



Request for Proposals

Recruitment Services for Electrical Engineering Manager

PROJECTS:
2026 – Electrical Engineering Manager

Due Date: 4:30 P.M., September 28, 2026

11570 Donner Pass Road
Truckee, CA 96161
(530) 582-3944
www.tdpud.org
contracts@tdpud.org

REQUEST FOR PROPOSALS

Sealed proposals will be received by Truckee Donner Public Utility District (TDPUD), until 4:30 p.m., September 28, 2026 at which time the proposals will be opened and reviewed, for the following TDPUD project:

Recruitment Services – Electrical Engineering Manager

Truckee Donner Public Utility District (TDPUD) is seeking proposals for recruitment services from qualified executive services to assist the TDPUD in the selection of a new Electrical Engineering Manager.

TDPUD reserves the right to reject any or all proposals or accept what is, in its judgment, the proposal which is in TDPUD's best interest. TDPUD further reserves the right, in the best interests of TDPUD, to accept a late submittal or to waive any technical defects or irregularities in any and all proposals submitted.

Pursuant to the California Open Records Act, Government Code Section 6250 et seq., any and all of the documents that are submitted to TDPUD may be deemed public records subject to examination and inspection by third parties. TDPUD reserves the right, at its sole discretion, to release for inspection or copying any document, plan, specification, proposal or other writing submitted pursuant to this request.

Discussion may be conducted with responsible Offerors who submit proposals determined to be reasonably susceptible to be selected for award for purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements.

In addition to price, the criteria set forth in the Instruction to Offerors and any specific criteria listed below, may be considered in judging which proposal is in the best interests of TDPUD:

- Recruitment Methodologies & Strategies – how the below strategies will be used in the search process and recruitment process to attract a diverse and wide range of qualified and suitable candidates.
 - Scope of Work
 - Candidate Pool Development
 - Examples: specific targeted sourcing techniques, & usage of social media, etc.
 - Candidate assessment and candidate presentation process
 - Recruitment Materials (advertisement materials)
 - Review of search report(s), progress reports, and evaluation criteria, etc.
 - Qualifications
 - Examples of successful recruitment strategies, interviewing and selection process
 - Overall recruitment strategies and process to include District representatives
- Experience/Key Personnel – experience and relevancy in conducting successful executive searches with electric utilities, municipalities and other similar government organizations.
 - Firm or Consulting Services experience and knowledge
 - Assigned team's experience and knowledge

- Timeline/Schedule –Your strategies and milestones will augment this timeline in the hiring of the Electrical Engineering Manager.
 - Reference Responses
 - Detailed Fee Schedule and statement of expected reimbursable expenses.
 - Successful semi-finalists will be asked to interview. Finalists will be ranked based on presentations and interviews.
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BY ORDER OF TRUCKEE DONNER PUBLIC UTILITY DISTRICT

Jillian Steward, Human Resources and Risk Director

Table of Contents

1.0 Introduction.....	5
1.1 Background.....	5
1.2 Project Description	5
2.0 RFP Process	6
2.1 Communication	6
2.2 Proposal Submission	6
2.3 Schedule	6
2.4 Selection Criteria	7
2.5 Presentation of the Proposal	7
3.0 Scope of Work.....	8
4.0 Proposal Format	9
5.0 Legal	10
6.0 Exhibits	10

1.0 Introduction

The District is requesting proposals from qualified executive recruitment services to assist the District with the national recruitment, evaluation, and selection of a new Electrical Engineering Manager.

1.1 Background

Truckee Donner Public Utility District is a Special District in Truckee, California. Since 1927, TDPUD has been providing the greater Truckee area with reliable and high-quality water and electric services while guiding the community to conserve resources. TDPUD is a not-for-profit, community owned utility governed by locally elected Board of Directors. TDPUD has a total of 82 full-time employees.

The TDPUD Board of Director's consists of five publicly elected members including a Board President. Each election cycle typically includes 2 or 3 seats up for election/re-election. The Board of Directors has selected an Ad Hoc Committee of two members that are focused on, and will guide, this process.

