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REQUEST FOR PROPOSALS

for

CLERK TO THE COMMISSION

for the Del Norte Local Transportation Commission

Prepared for: Del Norte Local Transportation Commission
Prepared by: Tamera Leighton, Executive Director
900 Northcrest Drive, PMB 16
Crescent City, California 95531
(707) 465-3878

Posted: October 21, 2017
Responses Due: November 20, 2017
The contract will remain open until filled.
Contract start date: January 1, 2017

**REQUEST FOR PROPOSALS (RFP) TO PROVIDE
CLERK TO THE COMMISSION SEERVICES
FOR THE DEL NORTE LOCAL TRANSPORTATION COMMISSION**

A. BACKGROUND

Organization and Management: The Del Norte Local Transportation Commission (DNLTC) is the Regional Transportation Planning Agency (RTPA) for the Del Norte County region. The DNLTC consists of six members—three members representing the Del Norte County Board of Supervisors and three members representing the City of Crescent City. With the addition of a representative of the Caltrans District 1 Director, the DNLTC Board becomes the Policy Advisory. A Technical Advisory Committee (TAC) advises the DNLTC on various transportation matters. The TAC is comprised of two representatives from the Planning and Public Works staff of the City and the County, and one representative from the Harbor District, Yurok Tribe, California Highway Patrol, Redwood Coast Transit Authority, and Caltrans.

Additional information can be found at the Del Norte Local Transportation Commission website: www.dnltc.org.

The Region: The region served by the Del Norte Local Transportation Commission, the Regional Transportation Planning Agency (RTPA) for Del Norte County exists totally within the boundaries of Del Norte County. Del Norte County is California's northernmost coastal county, with a land area of approximately 1,070 square miles. The County is bounded by Curry County, Oregon, to the north, mountainous Siskiyou County to the east, Humboldt County to the south, and by the Pacific Ocean to the west. Crescent City, the county seat, is located roughly halfway between Portland, Oregon (330 miles north) and San Francisco, California, (350 miles south). Regionally, Crescent City is located approximately 85 miles north of Eureka, Humboldt County, about 26 miles south of Brookings, Oregon and 83 miles west of Grants Pass, Oregon and Interstate 5.

Population: The California Department of Finance estimated the Del Norte County population at 25,372 as of 2011. This includes a population of 17,860 within the unincorporated area of the County and 7,512 within the City of Crescent City. Caltrans data forecasts a County population of 35,408 in 2030.

B. GENERAL STATEMENT OF SERVICES

This position is the official and accountable Clerk to the Del Norte Local Transportation Commission and its associated committees. This part time and independent consultant position is a part of the staff services team with the Executive Director (Tamera Leighton) and Commission Counsel (Black & Rice, LLC). Work involves coordinating with the executive director to maintain a permanent record of Commission actions including current official agendas and minutes and assuring that legally required Commission meeting processes and procedures are followed. The position requires the use of considerable judgment, independent action and a high level of discretion.

Term: This is a three-year contract, renewable for two years resulting in a potential five-year contract. Contract start date: January 1, 2017.

Essential Job Functions: Distributes agendas for Commission and associated committee meetings that are prepared by the executive director and delivered via email, notifies Commissioners, Technical Advisory Committee members, Social Services Transportation Advisory Council members and Finance Committee members, stakeholders, news media, and other interested parties of dates and times of Commission and associated committee meetings; attends Commission meetings, hearings, workshops, etc. and composes a full and accurate account of all actions taken, which account is the only legal evidence of actions taken by the governing body. Composes full and accurate minutes for the Commission and its associated committees as required. There are approximately 26 meetings per year lasting an average of 1 hour. Agendas average 150 pages and three paper copies are required. There are approximately 10 DNLTC meetings, 8 TAC meetings and 8 committee and related meetings.

While the Executive Director is legally responsible for the records including agendas, minutes, records of Commission-appointed boards and committees, resolutions, contracts, agreements, etc., the clerk provides these services with the director's assistance when necessary.

The Clerk schedules and coordinates meetings for Commissioners and other officials as necessary, ensuring availability of rooms, equipment, materials, refreshments, etc., as requested or otherwise deemed necessary. There are approximately 8 non-regular meetings per year that need to be scheduled and coordinated.

The Clerk utilizes various computer software programs including Microsoft Office programs to enter, store, and/or retrieve and format information as requested or necessary.

The Clerk performs other related work as required by the Executive Director and the Commissioners.

C. MINIMUM STANDARDS TO PERFORM ESSENTIAL JOB FUNCTIONS

Interpersonal Communications: Must be able to communicate with tact, judgment, empathy, energy, and a good sense of humor, utilizing strong organizational skills. The Clerk receives instructions, assignments, and/or direction primarily from the executive director and potentially the board chair.

