

**Request for Proposal**  
**Executive Search Firm**  
**For City Manager**  
**Candidate Search**



City of Evans  
1100 37<sup>th</sup> Street  
Evans, CO 80620



## II. Time Schedule

The City of Evans intends to follow a selection timetable that should result in the selection of a consultant by late August with an award of contract in early September. The City is interested in an expedited process and in achieving the final selection of City Manager. Firms that are capable of achieving the most efficient process will be given preference.

<b>August 22<sup>nd</sup></b>	<b>Proposals due by 3 pm MT electronically to jroeder@evanscolorado.gov</b>
<b>Week of August 22<sup>nd</sup></b>	<b>Selection Committee to review proposals</b>
<b>August 30<sup>th</sup></b>	<b>Interview with Selection Committee</b>
<b>Approximately September 6<sup>th</sup></b>	<b>Award of contract</b>
<b>December 19<sup>th</sup> or as soon as practical</b>	<b>Final Selection of City Manager</b>

## III. Scope of Services

A. Same Consultant for Duration of Project. The individual consultant who submits their proposal, based upon which the City Council awards a contract, will be the individual responsible for all aspects of the project and must not delegate non-clerical work to lower level staff without the prior approval of the City Council and/or the City Selection Committee.

B. Schedule "A". The consultant will be responsible for providing the following services to the City, referred to herein as Schedule "A".

1. Develop a recruiting specification, in conjunction with the City Council and/or the City Selection Committee and other key individuals and sources selected by the City, that addresses the specific duties, responsibilities, operational issues, education and training, personal characteristics and traits, and other factors that are relevant to the position.
2. Coordinate recruiting efforts for the position. Develop an agency profile and recruitment brochure, and conduct search, with recruiting activities including targeting mailings, selected advertising, networking and direct inquiries and use of consultant's knowledge of candidates from other searches.
3. Assist the City Selection Committee in screening the initial pool of applicants to 8-10 semifinalists. Conduct and/or assist in conducting interviews. Respond to City Selection Committee questions.
4. Work with the City Selection Committee to select 4-6 finalists, prepare a summary report on all finalists, to determine an appropriate interview/selection process and to discuss preliminary terms for an employment agreement.

The following are optional services that the City may request:

5. Conduct in depth interviews, detailed background investigations, and verify references and credentials of finalists. Prepare a detailed report on each finalist.

6. Coordinate the final interview process. Assist in the final interview and selection process as directed by the City Council, the City Selection Committee or other interview panels.
7. Assist in the involvement of other key stakeholders in the selection process as determined by the City Council and/or the City Selection Committee.
8. Coordinate and/or conduct any additional assessments, such as executive leadership assessments, as directed by the City Council and/or City Selection Committee.
9. Assist in the negotiation of an employment agreement with the final candidate, as directed by the City Council and coordinated with the City Attorney and the Human Resources and Risk Management Director.

C. Guarantee. The consultant must continue to provide the services above until a City Manager is appointed, or until the contract is cancelled by the City. In addition, should the newly appointed City Manager be terminated for cause or resign within eighteen (18) months, the consultant must conduct a replacement search at no charge.

D. Compliance with Laws. The consultant must comply with and perform the services in accordance with all applicable federal, state and local laws.

E. Warranty. The consultant must warrant that it has the requisite training, skills, and experience necessary to provide the requested services.

F. Insurance. During the term of service to the City, the consultant must have professional liability coverage with combined single limits of liability of not less than one million (\$1,000,000), and provide a certificate evidencing such insurance and naming the City as additional insured as per contracting standards.

G. Subcontractors. Full disclosure of any subcontractors selected for this effort needs to specify the identity, scope, and pricing. All subcontractors need to meet the same terms and conditions as the primary contractor.

#### **IV. Terms and Conditions**

A. The City reserves the right at its sole discretion to reject all submittals received without penalty and not to issue a contract as a result of this request for proposal. The City also reserves the right at its sole discretion to waive minor administrative irregularities contained in any submittal.

B. The City reserves the right to request clarification of information submitted, and to request additional information from any party submitting proposals.

C. The City reserves the right to award any contract to the next most qualified consultant that responds to this request for proposal, if the successful consultant does not execute a contract within seven (7) days after the award.

D. Any proposals may be withdrawn until the date set forth above as the deadline for accepting proposals. Any proposals not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days—or until one or more of the proposals have been approved by the City whichever occurs first—to negotiate a contract in good faith with the City.

E. The City is not responsible for any costs incurred by a consultant in preparing, submitting or presenting its proposal. Additionally, if an oral presentation is required to supplement and/or clarify a proposal for the City Selection Committee, such presentation expenses shall be borne by the consultant.

F. The contract resulting from acceptance of proposal by the City must be in a form approved by the City and must reflect the specification in this request for proposal. The City reserves the right to reject any proposed agreement or contract that does not conform to the specification contained in this proposal, and which is not approved as to form by the City Attorney.

G. The consultant will be required to assume responsibility for all services offered in the proposal, whether or not directly performed by the consultant. Further, the consultant will be the sole point of contact for the City with regard to contractual matters, including payment of any and all charges resulting from the contract.

H. The City reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms which the consultant can propose. The consultant shall specifically stipulate the proposal is predicated upon acceptance of all terms and conditions of the request for proposal.

## **V. Compensation Issues**

A. Fees and Expenses. The successful consultant will be paid based upon a unit price with a “not to exceed” amount. Reimbursable expenses may include travel, advertising, long distance phone charges, printing, postage and other direct expenses in compliance with established procedures and approved by the designated representative of the City. Due to budget constraints travel related expenses on this project should be closely evaluated.