TDPUD provides electric power to 14,961 customers and water to 13,700 customers. This service, along with capital replacements, is paid by rates. Expanding electric and water systems in response to growth in the community is paid by developer fees.

The District compiles a two-year budget for the years ending December 31, 2026 and 2027 (FY26 and FY27). The budget reflects past performance, current requirements, future opportunities, and risks. TDPUD's current budget FY26/27 includes revenue of nearly \$70 million with expenses of \$50 million.

Truckee is located in Nevada County and Placer County, California, and is about 70 miles east of Sacramento, California (California's Capital) and about 30 miles west of Reno, Nevada. The resort community has a regular population of about 17,000 residents, but swells to 75-100,000 during busy holiday periods. This world-class mountain community is renowned for its outstanding downhill and cross-country skiing, outdoor adventures, and unique cultural events that attracts visitors from all around the world. Squaw Valley ski resort, home of the 1960's Olympics is a short 11 miles away, with Northstar California Resort just 9 miles away.

Truckee is an amazing mountain community with so much to offer. From Truckee.com: It's a real town with an unreal backyard. A place for those who know an outside life tastes sweeter. There's an authentic vibe that is both welcoming and exciting to be a part of. It's a Truckee thing.

1.2 Project Description

TDPUD is interested in retaining the services of a company, or an individual, that has executive recruitment expertise. This company, or individual, must possess considerable knowledge of how to conduct executive recruitment with the emphasis on similar public entity/special district government executive positions. The Consultant shall work with the District to actively source, recruit, evaluate suitability of, interview and refer to a diverse and expansive list of suitable and qualified candidates for the position of Electrical Engineering Manager. The firm will be required to run background and reference checks on the potential finalists before the finalist pool is publicly announced.

2.0 RFP Process

2.1 Communication

Questions and Requests for Additional Information should be directed to:

Contracts Team at contracts@tdpud.org

The deadline for RFIs or questions to the RFP is 8:00 AM (pst) Tuesday, September 22, 2026. Correspondence must indicate that it is an RFP Question, so as not to confuse it with a sealed Proposal.

In the event that it becomes necessary to revise any part of this RFP, written addenda will be issued. Any amendment to this RFP is valid only if in writing and issued by the District. All addenda for this RFP will be distributed via mail and/or email and website. **It is the proposer's sole responsibility to monitor this website for possible addenda to this RFP.** Failure of proposer to retrieve addenda from this site shall not relieve the proposer of the requirements contained therein. Additionally, failure of proposer to return signed addenda, when required, may be cause for rejection of the proposal.

2.2 Proposal Submission

All proposals shall be submitted to:

Contract Administrator
Truckee Donner Public Utility District
11570 Donner Pass Road
Truckee, California 96161
contracts@tdpud.org

Proposals must be received no later than 4:30 p.m. September 28, 2026, late submittals will not be accepted.

Your submittal package shall include the following:

- Three (3) printed copies of the proposal
- One (1) electronic copy of the proposal in PDF format via email or on flash drive
- Proposals shall be submitted in a sealed envelope labeled "Recruitment Services for Electrical Engineering Manager" and addressed as noted above

The deadline for submitting responses to this RFP is 4:30 p.m., September 28, 2026.

2.3 Schedule

The proposal, evaluation and selection schedule is as follows:

Proposed RFP Selection Schedule

- 8:00 AM (pst) Tuesday, September 22, 2026: Final Questions Due
- 4:30 p.m., September 28, 2026: Proposal Packages Due
- TBD: Interviews
- TBD: Signed Contracts Due

2.4 Selection Criteria

In addition to providing the information outlined in the submittal requirements, the criteria for selection are listed in order of importance and shall include but may not be limited to the following:

