YUBA LAFCO

Yuba Local Agency Formation Commission

REQUEST FOR QUALIFICATIONS

LAFCO EXECUTIVE OFFICER STAFFING SERVICES

The Yuba Local Agency Formation Commission (LAFCO) is seeking proposals from qualified individuals or professional consulting firms to provide staffing services, including Executive Officer services, as an independent contractor.

Yuba LAFCo intends to enter into a contract for staffing services, effective January 1, 2027. The Executive Officer position, as authorized by California Government Code Section 56384, provides management and executive leadership for all LAFCO activities as directed by the Commission. Additional positions that may be presented in the Statement of Qualifications include but are not limited to: Clerk and Analyst services.

Yuba LAFCo is an independent local agency created by the State Legislature in 1963 to encourage orderly growth and development of local agencies. LAFCO's mission is to facilitate changes in local governmental structure and boundaries that foster orderly growth and development, promote the efficient delivery of services, and encourage the preservation of open space and agricultural lands. LAFCO seeks to be proactive in raising awareness and building partnerships to accomplish this through its special studies, programs, and actions.

For general information about LAFCOs, visit the CALAFCO website: www.calafco.org; for information about Yuba LAFCo, please visit our website: www.yubalafco.org.

Duties and Responsibilities

The duties and responsibilities assigned to the Executive Officer will include but are not limited to the following:

a. Scheduling, preparing for, and attending regular and special in-person Commission meetings, including the drafting and distribution of agendas, reports, resolutions, budgets and studies in coordination with Legal Counsel.

b. Overseeing day-to-day Commission operations.

c. Managing the posting of meeting materials and other public documents to the Commission's website.

d. Meeting with Executive Committee prior to each Commission meeting to set agendas, discuss applications, and review and address other Commission interests as appropriate.

e. Preparing special reports and studies as mandated by statute, including municipal service reviews and sphere of influence updates, based on Commission direction and priorities.

f. Processing applications for local agency annexations, reorganizations, consolidations, detachments, formations, sphere of influence amendments, outside service agreements, and other proposals.

g. Administering adopted LAFCO budget with budget controls; recording, filing and reviewing claims and revenue deposits to and from LAFCO accounts.

h. Monitoring new and proposed State and local legislation that pertains to LAFCO and representing Yuba LAFCo at CALAFCO and professional associations.

i. Coordinating with LAFCO counsel on legal issues and other matters that may require an oral or written interpretation or opinion from legal counsel.

j. Building and maintaining positive working relationships with regular and alternate commissioners, local governmental agencies, and members of the public.

k. Providing technical assistance, especially with regard to applicant proposals, including through pre-application agreements.

l. Conducting LAFCO meetings and business in accordance with California Ralph M. Brown Act (Gov. Code § 54950 et seq.) requirements.

m. Receiving, reviewing, and responding to requests for public records pursuant to the California Public Records Act (Gov. Code § 7920.000 et seq.)

n. Other administrative and executive services as may be requested or directed by the Commission and/or Executive Committee.

Experience, Education, and Training

The successful Statement of Qualifications will be one that demonstrates the respondent's combination of experience, education, and training which substantially demonstrates knowledge of:

a. The organization, structure, role and functions of LAFCO, including familiarity with the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000 (CKH Act), including but not limited to an understanding of the Municipal Services Review (MSR) and Sphere of Influence (SOI) process, requests for extension of services beyond agency boundaries, and specific expertise with respect to the statutory procedures and requirements associated with processing changes of organization and reorganization proposals.

b. Local governmental agency organization, structure, services and functions, including understanding of how the full range of municipal services including water, wastewater, fire protection and other services are financed and delivered.

c. Planning, management, and administration principles and practices which are typically applied to Local Agency Formation Commissions and other local governmental agencies.

d. Research methodologies, group and organization dynamics, and the communication skills and techniques necessary for gathering, evaluating, presenting and disseminating information to the Commission, other agencies, community organizations, and the general public.

Minimum Qualifications

The required knowledge and skills are typically attained through education equivalent of a Bachelor's degree in urban planning, Public Policy, Public or Business Administration, Civil Engineering or a related field. A minimum of five (5) years of experience with LAFCOs, either as an Executive Officer, a contract Executive Officer Assistant, Deputy Executive Officer, LAFCO Analyst, or as an Analyst, is preferred. Consideration will also be given to other unique qualifications as may be presented by the applicant.

Statement of Qualifications (SOQ) Requirements

The nature and form of responses to this RFQ are at respondent's discretion, but must not exceed ten (10) pages. The following minimum information must be provided:

1. A signed cover letter with address, telephone, and e-mail of principal contact.
2. Statement of experience in providing services to other municipal agencies, including LAFCOs.
3. A brief plan explaining how the duties described and services requested will be provided. Include the duties of each person associated with the proposal, including any support staff and/or sub-contractors.
4. A cost and budget sheet detailing costs for contract staffing services by position, hourly rate per person, and estimated costs for services for the first fiscal year, if it is proposed that some or all staff support will be contracted for in addition to the Executive Officer position as part of a proposed independent contract for Executive Officer services
5. Qualification statements for the principal person who would serve as Executive Officer, as well as for all staff who will be performing work under this contract. Please limit the statement to one page per person.
6. Contact information for three professional references.
7. Disclosure of potential conflicts of interest with other work, third party contracts, or financial interests subject to disclosure or disqualification under the Political Reform Act (Gov. Code § 81000 et seq.).

