

REQUEST FOR QUALIFICATIONS

Colusa Basin Drainage District : General Manager Services

You are invited to submit a Statement of Qualifications and other materials, in accordance with the outline below, to be considered for selection to provide general manager services to the Colusa Basin Drainage District (“District” or “CBDD”).

The successful applicant will be required to enter into a contract with the District for the services requested in this RFQ within a reasonable time after award. The contract will include terms appropriate for this project. Generally, the terms of the contract will include, but are not limited to: (1) a schedule of fees and included duties; (2) no additional work authorized without prior approval; (3) no payment without prior approval; (4) funding availability; (5) termination of contract under certain conditions; (6) indemnification of the District; (7) approval by the District of any subcontractors; and (8) minimum appropriate insurance requirements.

A. Categories of Services

The Colusa Basin Drainage District is seeking an individual or team to provide general manager services for the District. CBDD is a special act district with jurisdiction in three counties (Colusa, Glenn, and Yolo), and is tasked with addressing on a multi-County level “the problems of flooding and winter drainage, irrigation drainage, and subsidence which are occurring within the Colusa Basin”. (Colusa Basin Drainage District Act, §§ 21, 22). The District seeks a candidate or team to provide the following services:

1. Prepare Board agendas, meeting materials, and resolutions, and ensure that these materials are properly distributed and posted.
2. Receive and review mail, and pay invoices as directed.
3. Implement policies, decisions, and actions approved by the Board of Directors, and report on the status of these activities in a timely fashion.
4. Coordinate with consultants, legal counsel, accountants, and other District service providers to ensure consistent communication and coordination between the Board and these providers.
5. Assist in the preparation of District budgets and financial reporting, in coordination with Board members and/or designated District consultants.
6. Ensure compliance with various requirements related to public agency governance and conduct, including compliance with the Brown Act and Public Records Act, implementation of training programs, and financial disclosure requirements.
7. Other duties as assigned.

The Respondent selected will enter into a contract with the District, and will answer directly to the CBDD Board of Directors.

B. Relevant Skills & Experience

The District is particularly interested in candidates with knowledge of or experience in the following:

1. Laws related to public agency functions and responsibilities, including the Ralph M. Brown Act, conflict of interest rules, public records requirements, and funding mechanisms.
2. State and federal laws related to water, flood, and drainage.

3. The principles and practices of public agency administration, including meeting organization and conduct, accounting practices, disclosure requirements, and record-keeping.
4. Water infrastructure, flooding, and drainage, with a particular emphasis on knowledge of such issues as they relate to the CBDD service area.

Candidates are encouraged to highlight these or other relevant experience (for example, experience in grant administration; public agency contracting; or other relevant topics) in their response.

C. Selection Process

CBDD will establish a Selection Committee comprised of Board members to review the Statements of Qualification (SOQ) submitted in response to this RFQ. The Committee will include at a minimum of one Board member from Yolo, Colusa, and Glenn Counties. The Committee will develop a ranking of respondents based on their submitted materials, will interview those respondents and make a recommendation to the Board of Directors. The Board of Directors will review the Committee's recommendation and make a final determination and selection.

D. Selection Schedule

The selection schedule will proceed as follows:

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| 1. | Issue Request for Qualifications | November 4, 2022 |
| 2. | SOQ Submittal Deadline | November 18, 2022 |
| 3. | Interviews (subject to availability) | November-December 2022 |
| 4. | CBDD Board Approval of Contract | December 2022 |

E. Statement of Qualifications

Respondents who are interested in providing the services described above are to submit a Statement of Qualifications outlining relevant experience and qualifications. The responsive materials should include the following:

1. Description of key personnel to provide services, together with a description of their qualifications & relevant experience with similar services.
2. Description of fee structure and relevant rates (hourly, percentage, etc).
3. Estimated monthly and/or annually hours required to provide services.

F. Submittal Deadline

Applicants may submit materials electronically or in hard copy, with materials due **no later than 5:00 pm on November 18, 2022**. Materials may be submitted as follows:

If Electronically:

Rebecca Smith, CBDD General Counsel

rsmith@downeybrand.com

Cc to: colmstead@downeybrand.com

If in Hard Copy:

Rebecca Smith, CBDD General Counsel

Downey Brand LLP

621 Capitol Mall, 18th Floor

Sacramento, California 95814

Questions regarding this RFQ may be directed to Rebecca Smith, CBDD's General Counsel, via email at rsmith@downeybrand.com or telephone at (916) 520-5281.