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REQUEST FOR PROPOSAL (RFP) FOR ORGANIZATIONAL ASSESSMENT AND CLASSIFICATION STUDY

Jurupa Community Services District (District) is requesting a proposal for an Organizational Assessment and Classification Study.

Your firm is invited to submit a proposal to the District.

BACKGROUND

The District operates a park system, sewer collections system and is a retail water supplier for a 40-square mile area of northwest Riverside County. We serve specifically the City of Eastvale and a large part of the City of Jurupa Valley. The District also performs their public services such as graffiti abatement and frontage landscape maintenance.

Since the early 2000's, the District has undergone significant growth. As the District continues to evolve, an organization assessment is necessary to ensure that the District is designed in the most efficient and effective manner to accomplish its future goals and meet the needs of a changing customer based workforce.

The District's budget currently authorizes 147 full-time employees and 7 part-time employees. Additionally, there are also 80 part-time recreation positions which are funded by Parks & Recreation programs. The District's employees are represented by the Field Association, Office Association and the Exempt Association.

The organizational structure of departments is as follows:

- GM/Board Services
- Human Resources/Safety & Emergency Preparedness
- Finance
- Information Technology
- Customer Service
- Engineering/Development
- Water Operations
- Water Treatment
- Water Production
- Water Distribution
- Facilities/Fleet Maintenance
- Sewer Operations
- Sewer Maintenance
- Source Control
- Parks Operations
- Parks Maintenance
- Recreation
- Community Affairs/Conservation

(organizational chart included)

SCOPE OF WORK

The District is seeking proposals from qualified firms/consultants to conduct a thorough analysis of the District's organizational structure to determine whether the design is appropriate and efficient for current and future operational needs.

The chosen firm shall conduct an evaluation and review of the District's current organizational structure evaluating needs and changes in staff due to current and expected retirements and determine the most effective and efficient design to achieve future goals and objectives.

In addition, the District needs a review of current job classification/description for each position to ensure that the classification is accurate and to identify any updates or changes which may be required to comply with current needs and duties. At this time, there is not a request for a compensation study and the proposal should only include classification/description.

EVALUATION PROCESS AND SELECTION CRITERIA

The District will review all submittals and make a recommendation to the Board of Director's based upon the established criteria. All firms submitting a proposal will be notified in writing as to their status in the selection process.

The criteria for selection will be based on, but not limited to, the following:

- The Firm's experience and capability to complete all aspects of work, stability, and past performance on similar projects.
- Experience and qualifications of personnel assigned to this project and their availability.
- The quality of the proposed project approach, scope and thoroughness in which it is presented in the proposal.
- Price proposal, including expenses.

Final selection will be made based upon the written proposal and the cost of the project.

PROPOSAL CONTENT

Proposals should be brief and concise with sufficient detail to allow a thorough evaluation of the plan of work and the cost. The proposal must include the following:

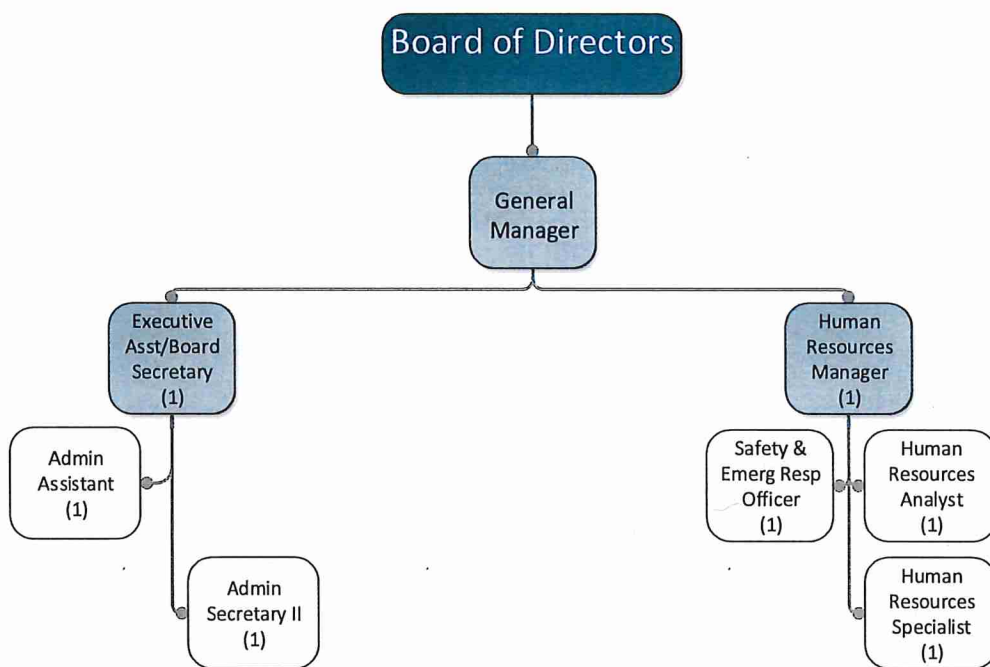
1. Description of the organization's professional qualifications.
2. Statement indicating the number of employees which will perform the study.
3. Listing of current and prior organizational study clients.
4. Tentative schedule for completing the study.
5. Written work plan outlining in detail how the consultant proposes to perform the study.
6. Description of deliverables to be submitted under the proposed contract.
7. A "not-to exceed" cost estimate to cover the proposed scope of the project.

