

# **San Fernando Valley Council of Governments**

## **Request for Proposals for Executive Director April 2013 (Amended May 2, 2013)**

The San Fernando Valley Council of Governments (SFVCOG) is seeking proposals from qualified individuals or consultancies to direct and manage the business affairs of this organization.

### **BACKGROUND**

The SFVCOG is comprised of six member agencies located in the San Fernando Valley and Santa Clarita Valley areas of Los Angeles County. The member agencies are as follows:

City of Burbank  
City of Glendale  
City of Los Angeles  
County of Los Angeles  
City of San Fernando  
City of Santa Clarita

The SFVCOG is a voluntary cooperative effort among the Member Cities and the County of Los Angeles to forge consensus and advance policies and programs of regional significance. The SFVCOG provides a forum for discussion as well as formalized representation and advocacy on behalf of the San Fernando Valley subregion with regional, state and federal agencies.

The SFVCOG became a Joint Powers Authority in May 2010.

The SFVCOG's primary objectives are: to share information, to allow the members to engage in cooperative local and regional planning and the coordination of government services and responsibilities to assist the members in the conduct of their affairs; to conduct studies and projects designed to improve and coordinate the common governmental responsibilities and services on a Valley area and regional basis; to coordinate implementation programming and to take action on issues that are of interest to the Member Agencies that are working together in partnership to preserve and enhance the quality of life in the subregion.

New members may be admitted upon a unanimous vote of the SFVCOG Board of Directors, as long as the member is a city whose jurisdiction lies within or immediately adjacent to any jurisdiction that is a member of SFVCOG. The SFVCOG Board of Directors is comprised of 13 members as follows: one member from each of the two Los Angeles County supervisorial districts that are located entirely or partially in the San Fernando Valley, one member from each of the seven City of Los Angeles' council districts that are located entirely or partially in the San Fernando Valley, and one member from each member city. Each member agency pays annual dues of \$10,000 per member agency.

The SFVCOG has no employees and has contracted for Management Services.

Financial Information regarding the SFVCOG is as follows:

1. The SFVCOG has minimal financial activity and has an annual core budget of \$60,000 per year with additional funds being made available through fund raising efforts such as grants and networking conferences held throughout the year.
2. Total expenditures by Fiscal Year are as follows:
  - (1) 2010-2011: \$16,250
  - (2) 2011-2012: \$64,381
  - (3) 2012-2013: \$38,505 through 12/31/12

## **GENERAL CONDITIONS**

The SFVCOG will not reimburse respondents to this RFP for any costs incurred in the preparation and submittal of the proposals. The SFVCOG reserves the right to request any person submitting a proposal to clarify his or her proposal during the selection phase.

Further, the SFVCOG reserves the right to modify or alter any requirements herein, at the SFVCOG's sole discretion, and such shall be done by written addendum. The SFVCOG is responsible only for that which is expressly stated in the solicitation document and any authorized written addenda thereto. Such addendum shall be made available to each person or organization which County records indicate has received this RFP, and will be posted on the SFVCOG website. Should such addendum require additional information not previously requested, failure to address the requirements of such addendum may result in the Proposal not being considered, as determined in the sole discretion of the SFVCOG.

The SFVCOG is not responsible for and shall not be bound by any representations otherwise made by any individual acting or purporting to act on its behalf.

## **RIGHT TO REJECT**

The SFVCOG reserves the right to reject any and all proposals and to waive any informality in the proposal when to do so would be to the advantage of the SFVCOG. The SFVCOG may also reject the proposal of any proposer who has previously failed to timely and satisfactorily perform any contract with any of its member agencies.

### **CONTACT WITH SFVCOG PERSONNEL**

All contact regarding this RFP or any matter relating thereto must be in writing and may be e mailed to: JTakhtalian@ci.glendale.ca.us. If it is discovered that Proposer contacted and received information from any personnel from any member agency, other than the person specified above, regarding this solicitation, the SFVCOG, in its sole determination, may disqualify their proposal from further consideration.

### **QUESTIONS**

Questions regarding this Request for Proposal shall be emailed to John Takhtalian at the City of Glendale, ([JTakhtalian@ci.glendale.ca.us](mailto:JTakhtalian@ci.glendale.ca.us)). ~~All questions must be submitted by April 19, 2013 to allow sufficient time to respond to potential proposers.~~ In order to receive the answers to any questions submitted about the RFP, please contact the above named individual via e-mail to be included on the distribution list.

### **FINAL CONTRACT AWARD BY SFVCOG GOVERNING BOARD**

Notwithstanding a recommendation of the evaluation team, the SFVCOG retains the right to exercise its judgment concerning the selection of a proposal and the terms of any resultant agreement, and to determine which proposal best serves the interests of the SFVCOG. The SFVCOG is the ultimate decision making body and makes the final determinations necessary to arrive at a decision to award, or not award, a contract.

After a prospective Contractor has been selected, the SFVCOG and the prospective Contractor will negotiate a Contract for submission to the SFVCOG for its consideration and possible approval. If a satisfactory Contract cannot be negotiated, the SFVCOG Governing Board may, at its sole discretion, begin contract negotiations with the next qualified Proposer who submitted a proposal, as determined by the SFVCOG.

The recommendation to award a Contract will not bind the SFVCOG to award a Contract to the prospective Contractor.

