

**WESTLANDS WATER DISTRICT**

**REQUEST FOR QUALIFICATIONS**

**Specialized Organization and Management Consulting Services**

**Contact:**

***Dan Pope***

***Chief Operating Officer***

**[dpope@westlandswater.org](mailto:dpope@westlandswater.org)**

**Westlands Water District**

**3130 N. Fresno Street**

**PO Box 6056**

**Fresno, CA 93703-6056**

**RFQ Deadline: *Month/Day/Year***

## GENERAL OVERVIEW/BACKGROUND

Westlands Water District is a California water district headquartered in Fresno, California providing water to agricultural, municipal, and industrial users located on the west side of the San Joaquin Valley, in Fresno and Kings Counties. It is a public agency of the State of California formed in 1952 that holds long-term water service contracts with the United States for water supplied by the Central Valley Project. Westlands is the largest agricultural water district in the United States and provides water to farms in an area of approximately 600,000 acres. The District is governed by a nine member Board of Directors, elected by District landowners.

Since its formation in 1952, the mission of the Westlands Water District has been to provide timely, reliable and affordable water services to landowners and water users in western Fresno and Kings Counties. These water services include the sustainable management and delivery of water supply, as well as the provision of ongoing education, advanced technology and innovative methods for environmental conservation.

Westlands' dedication to the communities and farms dependent on water deliveries and commitment to the preservation of its federal contract has led to the acquisition of additional water necessary to meet these needs. To support this mission, Westlands has adopted the following goals:

- Preserve and restore the federal contract water supply.
- Obtain supplemental water supplies through short and long-term purchases and transfers.
- Develop a process to examine the various options available for the purposes of water supply enhancement and drainage mitigation.
- Support timely construction of cost-effective facilities to enhance the quality and reliability of water supplies.
- Conduct the maintenance, operational and administrative functions of Westlands in an efficient and effective manner.
- Implement and maintain an effective Water Conservation program by providing growers with accurate and current information and technical assistance to aid with water management planning.
- Strategically influence water policy in California that will provide long term sustainability for agriculture and responsibly support the environment.

The District is facing continuing regulatory challenges that have significant impacts on the security and reliability of its water supply. To that end the District is considering what steps may be necessary to take to address these impending challenges.

## RESPONSE QUESTIONS

Any questions regarding this Request for Qualifications may be addressed to Dan Pope, Chief Operating Officer of Westlands, in writing at [dpope@westlandswater.org](mailto:dpope@westlandswater.org). Substantive answers to any questions will be provided in e-mail to all firms or individuals known to the District to have received the Request for Qualifications.

**INSTRUCTIONS FOR SUBMITTING RESPONSES  
FOR SPECIALIZED ORGANIZATION and MANAGEMENT CONSULTANT SERVICES**

The Westlands Water District (“District”) is seeking the services of a qualified organization and management consulting firm to provide assistance in assessing, analyzing, and developing best practices for the governance and management of the District. It is anticipated the work may address but not be limited to the following: governance practices, communication processes, management processes and practices, director/management inter-relational processes, and organizational structure.

If your firm is interested in being considered for this program by the District, please submit your completed response to this Request for Qualification (RFQ) in Microsoft Word/PDF format and electronic format to:

**Dan Pope**  
**Chief Operating Officer**  
**Westlands Water District**  
**3130 N. Fresno Street**  
**PO Box 6056**  
**Fresno, CA 93703-6056**  
[dpope@westlandswater.org](mailto:dpope@westlandswater.org)

Completed submittals for the RFQ must be received no later than October 14, 2016 at 5:00 p.m. Pacific Time. Submittals received after this time and date will not be accepted by the District. The Board of Directors reserves the right to accept or reject any and all responses, to negotiate with any or all responsible firms, and to waive any informality in the process. The District is not responsible for any expenses related to the preparation or presentation of the response, including travel costs.

In order to manage information disseminated regarding this RFQ, firms interested in submitting a response to this RFQ are directed not to make personal contact with any Board or staff member with the exception of the individual listed above.

Pursuant to state law, the Westlands Water District is required to prohibit practices which might result in unlawful activity including, but not limited to, rebates, kickbacks, or other unlawful consideration. Employees of the District are prohibited from participating in the selection process when those employees have a relationship with a person or business entity seeking a contract with the District which would subject those employees to the prohibition of Government Code Section 87100. All firms are required to disclose any and all relationships with the District that would violate Government Code Section 1090 or the Conflict of Interest provisions set forth in Government Code Section 87100 and following.

Firms are prohibited from engaging in activities on behalf of the District that produce a direct or indirect financial gain for the firm, other than the agreed-upon compensation, without the District’s informed and written consent.

The following instructions outline the required submittal information as well as the selection criteria to be used by the District.

## **SUBMITTAL REQUIREMENTS**

The response shall address each item noted below, within the specific format described. Please limit the response to relative information only. The response is not to be more than 20 pages in length (10 pages, front and back) including cover letter and resumes of persons to be assigned to the District, but excluding any supplemental materials.

- The response must include name of firm, address, telephone number, fax number, type of firm, and the name and e-mail address of the Principal contact. Letter must be signed by a representative of the firm with authorization to bind the firm by contract.
- Please provide a detailed description of the relevant current experience of the firm for services provided for similar organizations and needs. This may include a list of recent clients and a brief of description of the work performed and realized results.
- Provide the relevant experience of the individuals to be potentially assigned to the project.
- Discuss the firm's understanding of the District's current challenges including political, economic, regulatory, financial, legal, or other issues that may need to be considered in project.
- Provide a high level roadmap of processes and activities with deliverables, general time frames and budgetary range cost estimates for each step or phase of an envisioned project.

## **SELECTION PROCESS**

All responses received by the specified deadline will be reviewed by the District for content, completeness, experience and qualifications. Firms that are deemed the most qualified will be selected for further evaluation and interviews of the selected firms may be conducted as part of the final selection process.

The District may also contact references and client lists provided by the firms selected to be interviewed.

The District reserves the right to complete the selection process without proceeding to an interview process and may choose to select a firm based on the information supplied in the responses.

The District reserves the right to select the responses, which, in its sole judgment, best meets the needs of the Westlands Water District.

## **SELECTION CRITERIA**

Firms submitting a response are advised that all responses will be evaluated to determine the firm deemed most qualified to meet the needs of the District. The evaluation criteria will include, but not be limited to, the items listed below:

- a) Demonstrated understanding and responsiveness to the Request for Qualifications
- b) Experience and expertise of firm and personnel named in the response
- c) Recent previous experience with similar projects
- d) Satisfaction of previous clients

## **PROFESSIONAL SERVICES AGREEMENT - EXCEPTIONS**

The firm selected for contract award will enter into the attached Professional Services Agreement with Westlands Water District. Any exceptions to this Agreement must be noted in the firm's response.