



# Kensington Police Protection and Community Services District

## **Request for Proposals**

### **Executive Recruitment Services for General Manager**

Release Date: July 24, 2020

Deadline for Submittal  
August 6, 2020 3:00 p.m. PDT

Contact: Bill Lindsay, Interim General Manager  
Email: [blindsay@kppcsd.org](mailto:blindsay@kppcsd.org)  
Phone Number: (510) 292-7408

Kensington Police Protection and Community Services District

## **INTRODUCTION**

The Kensington Police Protection and Community Services District (KPPCSD) is seeking qualified executive recruitment firms/agencies that can assist its Board of Directors in selecting a new general manager. The KPPCSD General Manager is a part-time position with a work requirement of 25-30 hours per week. The current General Manager has been serving in an interim basis since April 1, 2020 and will leave this interim service upon the successor general manager assuming his/her responsibilities. The goal of the Board of Directors is to complete the recruitment by September 30, 2020.

This request for proposal (RFP) describes the required scope of services, the consultant selection process, and the minimum information that must be included in the proposal.

## **ABOUT THE KENSINGTON POLICE PROTECTION AND COMMUNITY SERVICES DISTRICT**

### Background on California Special Districts

As described by the California Special Districts Association, the State of California has over 2,000 Special Districts playing a critical role in providing vital services like water and energy, public safety, treatment of wastewater, garbage removal and recycling, and much more. Special Districts are directly accountable to their voters and their ratepayer through:

- Directly elected boards of directors;
- Direct service accountability to voters, taxpayers, and ratepayers;
- Financial accountability; and
- Adherence to state laws pertaining to public meetings, bonded debt, record keeping, and elections.

### Background on the Kensington Community and KPPCSD

The unincorporated Kensington community is nestled in the Berkeley Hills among the incorporated cities of Berkeley and Albany in Alameda County, and El Cerrito in Contra Costa County in the San Francisco Bay area. The community occupies one square mile and has approximately 5,000 residents. Land use is almost exclusively residential, with two small, local-serving commercial areas.

Most traditional municipal services in Kensington are provided by Contra Costa County; fire service is provided by the Kensington Fire Protection District; and police protection, parks and recreation, and (contracted) waste management services are provided by the Kensington Police Protection and Community Services District (KPPCSD). The highly educated Kensington residents are actively involved in the governance of their community through these agencies, with a keen interest in the local police services provided by KPPCSD. Approximately 75% of the KPPCSD annual budget funds the police department.

KPPCSD is governed by five unpaid board members elected by the community to serve staggered four-year terms. Two of the five existing Board seats will be elected in November 2020. Board meetings are generally held twice monthly, on the second and fourth Thursdays of the month. Each December, the Board elects one of its members to serve as Board President and one to serve as Board Vice-President for the next calendar year. The President of the Board assigns each of the Board members to serve as chairpersons for the various committees serving the Board.

Revenue to support KPPCSD is mostly property related, including a share of the base (1%) property taxes, two voter-approved property tax overrides, and a landscape maintenance district that helps support park maintenance.

In part due to facility constraints, and current public health restrictions resulting from the coronavirus pandemic, non-police personnel complete much of their duties and responsibilities through remote work.

Each of the four major functional areas of KPPCSD are described below:

### Administration

The Administration section oversees business and finance functions of the District. The General Manager implements policies at the direction of the Board of Directors, and advises the Board on efficient delivery of services and best practices to achieve an effective organization. The General Manager oversees major projects, and works cross-sectionally to explore methods to improve accountability, fiscal stability, cost effectiveness, and professional standards.

Budgeted personnel (FY 2020-21) in the Administrative section consist of a 0.50 full-time equivalent General Manager, a 0.50 FTE Finance and Business Manager, a 0.50 FTE District Board Secretary, a 0.25 Accountant, and a 0.50 Administrative Assistant.

