b>						
<b>Misc Professional Services</b>						
Fiscal/Audit Services	0	3,000	0	5,500	5,500	\$0
InfoTech Services	250	250	324	250	0	\$750
InfoTech- Website	720	720	651	720	687	\$120
<b>Total Misc Professional Services</b>	<b>970</b>	<b>3,970</b>	<b>975</b>	<b>6,470</b>	<b>6,187</b>	<b>\$870</b>
<b>Legal Counsel</b>						
Legal Services	10,000	10,000	4,327	10,000	6,000	\$12,500
<b>Total Legal Counsel</b>	<b>10,000</b>	<b>10,000</b>	<b>4,327</b>	<b>10,000</b>	<b>6,000</b>	<b>\$12,500</b>
<b>Total Professional Services</b>	<b>10,970</b>	<b>13,970</b>	<b>5,302</b>	<b>16,470</b>	<b>12,187</b>	<b>\$13,370</b>

\* Includes required 3 day sick leave availability



**Shasta LAFCO Multi-Year Budgets- Exec Officer RFP Attachment**

<b>Budget Categories</b>	<b>FY 2020/21 Budget</b>	<b>FY 2021/22 Budget</b>	<b>FY 2021/22 Actual</b>	<b>FY 2022/23 Budget</b>	<b>FY 2022/23 Proj. Actual</b>	<b>FY 2023/24 Draft Budget</b>
<b>Rents, Leases &amp; Misc</b>						
Property & General Liability	3,400	2,598	3,240	3,900	4,718	\$3,900
Publications/Legal Notices - Regular	800	800	138	800	400	\$1,000
Rents & Leases Equip	0	400		0		\$0
Rents & Leases Equipment - Copier	0	4,765		0		\$0
Rents & Leases of Structures	6,000	6,000	7,000	7,200	7,200	\$7,200
Small Tools & Equipment	0	0		0		\$312
Software	0	0		0		\$200
<b>Total Rents, Leases &amp; Misc</b>	<b>10,200</b>	<b>14,563</b>	<b>10,378</b>	<b>11,900</b>	<b>12,318</b>	<b>\$12,612</b>
<b>MSR/SOI Expenses</b>						
GIS Services	5,500	5,500	5,336	4,000	6,340	\$4,500
Postage Printing	140	140	50	140	140	\$100
Public Hearing Notice	200	200	0	200	200	\$140
Preparing, Review, Hearing, Posting	29,160	29,160	30,016	25,660	25,660	\$20,260
<b>Total MSR/SOI Expenses</b>	<b>35,000</b>	<b>35,000</b>	<b>35,402</b>	<b>30,000</b>	<b>32,340</b>	<b>\$25,000</b>
Utilities (most included in rent)	0	0		0		\$0
<b>Total Services &amp; Supplies</b>	<b>160,708</b>	<b>169,266</b>	<b>205,823</b>	<b>207,218</b>	<b>205,605</b>	<b>208,500</b>
<b>TOTAL EXPENSES</b>	<b>211,206</b>	<b>231,886</b>	<b>205,823</b>	<b>207,218</b>	<b>205,605</b>	<b>\$208,500</b>
<b>Proposed FY 2023-24 Change</b>						<b>\$3,900</b>

\* Includes required 3 day sick leave availability