

**ISLA VISTA  
COMMUNITY SERVICES DISTRICT**

**REQUEST FOR PROPOSALS**  
*INTERIM GENERAL MANAGER*



*Proposals due by*  
**SEPTEMBER 1, 2017**

For more information, contact  
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**ISLA VISTA COMMUNITY SERVICES DISTRICT**  
**REQUEST FOR PROPOSALS**  
**INTERIM GENERAL MANAGER**  
Proposals due by September 1, 2017

**I. INTRODUCTION**

The Isla Vista Community Services District is requesting proposals (RFP) from qualified firms to serve as Interim General Manager for the District. The District was recently approved by the voters of Isla Vista in November of 2016, and first convened its Board of Directors on March 7, 2017. The District is seeking administrative services from firms to oversee the operations of the District during its initial ‘start-up’ period.

The District currently faces a number of challenges and opportunities. As chartered under state law, it is authorized to provide eight initial services, including the power to contract for additional policing, exercise the powers of a parking district, acquire and maintain community facilities, provide landlord/tenant mediation, fund a Municipal Advisory Council and an Area Planning Commission, create and maintain sidewalks, lighting, gutters, and street trees, and abate graffiti. The District is not funded by traditional property taxes, and has the power to levy a Utility User Tax. The operations of the District are currently financed by a combination of grants from UC Santa Barbara and private foundations, intergovernmental revenue, and donations.

Proposals submitted will be evaluated by an Ad-Hoc Selection Committee. During the evaluation process, the District reserves the right, where it may serve the District’s best interest, to request additional information and clarifications from firms, or to allow corrections of errors or omissions. It is anticipated that recommendation of the finalists will be presented to the Board of Directors at its September 12, 2017 regular meeting, where the Board will make a decision in closed session. Selected firms will be subsequently notified, upon which it is expected a contract will be executed between both parties by September 18, 2017.

**II. DESCRIPTION OF THE ISLA VISTA COMMUNITY SERVICES DISTRICT**

Isla Vista Community Services District, (subsequently referred to as IVCSD) is a multifaceted government agency located in Isla Vista, CA which was created by a vote of the public in November 2016. It is an independent Special District governed by the State of California Government Code, chartered under its own separate statute, GOV § 61250. The District serves an area of approximately 0.85 square miles, consistent with the ‘Isla Vista box,’ bordered by the University of California, Santa Barbara and the Pacific Ocean. It is governed by a seven-member Board of Directors, five of which are elected (Four elected to a four-year term; one elected to a two-year term) and two of which are appointed (one appointed by the Santa Barbara County Board of Supervisors; one appointed by the Chancellor of UCSB).

GOV § 61250 provides the IVCS D with eight initial powers, including the power to finance the operations of a Municipal Advisory Council, to create a tenant mediation program, to finance the operations of an Area Planning Commission, to exercise the powers of a parking district, to contract with the County of Santa Barbara or the University of California for additional police protection services, to acquire, construct, improve, and maintain community facilities, to acquire, construct, improve, and maintain sidewalks, lighting, gutters, and trees, and to abate graffiti.

The District currently faces financial challenges. Unlike many other Community Services Districts, the IVCS D is not funded by property tax revenue. The chartering statute authorizes the District to levy a Utility User Tax, a special tax that must be approved by 2/3rds of the voters. The District’s revenue measure failed narrowly in November 2016.

Nevertheless, the District recently adopted its first annual budget, which includes funding sources such as grants, donations, and intergovernmental revenue. UCSB has publicly pledged to provide \$200,000 annually for a period of seven years (\$1.4 total) for ‘mutually agreed upon services and projects.’ In addition, the Board has submitted applications for grants from nonprofit organizations, and accepted donations from individuals, nonprofits, and other government agencies.

The District’s inaugural Board of Directors is dedicated to the success of the District, and attaining the all-important dedicated revenue source by the end of 2018. For the time being, the operations of District has been overseen by the President of the Board, working in conjunction with the Secretary. As of this March, UCSB has provided the District the ability to assign projects to three interns employed by the Political Science Department.

The community that the District serves has a unique culture and makeup. Isla Vista is a diverse, youthful beachside town that sits adjacent to one of the most civically engaged universities in the country. It has a long history of political activism and participation in the governance process. Of its 15,000 residents, 87% are between the ages of 15 and 24. Many of these are students, attending either UCSB, Santa Barbara City College, or public schools in the Goleta Union and Santa Barbara Unified School Districts. Others are long term residents – these include many Latino families, and close to 100 long term homeowners.

### **III. SCOPE OF WORK**

The Interim General Manager shall serve as the District’s General Manager for 1 (one) year, during which the District will have many “start-up” needs, associated with its recent formation. This scope of works that the District desires is as follows:

- A. Oversee the implementation of policies established by the Board of Directors for the operation of the District;
- B. Supervise the District’s facilities and services, and participate in the management, scheduling, and oversight of the public usage of District facilities, such as the District Office and the Community Room;

- C. Participate in the supervision of the District’s finances, and assist in preparing applications for funding. Assist in the administration of the District’s financial and accounting systems and procedures;
- D. Participate in the creation and distribution of the product necessary for the conduct of meetings of the Board of Directors and its subcommittees;
- E. Conduct special projects at the request of the Board of Directors;
- F. Assist in the development of a strategic plan that reflects the vision and mission of the District;
- G. Assist, in consultation with District Counsel, with the necessary preparations for a revenue measure.

