



## **INVITATION FOR EXPRESSION OF INTEREST FOR GENERAL MANAGEMENT SERVICES**

The Tomales Village Community Services District (TVCS D) is soliciting Requests For Proposals (RFP) from qualified firms or individuals to provide **General Management Services** for the TVCS D sewer system and Tomales Community Park. The position will be filled by an independent contractor on a part-time basis at 35-40 hours per month. The General Manager has oversight responsibility for planning, program management, staff recruitment and development, and budgeting. A detailed RFP and Scope of Services can be found posted at [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov). The deadline for submitting expressions of interest is December 8, 2021. The advertisement will remain open until filled. We are open to an overlap period with our current General Manager before his retirement in early 2022 to facilitate the transition.

TVCS D is a special district formed in 1998 to provide local control for management, operation, and maintenance of the local wastewater treatment system for the village of Tomales, in the NW corner of Marin County, CA. TVCS D also maintains and operates Tomales Community Park, adjacent to Hwy 1. Information on Tomales and TVCS D can be found at [Tomales, California - Wikipedia](https://en.wikipedia.org/wiki/Tomales,_California) and on our website.

TVCS D has a five-member Board of Directors elected by the voters, three part-time staff, and two advisory committees. District financial trends and annual audits have demonstrated strong fiscal responsibility. The agency is currently completing a new 5-year Strategic and Succession Plan.

The unincorporated village of Tomales currently has a steady population of 250 residents and is a favorite destination for visitors travelling Highway 1. Under then-operation by North Marin County Water District, the wastewater treatment plant was built in 1977, improved by TVCS D in 2012, and is currently operated by Natural Systems Utilities (NSU). TVCS D has 120 Equivalent Units and the local school district as ratepayers. The sewer plant is designed for secondary treatment and discharges by land application an average dry weather flow of approximately 15,000 gallons per day. The Tomales Community Park, just less than one acre, has 5 play structures, permanent public bathrooms, a large gazebo, picnic tables and benches and meets ADA standards.

Respondents are requested to submit three (3) printed copies to:

**Search Committee, TVCS D P.O. Box 303 Tomales, CA 94971 or email to: [admin@tomalescsd.ca.gov](mailto:admin@tomalescsd.ca.gov)**

**Services are more fully described in the Scope of Work set forth in the full Request for Proposal posted on the TVCS D website at [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov).**

**Deadline for RFPs is December 8, 2021**

TVCS D reserves the right to reject any of the Proposals, and to select the candidate that the TVCS D determines to best meet its needs for this contract. A specific scope of work, fee schedule, and service contract will be negotiated with a successful candidate.

PO Box 303 ● Tomales, CA ● 94971 ● ph 707.878.2767 ● [www.tomalescsd.ca.gov](http://www.tomalescsd.ca.gov)

Board of Directors:

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