### Police

The Kensington Police Department was established in the mid-1940's, and provides a full range of local, municipal-type police services. Typical responsibilities include crime prevention, traffic control, neighborhood patrol, responding to emergency calls, issuing traffic and parking citations, enforcing warrants, mediating disputes, investigating crimes, investigating traffic accidents, providing first aid, enforcing warrants, arresting violators, testifying in court, and enforcing court orders.

Budgeted personnel (FY 2020-21) in the Kensington Police Department consist of a total of 10.5 FTE, including a Police Chief, a Police Captain, two Sergeants, six officers and a 0.50 FTE Police Services Aide.

### Community Center and Park

KPPCSD maintains a recently renovated Community Center, Kensington Park and surrounding amenities, including the tot lot, swings, picnic areas, basketball court, and tennis courts. For many years, the District has entered into agreements with the

Kensington Community Council (KCC) to offer recreation programs for school children and adults at the Community Center. KCC is a not-for profit organization that also helps raise funds and provides volunteers to help maintain the Community Center and Kensington Park.

### Solid Waste

In 1979, Kensington residents voted to add solid waste to the services provided by the Kensington Police Protection and Community Service District. These services are now provided through a franchise agreement with Bay View Refuse and Recycling. The District's most recent franchise agreement with Bay View commenced in 2015 and will expire in 2023. Through this agreement, Bay View Refuse and Recycling provides weekly garbage collection and twice-monthly green waste pick-ups.

## **SCOPE OF EXECUTIVE RECRUITMENT SERVICES**

The most significant aspect of the services requested in this RFP is to source qualified individuals interested in serving as the KPPCSD General Manager and recommend a group of final candidates for interview(s) with the Board of Directors. The current Interim General Manager will work confidentially with the final group of candidates and the KPPCSD Board of Directors to make a final selection and complete an employment agreement with the selected candidate.

The successful consulting firm will be expected to perform the following services:\*

- Define a recruitment strategy and timeline, and provide regular status updates to the Interim General Manager and the Board;
- Interview each KPPCSD Boardmember to facilitate the development of an appropriate candidate profile, a list of challenges and opportunities for the new District manager, and to confirm the qualities they would like to see in an ideal candidate;
- Interview the District's Interim General Manager, Police Chief, Finance and Business Manager, and District Board Secretary individually, to confirm the qualities they believe are important for the ideal candidate to possess;
- Prepare an attractive job announcement and all marketing materials, such as publication and website advertisements;
- Develop and execute an advertising strategy and marketing campaign for a statewide search for appropriate candidates;
- Recruit candidates from diverse backgrounds utilizing local, regional and statewide resources;
- Answer questions from candidates and collect application materials;
- Review the applications received, comparing them to the desired candidate profile, and performing screening interviews as needed to develop a list of final candidates for interview;
- Advise the District on the qualifications of the candidates, develop a list of approximately five to eight candidates recommended for final interviews and provide a written summary report describing the overall candidate pool and the qualifications of those recommended for interview;

- Ensure all timelines are met regarding each step/phase of the recruitment process.
- \* Based on public health restrictions imposed as a result of the coronavirus pandemic, all meetings and interviews will be completed remotely, unless such restrictions are lifted prior to completion of the recruitment process.

## RFP SCHEDULE

The following is the tentative schedule for selection of consultant services:

Date	Activity
July 24, 2020	Release RFP
July 31, 2020	Final day to submit questions (5:00 PM)
August 4, 2020	Responses to questions provided to as a supplement to the RFP
August 6, 2020	Proposal due date
August 13, 2020	District Board selection of consultant
August 17, 2020	Approximate effective date of contract

## PROPOSAL FORMAT GUIDELINES

The proposal should be concise, well organized, and demonstrate the proposer’s qualifications and experience applicable to the project. The proposal shall not exceed 20 double-sided pages (8.5 inches x 11 inches), inclusive of graphics, forms, pictures, photographs, dividers, etc., resumes, required forms, certifications, front and back covers, or letters of commitment from sub-consultants. The required font size is 12 point.

Each proposal should adhere to the following order and content of sections. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer.

