

FRESNO COUNTY  
TRANSPORTATION AUTHORITY

# Moving Forward



FCTA Professional Executive Search Services  
**REQUEST FOR PROPOSALS**

Proposals Due:

**4:00 PM – Monday, July 24, 2023**



## MEASURE C IN FRESNO COUNTY

The Fresno County Transportation Authority (FCTA) is a local transportation authority organized and existing pursuant to California Public Utilities Code Division 15 (Sections 142000-142277, inclusive). The FCTA was created in 1986, when Fresno County voters passed Measure C, a half-cent sales tax with a goal of improving the overall quality of Fresno County’s transportation systems. In its first 20 years, Measure C delivered more than \$1 billion worth of improvements to state highways and streets and roads, helping to build additional lanes and thus enhancing the regional transportation system.

As a result of the successful original measure, Fresno County residents voted in 2006 to extend Measure C for an additional 20 years. Funding from the Measure C Extension (2007-2027) benefits not only the daily commuter, but all residents of Fresno County. In addition to funding improvements of local roadways by repairing potholes and paving streets and sidewalks, the Measure C Extension funds transit operations, ride-share incentive programs, and environmental enhancement programs that lessen the impact of greenhouse gas and other vehicle emissions in the Central Valley.

Efforts to extend Measure C another 30 years were not successful in 2022, but will be attempted again in 2026.

**For more information about the FCTA, please go to: [www.MeasureC.com](http://www.MeasureC.com).**

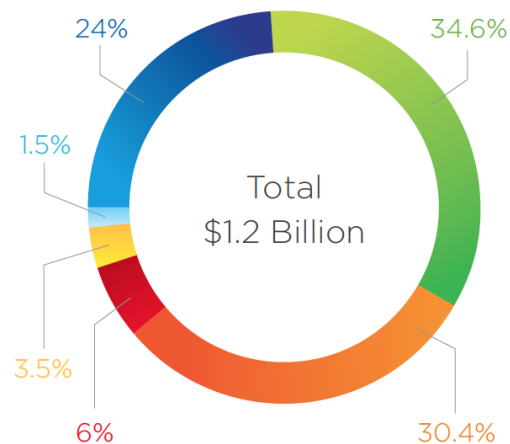
## THE FCTA

The FCTA has a staff of three (3) full-time employees (Executive Director, Contracts Administrator, and Program Manager). All other services are provided by consultants acting as independent contractors pursuant to contract. . Budgeted revenues during Fiscal Year (FY) 2023-24 are \$112,421,541, 34.6% of which is passed through to local agencies (the cities and the County). The administrative budget for FY2023-24 is \$1,116,245.

Policy direction is provided by a nine-member governing board of local elected officials (County supervisors, mayors and or city councilpersons) and two public members at large (representing the urban and rural areas of the County). The FCTA is responsible for administering the Measure C program and the countywide Regional Transportation Mitigation Fee (RTMF). The RTMF was mandated in the Measure C Extension Expenditure Plan and approved by the voters in 2006 to fund specific infrastructure improvement projects.

The six major programs of the Measure C Extension are described and shown below:

- **Regional Public Transit Program - 24%**  
Expanding mass transit programs in order to get people out of their cars and improve air quality.
- **Local Transportation Program - 34.6%**  
Maintaining and improving local streets and roads by paving streets and sidewalks, and repairing potholes.
- **Regional Transportation Program - 30.4%**  
Improving freeway interchanges, adding lanes, increasing safety, and improving major commute corridors.
- **Alternative Transportation Program - 6%**  
Consolidating county rail lines.
- **Environmental Enhancement Program - 3.5%**  
Improving air quality and the environment through the School Bus Replacement Program and the Transit Oriented Infrastructure for In-Fill Development Program.
- **Administration/Planning Program - 1.5%**  
Administering the programs provided to the FCTA and Fresno COG.



## REQUESTED EFFORT/PURPOSE

The FCTA is seeking to establish a contract for professional executive search services to be used on an as-needed and on-call basis. The successful consultant will be conducting nationwide executive searches for the FCTA Executive Director. The Executive Director manages the day-to-day operations/activities of the FCTA. Excellent communication and interpersonal skills are essential attributes for the Executive Director in articulating the FCTA vision of Measure C. This is true especially in Sacramento and in Washington D.C., in order to leverage additional transportation funding, and also locally in order to expand community awareness of the Promise of Measure C to deliver on the assurance given to voters to provide vital transportation improvements throughout the County. Strong leadership qualities are necessary to balance the varied perspectives of major stakeholders, business entities, and the general public. A strong finance/budgetary/government background, as well as the ability to market Fresno County to garner additional leveraged resources in Sacramento and Washington D.C., is also a must. Further, the Executive Director will play a vital role in any effort to renew Measure C.