**IV. DESIRED TERMS OF AGREEMENT**

A. Compensation

Due to the District’s challenging financial situation, it is currently limited in its ability to finance administrative services. However, the Board of Directors is committed to providing limited compensation, and welcomes proposers to include proposed methods of compensation in their proposals. Members of the Board of Directors currently serve without compensation, and the District’s existing contract services are provided at discounted rates as the District prepares for the future passage of a Utility User Tax.

B. Contract

Desirable contract terms would be a 1-year period with a 90-day termination clause by either party, and an expected commencement on or near September 18, 2017.

**V. TIMING AND REQUIREMENTS**

A. Key Dates for Proposal Evaluation and Selection

*Timeline*

Opening of proposal submission window	August 9
Deadline for proposals	September 1
Proposal review by committee	September 5 - September 7
Notification to all proposers of finalists	September 8
Board approval and selection	September 12
Notification to selected firm	September 13
Expected signing of agreement	September 18

The District has made every effort to include sufficient information within this Request for Proposals to prepare as responsive, comprehensive, and competitive a proposal as possible.

The timing of the proposal process is as follows:

1. Opening of submission window for proposals: **August 9, 2017**
2. Questions: Inquiries concerning the RFP should be addressed to Ethan Bertrand, President of the Board, at [ebertrand.ivcsd@gmail.com](mailto:ebertrand.ivcsd@gmail.com), during the period of: **August 9, 2017 – September 1, 2017**
3. Proposal Submissions: Proposals must be delivered in person to the Isla Vista Community Services District during a regular Board of Directors meeting, or mailed to the Isla Vista Community Services District, postmarked no later than **5:00 PM, September 1, 2017** (See address below). Late submissions after the deadline for proposals delivered via fax will not be accepted. A total of seven identical proposals labeled “INTERIM GENERAL MANAGER PROPOSAL” plus an electronic version via USB memory stick or Google Drive link must be submitted.

ISLA VISTA COMMUNITY SERVICES DISTRICT  
% Office of Supervisor Joan Hartmann  
105 EAST ANAPAMU STREET  
SANTA BARBARA, CA 93101

4. Proposal Review: The Ad-Hoc Selection Committee will evaluate each proposal submitted. It is anticipated that the review process will be completed by September 8, 2017.
5. Notification to all proposers: We anticipate sending written email notification to all proposers regarding the outcome of the review process by September 9, 2017.
6. Notifications to finalists: The Ad-Hoc Selection Committee will forward its recommendation to the Board of Directors for approval at the regularly scheduled meeting of September 13, 2017. All finalists will be notified of the final decision by email on September 16, 2017.
7. The Interim General Manager contract will become effective on the execution of the contract for 1 (one) year. The Board of Directors is open to amending and extending such agreement, should both parties find that doing so is in their best interest.

The District will make every effort to administer the proposal process in accordance with the terms and dates discussed in this RFP. However, we reserve the right to modify the proposal process and dates as deemed necessary, and reserve the right to not award a contract. The District assumes no obligation for any costs incurred by the proposer in preparing the response to this request, attending an interview, or any other activity prior to award of the contract to the selected proposer.

## **VI. PROPOSAL REQUIREMENTS**

## A. Format of Proposal

1. Title Page
  - a. The RFP subject
  - b. The proposing firm or company's name
  - c. Primary contact person's name, local address, telephone number, and email address.
  - d. The date of submission
2. Table of Contents
  - a. Identification of material submitted, by section and page number
  - b. Cross reference to section and page number of the RFP
3. Transmittal Letter
  - a. General introduction stating the proposer's understanding of the services to be provided
  - b. A positive commitment to perform the service within the time period specified.
  - c. A statement why the proposer believes itself to be best qualified to perform the duties.
  - d. A statement of how long the individual or agency has been in business and the types of similar clients served by the firm during the past five (5) years (if applicable).
  - e. Signature
4. Detailed Proposal Following the order set Forth in **Section B**

## B. Contents of Proposal

The purpose of the Proposal is to demonstrate the qualifications, competence, and capacity of the firm seeking to provide administrative services to the District in conformity with the requirements of this RFP. The Proposal should demonstrate the qualifications of the firm. It should also specify how the firm will meet the RFP requirements.

The Proposal should address all the points in the order outlined in the RFP. The proposal should be prepared simply and economically, providing a straightforward and concise description of the proposer's capabilities to satisfy the requirements of the RFP. While additional information may be presented, the areas detailed below must be included. They represent the criteria against which the proposal will be evaluated.

1. **Qualifications and Experience:** The proposal should briefly introduce the proposer. It should provide information about the proposer's relevant knowledge and experience. Such a section may contain a Resume, CV, or other relevant information.
2. **Work Plan:** The proposer should include a work plan detailing how they could accomplish the scope of the work defined in the request for proposals. The work plan should include time estimates for each significant segment of the work.

## VII. EVALUATION PROCESS

Proposals will be evaluated by an Ad-Hoc Selection committee made up of members of the Board of Directors. Top candidates may be invited to make an oral presentation to the committee.

It is anticipated that the Board of Directors will select an individual or agency on September 12, 2017. Following the notification of the individual or agency selected, it is expected a contract will be executed between both parties by September 18, 2017.

*Ethan J. Bertrand*

8/9/17

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Ethan Bertrand, President of the Board

Date