

**MARINA COAST WATER DISTRICT  
REQUEST FOR PROPOSALS (RFP)  
Executive Recruitment Services – District Engineer**

**1. INTRODUCTION**

Marina Coast Water District (MCWD) is seeking proposals from qualified executive recruitment firms to support the District in its search for a District Engineer.

This is a key leadership position that will influence the District’s engineering direction, capital investment strategy, and long-term infrastructure planning. The District is looking for a recruitment partner that understands the complexity of public utilities and can deliver candidates who are not only technically qualified, but capable of operating effectively in a public-sector environment.

This RFP is not simply about filling a vacancy. It is about identifying a firm that can help the District make a sound, long-term hiring decision for a role that directly impacts service delivery, regulatory compliance, capital program execution, and coordination with external stakeholders.

**2. DISTRICT BACKGROUND**

Marina Coast Water District (MCWD) is a public utility serving the City of Marina and the Ord Community in Monterey County, California. The District provides potable water, recycled water, and wastewater collection services to its customers and plays a critical role in supporting both residential communities and regional development.

The District operates within a complex and evolving environment shaped by regulatory requirements, infrastructure demands, and long-term water supply challenges. MCWD must balance groundwater sustainability, environmental compliance, and system resiliency while continuing to meet the needs of a growing service area.

MCWD manages a diverse portfolio of infrastructure, including potable water systems, recycled water distribution systems, and wastewater collection networks. The District is actively engaged in capital improvement efforts to modernize infrastructure, expand capacity, and ensure operational reliability through a multi-year Capital Improvement Program.

In addition to core utility operations, the District works closely with private developers and regional partners to support planned growth and infrastructure expansion. This requires coordination on system capacity, development impacts, and long-term planning.

MCWD is governed by a publicly elected Board of Directors and operates under the leadership of a General Manager. As a public agency, the District emphasizes transparency, accountability, and service to the community.

### **3. SCOPE OF WORK**

Marina Coast Water District (District) has issued this Request for Proposals (RFP) to solicit responses from qualified firms (Proposers) demonstrating their experience in recruiting highly qualified executive-level staff for public agencies, with a particular emphasis on engineering and infrastructure leadership roles. The District is currently seeking to recruit for the position of **District Engineer**, and may utilize the selected firm for additional executive-level recruitments in the future as needed.

The contract will be for a period of 1 year, with the option for 1 extension at the District's discretion.

#### **3.1 Consideration / Meeting Requirements**

The selected firm shall be prepared to meet in person, virtually, or via telephone as needed throughout the recruitment process. The firm will be expected to work closely with District staff and stakeholders to ensure a comprehensive and effective recruitment effort.

#### **3.2 Scope of Advisory Services**

The Executive Recruitment firm will advise the District and staff on the following:

- Best practices in conducting executive-level recruitment and selection processes for public agencies, specifically for engineering and utility leadership positions
- Collaborate with District staff to determine methods for soliciting input from key stakeholders, including District leadership, staff, and relevant partners, regarding the desired qualifications, experience, and leadership characteristics of the next District Engineer
- Develop, produce, and distribute all recruitment materials, including job announcements and outreach strategies
- Conduct targeted candidate outreach and recruitment to attract highly qualified candidates with experience in water, wastewater, recycled water, and infrastructure systems
- Review, analyze, and screen applicants for qualifications, technical competency, and organizational fit
- Recommend a shortlist of qualified candidates for interviews
- Coordinate and participate in multiple rounds of interviews and assist with candidate evaluation
- Guide the District through the selection process, including offer negotiation, reference checks, and background investigations

#### 4. RFP TIMELINE

##### 4.1 Preliminary Schedule

Phase	Task	Timeline
RFP Release	Distribution of Request for Proposals	April 10, 2026
Proposal Submission	Deadline for proposal submittal	May 1, 2026
Proposal Review	Evaluation of proposals by review committee	May 4, 2026
Finalist Interviews	Oral presentations and interviews (as needed)	May 11, 2026
Contract Approval	Approval by District Management/Board (if applicable)	TBD
Project Start	Recruitment services commence	TBD

The District has made every effort to include sufficient information within this Request for Proposals (RFP) to allow firms to prepare a responsive and comprehensive proposal.

The timeline for the proposal process is subject to change based on the operational needs of the District but is anticipated as follows:

- a) **Distribution of Request for Proposals:** The RFP will be distributed on April 9, 2026.
- b) **Proposal Submission:** Consistent with best practices for efficiency and paper reduction, electronic submission of proposals is strongly encouraged, and paper submissions are discouraged.

Proposals shall be submitted electronically to:

**Mary Lagasca**  
Director of Administrative Services  
Marina Coast Water District  
Email: [mlagasca@mcwd.org](mailto:mlagasca@mcwd.org)

Proposals must be received no later than the specified deadline April 30, 2026. Late submissions will not be accepted.