Language Ability: Requires the ability to listen to extensive discussions and provide a concise summary of all pertinent data, including all legal and historical aspects. Must be able to speak to people with poise, voice control and confidence.

Interpersonal Temperament: Requires tact, judgment, empathy, organizational skills, energy, and a good sense of humor, and the ability to deal with a wide range of personalities and people from varied socio-economic backgrounds. Must be adaptable and able to perform under stress and when confronted with persons acting under stress.

Reliability: It is critical that the clerk be reliable, dependable and punctual.

D. KNOWLEDGE, SKILLS AND ABILITIES

1. Knowledge of the procedures, responsibilities and operation of the Del Norte Local Transportation Commission
2. Knowledge of California open meetings and public records laws.
3. Thorough knowledge of Microsoft Office computer programs.
4. Knowledge of grammar, punctuation, syntax and spelling with the ability to compose effectively.
5. Knowledge of administrative practices and procedures.
6. Skill in planning and setting up meetings.
7. Ability to effectively compose accurate minutes, reports, and correspondence.
8. Ability to exercise initiative and independent judgment in the application of standards to a variety of work situations and to organize and plan work to meet deadlines in a variety of situations.
9. Ability to exercise considerable tact and courtesy in frequent contact with public officials, news media representatives, and the general public, including persons acting under stress.

PROPOSAL SUBMITTAL REQUIREMENTS (15 Pages Maximum)

Individual or Company Overview

1. Firm or individual name and business address including phone number, email address and web site if applicable.
2. Type of ownership and parent company if applicable.

Key Personnel and Job Planning

3. Resume of individual to be assigned as Clerk. Include education and years of experience.
4. If you have multiple company offices, please identify the location where the majority of the work will be performed.

Relevant Experience and Capabilities

5. Describe relevant experience and capabilities and provide a list of three relevant references.

Statement of Interest and Methodology

6. A narrative describing the individual or firm's interest, unique abilities, and value added benefits you are able to bring to this project.

Cost Proposal

7. The current Overall Work Program budget for the Clerk's responsibilities listed above for FY 2017-18 is \$6,000. Proposal value is one of the selection criteria.

PROPOSAL EVALUATION AND SELECTION

The Technical Advisory Committee will evaluate those proposals that meet the stated requirements and will make a recommendation to the Del Norte Local Transportation Commission. Proposals will be evaluated based on the following point values:

Comprehensiveness of application:	15 points
Minimum Standards:	20 points
Knowledge, Skills & Abilities:	35 points
Value	20 points
<u>Reference check and timely performance</u>	<u>10 points</u>
Total Available Points:	100 points

The above schedule does not mandate a contract award date. This position will remain open until filled.

E. INSTRUCTION FOR SUBMITTING A PROPOSAL

All proposals must include the following:

1. Proposals including attachments must not exceed 10 pages;
2. Four identical unbound copies of proposal;
3. Electronic copy of proposal in unlocked .PDF format.

The schedule of activities related to this contract is as follows:

October 21, 2017	RFP Issued
<u>November 20, 2017</u>	<u>Proposals due to DNLTC by 5 p.m.</u>
December 7, 2017	TAC review of proposals and selection recommendation
December 13, 2017	Anticipated Contract Award
January 1, 2017	Contract start date

Please direct all questions and deliver proposals to:

Tamera Leighton, Executive Director
 Del Norte Local Transportation Commission
 900 Northcrest Drive, PMB 16
 Crescent City, California 95531

Desk: (707) 465-3878.
 E-mail: Tamera@DNLTC.org

TERMS AND CONDITIONS

The Del Norte Local Transportation Commission (DNLTC) is not obligated to accept any of the proposals submitted or to enter into an agreement with any of the proposers. At its discretion, the DNLTC may elect to award all or any portion of the project scope of services as defined in the RFP. DNLTC reserves the right to reject any or all responses, to waive any technical requirement, and to select the firm that, in the DNLTC's judgment, best meets the requirements of this project and the needs of the DNLTC.

F. PROTEST PROCEDURES

The contract protest process and procedures to be utilized by DNLTC in considering and determining all bid protests or objections regarding solicitations, proposed award of a contract, or award of a contract whether before or after award is located at <http://www.dnltc.org/about-us/rfps/>

G. STANDARD CONSULTING AGREEMENT

The selected firm shall be retained under the RTPAs standard professional services agreement. A sample of this agreement is available at <http://www.dnltc.org/about-us/rfps/>. The contract shall provide payment for services performed up to a not-to-exceed amount. The final Scope of Services and Schedule (Exhibit A to the Standard Consulting Agreement) will be negotiated by the Consultant and the Del Norte Local Transportation Commission.

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