



**VENTURA COUNTY TRANSPORTATION COMMISSION  
LOCAL TRANSPORTATION AUTHORITY  
AIRPORT LAND USE COMMISSION  
SERVICE AUTHORITY FOR FREEWAY EMERGENCIES  
CONSOLIDATED TRANSPORTATION SERVICE AGENCY  
CONGESTION MANAGEMENT AGENCY**  
[www.goventura.org](http://www.goventura.org)

**ADMINISTRATIVE/FINANCE COMMITTEE 3/11 MEETING  
AGENDA\***

**FRIDAY, JULY 30, 2021  
12:00 P.M.**

*\*Actions may be taken on any item listed on the agenda*

**The meeting will be held via ZOOM Webinar**

**Please click the link below to access the webinar:**

<https://us02web.zoom.us/j/82455009804?pwd=TTMzdktiYnY0V2hMNDcrV0xOUUlaQT09>

*On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means. On June 11, 2021, the Governor subsequently issued Executive Order N-08-21 maintaining the suspension of certain provisions of the Brown Act to continue to allow for local legislative bodies to conduct their meetings completely telephonically or by other electronic means through September 30, 2021. As such, VCTC will continue to conduct its meetings by teleconference, its commissioners will participate in the meeting from individual remote locations, and no physical location will be open to the public for the Commission meeting. Members of the public are encouraged to attend the meeting remotely. Persons who wish to address the commission on an item to be considered at this meeting are asked to submit comments in writing to the commission at [ribarra@goventura.org](mailto:ribarra@goventura.org) by 4:30 P.M., Thursday, JULY 29, 2021. Due to the current circumstances if you would like to participate in a verbal public comment on any item on the agenda during the meeting, please email your public comment to [ribarra@goventura.org](mailto:ribarra@goventura.org) or via telephone at 805-642-1591 ext. 101. Any public comment received will be read into the record during the public comment portion of this meeting. In compliance with the Americans with Disabilities Act and Government Code Section 54954.2, if special assistance is needed to participate in the Commission meeting, please contact VCTC staff (805) 642-1591 ext. 101. Notification of at least 48 hours prior to meeting time will assist staff in assuring those reasonable arrangements can be made to provide accessibility to the meeting.*

- 1. CALL TO ORDER**
- 2. PUBLIC COMMENTS**

**3. CLOSED SESSION: PUBLIC EMPLOYMENT**  
*(Pursuant to Government Code Section 54957(b))*  
*Title: Executive Director*

**4. DISCUSSION AND AUTHORIZATION OF THE RELEASE OF AN RFP FOR THE EXECUTIVE DIRECTOR RECRUITMENT SERVICES-**

***Recommended Action:***

- *Review and authorize VCTC staff to issue an RFP for qualified consulting firms to provide Executive Director recruitment services.*

**Responsible Staff: Steve Mattas**

**5. ADJOURNMENT**



Item #4

July 28, 2021

**TO: VENTURA COUNTY TRANSPORTATION COMMISSION ADMINISTRATIVE COMMITTEE**

**FROM: STEVE MATTAS, GENERAL COUNSEL**

**SUBJECT: REQUEST FOR PROPOSALS (RFP) FOR EXECUTIVE DIRECTOR RECRUITMENT**

**RECOMMENDATION:**

It is recommended that the Administrative Committee:

- Review and authorize issuance of an RFP seeking qualified executive search firms to assist VCTC in recruiting a new Executive Director; and
- Recommend that the Commission conduct interviews and select a qualified firm to assist VCTC with the Executive Director recruitment.

**BACKGROUND:**

The Executive Director for VCTC submitted his resignation effective September 3, 2021. To expedite and ensure a thorough search for the best qualified candidate, staff is recommending the issuance of an RFP to retain a professional executive recruiting firm. Staff has prepared a draft RFP describing, among other items, the scope of work for the qualified firm. The selected recruiting firm will be expected to assist VCTC with all aspects of the Executive Director recruitment process, including but not limited to: developing a candidate profile, preparing recruitment brochure and marketing campaign, outreaching to potential candidates, answering questions from candidates, reviewing applications, performing screening interviews, advising the Commission on interview strategies and candidate qualifications, conducting background checks, and assisting with employment contract negotiations with the selected candidate.

Staff recommends that the Administrative Committee consider and authorize the issuance of this RFP. The RFP will be finalized for release upon the Committee's authorization, and responses from interested firms would be due August 9, 2021.