- Recruitment Methodologies & Strategies – how the below strategies will be used in the search process and recruitment process to attract a diverse and wide range of qualified and suitable candidates.
 - Development of the Position Profile
 - Candidate Pool Development
 - Examples: specific targeted sourcing techniques, & usage of social media, etc.
 - Recruitment Materials (advertisement materials)
 - Examples of successful recruitment strategies, interviewing and selection process
 - Review of search report(s), progress reports, and evaluation criteria, etc.
 - Overall recruitment strategies and process to include but not limited to involvement of community members and key stakeholders.
 - 50% of weighted value for selection.
- Experience/Key Personnel – experience and relevancy in conducting successful executive searches with municipalities and other similar government organizations.
 - Firm or Consulting Services experience and knowledge
 - Assigned team's experience and knowledge
 - 20% of weighted value for selection.
- Timeline/Schedule – clearly delineated and sensible timeline to address best strategies for hiring a Electrical Engineering Manager to include specific milestones.
 - 10% of weighted value for selection.
- Reference Responses
 - 10% of weighted value for selection.
- Detailed Fee Schedule and statement of expected reimbursable expenses.
 - 10% of weighted value for selection.

2.5 Presentation of the Proposal

The evaluation process may consist of two steps. The first step will be an evaluation of the proposals submitted based on the above listed criteria. The District will then develop a list of recruitment services finalists to best meet the District's needs.

The finalists may then be requested to make a presentation via virtual, on-site or similar arrangement, to the evaluation team to further explain and expand their proposals. TDPUD reserves the right to engage in post-submittal negotiations with any successful offeror that has not been deemed a finalist.

TDPUD reserves the right to reject any or all proposals or accept what is, in its judgment, the proposal which is in TDPUD's best interest. TDPUD further reserves the right, in the best interests of TDPUD, to accept a late submittal or to waive any technical defects or irregularities in any and all proposals submitted.

Discussion may be conducted with responsible offerors who submit proposals determined to be reasonably susceptible to be selected for award for purpose of clarification to assure full understanding of, and responsiveness to the solicitation requirements.

3.0 Scope of Work

The successful recruitment firm/consultant will be expected, at a minimum, to perform the following:

- **Create Comprehensive Position Profile:** Describe how your company would develop a thorough and detailed profile of the ideal candidate. Meet with TDPUD staff as necessary to facilitate the development of a comprehensive candidate profile and list of priorities for the new Electrical Engineering Manager.
- **Evaluate Compensation:** Review the current compensation.
- **Create Communication Plan:** Develop communication and transparency plan regarding the Electrical Engineering Manager recruitment process for TDPUD. Administer all correspondence with applicants throughout the process.
- **Utilize Advertising & Marketing:** Work with the District to develop recruitment documents for prospective candidates (position profile, background information, marketing materials, etc.) using staff feedback. Develop the advertising strategy and marketing campaign to notify potential candidates.
- **Develop Candidate Pool:** Conduct targeted, industry specific sourcing of prospective candidates, engage established networking pipeline, and other best practice search activities to generate a pool consisting of diverse, highly qualified and suitable candidates who meet the District's selection criteria and position profile.
- **Review Candidates:** Work with the District to develop a portfolio of qualified applicants for review. Portfolio should include a discussion of candidate qualifications and skills. Work with the District to review qualified applicants and coordinate interview steps/process. Provide best practices and legal requirements applicable throughout the process.
- **Facilitate Interview Process:** Provide recommendations on the structure of the initial screening interviews, additional interviews (virtual, etc.), and on-site, finalist interviews. For the on-site, finalist interviews provide recommendations on the structure of the interviews. Facilitate all stages of the interview process. Collaborate with the District throughout all stages of the interview process.
- **Provide Progress Reports:** Provide regular weekly progress reports to the District. Periodic meetings are required to discuss progress and next steps and may be completed virtually. Provide detailed report for top candidates. Develop a detailed project timeline which correspondence to the progress reports.
- **Expedite Reference and Background Checks:** Provide reference checks from similar Electrical Engineering Manager recruitment within the last three (3) years. Provide background checks on finalists prior to them being announced as finalists and generally assist in the hiring process as requested by staff.
- **Evaluate Selection Criteria:** Collaborate with the District in establishing the selection/evaluation criteria for evaluating and selecting candidates.
- **Follow-up:** Provide sufficient and timely notification to all applicants of final appointment decision.