Submittal Requirements

a. **SOQs must be received no later than 5 p.m., on Monday, November 30, 2026**, by email or mail. Proposals received after the deadline will not be accepted. Yuba LAFCO assumes no responsibility for delays caused by delivery service. SOQs are to be submitted to:

   Paige Hensley, Yuba LAFCO Executive Officer
   By delivery to phensley@yuba.gov; or to 915 8th Street, Ste. 134, Marysville, CA 95901
   Attn: Yuba LAFCo Executive Officer Selection Committee

b. All SOQs, whether selected or rejected, shall become Yuba LAFCo property and shall not be deemed confidential or proprietary. Received SOQs are public records and may be subject to disclosure under the California Public Records Act (Government Code section 7920.000 et seq.). Any language purporting to render all or portions of an SOQ confidential will be regarded as non-effective and be disregarded.

c. The cost of preparation and submittal of SOQs shall be borne solely by the proposer.

d. SOQs must be signed by an authorized employee or officer to be considered.

e. Any SOQ received prior to the date and time specified above may be withdrawn for modification by written request of the respondent. To be considered, however, the modified SOQ must be received by the submission time and date specified above.

f. Respondents are liable for all errors or omissions contained in their proposals.

Selection Process

The selection process will include review of SOQs by a Selection Committee appointed by the Commission. The Selection Committee will use the criteria listed below to evaluate the SOQs. At the discretion of the Selection committee, additional information may be requested to clarify and explain the SOQs.

a. Applicability of overall experience and qualifications relating to Executive Officer staffing services.

b. Evaluation of the scope of services, examining in particular any special techniques, approaches, ideas, and insights to be used in performing the services, along with additional consideration of how previous experiences may contribute to the proposer's ability to carry out the services.

c. Demonstrated knowledge of the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000, the California Environmental Quality Act, the California Ralph M. Brown Act, California Public Records Act, and California land use and planning law.

d. Evaluation of the relevancy and quality of previous service contracts/ employment agreements on which the proposer was the sole or lead consultant. Successful experience with local public agencies of similar size and scope to the Yuba LAFCo within the last five (5) years, including pertinent references.

e. Evaluation of background, experience, knowledge, and capacity to perform quality work within established deadlines and within budget. Candidate shall possess all permits, licenses and insurance necessary to perform the required consultant services. References may be contacted and interviews may be scheduled in Yuba LAFCO's sole discretion.

At the discretion of the Selection Committee, the Committee may, but is not required to, conduct initial interviews with one or more of the persons or principal parties of the person or entity submitting the proposal.

One or more of the persons or consulting firms with the most highly rated SOQs by the Selection Committee may be invited for interviews with the Committee in early December 2026. Thereafter the Selection Committee will make a recommendation to the full LAFCO Commission for consideration. When a final selection is made by the Commission, all applicants will be advised of the selection. If an independent contractor is selected as the Executive Officer Yuba LAFCo will prepare and provide a proposed contract for professional services for the selected candidate, and that proposed contract will be presented for Commission approval at a date yet to be determined in December, 2026.

The Commission reserves the right to cancel this RFQ process at any time, and award a contract to one or more firms, or to decline to award a contract to any firm. The Commission may amend the RFQ at any time, which amendment shall take the form of an addendum published on the Commission's website. Any interested applications that have provided their contact information to LAFCO will be notified of any addendum.

This RFQ does not commit Yuba LAFCO to award a contract or to procure or contract for any services. Yuba LAFCO reserves the right to: waive any minor irregularities or informalities contained within any SOQ, and/or reject any or all proposals received as a result of this RFQ, whether or not the lowest-price, and negotiate with any qualified contractor, or to cancel the RFQ in part or whole. Yuba LAFCO expressly reserves the right to postpone reviewing proposals for its own convenience and to reject any and all SOQs responding to this RFQ without indicating any reasons for such rejection.

Respondent shall comply with all applicable federal, state and local laws, rules and regulations regarding nondiscrimination and non-harassment in employment because of race, color, ancestry, national origin, religion, sex, marital status, age, sexual orientation, medical condition or physical disability. Consultant agrees to abide by Yuba LAFCO's applicable polices against discrimination, harassment, and retaliation.

If there are any questions concerning this Request for Qualifications or the selection process, please contact Paige Hensley, Executive Officer (530) 749-5467.

Selection Process:

SOQs due: Monday, November 30, 2026 by 5:00pm PST

SOQ Screening & Selection Committee Interviews (If Any): Early December 2026;

Commission approval of selected candidate: Estimated to be mid-December, 2026;

Start Date: January 1, 2027

Insurance Requirements

The successful proposer shall be required to maintain throughout the term of the contract, and for a minimum of six months following completion by Consultant and acceptance by LAFCO of all services under the contract, the minimum insurance coverages, minimum limits, and endorsements and conditions as described below.

Professional Liability Insurance:	$1,000,000 per occurrence, $2,000,000 aggregate
General Liability:	
General Aggregate:	$2,000,000
Products Comp/Op Aggregate	$2,000,000
Personal & Advertising Injury	$1,000,000
Each Occurrence	$1,000,000
Fire Damage (any one fire)	$ 50,000
Medical Expense (any 1 person)	$ 5,000
Workers' Compensation:	
Workers' Compensation	Statutory Limits
EL Each Accident	$1,000,000
EL Disease - Policy Limit	$1,000,000
EL Disease - Each Employee	$1,000,000
Automobile Liability	
Any vehicle, combined single limit	$1,000,000

Additional Insured Endorsement - The insurance policy or policies as required above, with the exception of professional liability insurance, workers' compensation, and employers liability, shall be endorsed to name as additional insured Yuba LAFCo and their directors, officers, employees and agents.

Before commencing any operations under the Agreement, the successful proposer shall furnish the Yuba LAFCo with a Certificate of Insurance and copies of all applicable endorsements evidencing compliance with the above insurance requirements and that such insurance will not be canceled or materially changed without thirty (30) days advance written notice.