B. Method of Payment. Payment by the City for the executive search services will be made only after the services have been performed and an invoice is submitted in a form specified by the City. The invoice should specifically describe the services performed, and the name(s) of the personnel performing such services. The appropriate City representative must approve the invoice. The City will make a payment on a monthly basis, thirty (30) days after receipt of the invoice.

C. Taxes. The consultant will be solely responsible for the payment of any taxes imposed by any lawful jurisdiction as a result of the delivery of services to the City.

## **VI. Instructions for Proposers**

A. Proposers are asked to respond to the following items in the sequence presented:

1. Qualifications. Describe the background, public sector experience, and executive search capabilities of your firm. Please give specific information regarding your qualifications to conduct City Manager searches for entities similar to the City of Evans or larger. Describe in what ways have members of your firm developed personal contacts with potential candidates for this position.

2. Scope of Services. Provide a scope of services and a proposed outline of tasks, products and project schedule, keeping in mind the timeline for completion of the process by

**December 19, 2016** or as soon as practical. Major proposed deviations from the desired scope of services outlines in this request for proposal should be clearly noted.

3. **Consulting Staff.** Provide the name of the individual responsible for the project including subcontractors, the percentage of the time said individual will allocate to the project, and the specific experience of the individual relative to the project, in accordance with Section III-A, "Same Consultant for Duration of the Project", of the request for proposal. Please include how many searches this individual has conducted for City Manager positions along with how many within the last two years. Identify how many other executive searches the responsible person currently is involved in.

4. **References.** Provide a list of a minimum of five (5) clients who can verify your firm's ability to provide the scope of services requested, include a brief description of the work along with contract awarding and completion dates for each. For each reference, include the name(s), telephone number(s) and email address(es) of the client's project manager. The City requires references from City's who have recently hired City Managers. Also, please provide a list of current clients who are receiving services similar to those requested by the City Selection Committee and a short description of the work in which you are currently engaged in.

5. **Cost.** Provide a cost proposal for Schedule "A", per Section III Scope of Services for required and optional services, that includes estimated expenses for potential candidates both external and internal to the State of Colorado. The proposal should be consistent with Section V, Compensation Issues.

6. **Approach.** Provide a general description, based on experience, as to how the firm would approach the process, including methodology and estimated timelines, and how they would involve stakeholders and work together with the City Selection Committee towards final appointment of the successful candidate. Include key milestones, deliverables and "intersection points" with the City Selection Committee during the recruitment. Identify how the firm will ensure that the City receives prompt and timely attention throughout this process.

7. **Early Termination.** Provide a proposal for how you would address compensation and process issues related to early termination of the search and selection process, if necessary.

8. **Sample Materials.** Please provide 3-5 samples of recruiting specifications, community/agency profiles, recruitment brochures, invitee letters, announcements, and so forth.

9. **Submission of Proposals.** Refer to Section VI-B (below) for contact information to submit proposals and inquiries. The City requests that respondents to this request for proposal forward clarifying questions via email to [jroeder@evanscolorado.gov](mailto:jroeder@evanscolorado.gov). Do not contact members of the City Council and/or the City Selection Committee during the proposal process and evaluation phase. All proposals become the property of the City upon submission; however, there will be no disclosure of contents to competing firms, and all proposals will be kept confidential during the selection process.

9. **Conflict of Interest.** The firm(s) should disclose any potential conflicts of interest.

B. All proposals must be sent **electronically**, and inquiries directed, to:

Julie Roeder  
Human Resources & Risk Management Director  
Email: [jroeder@evanscolorado.gov](mailto:jroeder@evanscolorado.gov)  
**970-475-1138 – office phone**  
**303-919-7215 – cell phone**

C. Proposers must submit their proposals electronically to [jroeder@evanscolorado.gov](mailto:jroeder@evanscolorado.gov) with the subject line clearly marked “RFP-City Manager Search”. Proposals are to be no more than twenty-five (25) pages in length including samples. All proposals must be received by **3:00 pm Mountain Time, Monday, August 22, 2016**. Faxed proposals will be rejected. Late proposals will not be considered.

D. A City staff member will notify the consultant selected on approximately September 6, 2016.

## **VII. Selection Criteria**

Each proposal will be independently evaluated on the following criteria:

A. Scope of Services and Approach. The scope of services and proposed outline of tasks, products and project schedule. Understanding of the project objective. Methodology.

B. Consultant Experience/Qualifications. Experience in providing services similar to those requested and having obtained favorable outcome (“Favorable outcomes” should be measured in terms of number of City Managers placed, length of service of City Managers placed and level of satisfaction with City Managers placed as determined by the City Selection Committee).

C. Project Manager Experience/Qualifications. Experience and qualifications of the person who will be working on the project.

D. Cost. Total estimated fees and expenses for the services broken down by task. The reasonableness of the work hours compared to each project task or phase. While cost will be a consideration in the award of the contract, the contract will not necessarily be awarded to the firm submitting the lowest cost proposal. The City’s intent is to award the contract to the firm whose proposal is deemed to offer the best overall value and fit to the needs of the organization.

E. Availability. Availability to complete the work within the required time frame.

F. Sample Materials. Quality and quantity of recruiting specifications, community/agency profiles, recruitment brochures, invitee letters and announcements provided.

G. References. Quality and quantity of client references provided. Evaluation of past performances as stated by references in the proposal and of relevance of past experience as reported in this submission.

H. Dependability. Ability to meet time and cost estimates as evidenced by documentation provided through references.

I. Quality of Response. The overall quality of the response, conformance to format and its responsiveness to this request for proposal.