



SELMA - KINGSBURG - FOWLER
COUNTY SANITATION DISTRICT

DIRECTORS

Michelle Roman, Chairwoman
Buddy Mendes, Vice-Chairman
David Cardenas
Sarah Guerra
Nathan Magsig

REQUEST FOR PROPOSAL

EXECUTIVE RECRUITMENT FOR GENERAL MANAGER

ISSUED MARCH 8, 2022

The Selma-Kingsburg-Fowler County Sanitation District is soliciting proposals from qualified individuals and consulting firms for recruitment of a General Manager. The purpose of this Request for Proposal (RFP) is to request proposers to present their qualifications, capabilities, and approach to provide recruitment services to the District for the position of General Manager.

1. BACKGROUND

The Selma-Kingsburg-Fowler County Sanitation District (District) is located in Fresno County. The District collects, treats and disposes wastewater originating from the residential, commercial, institutional and industrial dischargers from the three member cities and parts of unincorporated Fresno County. The governing board is comprised of an elected official from each member city and two members from the Fresno County Board of Supervisors. The District owns, operates and maintains the wastewater treatment plant. The sewer collection system is operated and maintained by the District. The District refurbishes and replaces each city's facilities. The member cities own the local sewer collection system, which includes sewers, lift stations, and appurtenances not owned by the District. Each member city is responsible for expanding the facilities that it owns. The District serves an estimated population of 40,000.

The District's Mission Statement is as follows:

- Operate and maintain the District facilities so that local, state and federal waste discharge requirements are complied with and the public health and environment are protected.
- Provide adequate capacity to convey, treat and dispose of all wastewater so that the District can adequately serve the developing needs of its member cities and the surrounding area.
- Operate and maintain District facilities so that annual costs are reduced to the lowest possible level that will safely sustain compliance with discharge requirements.

2. SCOPE OF WORK

The scope of service includes:

- Meeting with Board Ad Hoc Recruitment Committee to obtain information regarding the expectations, challenges, requirements and responsibilities of the position.

- Meeting with key District employees to obtain information about the District, including demographics, budget, and organizational structure.
- Development of a job description for General Manager position.
- Development of a position profile and advertising brochure.
- An aggressive direct networking campaign for top talent.
- Advertisements are to be placed in select appropriate professional publications and on Internet bulletin boards.
- Thorough screening of applicants, including thorough face to face or videoconferences of viable candidates. Screening is to include background, criminal and credit checks, references, and media checks to ensure the finalists have backgrounds of highest integrity.
- Creation of a list of quality finalists.
- Meeting with the Board Ad Hoc Recruitment Committee with final recommendations and assistance with the selection process. The consultant or the District may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated as agreed upon in the consultant's contract with the District.

3. **PROPOSALS**

3.1 Due Date and Format for Submission.

Proposals must be submitted to the District by 4:00 P.M., FRIDAY, APRIL 8, 2022. Faxed and emailed proposals will not be accepted. Proposals must be submitted in a sealed envelope clearly marked and labeled: **“PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES.”**

Six (6) copies and (1) unbound original, signed by an officer who is authorized to execute legally binding agreements shall be mailed or delivered to:

Selma-Kingsburg-Fowler County Sanitation District
ATTN: Alicia Kirk
Mailing Address: Post Office Box 158
Physical Address: 11301 E. Conejo Ave.
Kingsburg, California 93631-0158

3.2 Cover Letter.

A cover letter on Firm letterhead addressing the proposal should be submitted and be signed by an officer of the firm authorized to bind the Firm to all comments made in the proposal, and shall include the name, address, and phone number of the person(s) to contact who will be authorized to represent the Firm.

3.3 Minimum Experience Qualifications Summary.

Sufficient evidence as to the proponent's qualifications to perform the work is necessary. This may include former in-house experience and/or experience as a consultant. This information shall disclose and include pertinent facts and shall include at least a description of past performance on projects of similar type, scope, and size; project team members who worked on each project and their roles and percentage commitment of time on the project and any other pertinent information to demonstrate experience on similar assignments. In addition, please provide a statement regarding the proponent's ability to complete the work in a timely and professional manner.

3.4 References.

Provide a list of five references within last three years with current contact person, email address, and phone number who may be contacted regarding firm performance.

3.5 Cost Proposal.

A cost proposal listing your standard professional hourly rates, a cost estimate for the scope of work outlined above, time for completion, and an estimate for reimbursable expenses (including method for charging). Please note the final scope of work and compensation will be negotiated with the selected proponent.

3.6 Proposed Method of Performance.

Please provide information on how your company intends to provide its services to the District if awarded the contract. Services provided must meet the minimum guidelines provided in the Scope of Services of this RFP. The following topics must be addressed:

Your approach and methodology for developing a usable candidate profile that best reflects the needs of the District.

