

REQUEST FOR PROPOSALS

The San Juan Water District Board of Directors is interested in obtaining a facilitator to assist in the process of conducting a review of the General Manager and Legal Counsel.

Historically, the District has conducted an annual review of the General Manager through a process with the Personnel Committee. This will be the first review of Legal Counsel. This year, the Board would like to retain a facilitator to collect comments from the Board of Directors and summarize the two reviews for consideration and possible adoption by the Board of Directors.

Electronic or paper letter proposals are acceptable. The District would like to limit the effort and costs associated with this proposal by requesting the proposals be limited to letter proposals. It is required that the proposals be delivered to the District office at 9935 Auburn Folsom Road, Granite Bay, CA, 95746, or emailed to thart@sjwd.org by October 15, 2010 before 3:00 p.m.

Scope of Work

The following scope of work has been recommended by the SJWD Personnel Committee. However, the committee recognizes that professionals versed in this type of activity may have ideas that would improve the process and outcome. The committee would welcome such recommendations.

- Task 1 – Review existing job description and evaluation material for General Manager. Identify recommended revisions, additions, or an entire replacement. The District does not have any evaluation material for Legal Counsel. Develop material and/or questions to use during the Legal Counsel performance review.
- Task 2 – Attend a Board Meeting to discuss upcoming process and schedule with Board of Directors.
- Task 3 – Meet with General Manager and Legal Counsel. Conduct separate meetings with General Manager and Legal Counsel to obtain self-evaluations. Utilize evaluation sheets developed in Task 1. Depending on these discussions, facilitator might wish to modify the evaluation sheets.
- Task 4 – Meet with each of the Board of Directors. Conduct individual meetings with each of the Five Board members. The meetings can either be arranged through the Board Secretary or with direct communication with each of the Board members.

Obtain input from each of the Board of Directors on the performance of the General Manager and Legal Counsel. Utilize either evaluation sheets developed in Tasks 1 and 3.
- Task 5 – Summarize information from individual meetings. Summarize the information from the individual meetings into draft evaluations for both the General Manager and Legal Counsel. Provide to Board of Directors for review.

Task 6 – Meet with Board of Directors.
Meet in closed session with the Board of Directors to review and discuss draft evaluations of the General Manager and Legal Counsel. Modify as necessary to address Board comments or concerns.

Facilitate discussions with Board of Directors on any pay increase and/or incentive award to be provided to the General Manager.

Task 7 – Finalize the evaluations and summary of any General Manager pay increase and/or incentive award for the Board of Directors to utilize during the evaluation discussion with the General Manager at the January 12, 2011 Board Meeting.

Schedule

It is expected that the Board of Directors will conduct the evaluation meeting with the General Manager and Legal Counsel at the regularly scheduled January 12, 2011, Board meeting. The following schedule is suggested to meet this deadline:

October 4 –	Issue proposals
October 15 –	Proposals due
October 18-22 –	Personnel Committee review proposals and recommend selection of consultant
October 27 –	Board of Directors select consultant
November 10 –	Consultant attend regularly scheduled Board meeting to discuss process
November 15-19 –	Meet with individual Board members
January 7, 2011 –	Completion of draft evaluations
January 12, 2011 –	Meeting with Board of Directors to discuss draft evaluations
January 21, 2011 –	Completion of final evaluations
January 26, 2011 –	Board of Director provide evaluation to General Manager and Legal Counsel

Proposal Contents

To select a facilitator, the Board is requesting letter proposals from candidates. The letter proposal should include any recommended revisions to the process and/or schedule, the facilitator's resume, the proposed approach, and an estimate of the associated consulting costs. It is not expected that the consultant will submit a thick bound proposal. A letter detailing the recommended process, a couple past projects, consultant's rate schedule, and a cost estimate will meet the needs of the District.

The selection of the facilitator will be based on the District's evaluation of the proposals received. The District reserves the right to reject any and all proposals received.

Questions, requests for clarification and comments should be directed to Shauna Lorange, General Manager, at 916-791-0115.