

Request for Proposals for Strategic Planning Services
Jurupa Community Services District

Overview of Proposal/Contract and Scope of Project:

The objective of work proposed is to assist Jurupa Community Services District with consulting services that will lead to the completion of a comprehensive 5-year Strategic Plan (Plan) for the District. The District desires an inclusive and comprehensive plan organized in such a way as to provide the basis for future planning. The District requires input be gathered from various stakeholder sectors, including, but not limited to the Board of Directors, District Management and employees, and customer/residents. The development of the plan should include clear and deliberate involvement of the Board of Directors at appropriate stages. The finished product should be easy to understand, comprehensive in nature, organized in such a way that assures coverage yet is clearly organized for clarity.

Firms should show their qualifications by providing recent, relevant, and like examples of past client work with similar agencies, in particular, strategic plans for Special Districts. The firm's work process and methodology for the following tasks should be clearly articulated. Proposals should clearly outline how the firm will meet these requirements, as well as show experience with this process in other Special Districts with recent references of comprehensive Strategic Plans.

Scope of Work (Tasks are listed chronologically)

At a minimum, proposers shall:

- 1a. Conduct initial meetings with General Manager, management team and Board of Directors, to discuss background, to develop the approach, and discuss key coverage areas for inclusion in the plan.
- 1b. Conduct meetings with agency employees to gather their thoughts and perspectives regarding future agency-wide vision, values, initiatives, and strategy, while demonstrating their integration into the planning process.
- 1c. Conduct meeting(s) and/or public forum(s) with other interested agencies and the public to gather broad perspectives regarding the strategic planning process and future District-wide initiatives. These would be preceded by outreach notification by the District. Assist with preparation of website survey to receive additional input from District customers.
- 1d. Prepare the Board of Directors Strategic Planning Workshop. Through interviews or a written document, receive perspectives and work to focus the Board's thoughts on the upcoming strategic planning process. Circulate/address questions/collect/tabulate and analyze the results of the interviews/questionnaire.
- 1e. Conduct Strategic Planning workshop (estimated 6-8 hours) with the Board, to include development of the following elements.
 - Board derived Mission, Vision, and values statements

- Comprehensive strategic elements that assure proper coverage of all District functions
 - Preliminary strategies that will plan for the successful achievement of the District vision
 - Plan to a level where District staff can populate the strategic elements
- 1f. Work with designated staff to produce written plan from initial draft to final draft. The final draft will have fully developed strategies to support the District mission and assure that District vision can be achieved. All areas of District function shall be covered in the strategic plan. The final draft will be briefed to the full Board by Consultant for adoption.

Preliminary Schedule (dates approximate):

Consultants submit strategic planning proposals.	August 11, 2008 5 p.m.
Review of proposals	August 12-15
Consultants present to Board of Directors	August 25
Board of Directors selects consultant	August 25
Consultant begins work	September 2
Completion of plan	November 21

Costs:

The proposing firm should provide the costs for such services, breaking out the costs by item as shown in items 1a. through 1f.

Experience and References:

Proposing firm should supply examples of experience and similar strategic plans with other public agencies, particularly with other California Special Districts, along with contact names, phone numbers, and e-mail addresses for references.

Selection Process

The District intends to award the contract for consulting services in August 2008 based on the consultant's qualifications and experience, references, and cost. The number of meetings and their durations listed herein are for cost proposal purposes only and may vary as needed to receive a comprehensive plan. The District will enter into negotiations with the selected consultant to determine the final contract price and payment terms. Work is expected to begin in September 2008.

Proposal Requirements

All proposals are to include the following minimum elements:

1. Narrative proposal addressing Consultant's approach to the Scope of Work
2. Project budget including minimum total project costs and hourly billing rates for each item listed in the scope of work as 1a through 1f.
3. Consultant qualifications and background.
4. Recently completed comprehensive strategic plans, at least two, but no more than five
5. A minimum of three references for recently completed like projects, available for contact by the District

Address proposal to: Carol Beekman, Public Information Officer
Jurupa Community Services District
11201 Harrel St.
Mira Loma, CA 91752
cbeekman@jcsd.us

Questions regarding this RFP should be directed to:
Carol Beekman 951 727-3512

Proposals must be received by JCSD by 5:00 p.m. on August 11, 2008.

About JCSD:

Founded in 1956, The Jurupa Community Services District (JCSD) is a public agency known as a Special District, governed by a 5-member, elected, Board of Directors. JCSD is responsible for providing water, sewer and street lights for over 85,000 people and for maintaining more than 100 acres of parks and over 25 miles of frontage landscape in an unincorporated, 48-square-mile region of western Riverside County, California. For more information, visit the web site at www.jcsd.us.