



**LOCAL AGENCY FORMATION COMMISSION**  
550 Main Street, Suite E. Placerville, CA 95667  
(530) 295-2707 • lafco@edlafco.us • www.edlafco.us

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**REQUEST FOR PROPOSALS  
QUALIFICATIONS AND QUOTE FOR PROFESSIONAL FEES AND EXPENSES FOR  
EL DORADO LAFCO EXECUTIVE OFFICER RECRUITMENT**

**I. INTRODUCTION**

**General Information**

The El Dorado Local Agency Formation Commission (LAFCO) seeks proposals from professional consulting firms to provide a statement of qualifications and quote for professional fees and expenses from qualified consultants to conduct the recruitment of a new Executive Officer (EO) for the agency.

To be considered, a response to this request must be received by Kelly Witt, Administrative Assistant, El Dorado Local Agency Formation Commission, 550 Main Street, Suite E, Placerville, CA 95667, by close of business, **Day, Date, 2021**. LAFCO reserves the right to reject any or all proposals submitted.

During the evaluation process, LAFCO reserves the right, where it may serve LAFCO's best interest, to request additional information or clarifications from responders, or to allow corrections of errors or omissions. At the discretion of LAFCO, firms submitting proposals may be requested to make oral presentations as part of the evaluation process.

LAFCO reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal is acceptance by the firm of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between LAFCO and the firm selected. It is anticipated the selection of a firm will be completed in **DATE**.

**LAFCOs**

In 1963, the State Legislature created Local Agency Formation Commissions (LAFCOs) to help direct and coordinate California's growth in a logical, efficient, and orderly manner. Each county within California is required to have a LAFCO. LAFCOs are charged with the responsibility of making difficult decisions on proposals for new cities and special districts, spheres of influence, consolidations, and annexations.

LAFCOs are required by the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 ("CKH Act", Government Code §56000 et seq.) to prepare service reviews of local agencies (§56430). LAFCOs are required to conduct these reviews prior to, or in conjunction with, updating spheres of influence (SOIs, §56425).

**COMMISSIONERS**

Public Member: Michael Powell • Alternate Public Member: Vacant  
City Members: Cody Bass, Jackie Neau • Alternate City Member: Patricia "Patty" Borelli  
County Members: John Hidahl, Wendy Thomas • Alternate County Member: George Turnbo  
Special District Members: Brian Veerkamp, Vacant • Alternate Special District Member: Michael Saunders

**STAFF**

Erica Sanchez, Assistant Executive Officer • Kelly Witt, Administrative Assistant  
Malathy Subramanian, Commission Counsel

**Background of El Dorado LAFCO**

El Dorado LAFCO is a seven-member commission, consisting of the following categories: two members from the El Dorado County Board of Supervisors, two members from city councils, two members from special district boards of directors and one member from the public at large. Each of the four categories has an alternate Commissioner who serves in the absence of the regular member. Current staff positions for El Dorado LAFCO include an Executive Officer, Assistant Executive Officer, Assistant Policy Analyst, part-time Administrative Assistant and legal counsel. El Dorado LAFCO also utilizes consultant assistance on a limited basis to supplement staff efforts. LAFCO is responsible for establishing, reviewing and updating as necessary the SOIs for two cities, six dependent special districts and 57 independent special districts in El Dorado County. In preparing service reviews and SOI updates, the Commission is implementing a phased work plan involving a combination of countywide, sub-area and individual agency reviews.

**PROPOSAL REQUIREMENTS:**

Responses to this RFP must include the following:

1. Introduction

- On a cover sheet provide the official name, address, and phone number of the proposer, as well as the name and email address of the principal contact person and the name of the person authorized to execute the contract.

2. Experience and qualifications

- A brief description of the experiences and qualifications of the proposed staff member(s) who will be performing the services.
- A brief description of the organization.
- A list of at least three organizations for which the consultant has conducted EO or similar recruitments (within the past five years).
- A list of three recent client references, including telephone, email addresses, and physical addresses.

3. Approach/methods used to perform the project

- Detailed description of the services and methods by which the work set forth in the proposal will be performed.

4. Diversity, equity, and inclusion

- A description of how the firm will identify and seek out typically underrepresented talent to assure a diverse pool of candidates for consideration.

5. Cost proposal

- A complete breakdown of all costs relating to the project

**SUBMITTAL REQUIREMENTS**

DUE DATE:

On or before 5 P.M., **DATE**

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*October 27, 2021*  
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**NUMBER OF COPIES:**

Four (4) original copies and one (1) fully reproducible copy.

**DELIVER TO:**

El Dorado LAFCO  
550 Main Street, Suite E  
Placerville, CA 95667

Note: If the delivery is to be made in person, please first call the LAFCO office (530-295-2707) to arrange a delivery time.

**RESOURCES**

El Dorado LAFCO will provide the following to the successful consultant:

1. Executive Officer

- Job description
- Current compensation package
- Current comparable compensation research
- Any other available in-house information that may be required to complete the recruitment

2. Organizational Information

- Organizational chart
- Strategic plans
- Mission
- Annual reports

**EVALUATION CRITERIA**

Proposals will be evaluated based upon their response to the provisions of this Request for Proposal with the following criteria:

- Relevant experience in similarly structured organizations
- Team compatibility, including the ability to work with the El Dorado LAFCOs Board's Search Committee and staff based on references and other supporting information.
- Provide detailed outline of cost estimates

Please note that this will be a competitive selection process. Based on the criteria above, the completeness of the responses, cost and the overall project approach identified in the proposals received, the most qualified firms will be invited, at Firm's expense, for an interview with the selection committee. The selection committee may be composed of Commissioners and other LAFCO staff. .

Following interviews, the most qualified firm will be selected and a recommended agreement including budget, schedule and a scope of services will be negotiated. Final selection will be made by LAFCO by approving a professional services agreement for the work.

**OTHER INFORMATION**

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This request does not constitute an offer of employment or contract. Firms are encouraged to contact Kelly Witt, Administrative Assistant at (530) 295-2707 with any questions relating to this RFP.