PROPOSAL DEADLINE AND POINT OF CONTACT

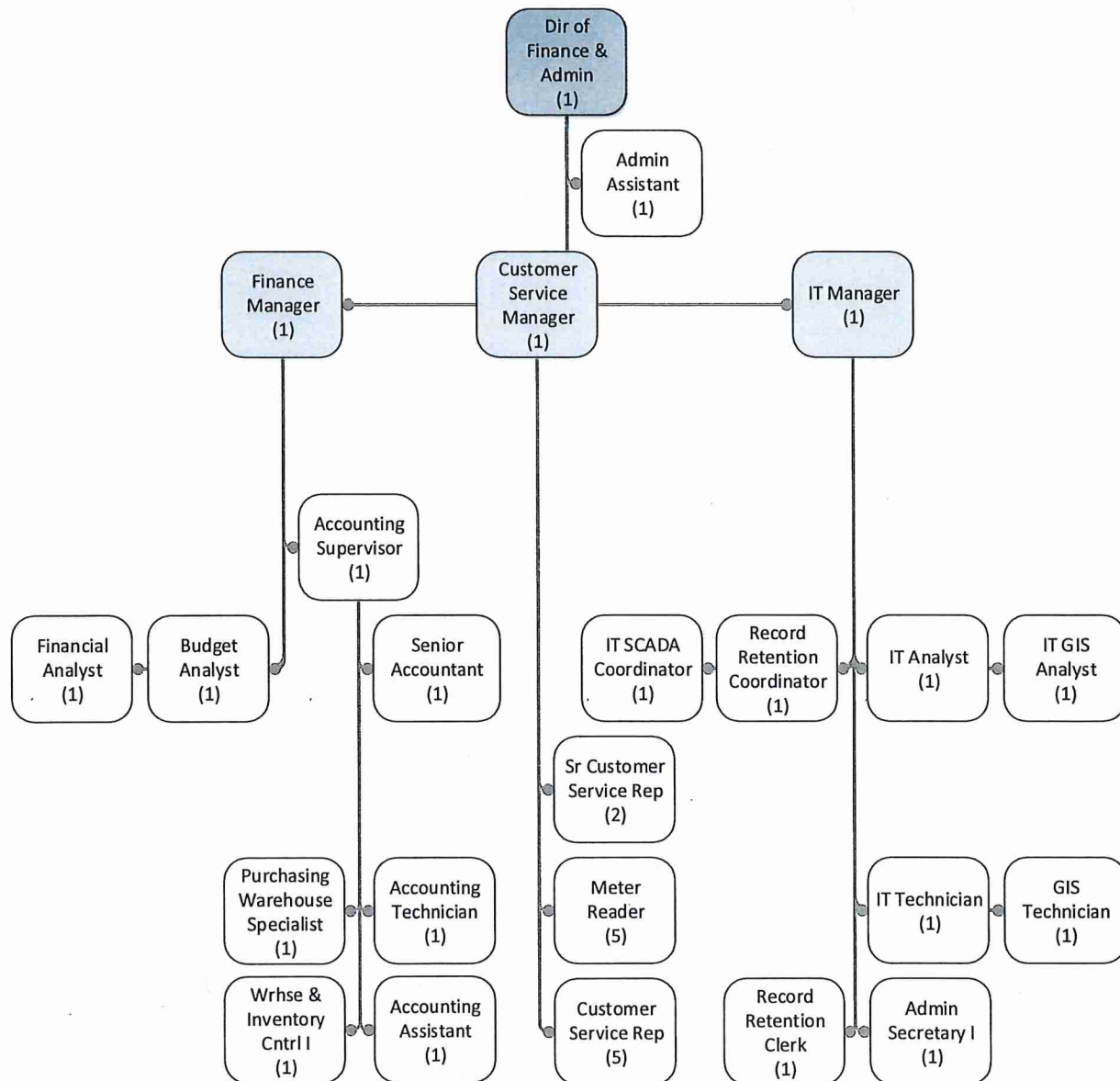
Proposals are due at the Jurupa Community Services District by (Friday), March 2, 2018.

