



**Pierce County Flood Control Zone District  
Request for Proposals for Executive Director Services**

**Proposal Due Date: 7/31/20**

**The Pierce County Flood Control Zone District (District) invites proposals for contracted Executive Director services. Proposals are due by email to the District's Clerk's Office [kate.kennedy@piercecountywa.gov](mailto:kate.kennedy@piercecountywa.gov) by 5:00 p.m. on July 31, 2020.**

The Pierce County Council established the Pierce County Flood Control Zone District in 2011 by Ordinance No. 2011-95s. The Council determined it was in the best interest of Pierce County citizens to have a District that could fund the acquisition, construction and operation of flood and stormwater control needs in Pierce County that would protect public safety and the County's economic vitality.

The District is an independent special purpose district of the State of Washington, as authorized by Chapter 86.15 of the Revised Code of Washington (RCW). RCW 86.15 authorizes the Pierce County Council to be the District's board of supervisors, the governing body for the District. In addition, the District's governance structure includes an Interlocal Agreement with Pierce County to provide technical support, and contracts with an independent legal counsel and an Executive Director. There is also a volunteer advisory committee. The District is funded through a property tax levy. Information about the District is available at: <https://www.piercefloodcontrol.org>

The District seeks Executive Director services encompassing the tasks described in "Scope of Work" below. Attendance at Board of Supervisor, Executive Committee, and Advisory Committee meetings is required. Attendance at various other meetings necessary to implement the scope of work is also required.

**Delivery:** Proposals must be sent electronically to the District Clerk, Kate Kennedy at [kate.kennedy@piercecountywa.gov](mailto:kate.kennedy@piercecountywa.gov) Proposals are due to the District's Clerk's Office by 5:00 p.m. on July 31, 2020.

**Questions:** Questions about this RFP should be sent in writing, by email, to Kate Kennedy at [kate.kennedy@piercecountywa.gov](mailto:kate.kennedy@piercecountywa.gov) no later than July 17, 2020 at 5:00 p.m.

**Section 1. MINIMUM QUALIFICATIONS**

1. At least five years of professional experience in a community service environment, administering community-based programs that involves working with elected officials, the general public, professionals in public policy, volunteers, and other stakeholders. Necessary experience must include prior experience organizing a flood control zone district or equivalent experience. In addition to the organizing experience, additional preference will be given to applicants with experience managing a flood control zone district or equivalent special purpose district.

2. Well-developed human relations skills to advise and influence others, to lead and facilitate group processes, and convey complex information to diverse audiences.
3. Experience providing direct staff support to elected officials.
4. Excellent writing and presentation skills including the ability to clearly synthesize information and complex ideas.
5. Strong project management skills and demonstrated ability to work independently.
6. Advanced knowledge of business management and/or organizational leadership.
7. Advanced knowledge and experience with operating and capital program management.
8. Advanced experience working with resource and permit agencies.
9. General knowledge of state laws regarding the operation of local governments, including budgeting, auditing, and fiscal management.
10. Advanced knowledge of the structure and content of the English language to employ a variety of writing techniques that inform diverse audiences.
11. Experience within the last 3 years using general MS Word, Excel, and PowerPoint applications.
12. Master's Degree in Public or Business Administration or Engineering, or other relevant degree (preferred).

## **Section 2. SCOPE OF WORK**

The Executive Director is expected to perform the following scope of work:

1. Develop, oversee, and implement the District's services, contracts, day to day operations, and capital programs and projects. This includes but is not limited to reviewing financial reports and invoices, ensuring procurement and payment of insurance coverage for Board, ensuring compliance with State Auditor reporting requirements, responding to constituent service requests, and providing meeting notices and any required legal notices.
2. Carry out business and administrative duties necessary to staff the District's Board of Supervisors (Board), which sets the policy; adopts the annual operating and capital budgets; and approves projects, contracts, and interlocal agreements with other jurisdictions. The Executive Committee meets monthly and the Board of Supervisors meets quarterly.
3. Develop District goals, policies, plans, programs and annual budgets, in compliance with the Board's direction including the District's annual work plan, subject to Board approval.
4. Staff and facilitate the Flood Control District Advisory Committee, made up of local government officials and citizens, which provides advice to the Board relative to annual operating and capital budgets. This includes meeting arrangements, agendas, minutes, coordination of presentations and materials, operating rules, and meeting notices. The Advisory Committee meets between four and six times per year.
5. Ensure District is in compliance with its own policies and relevant laws.
6. Prepare reports to the Executive Committee and Board to inform decision making. Conduct objective analysis and frame decisions ensuring consistency with existing policies and coordinate legal review as necessary.

