



SEWER AUTHORITY MID-COASTSIDE

Board of Directors Meeting Agenda

Special Board Meeting 6.00 PM, Thursday, July 25, 2019

SAM Administration Building, 1000 N. Cabrillo Highway, Half Moon Bay, CA 94019

1. CALL TO ORDER

A. Roll Call	Chair:	Dr. Deborah Penrose (HMB)
	Vice-Chair:	Kathryn Slater-Carter (MWSD)
	Secretary/Treasurer:	Barbara Dye (GCSD)
	Director:	Jim Blanchard (GCSD)
	Director:	Ric Lohman (MWSD)
	Director:	Deborah Ruddock (HMB)

1. PUBLIC COMMENT / ORAL COMMUNICATION

2. CONSENT AGENDA: NONE

3. REGULAR BUSINESS *(The Board will discuss, seek public input, and possibly take action on the following items.)*

- A. Discuss and Provide Direction to Staff concerning discrete tasks for consulting services.
- B. Discuss recruitment for General Manager Position and Provide Direction concerning Involvement of Board Operations Committee and Authorization of Request for Proposals for Executive Recruiting Services ([Attachment](#))

4. CONVENE IN CLOSED SESSION *(Items discussed in Closed Session comply with the Ralph M. Brown Act.)*

A. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION

Pursuant to Paragraph (2) or (3) of Subdivision (d) of Government Code Section 54956.9 (One potential case — circumstances need not be disclosed pursuant to paragraph (1) of subdivision (e) of Government Code Section 54956.9)

6. CONVENE IN OPEN SESSION *(Report Out on Closed Session Items)*

7. ADJOURNMENT



SEWER AUTHORITY MID-COASTSIDE

Staff Report

TO: Honorable Board of Directors

FROM: Kishen Prathivadi, Acting General Manager

SUBJECT: **Discuss Recruitment for General Manager Position and Provide Direction concerning Involvement of Board Operations Committee and Authorization of Request for Proposals for Executive Recruiting Services**

Executive Summary

The purpose of this report is to the process and steps for recruiting the next SAM General Manager.

Fiscal Impact

The fiscal impact will depend upon the process determined by the Board of Directors.

Strategic Plan Compliance

The recommendation complies with the SAM Strategic Plan's Goal 4: *"A well-organized, motivated, and well-trained staff with an effective Board of Directors are the most important keys to success for SAM."*

Background and Discussion/Report

On June 10, 2019 the Board recognized the assignment of Kishen Prathivadi, Engineering & Construction Contracts Manager, as Acting General Manager until such time as the Board appoints an Interim General Manager or a new General Manager. Historically, the Board has created an ad hoc committee to conduct the recruitment and appointed directors to serve on the committee. However, given that the Board Operations Committee is a standing committee, Staff recommends that this committee oversee the recruitment process.

The committee will likely utilize an executive recruiting firm to conduct a formal search with input from the committee.

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	M. Clark	S. Boyd	A. Eisen
	J. Harvey	H. Rarback	

Staff Recommendation

Staff recommends that the Board assign the recruitment process to the Board Operations Committee and authorize issuance of a request for proposals for executive recruiting services.

Supporting Documents

Attachment A: Draft RFP for Executive Recruiting Firm

BOARD MEMBERS:	J. Blanchard	B. Dye	R. Lohman
	D. Penrose	D. Ruddock	K. Slater-Carter
ALTERNATE MEMBERS:	M. Clark	S. Boyd	A. Eisen
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**REQUEST FOR PROPOSALS (RFP)
FOR
“EXECUTIVE SEARCH SERVICES TO ASSIST WITH THE RECRUITMENT FOR
GENERAL MANAGER”**

Proposals Will Not Be Opened and Read Publicly

Dear Proposer:

July 26, 2019

The Sewer Authority Mid-Coastside (SAM) is requesting proposals from qualified firms or individuals (Proposer) to provide Executive Search Services to assist with the recruitment for General Manager. SAM notifies all Proposers that it is the policy of SAM to ensure nondiscrimination on the basis of race, color, national origin, sex, or any other characteristics protected under federal, state, or local laws in the award and administration of contracts.

As a Request for Proposal (RFP) this is not an invitation to bid and, although price is very important, other factors including expertise and recommended approach will be taken into consideration. The scope of services and content of proposal are summarized in this document. All documents related to this RFP are available for download on SAM’s website at www.samcleanswater.org.

Requests for modifications or clarifications of any requirement must be submitted in writing by email to: kishen@samcleanswater.org by U.S. Mail to U.S. Postal Service address above. All such requests must be received in SAM’s office by: **Friday, August 16, 2019 at 3:30 p.m.**, Pacific Time. It is the responsibility of the Proposer to check SAM’s website for any addenda that may be issued relative to this RFP.

