



REQUEST FOR PROPOSALS

DEL NORTE
LOCAL TRANSPORTATION COMMISSION

EXECUTIVE DIRECTOR

RFP Issue Date: February 5, 2021
Submission Deadline: March 5, 2021
Interviews: Week of April 5, 2021
Award Date: Week of May 3, 2021
Contract Start Date: July 1, 2021

*Prepared by the Del Norte County Counsel's Office
For the Del Norte Local Transportation Commission*

I. STATEMENT OF PURPOSE

The Del Norte County Local Transportation Commission (DNLTC) seeks proposals to provide the services of an Executive Director. The Executive Director provides services in transportation administration, planning, coordination, and has training and experience to perform all aspects of the job. The DNLTC expects an agreement with the successful candidate to be entered into on or before June 30, 2021. The contract will be for a term of five years commencing on July 1, 2021.

II. JOB DESCRIPTION SUMMARY

The Executive Director is an independent contractor who serves as the chief administrative officer of the DNLTC, the Del Norte Regional Transportation Planning Agency, and the Del Norte Service Authority for Freeway Emergencies. Under the direction of a five-member Commission, the Executive Director manages and administers a variety of transportation planning programs in an effort to maximize funding for transportation development.

III. BACKGROUND INFORMATION

Del Norte LTC is a Regional Transportation Planning Agency (RTPA) created pursuant to California Government Code section 29530 *et seq.* Rural RTPAs coordinate with cities, counties, and transit operators in the allocation of funds for various programs, and prepare and adopt required programming and planning documents.

Primary transportation-related activities of rural RTPAs such as the DNLTC include development, preparation, adoption, and implementation of the following: Regional Transportation Plan, Regional Transportation Improvement Program, Overall Work Program (OWP) and OWP Progress Reports. In addition, the DNLTC allocates Transportation and Development Act (TDA) funds and coordinates other funding programs, meets all audit requirements, and comments on and participates in Caltrans planning projects.

The successful candidate for the position of Executive Director of the DNLTC must have a passion for transportation planning and administration in rural communities. The successful candidate must be willing to work diligently to promote and advocate for Del Norte County's special transportation-related needs. Vendors should research the community prior to submitting their proposal. Del Norte County is located along California's beautiful but remote Wild Rivers Coast, surrounded by Coastal Redwoods, the Klamath and Smith Rivers, and the Pacific Ocean.

IV. SCOPE OF WORK

The Executive Director must adjust to the needs of the DNLTC and the region in administering, planning, coordinating, and monitoring all aspects of the DNLTC's duties and functions. The actual duties are set by the DNLTC on a yearly basis in the Overall Work Program. A copy of the most recent OWP is available on the DNLTC website. The following is an overview of essential work to be performed by the Executive Director.

1. Administrative Management

- a. Provide all Commission management services including development of the agenda and related materials for Commission meetings.
- b. Prepare and ensure agency compliance with contracts including funding agreements, agency-to-agency agreements and vendor contracts.

- c. Establish and maintain relationships with local, state and federal agencies
- d. Provide for citizen involvement in the planning process when required or appropriate via public notices, media articles, public hearings, and meetings.
- e. Assist the Redwood Coast Transit Authority in transit contract negotiations and with the interpretation of transit contracts and pertinent regulations.
- f. Advise the Commission with respect to the availability of grants and procedures for obtaining grants and when so directed prepare grant applications.
- g. Coordinate with all agencies involved in transportation planning in Del Norte County, including the County of Del Norte, the City of Crescent City, the Redwood Coast Transit Authority, Coastline Enterprises, Caltrans, the Yurok Tribe, the Smith River Rancheria, the Elk Valley Rancheria, the Crescent City Harbor District, the Border Coast Regional Airport Authority, and the California Highway Patrol.

2. Financial Management

- a. Prepare and submit reports of financial and administrative activities to the Commission.
- b. Advise the Commission on a timely basis of the financial condition, programs progress and the present and future needs of the agency.
- c. Administer all grant monies and oversee grant reporting requirements and audits.
- d. Develop and present an annual budget to the Commission for approval; monitor the budget throughout the year.
- e. Determine the need and timing of audits, arrange for them, and determine conformance. Audits are to be as required by TDA, by Caltrans, and by other funding agencies.

3. Strategic Management

- a. Work with the Commission to develop, implement and monitor the Overall Work Program.
- b. Maintain a Regional Transportation Plan, which meets legislative requirements and conforms to the guidelines established by the CTC. Conduct a continuous regional transportation process.
- c. Ensure that public transit systems in Del Norte County are operated efficiently and effectively. Maximize use of federal funds available for specialized and public transportation.
- d. Analyze the highway system, determine needs and deficiencies, and support development of highway improvement programs in the region.
- e. Ensure that all legal requirements of the Transportation Development Act are met and that funds are disbursed in a timely and effective manner.
- f. Enable the Del Norte region of the Service Authority for Freeway Emergencies Program to generate revenue for the purpose of purchasing, installing, operating, and maintaining an emergency motorist aid (call box) system.
- g. Conduct special transportation studies as needed.

