

Request for Proposals

**The Lane Regional Air Protection Agency (LRAPA) has
authorized sealed proposals to be received for:
Executive Search Firm – LRAPA Executive Director
RFP 04-20-01-DS**



RESPONSES DUE: April 10, 2020, 10:00 A.M. PST

Return Responses to:

Director Search Committee
1010 Main Street
Springfield, Oregon 97477
search@lrapa.org

I. Introduction

The Lane Regional Air Protection Agency (LRAPA) in Springfield, Oregon is seeking sealed proposals from qualified firms/providers to perform executive search services for the position of Executive Director. The Current LRAPA Director will be retiring on or about December 31, 2020, after serving LRAPA for almost fifteen (15) years. LRAPA will accept sealed proposals addressed to Director Search Committee, 1010 Main Street, Springfield, Oregon 97477, until April 10, 2020 at 10:00 a.m. PT, from firms/providers interested in providing the requested services outlined below in the Scope of Work section. Proposals shall be plainly marked with the name and address of the proposer, "Search Firm - LRAPA Executive Director Search."

II. General Information

LRAPA is the local air quality protection agency for the southern Willamette Valley and its jurisdiction covers Lane County, Oregon. The Lane Regional Air Protection Agency (LRAPA) was created in 1968 to improve and maintain air quality in Lane County. This is done in a manner that reflects local priorities and goals while meeting federal and state air pollution control requirements and health-based standards. With the support of its member jurisdictions – Lane County and the cities of Eugene, Springfield, Cottage Grove and Oakridge – LRAPA carries out its mission to protect and enhance air quality through a combination of regulatory and non-regulatory programs and activities.

The nine-member LRAPA Board of Directors is the policy-making arm of the agency. Membership includes four representatives from the city of Eugene, two representatives from the city of Springfield, and one representative each from Lane County, the city of Cottage Grove, and the city of Oakridge. The agency also relies on additional public input from its Citizen Advisory Committee, which includes representatives from industry, environmental concerns, public health, fire suppression, agriculture, community planning and the general public.

The population of Lane County was 378,880 in July 2019, making it one of the largest counties in the State of Oregon in terms of both land mass and population.

The proposed budget for LRAPA Fiscal Year 2019-2020 was \$6,408,080 with a core operating budget of \$2,711,700.

LRAPA seeks an individual that possesses the necessary skills and can manage a technical staff of 19 professionals, is highly motivated, energetic, a skilled strategic thinker and planner to serve as its next Executive Director.

According to the LRAPA Charter, the Board of Directors appoints the agency director, who hires and directs LRAPA's professional and technical staff to work in the following areas:

Compliance Operations

Compliance Operations includes permitting, compliance and enforcement. Permitting establishes conditions under which regulated industrial sources may operate to minimize air pollution. Compliance is assured through inspections and enforcement actions taken to correct violations as needed. Special programs include asbestos abatement regulation and enforcement of open burning rules and regulations.

Monitoring and Data Management

Monitoring provides air quality data via a network of equipment which operates 24 hours/day, seven days/week. Monitoring and meteorological equipment is located at key sites throughout Lane County. Air quality data are reported daily by the news media and are available continuously on the LRAPA website. Data are used to evaluate progress in improving air quality and to determine whether federal air quality standards are being met.

Public Outreach, Planning and Administration

Public outreach promotes understanding of the causes of air pollution and compliance with regulations, and methods of pollution prevention through various educational strategies. LRAPA speakers are available upon request. Air quality planning identifies present and future air quality problems and develops management and control strategies to improve and maintain air quality in Lane County.

The administrative staff provides support to all external services, handles complaints from the public, provides financial services and human resource management support.

III. Scope of Work

Upon selection of a qualified firm, a professional services contract will be negotiated with the following scope of work.

Assist the Search Committee by providing the following services and related information:

- Develop a detailed project timeline and provide regular status updates to the Search Committee.
- Develop a comprehensive recruiting profile for the LRAPA Executive Director position.
- Develop a recruitment brochure and include examples of flyers and/or brochures.
- Define the advertising strategy and marketing campaign to notify potential candidates and identify where advertisements will be published.
- Direct solicitation of qualified candidates; receive resumes and review qualifications.
- Conduct review and screening of initial candidates, providing periodic status updates.
- Conduct detailed background and professional reference checks, including but not limited to verification of education background, criminal/civil litigation checks, financial/credit background checks, and media check on recommended finalists.
- Define the preliminary screening process and the detailed steps used to narrow the field of candidates to those that most closely match the needs of LRAPA.
- Present a written report on employment background, personal strengths, accomplishments, recommendations, and personal and professional references for top candidates.
- Describe and facilitate the final interview process with the LRAPA Search Committee and LRAPOA Board of Directors.
- Coordinate correspondence, travel arrangements, and recordkeeping.
- Provide recommended questions for on-site interviews.
- Administer all correspondence with applicants through the process, including notification of unsuccessful candidates and
- Assist LRAPA in developing final employment offer and relocation package (if required) to selected candidate.

