ORANGE WATER AND SEWER AUTHORITY

A public, non-profit agency providing water, sewer and reclaimed water services to the Carrboro-Chapel Hill community.

MEMORANDUM

TO: **Human Resources Committee**
Yinka Ayankoya
Bruce Runberg
Ruchir Vora
Ray DuBose, Ex-Officio

FROM: Robert Morgan, Human Resources Chair

DATE: July 18, 2019

SUBJECT: **Human Resource (HR) Committee Meeting**
Monday, July 22, 2019, 3:30 p.m., OWASA Boardroom

The HR Committee will meet to discuss a draft Request for Proposals for professional and consulting services to provide an executive search and assessment services for the next Executive Director for the Orange Water and Sewer Authority.

Robert Morgan
Human Resources Chair

Attachment
c: OWASA Board of Directors
Ed Kerwin, Executive Director
Stephanie Glasgow, Director of Human Resources and Safety

Orange Water and Sewer Authority

Request for Proposals for Professional and Consulting Services to Provide:

Executive Search and Assessment Services for OWASA's Next Executive Director

Proposals Due: Date To Be Determined

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Objective

The Orange Water and Sewer Authority (OWASA) seeks proposals from consultants to provide executive search and assessment services for the OWASA Board of Directors to select the next Executive Director to lead the organization.

Proposal

OWASA requires prospective consultants to submit six copies of the proposal (printed two-sided on recycled paper) and one in electronic format on thumb drive to provide executive search and assessment services to support the Board of Directors in the selection of the next Executive Director.

All proposals must include the following to be considered:

1) An overview of the proposed process to recruit, assess and select the Executive Director. Alternatives to the proposed process may be included, but is not required.

2) Names of the key personnel to be assigned including their resumes outlining qualifications and experience, to include experience recruiting for similar positions.

3) Names and contact information for a minimum of five (5) references who can attest to the Consultant's and key staff's performance on similar assignments within the last five years.

4) Project schedule with relevant tasks and milestone dates identified. OWASA expects the work to begin by October 1, 2019 and be completed by May 1, 2020.

5) Detailed project cost estimate for the work to include travel (if any) and expenses provided in a separately sealed envelope.

6) Proposals must be submitted and received by OWASA before (date and time to be determined) and addressed to:

Stephanie Glasgow
OWASA Director of Human Resources and Safety
400 Jones Ferry Road
Carrboro, NC 27510

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About OWASA and the Executive Director Position

OWASA is the public, non-profit agency providing water, wastewater and reclaimed water services to the Carrboro-Chapel Hill community.

OWASA is governed by the nine-member Board of Directors (Board) who appoints the Executive Director.

The Executive Director reports to the Board (organizational chart attached). The Executive Director serves as OWASA's Chief Administrative Officer and is directly responsible for the overall leadership, general management and operations of the organization in accord with the policies adopted by the Board. The Executive Director responsibilities include:

- Works closely with the Board of Directors to establish OWASA's strategic direction and implements the adopted strategic plan.
- Oversees the planning, construction, operations, maintenance, evaluation and financing of OWASA's services and projects consistent with the organization's Vision, Mission and Values.
- Oversees the preparation of the draft annual operating and capital budgets and 5-year Capital Improvement Program and administers their implementation after adoption by the Board.
- Oversees all hiring and other human resource decisions and activities.
- Works closely and proactively with the Board, staff, customers, stakeholders, external agencies and other officials in the performance of his/her duties.

Ed Kerwin, OWASA's Executive Director since July 1996, announced his plan to retire effective June 2020.

Board's Expectations of the Recruitment and Selection Process

As a community-owned utility and consistent with OWASA's Diversity and Inclusion work, the Board expects the process to assess well-qualified candidates will be inclusive and may involve key stakeholders from the Towns, the County, the University, other community members, and OWASA employees.

While the Board has not yet determined their level of involvement in all aspects of the recruitment and assessment process, the full Board will work closely together in the final assessment of candidates and the selection of the next Executive Director.

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Process and Basis for Selection of Consultant

1) The proposals will be reviewed by the Board's Human Resources Committee who are expected to select about three consultants to invite for in-person presentations to the full Board at a meeting open to the public.

2) The OWASA Board's evaluation will include, but not be limited to: qualifications and experiences of the consultant's proposed staffing; reference check of clients receiving similar services from consultant; ability and capacity to successfully complete the work within the time schedule; and overall effectiveness of the consultant's proposed process for the work.

3) The OWASA Board will select the consultant whose proposal and qualifications best match OWASA's needs.