SAM must receive proposals no later than 3:30 pm, Friday, August 30, 2019. All responses must be in an envelope with “**Executive Search Services**” clearly marked on the outside of the envelope. Please mail or hand deliver **one original and one copy** to:

Sewer Authority Mid-Coastside
Attn: Deborah Penrose, Board Chair
1000 Cabrillo Hwy N.
Half Moon Bay, CA 94019

The Authority reserves the right to reject any or all Proposals. No Firm shall withdraw its Proposal for a period of 60 days after the date set for the submission of the Proposal. More than one Proposal from an individual, firm, partnership, corporation, or combination thereof under the same or different names will not be considered.

Reasonable grounds for believing that any individual, firm, partnership, corporation or combination thereof is interested in more than one Proposal for the work contemplated may cause the rejection of the Proposal in which such individual, firm, partnership, corporation or combination thereof is interested.

All questions must be submitted in writing, at the above address or via email at: kishen@samcleanswater.org.

Respectfully,

I. INTRODUCTION AND PROJECT OVERVIEW

A. INTRODUCTION

The Sewer Authority Mid-Coastside (SAM) is seeking to contract with an experienced executive search firm to recruit the next General Manager. SAM invites interested individuals or firms with experience recruiting for government agencies to submit a written proposal to provide executive search services.

B. BACKGROUND

SAM is a Joint Powers Authority (JPA) formed by the City of Half Moon Bay, Granada Community Services District, and Montara Water & Sanitary District to perform all functions for the treatment and disposal of wastewater from its member agencies. The Authority's service area includes a population of approximately 25,000 in a region of San Mateo County known as the "Mid-Coastside", which encompasses all three districts. SAM is governed by a six-member Board of Directors who are appointed by their respective agencies, with two members representing each agency. There are a total of 18 authorized positions at SAM. Further information about SAM is available at www.samcleanswater.org.

C. LOCATION

Administration Office
1000 Cabrillo Hwy North, Half Moon Bay, CA 94019
(Operates Monday-Friday, 7:00 a.m. – 4:00 p.m.)

II. SCOPE OF WORK

Although the following list is not intended to be exclusive, Consultant is expected to provide the services listed below:

- Develop recruitment materials for the position of General Manager, including refinement of the candidate profile for the position.
- Outreach to the public and private sector for qualified candidates.
- Background investigation and preliminary screening of applicants based upon criteria to be developed in consultation with the Board Operations Committee.
- Periodic meetings and progress reports to the Board Operations Committee and the full Board of Directors.
- Assistance to the Board Operations Committee and Board as required during the interview and evaluation process.

III. SUBMISSION REQUIREMENTS

All proposals shall include the following information, organized as separate sections of the proposal. The proposal should be concise and to the point.

A. COVER LETTER

At a minimum, the cover letter must include the following items.

- Signature of the individual who is authorized to contractually bind the firm.
- Name, title, address, telephone number and email address of the individual to whom correspondence and other contacts should be directed during the selection process.
- An explanation of the Proposer's understanding of the desired work.
- A brief narrative of the Proposer's background and history.

B. DESCRIPTION OF QUALIFICATIONS

The description of qualifications must include the following items.

- Legal name of the Proposer's company.
- Consultant and/or company resume.
- Proposer's experience in providing executive recruitment services to governmental entities.
- Any additional information that SAM would need to know in terms of assessing the firm's qualifications and experience.
- Contact information of three references from other government agencies or clients for whom the firm has performed similar services in the past 5 years.

C. COST PROPOSAL

Submit a cost proposal that includes a schedule of all hourly rates for all classifications of positions necessary to carry out legal services (hourly rates for

partners, associates, paralegals, etc.) for SAM and include off site and on site attendance at Board of Directors meetings.

IV. SELECTION CRITERIA

The following criteria will be considered, although not exclusively, in determining which Proposer is hired.

- Relative experience of the Proposer in providing legal services for wastewater services districts or other public entities, and in providing services similar to those listed
- Thoroughness of the proposal
- Ability of the firm to meet the needs of SAM
- Cost of services

The top Proposer will be contacted and interviewed by the Board Operations Committee. Additional information may be requested from top ranking Proposers and SAM reserves the right to select a firm that will best serve the needs as determined by the Board of Directors.

V. ADDITIONAL INFORMATION

A. CONFLICT OF INTEREST

In the sole judgment of SAM, any and all proposals are subject to disqualification on the basis of a conflict of interest. SAM may not contract with a vendor if the vendor or an employee, officer or director of the proposer's firm, or any immediate family member of the preceding, has served as an elected official, employee, board or commission member of SAM who influences the making of the contract.