IV. Response Form and Content

All responses shall include the following content:

- A. Title Page: Indicate the proposal subject, name of the firm, local address, telephone number, name of contact person, and date of submittal.
- B. Introduction: Briefly, introduce the firm. Provide a profile of the firm, including, but not limited to, the approximate number of professional staff employed, how long the firm has been in business, and how long the firm has been conducting Executive level searches. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, and telephone numbers.
- C. Proposed process:
 1. Briefly state the understanding of the work to be performed. Include, but do not limit, the statement to the following items that will be included in the Scope of Work:
 - a. Describe the process and/or approach the firm will use to develop the profile for the LRAPA Executive Director position.
 - b. Describe the recruiting methodologies the firm deems will be most effective to advertise the LRAPA Executive Director opportunity.
 - c. Describe the approach the firm will take to the direct solicitation of candidates.
 2. Describe the proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm and a description of how the firm intends to tailor the process for LRAPA's search. Indicate any additional information for consideration regarding the firm's qualifications for conducting this project.
 3. Provide a list of successful Executive level placements, including the size of the agency, as well as the overall number of placements in communities of similar size to Lane County. Include information that demonstrates the firm's experience with seeking a diverse pool of applicants.
 4. Indicate the names, titles, and placement experience of the person(s) who will be assigned to this project; include resumes. Include all contact information such as telephone number, fax, email address, and web address.
 5. Provide a copy of a previous Executive level position profile your firm has completed which has similarities to the position with the LRAPA.
 6. Provide a copy of an Executive Director search report the firm has completed for another client similar to LRAPA.
 7. Provide a non-binding general range, or not to exceed amount, of the anticipated cost of the services proposed, including any information and anticipated costs for additional services for the recruitment and selection that might help in the selection of the most qualified candidate.

8. Provide a complete description of the fee structure for the search.
9. Provide anticipated project schedules for the recruitment and selection process.

V. Questions

Pre-proposal questions will be accepted by LRAPA via e-mail at search@lrapa.org up to 4:00 pm (PST) on Monday, March 20, 2020.

LRAPA will try and respond to all inquiries by March 25, 2020 and responses will be posted to LRAPA website as part of the RFP process.

Respondents to the RFP shall not contact LRAPA Staff, any member of the LRAPA Board of Directors during the proposal process and evaluation phase.

VI. Selection Criteria and Process

A. Evaluation

LRAPA staff will review and evaluate all proposals based on the criteria noted in this proposal and will rely primarily on the proposals submitted in the selection of one or more finalists. Respondents must emphasize specific information considered pertinent to the project and submit all information requested.

B. Presentation or Teleconference

- At the LRAPA's request, respondents may be selected for in-person presentations.
- The LRAPA Board of Directors may require selected firms to be available to attend a LRAPA Board meeting or engage in a conference telephone call, or both, to respond to questions from the LRAPA Board of Director members, and appropriate LRAPA staff.

VII. Guarantee

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

VIII. Standard Professional Services Contract

The selected respondent will be required to enter into a contractual relationship with terms and conditions pursuant to standard contracting procedures of the Lane Regional Air Protection Agency (LRAPA).

IX. Submission of Responses

A. Due Date

All proposers shall submit one (1) unbound original and six (6) bound copies of proposal documents, along with one (1) electronic version of the submission in a PDF format via E-Mail search@lrpa.org or flash drive. All documents shall be received no later than Friday, April 10, 2020 at 10:00 a.m. PST at the following address:

Search Committee
Lane Regional Air Protection Agency
1010 Main Street
Springfield, Oregon 97477

ATTN: LRAPA EXECUTIVE DIRECTOR SEARCH FIRM

Proposals received after the closing time will be returned unopened. The proposal will be date/time stamped at LRAPA when received, and this will be considered the official time of receipt. Facsimile transmittals and electronic transmittals will not be accepted.

B. Acceptance/Rejection/Modification to Responses:

LRAPA reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive informalities or irregularities in a proposal or in the proposal process.

C. Economy of Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.

D. Cost of Preparation:

LRAPA will not be liable for any costs incurred by a respondent in preparing or submitting a proposal.

E. Ownership:

Submitted materials become the property of LRAPA and will not be returned.

F. Public Records:

Until award of contract is made, per Oregon Local Government Code, there will be no disclosure of contents to competing respondents. All proposals will be kept confidential during the negotiating process. All proposals will be open for public inspection after the contract is awarded, or as otherwise required by the Oregon Public Information Act.