## SCOPE OF SERVICES

It is expected that professional executive search services will be required for some or all work activities or tasks listed below. The specified tasks represent the maximum services expected to be performed as part of this on-call contract.

Task 1: Executive Director Recruitment Process Schedule – develop a schedule that includes all of the subsequent tasks listed herein with a final completion date of candidate selection no later than December 13, 2023.

Task 2: FCTA Board Member Interviews – Following consultation with FCTA staff and the FCTA Executive Search Ad Hoc Committee, prepare a list of questions that will be utilized to interview each member of the FCTA Board to determine each Board member’s opinion on Executive Director qualifications. Submit the questionnaire to FCTA Staff and the Ad Hoc Committee for review, comment, and approval. Responses to the proposed list of interview questions should provide valuable insight to the consultant as it develops the Executive Director Job Description. Interview the members, provide written documentation of the interview process, and list major conclusions/findings for review by FCTA Staff and the Ad Hoc Committee. Provide electronic copies of the written report in Adobe Acrobat PDF format and as an MS Word file.

Task 3: Executive Director Job Description, Salary Range, and Job Announcement – Considering results of Task 2, as well as the current Executive Director job description and duties:

1. Develop an Executive Director Job Description
2. Perform a Salary Survey based upon comparable Executive level positions in Fresno County, the San Joaquin Valley, and the State of California
3. Develop an Executive Director Job Announcement including a recruitment flyer and brochure that fully describes the requirements of the FCTA Executive Director position, the history of Measure C and the FCTA, the FCTA organizational structure, the issues/challenges facing the FCTA, and the recommended salary range

The Administrative Draft Recruitment Flyer and Brochure shall be submitted to FCTA Staff and the Ad Hoc Committee for review and comment. Following review, prepare the Draft Recruitment Flyer and Brochure for review and approval by the FCTA Board. Provide electronic copies of the final document in Adobe Acrobat PDF format and as an MS Word file.

Task 4: FCTA Executive Director Recruitment Plan - Develop a Recruitment Plan to identify potential qualified candidates consistent with the Task 2 – 4 work products, including the preparation and placement of advertisements in appropriate government and transportation/engineering magazines, professional journals, publications, and all web-based/technology-based forms of communication. Submit the Draft Recruitment Plan for review and comment to FCTA Staff and the Ad Hoc Committee. Upon receipt of comments, prepare and implement the Final Plan as described in Task 5. Provide electronic copies of the final written plan in Adobe Acrobat PDF format and as an MS Word file.

Task 5: FCTA Executive Director Recruitment Process – Identify currently employed executive candidates, as well as candidates not affiliated with a current employer. This should include proactively reaching out to candidates in the marketplace that may not be actively seeking the position and using best practice recruitment strategies utilized in the industry. Review initial materials submitted by prospective applicants assessing qualifications compared to the Executive Director Job Description as developed consistent with Task 3 and conduct preliminary interviews of those candidates whose background, experience and education best meet the needs of the FCTA considering results of Task 2 – 4 above. Conduct complete and detailed reference and background checks of those candidates who appear to be best qualified for the position being recruited. The background checks shall include a review of the applicant’s technical ability, as well as the applicant’s ability to effectively interact and communicate with the community and co-workers, both publicly and privately. A minimum of three reference checks will be completed and should include a review of past personal and public fiscal responsibility. Provide a debriefing for FCTA Staff and the Ad Hoc Committee on candidacy status and materials and a review of findings. Provide electronic copies of the written report in Adobe Acrobat PDF format and as an MS Word file.

Task 6: FCTA Executive Director Selection Process - Provide professional expertise in the formulation of the assessment/selection process and upon request, administer the assessment/selection process and/or participate as an observer during FCTA Executive Director Selection Process.

The FCTA, at its sole option, will reserve the right to direct the consultant to perform only specific and select portions of the search/selection process or to conduct an entire search/selection process.

## SELECTION TIMELINE

The RFP timeline is as follows:

RFP Issued	July 3, 2023
Deadline for questions, clarifications	July 17, 2023
Proposals Due	July 24, 2023
Consultant Interviews, if necessary	July 26-28
Consultant selection and contract preparation	August 1, 2023
Final Draft Contract Completed	August 9, 2023
Contract Award	August 16, 2023

## PROPOSAL REQUIREMENTS

In order to simplify the proposal evaluation process, FCTA is seeking RFP responses in the following format: ***Important—Please submit your RFP responses with tabs or sections corresponding to the numbered items below. This will assist the review team during evaluation of your firm’s proposal.***