- c) **Proposal Review:** A District review committee will evaluate all proposals received based on the criteria outlined in this RFP. The review process is anticipated to be completed within a timeframe to be determined.

- d) **Oral Presentations (as needed):** Finalists may be invited to participate in oral interviews or presentations. These may be conducted either in person or via virtual meeting platforms, depending on availability and District preference.
- e) **Notification of Selection:** All proposers will be notified of the District's selection following completion of the evaluation process. Upon written request, the District may provide access to the selected proposal after contract execution, in accordance with applicable public records laws.

## 5. GENERAL TERMS AND CONDITIONS

### 5.1 PROPOSAL REQUIREMENTS

1. **Requirement to Meet All Provisions.** Each individual or firm submitting a proposal (bidder) shall meet all the terms, and conditions of the Request for Proposals (RFP) project package. By virtue of its proposal submittal, the bidder acknowledges agreement with and acceptance of all provisions of the RFP specifications.
2. **Insurance Certificate.** Each proposal must include a certificate of insurance showing:
  - a) The insurance carrier and its A.M. Best rating.
  - b) Scope of coverage and limits.
  - c) Deductibles and self-insured retention.

The purpose of this submittal is to generally assess the adequacy of the bidder's insurance coverage during proposal evaluation; as discussed under paragraph 12 below, endorsements are not required until contract award.

4. **Proposal Quotes and Unit Price Extension.** The extension of unit prices for the quantities indicated and the lump sum prices quoted by the bidder must be included in the proposal. Any lump sum bid shall be stated in figures.
5. **Proposal Withdrawal.** A bidder may withdraw its proposal, without prejudice prior to the time specified deadline for the submittal. No proposal received after the time specified or at any place other than that stated in the "Notice Requesting Proposals" will be considered.
6. **Submittal of One Proposal Only.** No individual or business entity of any kind shall be allowed to make or file, or to be interested as the primary submitter in more than one proposal, except an alternative proposal when specifically requested; however, an individual or business entity that has submitted a sub-proposal to a bidder submitting a proposal, or who has quoted prices on materials to such bidder, is not thereby disqualified from submitting a sub-proposal or from quoting prices to other bidders submitting proposals.
7. **Communications.** All timely requests for information submitted in writing will receive a written response from the District. Telephone communications with District staff are not encouraged but will be permitted. However, any such oral communication shall not be binding on the District.

### 5.2 CONTRACT AWARD AND EXECUTION

- 8. Proposal Retention and Award.** The District reserves the right to retain all proposals for a period of 60 days for examination and comparison. The District also reserves the right to waive non-substantial irregularities in any proposal, to reject any or all proposals, to reject or delete one part of a proposal and accept the other, except to the extent that proposals are qualified by specific limitations.
- 9. Competency and Responsibility of Bidder.** The District reserves full discretion to determine the competence and responsibility, professionally and/or financially, of bidders. Bidders will provide, in a timely manner, all information that the District deems necessary to make such a decision.
- 10. Contract Requirement.** The bidder to whom award is made (Contractor) shall execute a written contract with the District within ten (10) calendar days after notice of the award has been sent by mail to it at the address given in its proposal. The contract shall be made in the form adopted by the District and incorporated in these specifications.

### **5.3 CONTRACT PERFORMANCE**

- 11. Insurance Requirements.** The Contractor shall provide proof of insurance in the form, coverages and amounts specified in Section 2 of these specifications within 10 (ten) calendar days after notice of contract award as a precondition to contract execution.
- 12. Business License & Tax.** The Contractor must comply with all applicable business license requirements necessary to perform services within the State of California.
- 13. Ability to Perform.** The Contractor warrants that it possesses, or has arranged through subcontracts, all capital and other equipment, labor, materials, and licenses necessary to carry out and complete the work hereunder in compliance with all federal, state, county, and special district laws, ordinances, and regulations.
- 14. Laws to be Observed.** The Contractor shall keep itself fully informed of and shall observe and comply with all applicable county, state, and federal laws, and District ordinances, regulations, and adopted codes during its performance of the work.
- 15. Safety Provisions.** The Contractor shall conform to the rules and regulations pertaining to safety established by OSHA and the California Division of Industrial Safety.
- 16. Immigration Act of 1986.** The Contractor warrants on behalf of itself and all subcontractors engaged for the performance of this work that only persons authorized to work in the United States pursuant to the Immigration Reform and Control Act of 1986 and other applicable laws shall be employed in the performance of the work hereunder.
- 17. Contractor Non-Discrimination.** In the performance of this work, the Contractor agrees that it will not engage in, nor permit such subcontractors as it may employ, to engage in discrimination in employment of persons because of age, race, color, sex, national origin or ancestry, sexual orientation, or religion of such persons.