4) OWASA reserves the right to reject any or all proposals, waive technicalities, and to be the sole judge of suitability of the services for the intended use. Failure to respond to any requirements outline in this Request for Proposals, or failure to enclose copies of the required documents, may disqualify the bid.

Contract

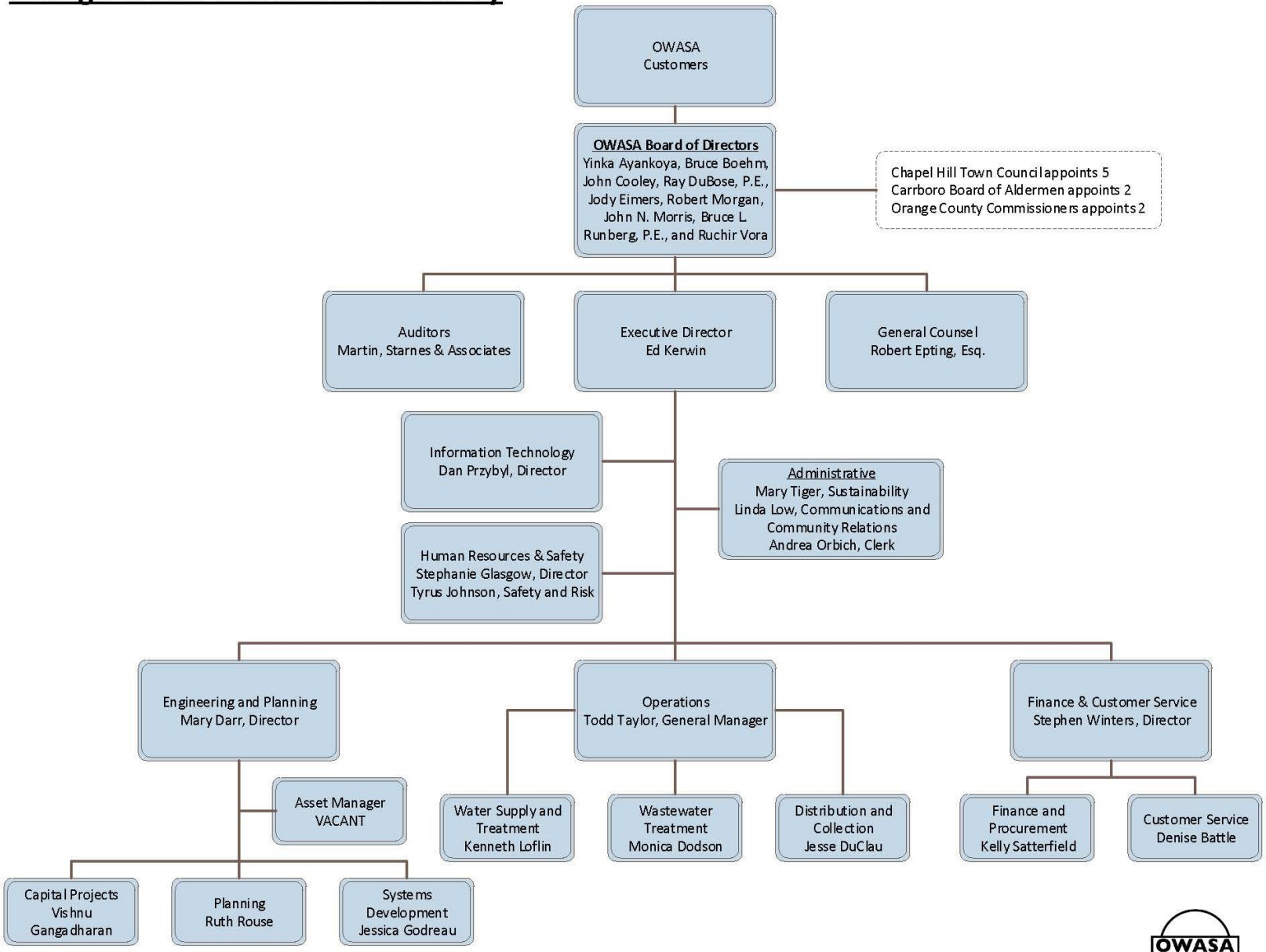
A scope of work for services will be jointly developed by OWASA and the consultant. OWASA will provide the contract terms and conditions.

Questions

Questions shall be directed to Stephanie Glasgow, Director of Human Resources and Safety at 919-537-4223 or sglasgow@owasa.org.

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Orange Water and Sewer Authority



07-01-2019