1. Letter of Interest. Provide a cover letter expressing your interest in the project. Include name, address, phone number, and email address of the primary contact; identifying the capacity of this person.
2. Experience and Qualifications. Provide a summary description of the firm’s overall qualifications for this project and previous experience on similar or related engagements. Provide a list of at least three (3) or more similar projects that the firm and staff proposed for assignment have successfully completed within the last 3 years. The proposer shall also provide a description of the qualifications and experience of key staff proposed for these services.
3. Understanding of the Project: Prospective consultants shall include a narrative of the consultant’s understanding of the project requirements. The contents of this section are to be determined by the respondent, but should demonstrate understanding of the unique characteristics of this project and the requirements of the project in the scope of work contained in this Request for Proposals. Prospective consultants should also identify the types of information and data that will be needed to complete the tasks above.
4. References. Prospective consultants shall provide names, addresses and telephone numbers for at least three (3) clients for whom the prospective firm and performed similar work.
5. Project Management. Identify the members of the project team, including the project manager, key consultants, and subconsultants; include their names and positions, their qualifications, list of similar projects in which they assumed substantial roles, and responsibilities related to the assignment. Submit resumes for all key project personnel, clearly identifying past projects of a similar nature. It is expected that individuals designated as members of the project team will be actively involved throughout the project.
6. Methodology: Prospective consultants shall describe the overall approach to each task referenced above (Scope of Services), specific techniques that will be used, and the specific administrative and operational management expertise that will be employed.
7. Project Costs. Prospective consultants shall include cost details that clearly shows a breakdown by tasks and products within the scope of services, including hourly rates for staff members, number of hours for each task or product, and the fee structure for additional work outside the scope of the contract for any optional items.

## BUDGET AND INVOICING

A budget of \$25,000 to \$35,000 has been identified to initiate/complete the tasks described above beginning with Task 1 under Scope of Services. For the selected consultant, invoices would be submitted at the end of each month in which contracted work was completed. All invoices must include a description of work completed by task and the hourly rate and expenditures for each employee.

## REVIEW AND SELECTION PROCESS

Selection of the successful consultant will be based on information provided in response to this RFP. Proposals submitted by each consultant will be reviewed and evaluated based on the following criteria:

- Qualifications of the firm and the personnel to be assigned to this project working together as a team to complete similar projects – 20 Points
- Demonstration of overall project understanding and demonstrated knowledge of the Project area, local conditions, and potential issues – 40 Points
- Clarity of the proposal and creativity/thoroughness in addressing the scope of work; cost effectiveness of proposal – 25 Points
- Submission of a complete proposal with all elements required by the RFP – 5 Points
- Quality of representative work sample – 10 Points

FCTA Staff and the Ad Hoc Committee will consider only those proposals that are deemed responsive to the RFP. Any proposal that fails to meet the requirements of the RFP may be rejected as non-responsive.

The FCTA may elect to interview consultants prior to final selection.

## PROPOSAL SUBMITTAL

One (1) 8 ½ by 11” bound copy and one (1) electronic copy (compact disc or USB key) of the proposal must be received in person or by mail at FCTA offices at the address below.

The proposal must be submitted by 4:00 p.m. on Monday, July 24, 2023. Proposals received after the time and date specified above will not be considered and will be returned unopened to the proposer. Any proposal received prior to the time and date specified above may be withdrawn or modified by a written request from the proposer. To be considered, however, the modified proposal must be received prior to the time and date specified above.

Denise DiBenedetto, Contracts Administrator  
Fresno County Transportation Authority  
2220 Tulare Street Suite 2101  
Fresno, CA 93721  
559.600.3282

## ADDITIONAL INFORMATION

This RFP does not commit FCTA to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure a contract for services. FCTA reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified firm or to modify or cancel the RFP, in part or in its entirety, if it is in the best interests of FCTA to do so. The prospective consultant is advised that should this RFP result in recommendation for award of a contract, the contract will not be in force until it is approved by the FCTA Board and fully executed by FCTA.

All products used or developed in the execution of any contract resulting from this RFP will become public domain. Compensation under any contract resulting from this RFP will be based on audited rates developed through a qualifying FCTA audit. A sample of the proposed contract agreement is attached herein as **Attachment B**. The consultant shall adhere to the provisions of this agreement. The consultant shall be advised that FCTA will not negotiate any part of the standard professional services agreement. Contract award as a result of this RFP will be made without discrimination on any basis prohibited under state or federal law.

## QUESTIONS

Questions should be directed to Denise DiBenedetto, Contracts Administrator, Fresno County Transportation Authority, 2220 Tulare Street Suite 2101, Fresno, CA 93721, 559.600.3282, [Denise.DiBenedetto@TheFCTA.com](mailto:Denise.DiBenedetto@TheFCTA.com).

Questions will be accepted until Monday, July 17, 2024. Written responses will be provided as an attachment to the RFP on FCTA's website by Wednesday, July 19, 2023 5 PM.

## ATTACHMENTS

- A: Current Executive Director Job Description
- B: Sample Contract Agreement