- 18. Work Delays.** Should the Contractor be obstructed or delayed in the work required to be done hereunder by changes in the work or by any default, act, or omission of the District, or by strikes, fire, earthquake, or any other Act of God, or by the inability to obtain materials, equipment, or labor due to federal government restrictions, then the time of completion may, at the District's sole option, be extended for such periods as may be agreed upon by the District and the Contractor.
- 19. Payment Terms.** The District's payment terms are 30 days from the receipt of an original invoice and acceptance by the District of the services provided by the Contractor.
- 20. Inspection.** The Contractor shall furnish the District with every reasonable opportunity to ascertain that the services are being performed in accordance with the requirements of this contract.
- 21. Audit.** The District shall have the option of inspecting and/or auditing all records and other written materials used by Contractor in preparing its invoices.
- 22. Interests of Contractor.** The Contractor covenants that it presently has no interest, and shall not acquire any interest that would conflict with the performance of the work. The Contractor certifies that no one with a financial interest in this work is an officer or employee of the District.
- 23. Hold Harmless and Indemnification.** Consultant shall indemnify, defend, and hold harmless the District, its Board, officers, employees, and agents from and against any and all claims arising out of the Consultant's performance of this Agreement, except for such loss or damage arising from the sole negligence or willful misconduct of the District.
- 24. Contract Assignment.** The Contractor shall not assign or transfer the contract without the previous written consent of the District.
- 25. Termination for Convenience.** The District may terminate all or part of this Agreement for any or no reason at any time by giving 30 days written notice to Contractor.
- 26. Termination.** If the Contractor fails to perform, the District may terminate the contract after providing written notice and opportunity to cure.

## **6. PROPOSAL CONTENT**

Proposals should be structured as follows:

- Cover Letter
- Table of Contents
- Section 1 – Executive Summary
- Section 2 – Company Background
- Section 3 – Company Qualifications
- Section 4 – References
- Section 5 – Proposed Services Description
- Section 6 – Pricing

Failure to follow the specified format may result in rejection of the proposal.

### **Cover Letter**

The Cover Letter, which is to be no longer than three (3) pages (this page count excludes any provided exceptions), must include the following:

- Proposer's legal name and corporate structure, including state incorporated in.
- Proposer's primary contact to include name, title, address, phone, and email.
- Identification of subcontractors (if any) and scope of work to be performed by subcontractors.
- Signature of a company officer empowered to bind the Proposer to the provisions of this RFP and any contract awarded pursuant to it.

### **Table of Contents**

All sections should be identified, and pages are to be consecutively numbered.

### **Section 1 – Executive Summary**

In this section, Proposers must provide a brief description of the Proposer's credentials to deliver the services sought under the RFP. The Executive Summary must be no longer than three (3) pages.

### **Section 2 – Company Background**

In this section, Proposers must provide a description of company's background/history to include:

- Timeline, including company and product evolution, mergers, acquisitions, etc.
- A brief description of the Proposer's background including the number of employees and the number of clients.
- Location of headquarters, field offices, and office location that would service the District.

- Demonstration or statement of financial stability of the firm and affirmation of good standing with the California Secretary of State.

The Company Background section must be no longer than three (3) pages.

### **Section 3 – Company Qualifications**

In this section, Proposers must provide company qualifications and experience in executive recruitment services:

- Describe the Proposer’s experience in performing work and projects related to the Scope of Services outlined in this request, particularly for public agencies and engineering or infrastructure leadership positions.
- Resumes of individuals who would be assigned to this project, including any subconsultants, highlighting experience and specific roles.
- Identify Proposer’s existing client base. Specifically identify experience with similar-sized California public agencies, water districts, or utility organizations.
- Describe recent executive and/or management-level placements and tenure of those placed in the past three years, if available.

The Company Qualifications section must be no longer than three (3) pages.

### **Section 4 – References**

In this section, Proposers must provide three (3) references of clients within the last five (5) years.

For each reference, provide the following:

- Reference name and contact information (name, title, address, phone, and email).
- Brief project description

The References section must be no longer than three (3) pages.

### **Section 5 – Proposed Services Description**

In this section, Proposers must provide a description of services they intend to provide, including:

- Detailed description of consultant’s approach to completing the project
- Estimated hours for your staff in performing each phase of work, including subconsultants
- Services or data expected to be provided by the Consultant
- Services or data expected to be provided by the District
- Any District-specific challenges you foresee related to recruitment for the District Engineer position
- Other information that would assist in making a contract award decision

## **Section 6 – Pricing**

The District seeks a clear and comprehensive understanding of all costs associated with executive recruitment services.