Your advertising and marketing approach, to include at least three (3) sample advertising brochures from other recruitment projects your firm has conducted. If the sample brochures do not easily fit in this section of the submittal, they may be included at the end of your packet as an exhibit.

Projected timeline for completion of the project.

Methods, frequency, and extent to which customer satisfaction is measured and reported.

3.7 Other.

Disclose any potential conflict of interest with this assignment.

4. DELIVERABLES

- Digital and hard copy versions of all recruitment material must be delivered to Alicia Kirk at akirk@skfcsd.org at the start of any advertising or marketing campaign to be included on the District's website.
- Consultant is expected to provide at least five (5) candidates who meet the candidate profile and position requirements for interviews. If the outcome of Task 8 does not produce at least two (2) final candidates for Board consideration, the Board will have the option to instruct Consultant to continue the marketing and advertising campaign to solicit additional qualified candidates.

5. ACCEPTANCE OR REJECTION OF PROPOSALS

5.1 Reservation of Rights.

The District reserves the right to select the successful proposal and negotiate an agreement as to the scope of services, the schedule for performance and duration of the services with proponents whose proposals is/are most responsive to the needs of the District. Further, the District reserves the right to reject any and all proposals, or alternate proposals, or waive any informality or irregularity in the proposal as it is in the District's best interest. Additionally, the District may, for any reason, decide not to award an agreement(s) as a result of this RFP. Non-acceptance of any proposal shall not imply that the proposal was deficient. Rather, non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the District or that the District decided not to award an agreement as a result of this RFP.

5.2 Proposal Development Costs.

The cost of preparing and submitting a proposal is the sole responsibility of the proponent and shall not be chargeable in any manner to the District.

6. GENERAL TERMS AND CONDITIONS

6.1 Licensing Requirements.

Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proponent.

6.2 Insurance Requirements.

Proponent, at proponents' sole cost and expense and for the full term of the resultant agreement or any extension, shall obtain and maintain at least all of the insurance required by the District for consultants.

7. **SELECTION PROCESS**

7.1 Selection Criteria.

The Board Ad Hoc Recruitment Committee will evaluate all of the proposals received and based on the qualifications presented will make a recommendation to the full Board for final consideration. Proposals will be evaluated on, but not limited to, the following criteria:

1. General Competence and comparable experience.
2. Experience on similar projects.
3. Approach to the scope of work and understanding of the assignment.
4. Satisfactory record of performance on similar projects.
5. Ability to commence services immediately.
6. Conformance with the proposal guidelines and format outlined in this RFP.
7. Cost.

7.2 Tentative Selection Schedule – Subject to Change.

ACTION ITEM	DATE(S)
Issue Request for Proposals	March 8, 2022
Receive Proposals	April 8, 2022
Issue Short List of Firms to Interview	April 29, 2022
Conduct Oral Interviews	May 12, 2022
Firm Selection to Board	June 9, 2022

8. **CONTACT INFORMATION**

Any and all questions regarding this RFP must be submitted by email to: Hilda Cantú Montoy, SKF General Counsel at: hildac@montoylaw.com. Questions and responses will be posted on the District's website.

Executive Recruitment Services Distribution

The Waters Consulting Group
21300 Victory Blvd. – Suite 1180
Woodland Hills, CA 91367

Koff & Associates, Inc.
2835 Seventh Street
Berkeley, CA 94710

The Mercer Group, Inc.
1000 Cordova Place #726
Santa Fe, NM 87505

Nash and Company, Inc.
6453 Via De Anzar
Rancho Palos Verdes, CA 90275

CPS HR Consulting
2450 Del Paso Road, Suite 220
Sacramento, CA 95834

Arthur J. Gallagher & Co.
45 E. River Park Place West
Suite 605
Fresno, CA 93720

Ralph Anderson & Associates
5800 Stanford Ranch Road
Suite 410
Rocklin, CA 95765

Segal Consulting
10880 Wilshire Blvd., Suite 850
Los Angeles, CA 90024

Bob Murray & Associates
1544 Eureka Road, Suite 280
Roseville, CA 95661

Pekham & McKenney
300 Harding Boulevard, Suite 203-D
Roseville, CA 95678

Terry Black & Company
3510 Torrance Blvd., Suite 209
Torrance, CA 90503

Executive Recruitment Services Distribution

Alliance Resource Consulting
400 Oceangate, Suite 480
Long Beach, CA 90802

Roberts Consulting Group
PO Box 16692
Beverly Hills, CA 90209

Management Partners
2107 North First Street, Suite 470
San Jose, CA 95131

HR Dynamics & Performance Management
461 Green Orchard Place
Riverside, CA 92506

William Avery & Associates
16 Lyndon Ave., Suite 200
Los Gatos, CA 95030