While the SFVCOG is making no assurances, the SFVCOG Directors maintain the right to expand, and/or make additions to the scope of work and make related adjustments in compensation, if changes to the core budget are realized.

The SFVCOG Governing Board retains the right to select a Proposal other than the Proposal receiving the highest number of points if the SFVCOG Governing Board determines, in its sole discretion, another Proposal is the most overall qualified, cost-effective, responsive, responsible and in the best interests of the SFVCOG.

## **PROPOSAL CONTENT AND CRITERIA**

Proposals shall include the following information at a minimum. The SFVCOG will review each proposal in the following areas (in no particular order or weight):

Cover Letter/Executive Summary

Summary of Proposal

Experience and Background – Individual Proposal

- Professional history of proposed Executive Director
- Information about support staff person(s)
- Resume(s)
- Full name of individual, mailing address, telephone and e-mail address
- References of current and former clients for whom similar services have been provided, including contact information
- Description of services provided
- Time period(s) service was provided

Familiarity with SFVCOG Issues

- Experience in SFV public affairs
- Experience with issues expected to be addressed by the COG, including transportation, housing, economic development
- Experience with local government organization and issues

Work Plan and Budget

- Describe how you would accomplish the Scope of Services within the limited budget available
- Proposed work schedule
- Hourly rate for services of principal and any other staff
- Expenses
- Total proposed monthly budget

Non-Collusion Affidavit and Irrevocable Offer (attached, must be filled out and executed by all proposers)

All proposals delivered in the manner and by the deadline outlined above that meet the minimum qualifications, and are otherwise deemed responsive to the RFP, will be advanced to the evaluation team for scoring. The evaluation team will include an Ad Hoc Committee of SFVCOG Board Members and staff of Member agencies, as appropriate.

## **REFERENCES**

The SFVCOG reserves the right to contact colleagues or references of the proposer. Submission of a proposal shall constitute authorization for the SFVCOG to make all reasonable reviews necessary to evaluate qualifications of respondents.

## **CONTRACT AND TERM**

Any resulting contract will be for a period of one year. If it is mutually agreeable to the Contractor and SFVCOG, the term of the agreement may be extended in increments of one year, not to exceed a total contract period of 5 years. The contract may be terminated by the SFVCOG with thirty (30) days written notice in the sole determination of the SFVCOG Governing Board. The contractor may terminate the contract with one hundred twenty (120) days written notice in the sole determination of the contractor.

It is expected the relationship between the selected contractor and the SFVCOG shall be that of an independent contractor. The selected individual shall not become an employee of the SFVCOG unless specifically authorized by the SFVCOG Governing Board.

## **PROPOSAL REQUIREMENTS**

It is preferred that the proposal be limited to no more than 10 pages. There shall be no bonding requirements for this proposal.

## **PROPOSAL SUBMISSION**

Proposals must be received by 5:00 PM, Pacific Time (U.S.), ~~Wednesday~~ Friday, May 24, 2013. Proposals must be submitted electronically to: JTakhtalian@ci.glendale.ca.us.

## **SCOPE OF SERVICES**

The purpose of the SFVCOG is to enable the Members to voluntarily engage in cooperative local and regional planning and the coordination of government services and responsibilities so as to assist the Members in the conduct of their affairs; to conduct studies and projects designed to improve and coordinate the common governmental responsibilities and services on a Valley Area and regional basis; and to coordinate implementation programming.

The Executive Director will function as staff to the Board of Directors in fulfilling these goals.

Other support services are offered to the SFVCOG by the County of Los Angeles through its Office of County Counsel, Office of the Auditor Controller, and the Office of Commission Services. These services may be provided by other member jurisdictions

as determined by the SFVCOG from time to time. The Executive Director is expected to work with other support staff and have reports and agendas reviewed by support staff at least three weeks prior to any regularly scheduled meetings. There are six regularly scheduled meetings of the SFVCOG per year.

The SFVCOG also hosts a Valley Mobility Summit each year. The proposal shall identify how the Executive Director will facilitate these events.

At this time, the SFVCOG budget is extremely limited, thus cost will be a factor in evaluating proposals and the Proposal should identify what services it will provide and the proposed budget to fulfill such services.

Specifically, the Executive Director will be anticipated to fulfill the following types of responsibilities and such actions and cost of work shall be included in the proposal:

- work with City Managers or their designees and executive staff representatives of the City of Los Angeles and County of Los Angeles to develop and present proposed SFVCOG programs and priorities for approval
- lead the implementation effort for SFVCOG programs and priorities
- facilitate development of Annual Work Program; develop and coordinate efforts to achieve work program projects/activity priorities as approved by the Board of Directors
- lead an effort to seek grants and other revenue to implement the program and priorities of the SFVCOG
- serve as SFVCOG liaison to the Southern California Association of Governments
- act as principal SFVCOG liaison to federal, state, other regional, and local agencies and staff to further establish SFVCOG programs and priorities
- provide assistance/guidance to the Chair of the Board of Directors, any Committee Chairpersons and committees/working groups as necessary to ensure that the various committee activities are coordinated and completed
- oversee development and operation of SFVCOG communications, including a web page
- attend annual League of California Cities meetings and California Association of Council of Governments meetings, as appropriate in Sacramento, California
- utilize his/her own vehicle, office, cell phone, computer and software for SFVCOG business