In addition, it is recommended that the Administrative Committee make a recommendation to the Commission to conduct interviews of candidates responding to the RFP and select a recruiting firm upon conclusion of the interviews. The Commission is scheduled to hold a special meeting

to consider responses received for the RFP, interview candidate firms and select a recruitment firm on August 20, 2021.

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REQUEST FOR PROPOSALS FOR:

**EXECUTIVE DIRECTOR RECRUITMENT SERVICES**

Ventura County Transportation Commission  
751 E. Daily Dr., Suite 420  
Camarillo, CA 93010  
[www.goventura.org](http://www.goventura.org)

Attn: Steve Mattas, General Counsel  
smattas@meyersnave.com

**Proposals Due: August 9, 2021 at 5:00 p.m.**

# Executive Director Recruitment Services

**CLOSING DATE/TIME:** **August 9, 2021 5:00 p.m.**  
*Proposals must be actually received electronically by the closing date and time in order to be considered by VCTC. Proposals must be submitted to Steve Mattas at the email address below.*

**CONTACT PERSON:** Steve Mattas  
General Counsel  
email: [smattas@meyersnave.com](mailto:smattas@meyersnave.com)  
c/o Meyers Nave  
1999 Harrison Street, 9<sup>th</sup> Floor  
Oakland, CA 94612  
(510) 808-2000

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## I. Introduction

Through this Request for Proposals (“RFP”), the Ventura County Transportation Commission (“VCTC” or “Commission”) is seeking proposals for services from qualified executive search firms to assist the Commission in the selection of a new Executive Director.

## II. Background

VCTC is the designated Regional Transportation Planning Agency for Ventura County. It was created by Senate Bill 1880 (1988) pursuant to Chapter 1136 of the Public Utilities Code as the successor agency to the Ventura County Association of Governments (VCAG). In 2004, VCTC was reorganized under Assembly Bill 2784, expanding the Commission to its current configuration of a seventeen-member board composed of five (5) Ventura County Supervisors; ten (10) City Council members (one from each city in Ventura County); two Citizen Appointees, one representing the cities and one representing the County. In addition to the above membership, the Governor appoints an Ex-Officio member to the Commission, usually the Caltrans District #7 Director.

VCTC’s mission is to improve mobility within the County of Ventura and increase funding to meet transportation needs. To fulfill that mission, VCTC establishes transportation policies and priorities ensuring an equitable allocation of federal, state, and local funds for highway, transit, rail, aviation, bicycle, and other transportation projects. VCTC staffs several standing regional committees and has the option to create special purpose committees as the need arises. The current standing committees are:

- Citizens Transportation Advisory Committee/Social Services Transportation Advisory Council (CTAC/SSTAC);
- Heritage Valley Policy Advisory Committee (HVPAC);

- Managers Policy Advisory Committee (MPAC);
- Santa Paula Branch Line Advisory Committee (SPBLAC);
- Transit Operators Advisory Committee (TRANSCOM); and
- Administrative & Finance Committee.

In addition, VCTC carries certain regional responsibilities as the designated body to administer and act as the:

- Airport Land Use Commission (ALUC);
- Congestion Management Agency (CMA);
- Consolidated Transportation Service Agency (CTSA);
- County Transportation Authority (CTA);
- Regional Transportation Planning Agency (RTPA);
- Service Authority for Freeway Emergencies (SAFE); and
- Local Transportation Authority.

VCTC has a twenty-three (23) regular full-time employees, including sixteen (16) professional positions and seven (7) support and customer service positions. It enjoys a strong fiscal position with a budget of approximately \$82 million allocated to six expenditure programs: Transit and Transportation, Highway, Rail, Commuter Assistance, Planning and Programming, and General Government. The Commission also relies on federal and state revenue sources to fund transportation projects and services; for instance, state revenue sources include the Local Transportation Funds coming from the statewide ¼ cent sales tax on retail sales, as well as the State Transit Assistance funds derived from the sales tax on diesel fuel.

Under policy direction of the Commission, the VCTC Executive Director plans, organizes, coordinates, and administers through management staff all transportation-related functions and activities the Commission; provides policy guidance and coordinates the activities of department heads and staff; fosters cooperative working relationships with a variety of inter-governmental agencies, civic groups, and staff; and does related work as required.

### **III. Scope of Work**

The successful consulting firm will be expected, at minimum, to perform the following:

- Meet with the Commission and possibly stakeholder groups identified by the Commission to facilitate the development of an appropriate candidate profile, list of priorities for the new Executive Director, and a recruitment process/schedule.
- Develop and administer a search for appropriate candidates, including: preparing recruitment brochure, designing appropriate advertising campaign, and outreaching to qualified potential candidates.
- Answer questions from candidates, collect application materials, and maintain list of all candidates who responded to the recruitment.
- Review the applications received, comparing them to the desired candidate profile, and performing screening interviews as needed.
- Advise the Commission on the qualifications of the candidates, develop a list of recommended candidates and provide a written report summarizing the overall

candidate pool and the qualifications of those selected to be interviewed.