V. EDUCATION AND EXPERIENCE REQUIREMENTS

1. Knowledge:

- a. Local and regional transportation planning;
- b. Program development and project management;
- c. Managing and facilitating relationships between federal, State, regional and local transportation planning activities;
- d. Principles of public administration and policy development;
- e. Brown Act and Public Records Act compliance;
- f. Complex budget development and administration of funding sources.

2. Ability:

- a. Organize and direct essential functions of a local transportation agency;
- b. Build consensus on complex and controversial issues;
- c. Develop and administer local transportation planning work program;
- d. Effectively represent DNLTC to a wide variety of agencies, commissions, city, county and citizen groups;
- e. Conduct meetings with community groups, organizations and government officials;
- f. Prepare and administer budget;
- g. Monitor agency compliance with pertinent laws;
- h. Communicate effectively, both orally and in writing;
- i. Establish and maintain cooperative relationships with government agencies, officials, and the public;

3. Experience:

- a. Advocating for specialized transportation needs and issues of rural communities;
- b. Five years of executive level experience in transportation planning and administration;
- c. Graduation (or equivalent) from a four-year college or university with major coursework in transportation planning, rural/regional planning, public or business administration, transportation and traffic engineering, public policy, or closely related field.

VI. CONTRACT

The contract will be for a term of five (5) years to commence on July 1, 2021. The contract may be extended for an additional five (5) one-year periods by written agreement between DNLTC and the contractor.

The successful vendor will be asked to enter into a formal contract with the DNLTC on or before June 30, 2021. A copy of a sample contract is available upon request. The DNLTC recommends that vendors request and read the provisions in the sample contract before submitting a proposal. The proposed contract is for reference only; the final contract for services is subject to change by agreement of the parties.

VII. COMPENSATION

This is not a flat-rate contract. The successful vendor will be responsible for all costs associated with delivering the necessary services. The contract will provide payment for work performed up to an agreed upon not-to-exceed amount.

VIII. PROPOSAL GUIDELINES

All proposals must be submitted in the order set forth below to assist in the review process.

1. **Title Page.** Identify the RFP, the vendor's information, and certification that the person submitting the proposal has authority to bid and enter into a contract with DNLTC if successful.
2. **Executive Summary.** An executive summary and narrative including a detailed description of experience, qualifications, and commitment to the work of the Local Transportation Commission. Ensure that the minimum required qualifications and any additional qualifications or specialized training are included in this summary.
3. **Qualifications.** A description of qualifications including experience, education, licenses, and any other relevant information pertaining to vendor's ability to excel in the job of Executive Director. Include resumes of support staff if applicable.

4. **Scope of Services.** A description of the process and approach to be used in providing the services described in section III – Scope of Work.
5. **Cost Proposal.** An estimate of the cost to perform the services, including hourly rate(s), overhead costs, reimbursable expenses, charges, etc.
6. **References.** Two professional letters of reference must be submitted with the proposal. These should be from individuals or organizations for which vendor has provided services.
7. **Additional Materials.** Include additional materials as appendices only if necessary and relevant to the proposal.

Submit seven (7) hard copies of the proposal to the contact address below on or before the submission deadline. Late or incomplete proposals will not be considered.

DNLTC will not reimburse for any costs incurred in the preparation and submittal of proposals. DNLTC may request clarification or additional information during the evaluation process. Modifications to proposals may be requested in writing prior to the submission deadline. Proposals may be withdrawn prior to the submission deadline if requested in writing. No modifications to or withdraw of proposals will be allowed after the submittal deadline.

IX. SCHEDULE

All proposals must be submitted in full by 5:00 p.m. on March 5, 2021. If necessary, interviews will be scheduled the week of April 5, 2021. A final decision will be made and award letter sent the week of May 3, 2021.

X. EVALUATION AND AWARD PROCESS

Evaluation of proposals will be based on the criteria listed in this RFP and submitted with the proposal. Proposals must include sufficient information for the selection team to evaluate and make a determination about the vendor’s appropriateness for the position. Failure to submit all required information may be cause for rejection of the proposal.

Key components of the evaluation include the adequacy of the described scope of services, the vendor’s experience and qualifications, the cost proposal, and the references. The following scale will be used in evaluating the above criteria:

1. Cost	20 points
2. Scope of services	25 points
3. Experience and qualifications	30 points
4. References	15 points
5. Overall proposal	10 points

The DNLTC reserves the right to reject any and all proposals if deemed in the best interest of the organization and the community. DNLTC will select the proposal that it regards as the most responsive to the RFP and of the best advantage to the citizens of Del Norte County. DNLTC has sole discretion in determining which vendor is best suited to the position of Executive Director.

The DNLTC is committed to providing minority and disadvantaged business enterprises opportunity to submit proposals in response to this RFP. No proposal will be rejected on the basis of age, race, color, sex, gender, religion, creed, national origin, marital status, sexual orientation, political affiliation, or disability.

The contract award will be subject to and contingent upon verification of qualifications, licensing, bonding, insurance, and all other requirements under federal, state, and local law.

XI. CONTACT INFORMATION

All correspondence, including pre-submittal inquiries and proposal submissions, must be directed to:

Del Norte County
Office of the County Counsel
Attn: Autumn E. Luna
981 H Street, Suite 220
Crescent City, CA 95531
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