The following proposal sections are to be included in the consultant’s response:

### A. Consultant Cover Letter

A cover letter should summarize key elements of the proposal and shall:

- Confirm that all elements of this RFP have been reviewed and understood, and include a statement of intent to perform the services as outlined in the scope of services;

- Express the firm’s willingness to enter into an agreement under the terms and conditions prescribed by this RFP, which may include standard insurance provisions;
- Stipulate that the proposal price will be valid for a period of at least 180 days; and
- Identify a single person for contact during the RFP review process.

The cover letter shall be signed by an authorized official of the company.

## **B. Background and Qualifications**

This section shall include the following items:

- Provide background information on the firm, including details of the firm’s experience with similar recruitments in California, specifically including special district and city manager searches and placements;
- Provide a list of successful placements within the past two years, with a description of the functions of the agencies for which work was completed;
- Include information that demonstrates the firm’s experience in seeking a diverse pool of applicants;
- Include a brief resume of the individual(s) assigned to this project;
- Provide a minimum of three references with related contact information;
- Include information about the firm's current engagements and an affirmation of the firm's ability to focus on this project to meet the recruitment timelines.

## **C. Methodology and Approach**

Provide a detailed description of the approach and methodology to be used to accomplish the scope of services of this RFP. The Methodology and Approach Section should address:

- The process and/or approach the firm will use to develop the profile for the District manager position;
- The recruiting methodologies that the firm deems will be most effective to advertise the KPPCSD opportunity;
- The approach the firm will take for the direct solicitation of candidates;
- The proposed strategy to complete the recruitment and a description of how the firm intends to tailor the process for the KPPCSD’s search;
- A detailed description of specific tasks you will require from District staff;
- Information about the firm’s approach in the event the recruitment does not produce a viable candidate or results in the premature dismissal or resignation of the selected candidate.

## **D. Proposed Schedule**

Provide a proposed schedule for each phase of the process, including development of the recruitment profile, search, background evaluations, initial interviews, and recommendation of finalists. Please note that the KPPCSD Board

of Directors generally meets on the second and fourth Thursdays of each month.

#### **E. Cost Information**

Submit a cost proposal, including consulting fees and reimbursable expenses. Payment terms should also be addressed.

#### **F. Value Added Services**

Please provide any additional services of benefit not specifically required herein.

#### **G. Contractor Assignment of Sub-Contract**

Provide an indication of any subcontracts to be employed for completing the work. Note that any resulting contract for the project shall not be assigned, transferred, or sublet, in whole or in part, without the prior written approval of the KPPCSD. If responders to this RFP intend to subcontract any portion of the resulting contract, they must so state in their proposal.

#### **H. Previous Contracts with the KPPCSD**

Please specifically list any prior work provided to KPPCSD, including the nature of the services and the cost of the contract.

#### **I. Guarantee**

The consultant must agree to continue to provide the services listed above until a District manager has been appointed. In addition, should the District manager be terminated for cause or resign within twelve (12) months, the replacement recruitment shall be repeated by the consultant with no additional professional fee.

## **PROCESS FOR SUBMITTING PROPOSALS**

### Questions Concerning Request for Proposals

All questions must be submitted via email to the KPPCSD Interim General Manager by 5:00 PM PDT, on July 31, 2020. If necessary, responses to questions will be provided through an addendum to the RFP and distributed to potential responders.

Any party submitting a proposal shall not contact or lobby any District boardmember, District official, employee (except those specified for contact) or agent regarding the RFP. Any party attempting to influence or circumvent the RFP, bid submittal, and review process may have their proposal rejected for violating this provision of the RFP.

### Submission of Proposals

Please submit an email response (.pdf format) to this RFP no later than 3:00 PM, local time, on August 6, 2020 to [blindsay@kppcsd.org](mailto:blindsay@kppcsd.org). Email proposals should be followed

within three calendar days by seven (7) hardcopies of the proposal mailed to:

Kensington Police Protection and Community Services District  
217 Arlington Avenue  
Kensington, California 94707-1401

Attention: Bill Lindsay, Interim General Manager

The emailed proposal and any required certifications shall be signed by an individual or individuals authorized to execute legal documents on behalf of the proposer.

