

## Arch Cape Interim District Manager RFP Question & Answer Session

1. Did all Board members support the creation of this position?

Yes - it was unanimous

2. The levy that financially supports this position for two years passed by a slight majority. Do you anticipate coordinated opposition to this position from any customer groups?

There is always some opposition whenever it comes to spending money, and a handful of people are more vocal than others. Some community members don't think that the changes that are unfolding in the District are necessary. They likely voted against the levy. For some community members (depending upon prices of homes) tax funding of this position will be higher than rates funding. Those for whom taxes will be higher likely voted against the levy.

Bottom line, the Districts have been and are moving forward to address the pressing needs, the levy passed and the Boards are unanimous in the need for this position.

3. How long have the two staff members and the bookkeeper been with the District?

The primary staff member has been with the district over 8 years and was the previous operator. This staff member has a level 3 certification, lives in the community and really enjoys the job and community. The book keeper has been with the District almost 4 years. The operator left in July and the Districts are taking some creative approaches to getting those duties accomplished, which are working well right now.

4. How does the Board envision success for this position at the end of the two-year term?

See answer to question 5 below. Also, success will be assessment and recommendations for how the business, finance and administration duties get fulfilled over the long term, e.g., how much time will it require and whether that staffing is accomplished with a W2 employee, or a 1099 contractor or something else.

5. Are there any ongoing challenges or areas of concern within the District that the Administrator will need to prioritize immediately?

Make sure that all admin/finance procedures are well documented, e.g., management of grant funding, identify and address needs in the finance/admin area, monitor success of current strategies to get the operator duties fulfilled.

6. What level of interaction or communication does the Board expect from the Administrator on a regular basis?

Keep Board chairs informed of any critical issues that emerge or are emerging and policies that need to be put in place/addressed. Work with Board chairs to prepare monthly meeting

agendas. Participate in Board meetings, at least via zoom.

7. Are there any upcoming decisions or projects where the Administrator's involvement will be critical?

Ensuring effective and appropriate management of daily finance and administrative procedures as well as adherence to related policies.

8. Is the Administrator role to be accomplished by a single person, or could the responsibilities be accomplished by multiple people?

A single person should be the primary point of interface with the Board, staff and the community. However, that primary point of interface could draw upon other resources and expertise to perform specific functions, e.g., community outreach.

9. Is there a budgeting range for the position?

We anticipate that proposals will be submitted by individual contractors or small firms.

Since this role is contracted rather than an employee we are unsure of the range we may get with proposals. We have planned for the two-year local option levy amount of \$125,000 per year to be the maximum amount needed to cover all time and material fess, including any ancillary expenses such as required travel reimbursement. The final amount will be determined in contract negotiations.

10. I noticed in the example contract that there was a requirement for business car insurance. I talked to my insurance provider about that insurance and they said that type of insurance was generally for a fleet of vehicles. Can I provide the car insurance through my regular car insurance company?

Car insurance at or about those limits is the general expectation, and the type of coverage can take different forms. The specifics are open for discussion during contract negotiations and we don't expect this issue to prevent a contract award.

11. Correction to RFP Section 7. Bidding Process & Selection

In accordance with ORS 279B.060

The below is removed from the RFP:

“Following the evaluation of all proposals, all applicants will receive a notice of intent to award of the contract as well as selection decision if it deviates from the lowest responsible bidder”

And replaced with:

“Proposals will not be open for public inspection until after the notice of intent to award a contract is issued. All applicants will receive the notice of intent to award.

Per section 6 of the RFP – Proposals will be evaluated based on the following criteria in priority order ...

1. Depth & Diversity of Relevant Experience
  - a. Experience and Qualifications in the Administration and Management of Water and Sanitary Utilities
  - b. Experience and Qualifications in Public-Sector Water and Sanitary Utilities
  - c. Experience in Water and Sanitary Utilities on the North Coast of Oregon
2. Work Approach and Presence
3. Professional network that could be leveraged to the advantage of the Districts in performing the role.
4. Rates & Fees and Budget Fit

As such the award will be based solely upon the ranking of the proposal using this criteria.”