Should you require further information or assistance, please contact me at (951) 727-3511 or Krieger@jcsd.us

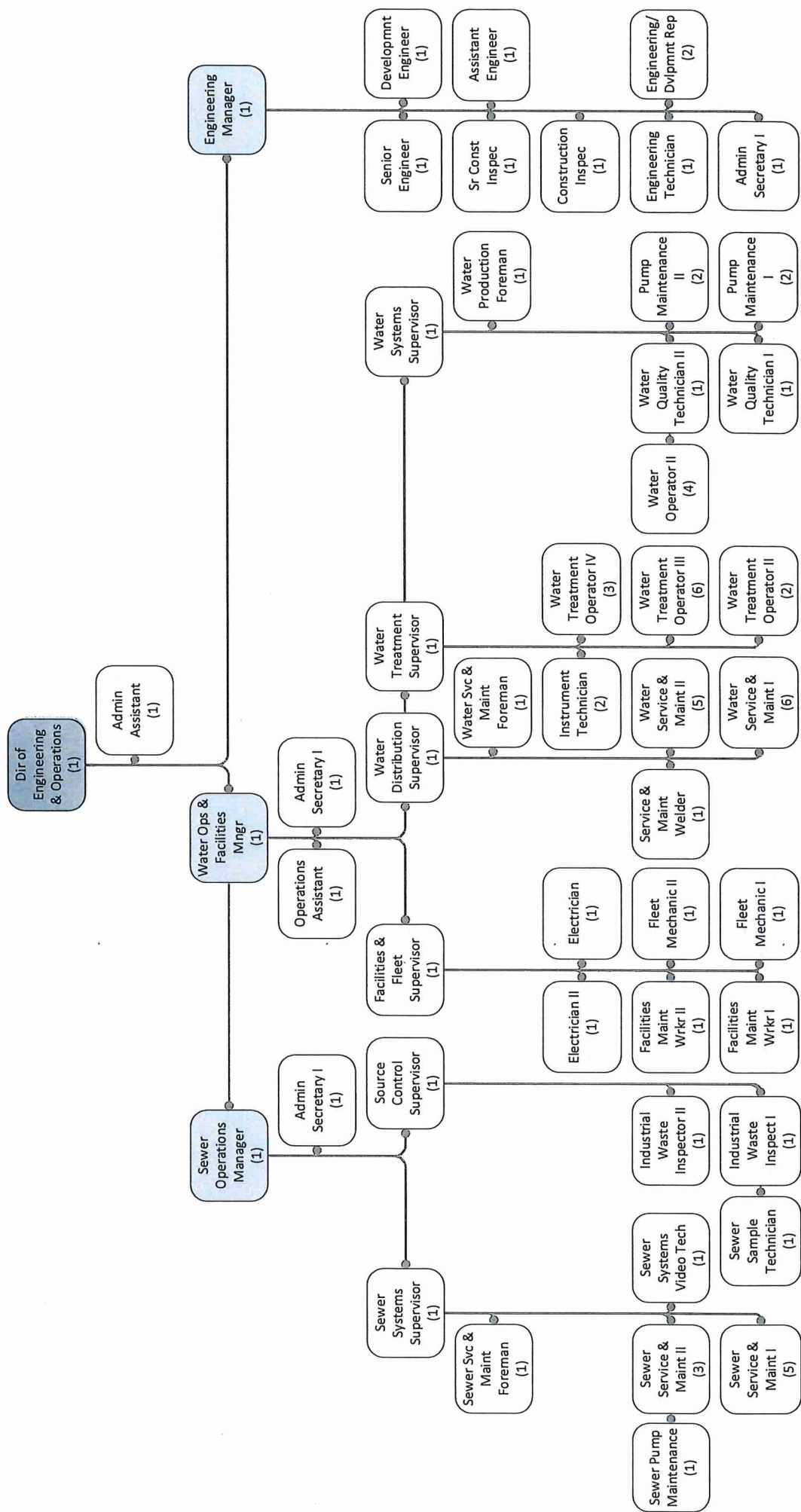
Board/GM Services Department



Finance & Administration Department



Engineering & Operations Department



Parks & Community Affairs Department