All costs are to be itemized. Please identify all costs required, including:

- Detailed budget of costs for proposed services discussed in Section 5
- Hourly rates for additional work

### **6.1 PROPOSAL EVALUATION AND SELECTION**

Proposals will be evaluated based on:

- Understanding of the work required by the District
- Quality and responsiveness of the proposal
- Demonstrated competence and qualifications
- Approach to recruitment
- Relevant experience
- Value
- References

The District reserves the right to request additional information, conduct interviews, and negotiate terms.

### **6.2 OWNERSHIP AND CONFIDENTIALITY**

All materials prepared by the Contractor shall become the property of the District. Proposals may be subject to disclosure under the California Public Records Act.

## **7. FINAL COMMENTS**

The District reserves the right to reject any or all proposals, cancel this RFP, waive irregularities, and request additional information. Issuance of this RFP does not obligate the District to award a contract or reimburse proposal costs.

APPENDIX A  
DISTRICT ENGINEER JOB DESCRIPTION

## **DISTRICT ENGINEER JOB DESCRIPTION**

*(Marina Coast Water District)*

### **DEFINITION**

Under managerial direction, plans, organizes, directs, and reviews the activities and operations of the Engineering Department including long-range and short-range project planning, environmental planning, design, construction, permitting, right of way, and water conservation programs; coordinates departmental activities with other departments and outside agencies; provides highly responsible and complex administrative support to the General Manager; performs related work as required.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives managerial direction from the General Manager. Provides administrative direction to professional staff and general direction to administrative staff.

### **CLASS CHARACTERISTICS**

This single position class requires a professional background with a high level of skill and independent judgment to accomplish departmental planning and operational goals and objectives as well as managing and overseeing the complex and varied functions of the department. The position is distinguished from other management classifications by its responsibility for directing District-wide engineering services.

### **EXAMPLES OF DUTIES (Illustrative Only)**

- Develops, plans and implements goals and objectives for the department; prepares and administers internal policies and procedures relating to engineering program activities; interprets and explains applicable rules, laws, and regulations.
- Directs, oversees, and participates in the engineering program work plan; assigns work activities, engineering projects and programs; monitors work flow; reviews and evaluates work products, methods and procedures.
- Recommends and administers policies and procedures such as ordinances, procedure guidelines, design standards, and standard plans and specifications while assuring operation and maintenance, financial, regulatory and legal requirements are met.
- Develops contractual documents for District use and recommends selection of engineering design consultants; oversees the coordination and management of engineering consultants.
- Conducts capital improvement project planning activities; provides oversight and input into the conceptual design of engineering projects; investigates and resolves problems with scope of work or cost issues of major facility upgrade and replacement projects.

- Coordinates engineering activities with other departments and divisions; provides responsible advice and counsel to the General Manager and department and division managers on a variety of engineering issues.
- Represents the District with regulatory groups and business organizations; participates in community and professional groups and committees; acts as District liaison on various inter-agency coordination projects.
- Coordinates the preparation of the annual budget request for the Engineering Department; reviews staffing, equipment, and supply needs; monitors expenditures; approves purchase requisitions.
- Provides for the selection, training, professional development and work evaluation of department staff; authorizes discipline as required; provides policy guidance and interpretation to staff.
- Oversees the maintenance of engineering project files and work papers.
- Conducts engineering studies related to legislation, trends, and complex problems, evaluates alternatives, makes recommendations and prepares reports for the Board of Directors and implements courses of action.
- Researches, acquires, and administers grants for various engineering and water conservation projects.

## **QUALIFICATIONS**

### **Knowledge of:**

- Principles and practices of water and wastewater utility operations, including water resource supply, treatment, and facilities maintenance.
- Principles and practices of civil engineering as applied to the planning, design, cost estimating, construction, installation, and inspection of water and wastewater facilities.
- Principles and practices of environmental impact assessment and regulatory processes.
- Public works contracting and contract management practices.
- Organizational and management practices.
- Applicable laws, codes, and regulations.

### **Skills:**

- Planning, organizing, and directing engineering programs
- Conducting complex engineering analyses

- Interpreting laws and regulations
- Representing the District effectively
- Managing staff and programs
- Preparing reports and presentations

#### **EDUCATION**

Bachelor's Degree from an accredited four-year college or university with major coursework in civil engineering or a related field. Master's Degree desirable.

#### **EXPERIENCE**

Seven years of professional engineering experience in the water/wastewater industry, including five years in a supervisory or management position.

#### **LICENSE**

Must possess California State Registration as a Professional Civil Engineer.

#### **PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting, inspect District facilities and construction sites, operate a motor vehicle, and attend meetings; vision to read printed materials and a computer screen; and hearing and speech to communicate effectively.

#### **FLSA STATUS**

Exempt (not eligible for overtime)

#### **BARGAINING UNIT**

Teamsters Local 856