7. Provide advice and counsel on complex subject-specific matters involving strategic direction, policy, and organizational, and operational issues.
8. Coordinate, oversee and manage all aspects of the services provided to the District by contracts, including issuing and reviewing requests for proposals, overseeing contracts for professional services and project implementation and reporting. Contracts are expected to include legal services, accounting services, insurance, and Interlocal Agreement with Pierce County.
9. Develop and maintain relationships with the Board, as well as with Board staff, Pierce County staff, city elected officials and staff, and the public.
10. Serve as District spokesperson and develop and carry out all communications regarding the Board's activities including maintenance of web site, development of text for annual report, correspondence, and news releases.
11. Monitor the performance of District funded projects and the District's satisfaction of overall goals.
12. Perform other duties as assigned.

### **Section 3. CONTRACT TERM**

The District anticipates an initial contract term of two (2) years. The District anticipates the contract term beginning in the first quarter of 2021. The contract may be extended for an additional two (2) years, or a request for proposal may be required after the initial two year engagement.

### **Section 4. CONTRACT**

A sample contract/service agreement is available upon request.

*Note: The District expects all submitting firms or solo practitioners to consent to the District contract, terms and conditions. The District reserves the right to revise the stated contract terms and conditions prior to contract signature.*

### **Section 5. PROPOSAL CONTENTS AND EVALUATION SCORING**

Interested firms or solo practitioners must submit written proposals electronically to the District Clerk, Kate Kennedy at [kate.kennedy@piercecountywa.gov](mailto:kate.kennedy@piercecountywa.gov) by 5:00 p.m. on July 31, 2020.

Written proposals must describe about the proposer meets the minimum qualifications described in Section 1 and must also include a work plan and budget for performing the tasks described in the Section 2: Scope of Work.

Proposals may not exceed 12 single-sided pages, exclusive of resumes and references. Type-face may be no smaller than 11 points.

Proposals must also include the name of the firm, resume of key personnel, federal and state tax identification numbers, and three professional references with contact names, phone numbers and email addresses.

Proposals will be scored using the following scoring system:

1. Firm or solo practitioner experience (e.g. length of time in business and performing services for municipal clients, special purpose districts, and other matters relating to relevant experience). 30%
2. Reputation and qualifications of the specific Executive Director who will provide services to the District. 30%
3. Competitiveness of the firm's or solo practitioner's fees or fee structure. 20%
4. The firm or solo practitioner's experience in providing thorough and timely Executive Director services. 20%

#### **Section 6. EVALUATION PROCESS**

Step 1: Written proposals will be reviewed for compliance with RFQ requirements and given a score, based upon the scoring system below. Those that comply will go to Step 2.

Step 2: Written proposals will be reviewed and evaluated by an Evaluation Committee comprised of County Council staff, a representative from the Pierce County Department of Planning and Public Works, and a representative from the Pierce County Flood District Advisory Committee.

Step 3: Those proposer(s) whose written proposal(s) received the highest scores will be interviewed by representatives from the Board of Supervisors' Executive Committee.

Step 4: The District will conduct reference checks for the finalist. The District Clerk will notify the winning proposer as determined by the Executive Committee representatives.

Step 5: Contract negotiations will commence with the selected firm or solo practitioner.

Step 6: If negotiations with the initially selected firm or solo practitioner fail to produce a contract, the District reserves the right to enter into negotiations with one or more other proposers.

Step 7: The Board of Supervisors must vote on the final contract.

**Section 7. RESERVED RIGHTS AND PROCEDURES**

1. The Pierce County Flood Control Zone District expressly reserves the following rights:
  - a. To waive any and/or all irregularities in the proposals submitted.
  - b. To reject any or all proposals or portions thereof.
  - c. To base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances.
  - d. To make the award to any vendor or combination of vendors whose proposal(s), in the opinion of the District, is in the best interest of the District.
  
2. The Pierce County Flood Control Zone District may return unopened any emails proposals or modification received after the hour and date specified as the due date.