Proposer is responsible for submitting its entire proposal package with all required submittal documents and any modifications or revisions in order to reach the KPPCSD's office as designated in the RFP by the time specified above. Any proposal, modification, or revision received by the KPPCSD after the exact time specified for receipt of proposals is "late" and will not be considered

The proposer shall be solely responsible for its delivery to the District prior to the date and hour set forth herein. Any proposals received subsequent to the date and hour set forth herein, because of delayed mail delivery or any other reason, will not be considered by the District.

## **GENERAL GUIDELINES**

This RFP does not commit the KPPCSD to award a contract, to defray any costs incurred in the preparation of a proposal pursuant to this RFP, or to procure or contract for work. The KPPCSD may reject a proposal without providing the reason(s) underlying the declination. A failure to award a contract to the proposer with the lowest cost proposal shall not constitute a valid cause of action against the KPPCSD. The District shall not be responsible for work done, even in good faith, prior to final approval of the proposed contract. The District may investigate the qualifications of any respondent under consideration, require confirmation of information furnished by the respondent, and require additional evidence or qualifications to perform the Services described in this RFP.

The District reserves the right to:

1. Reject any or all proposals.
2. Issue subsequent Requests for Proposal.
3. Postpone opening for its own convenience.
4. Remedy technical errors in the Request for Proposal process.
5. Negotiate with any, all, or none of the respondents.
6. Solicit best and final offers from all or some of the respondents.
7. Select one or more respondents.
8. Accept other than the lowest proposed fees.
9. Waive informalities and irregularities in proposals.

## Public Records

All proposals submitted in response to this RFP become the property of the KPPCSD and public records; as such, they may be subject to public review. Documents protected by law from public disclosure will not be disclosed by the KPPCSD if clearly marked with the word "confidential" on each applicable page. Trade secrets may be marked as confidential only to the extent they meet the requirements of California Government Code section 6254.7. Only information claimed to be a trade secret at the time of submittal to the KPPCSD and marked as "confidential" will be treated as a trade secret.

## Contract

The successful responder will be required to enter into a service contract with KPPCSD that is approved by the District's legal counsel.

## Withdrawal of Proposals

A respondent may withdraw their proposal before the expiration of the time for submission of proposals by delivering to the Interim General Manager a written request for withdrawal signed by, or on behalf of, the respondent.

## **PROPOSAL EVALUATION AND SELECTION PROCESS**

All proposals shall be reviewed to verify that the respondent has met the minimum requirements.

The District Board may require selected firms to be available to attend a Board meeting or engage in a conference telephone call, or both, to make a presentation or to respond to questions from Board. (Based on public health restrictions imposed as a result of the coronavirus pandemic, all meetings and interviews will be completed remotely, unless such restrictions are lifted prior to completion of the recruitment process.)

The District reserves the right to reject any or all proposals, or to make no award. The District also reserves the right to require modifications follow-up with requests for additional information, including, but not limited to, follow-up interviews.

## Selection Criteria

The criteria upon which the evaluation of the proposals will be based include, but are not limited to, the following:

- **Adherence to the Requirements of this RFP** – The proposer's responsiveness to the RFP including completeness and thoroughness of proposal; all required information must be provided in the format specified.
- **Qualifications and Experience** – Qualifications and experience with services outlined in this RFP, including experience in recruitment for special district managers and city managers, recent experience in California, and depth of individuals/ service team assigned to this recruitment.

- **The Proposal/Methodology and Approach to Work** – This category will also evaluate:
  - Approach and proposed methodology to project scope
  - Demonstrated knowledge of the work required
  - Explanation of the Project or services required
  - Innovative approaches and internal measures for timely completion of the project
  
- **Schedule and Availability** – Consideration will be given based upon the firm’s experience, years in business, past and current client references; technical expertise and professional competence in areas directly related to this RFP; number of years of experience in performing similar work.
  
- **Cost**
  
- **Reference Contact Results**

\* \* \* \* \*

The KPPCSD Board of Directors thanks you for your interest in this project.