- Advise the Commission on interview strategies and appropriate questions to ask candidates; attend the interview sessions and assist the Commission to narrow the candidate pool to finalists.
- Conduct complete background check on finalist candidates and advise Commission of the results.
- Facilitate the final interview process and assist the Commission to make a selection.
- Assist VCTC with employment contract negotiations with the selected candidate.

#### **IV. Proposal Requirements**

Each proposal shall include the following information:

A. Background information on the firm, including:

- Details of the firm's experience with similar recruitments, including the number of Executive Director searches and placements (including those specifically for public transportation agencies or other comparable executive leadership positions for other public agencies);
- A brief resume of the individual(s) assigned to this VCTC project;
- Contact information for references; and
- Sample work products including recruiting brochures, candidate questionnaires, candidate reference reports, and similar documents.

B. A proposed schedule for each phase of the recruitment process, including development of the recruitment profile, search, background evaluations, interviews, and selection. The proposal should identify an aggressive yet realistic timeline for the recruitment. It should also specify how the firm plans to conduct the recruitment and meet any expectations and/or provide deliverables that are required from VCTC. Candidates should be aware that the Commission meets monthly and generally on the first Friday of each month. The proposal should include information about the firm's current engagements and an affirmation of the firm's ability to focus on this project.

C. Information about the firm's approach in the event of a recruitment that does not produce a viable candidate or the premature dismissal or resignation of the selected candidate.

D. A cost proposal for VCTC of the Executive Director search, including consulting fees and reimbursable expenses. The cost proposal should separately specify the fee and cost reimbursement structures. Payment terms should also be addressed.

#### **V. Selection Process**

The Commission will select the firms or individuals to be interviewed and may consider, at a minimum, the following criteria:



- Prior successful recruitments, especially for the position of Executive Director or a comparable executive leadership position
- Responsiveness to this Request for Proposal
- Qualifications and experience of the individuals assigned to the project
- Experience with candidates from within and outside California
- Schedule and availability
- Cost of services and fee/reimbursement structures
- Reference contact results

Interviews, via Zoom, are tentatively scheduled for August 20<sup>th</sup>. Candidates invited to an interview should anticipate a 20-minute session with the Commission by video. Following proposal evaluations and interviews, the award of a contract to the successful candidate will occur at the sole discretion of the Commission.

## **VI. Proposal Submission Information**

**An electronic copy of the proposal must be submitted no later than 5:00 p.m. on August 9, 2021 by email to:**

Steve Mattas  
 General Counsel  
[stevem@meyersnave.com](mailto:stevem@meyersnave.com)

Proposals not actually received electronically by this deadline will not be considered by VCTC.

## **VII. Additional Proposal Conditions**

This RFP does not commit VCTC to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for any services. VCTC reserves the right to cancel, extend, or revise, in part or in its entirety, this RFP including but not limited to: selection schedule, submittal date, and submittal requirements. VCTC reserves the right to waive any irregularities or informalities contained within the RFP, to request clarification of services submitted, to request additional information from competitors, to reject any or all proposals received as a result of this request; and to negotiate with any qualified candidates or to cancel the RFP in part or whole. VCTC and the final selected firm may agree to add additional work to the scope of services by mutual agreement at a later date. VCTC may elect to stop work at any time in the contract and will pay for work completed to that point on a time and material basis.

All proposals and material submitted will become the property of VCTC and disclosable public record, and will not be deemed confidential or proprietary. In the event that a candidate desires to claim portions of its proposal as exempt from disclosure, it is incumbent upon the candidate to clearly identify those portions as confidential. Please note that although the California Public Records Act recognizes certain confidential trade secret information may be protected from disclosure, VCTC may not be in a position to establish that the information that a prospective

candidate submits is a trade secret. If a request is made for information marked "Trade Secret" or "Business Secret," and the requester takes legal action seeking release of the materials it believes does not constitute trade secret information, by submitting a proposal in response to this RFP, a candidate agrees to indemnify, defend and hold harmless VCTC, its officials, representatives, agents and employees, from any judgment, fines, penalties, and award of attorneys' fees awarded against VCTC in favor of the party requesting the information, and any and all costs connected with that defense. This obligation to indemnify survives VCTC's award of the contract.

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