Furthermore, SAM may not contract with any vendor whose income, investment, or real property interest may be affected by the contract. SAM, at its sole option, may disqualify any proposal on the basis of such a conflict of interest. **Please identify any person associated with the Proposer that has a potential conflict of interest.**

B. INSURANCE

1. Commercial General Liability: Coverage should include \$1,000,000 per occurrence, \$2,000,000 aggregate, as applicable. Prior to the start of work, the selected firm shall provide to the District evidence of insurance from an insurer(s) certifying the coverage. The District and its Directors, officers, employees, contract employees, agents and volunteers are added as insureds. Additional insured endorsements shall be provided on Commercial

General Liability form ISO 20 10 11 85 (or form ISO 20 10 10 01 accompanied by form ISO 20 3710 01).

2. Business Automobile Liability: Business Automobile Liability insurance insuring all owned, non-owned and hired automobiles - coverage code 1 "any auto" (Insurance Service Office policy form CA 0001 or insurer's equivalent) in the amount of \$1,000,000 combined single limit per accident for bodily injury and property damage.
3. Workers' Compensation and Employer's Liability Insurance: Shall be furnished in accordance with statutory requirements of the State of California.
4. Professional Liability Insurance: For the full term of the contract, the firm shall procure and maintain errors and omissions liability insurance appropriate to the legal profession. Such coverage shall have minimum limits of no less than one million dollars (\$1,000,000.00) per claim.
5. Commercial General Liability and Workers' Compensation and Employer's Liability Insurance: Policies shall contain a waiver of transfer of rights of recovery ("waiver of subrogation") against the District, its Directors, officers, employees, contract employees, agents and volunteers for any claims arising out of the work of the firm.
6. Additional Insured Requirements: The CGL Coverage and the Automobile Liability Insurance shall contain an endorsement naming the District, its Directors, officers, employees, contract employees, agents and volunteers as additional insureds.

C. WORKER'S COMPENSATION INSURANCE

Unless a sole proprietor, the Contractor shall maintain workers' compensation insurance in accordance with state requirements.

D. ENVIRONMENTALLY PREFERRED MATERIALS

All reports to SAM shall be on recycled paper that contains at least 50% recycled product when such paper is available at a cost of not greater than ten percent more than the cost of virgin paper, and when such paper is available at the time it is required. If recycled paper is not available the Contractor shall use white paper. Written reports or studies shall be ***printed on both sides of the page*** whenever practical.

E. MISCELLANEOUS

1. Amendments to Proposals: No amendment, addendum, or modification will be accepted after a proposal has been submitted to SAM. If a change to a proposal that has been submitted is desired, the submitted proposal must be withdrawn and the replacement proposal submitted to SAM prior to the final deadline.
2. Cancellation of RFP: SAM reserves the right to cancel this RFP at any time prior to contract award without obligation in any manner for proposal preparation, interview, fee negotiation, or other marketing costs associated with this RFP.
3. No Commitment to Award: Issuance of this RFP and receipt of proposals does not commit SAM to award a contract. SAM expressly reserves the right to postpone the proposal for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with more than one Proposer concurrently, or to cancel all or part of this RFP.
4. Right to Negotiate and/or Reject Proposals: SAM reserves the right to negotiate any price or provision, task order or service, accept any part or all of any proposals, waive any irregularities, and to reject any and all, or parts of any and all proposals, whenever, in the sole opinion of SAM, such action shall serve its best interests. The Proposers are encouraged to submit their best prices in their proposals, and SAM intends to negotiate only with the Proposer(s) whose proposal most closely meets SAM's requirements at the lowest estimated cost. The engagement agreement, if any, will go to the Proposer whose proposal best meets SAM's requirements.

VI. INVOICES

Invoices must be fully itemized, and provide sufficient information for approving payment and audit. Invoices must be accompanied by receipt for services in order for payment to be processed.

SAM must receive all invoices no later than the 15th of the month for processing. The final invoice must be received no later than 30 days after the contract term expires. **SAM will not make a payment prior to the execution of the contract.** The selected firm shall mail all invoices to the following address.

Sewer Authority Mid-Coastside
1000 Cabrillo Hwy N.
Half Moon Bay, CA 94019

SAM will make payments to the vendor within 30 days of receipt of a correct and complete invoice.

VII. SCHEDULE (dates are subject to change)

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|---|----------------------|
| <input type="checkbox"/> Proposals due from Proposers | August 30, 2019 |
| <input type="checkbox"/> Interview of Proposers | Week of Sept 9, 2019 |
| <input type="checkbox"/> Board Approval of Contract | September 23, 2019 |
| <input type="checkbox"/> Proposer notified of award of contract | September 24, 2019 |
| <input type="checkbox"/> Contract Effective Date | October 1, 2019 |

Thank you for your interest in working with the Sewer Authority Mid-Coastside for this service. We look forward to receiving your proposal.