Provide Ethical Representation: Act at all times in an attentive, responsive, ethical, and responsible manner so as to represent TDPUD with the utmost concern for its interests, goals, and image with the candidates, other communities, and members of the general public.

4.0 Proposal Format

All proposals will follow the format as outlined below. Failure to do so may result in disqualification.

- Letter of Interest, including the organization's history and the name of the contact person and key personnel who would be assigned to work directly with TDPUD. Include resumes and all contact information. It is expected that consistent key personnel are assigned to this contract for the duration of the search process, through and including the hiring of an Electrical Engineering Manager.
- Briefly introduce services. Provide a profile, including but not limited to, the approximate number of professional staff employed, the estimated number of staff that will be assigned to this project, and key information related to the offeror's experience in conducting utility manager/director searches.
- Detailed qualifications and previous executive search experiences for similar utility manager/director placement. State of California examples are recommended. Provide a list of successful executive placements, including the size of the utility district, special district, as well as the overall number of placements of utility manager/directors, in special districts of similar size and/or budget to TDPUD.
- Description of the approach and plan for performing services outlines in the Scope of Work (see above), including but not limited to:
 - a. Description of the process or approach the offeror will use to develop the profile for the Electrical Engineering Manager position. Description of how the offeror will specifically identify and target the needs of TDPUD in the search for the new Electrical Engineering Manager;
 - b. Description of proposed candidate recruitment methodologies, strategies and implementation plan including but not limited to the screening, interviewing and assessment and processes that will be most effective for TDPUD. Include a statement of the philosophy of the offeror and a description of how the offeror intends to tailor the process for TDPUD's search. Indicate additional information for consideration regarding the offeror's qualifications for conducting this recruitment;
 - c. Describe the sourcing, networking or solicitation approach the offeror will use to direct potential candidates;
 - d. Propose timeline with specific milestones and include a comprehensive plan for the frequency of updates and recommendations;
 - e. Provide sample promotional material, including advertisement, brochures or other recruitment materials used in similar searches;
 - f. Provide a copy of a previous Electrical Engineering Manager position profile and methodologies used in the development of the profile;
 - g. Provide a copy of a Electrical Engineering Manager search report;
 - h. Propose development of techniques/evaluation criteria to identify candidate suitability (community match, organizational culture, job profile, and/or leadership style).
- Provide a detailed fee schedule outlining the services as presented in your proposal. If proposal includes any expenses to be billed separately from professional fees, provide a

detailed estimate of such expenses. The total fee schedule should be stated as a fixed amount, not to exceed a total amount for the services outlined in the proposal. A breakdown of the total price should be provided with adequate detail for evaluation. Additionally, if any employment or candidate retention guarantee is provided, include the appropriate details. Any further reimbursable expenses including but not limited to advertising, brochures, postage, and estimated additional travel expenses should be listed in the proposal.

5.0 Legal

5.1 TDPUD reserves the right to reject any or all Proposals or accept what is, in its judgment, the proposal which is in TDPUD's best interest. TDPUD further reserves the right, in the best interests of TDPUD, to accept a late submittal or to waive any technical defects or irregularities in any and all proposals submitted.

5.2 Pursuant to the California Open Records Act, C.R.S. Section 24-72-200.1 (CORA), any and all of the documents that are submitted to TDPUD may be deemed public records subject to examination and inspection by third parties. TDPUD reserves the right, at its sole discretion, to release for inspection or copying any document, plan, specification, proposal or other writing submitted pursuant to this request.

5.3 In order to fully understand the legal parameters of TDPUD's procurement process and contractual requirements, offerors must review Exhibit A *Professional Services Agreement*.

5.4 By participating in TDPUD's procurement process, you are agreeing to the terms and conditions of the procurement process and the legal parameters of doing business with TDPUD without change.

6.0 Exhibits

The following files are attached for your use and reference as needed to properly respond to the RFP request:

- Exhibit A – Professional Services Agreement