

# THE CITY OF UNIVERSITY PLACE



## **Request for Proposal City Manager Executive Search Services**

Proposal instructions, procedures, general requirements and the detail specifications may be found and downloaded on the City of University Place web page [www.cityofup.com](http://www.cityofup.com).  
Or  
may be acquired in paper form at the City Hall Reception Desk at the address below.

All proposals must be received by: **5:00 p.m., November, 16, 2009**

**No extensions will be granted**

Please deliver or mail an original and two copies to the City Hall Reception Desk:

**City of University Place  
Attn: Lisa Petorak, HR Manager/Management Analyst  
3715 Bridgeport Way W. Suite B-1  
University Place, WA 98466-4456**

**Phone: 253-460-2515  
Fax: 253-566-5658  
Email: [lpetorak@cityofup.com](mailto:lpetorak@cityofup.com)**

## **1. Purpose of Request**

The City of University Place, Washington (“City”) is requesting proposals from skilled independent executive search consultants to conduct a search that will lead to the selection of a new City manager. The City is interested in completing the search and selection process for the new City Manager by May 31, 2010.

The City of University Place is a Council-Manager code city with a seven-member City Council, a Council-elected Mayor and an appointed City Manager.

University Place is approximately 50 miles south of Seattle and 40 miles north of Olympia on Puget Sound. West of Tacoma, University Place boasts beautiful scenic views of the snow-covered Olympic Mountain ranges, Mt. Rainier and Puget Sound. The City incorporated in 1995 and hosts a population of 31,400. The City’s annual budget for 2010 is \$44 million (\$16 million operating budget).

## **2. Time Schedule**

The City intends to follow a selection timetable that should result in the selection of a consultant in January, 2010. Proposals will be accepted from October 26, 2009 through Monday, November 16, 2009.

## **3. Scope of Service**

- A. Recruitment specifications developed with Council Committee. The consulting firm will develop recruiting specifications, in conjunction with the City Council Committee and other key individuals and sources selected by the City, that address the specific duties, responsibilities, operational issues, education and training, personal characteristics and traits, and other factors that are relevant to the position. Individual Council and Commission chairs, staff team, and select community members will be involved in interviewing candidates.
- B. Recruitment advertisements. The consulting firm will develop a community profile and recruitment brochure to aid in the active recruitment of a City Manager. The consulting firm will conduct a search with recruiting activities including targeted mailings, selected advertising, networking, and direct inquiries and use of consultant’s knowledge of candidates from other searches.
- C. Screening and narrowing pool of applicants. The consulting firm will aid the City Council in screening the initial pool of applicants to an appropriate number of semifinalists, provide a summary report on all semifinalists, and answer any Council questions.

- D. Selecting finalists and the interview process. The consulting firm will conduct in-depth interviews in conjunction with members of the Council and staff, carry out detailed background investigations, verify references and credentials, provide detailed reports on each finalist, and coordinate and/or conduct any additional assessments and tasks as directed by the City Council. In addition, the consulting firm will discuss the preliminary terms for an employment agreement. The consulting firm will assist in the interview and selection process as directed by the City Council.
- E. Negotiating an employment agreement. The consulting firm will assist the City in the negotiation of an employment agreement with the final candidate, as directed by the City Council and coordinated with the City Attorney's Office.
- F. On-site visits. The consulting firm will make a site visit to City Hall for each finalist who is to be interviewed, in addition to any other visits the City Council may request.
- G. Guarantee. The consulting firm must continue to provide services set forth above until a City Manager is hired and appointed by the City Council. In addition, should the new City Manager be terminated for cause or resign within eighteen (18) months, the consulting firm must conduct a replacement search at no charge.

Compliance with laws. The consulting firm must comply with and perform the services in accordance with all applicable federal, state, and local laws.

Warranty. The consulting firm must warrant that it has the requisite training, skills, and experience necessary to provide the requested services, and that it is accredited and licensed by all applicable agencies and governmental entities.

Same consultant for duration of project. The consulting firm that submits its proposal, based upon which the Council awards a contract, will be the firm responsible for all aspects of the project and must not delegate or contract out work to a third party.

#### **4. Terms and Conditions**

- A. The City reserves the right to reject any and all proposals and to waive minor irregularities in any proposal (A-G).

- 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 consulting firm that responds to this Request for Proposal, if the first successful consulting firm does not execute a contract with fifteen days after the award. However, the City reserves the right to award to the most qualified consulting firm and cost is only one of many selection criteria.
- 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 consulting firm in preparing, submitting or presenting its proposal.
- F. The contract resulting from acceptance of a proposal by the City must be in a form approved by the City and must reflect the specifications in this Request for Proposal. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this Request for Proposal, and which is not approved as to form by the City Attorney.
- G. The consulting firm will be required to assume responsibility for all services offered in the proposal. Further, the consulting firm 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.

## **5. Compensation Issues**

- A. Fee and expenses. The successful consulting firm will be paid based upon a unit price with a “not to exceed” amount for each task.
- 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 must 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 payment on a monthly basis, thirty (30) days after receipt of the invoice.

- C. Taxes. The consulting firm 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 of University Place.

## **6. Instructions for Proposals**

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

- A. Qualifications. Describe the background, public sector experience, and executive search capabilities of your firm. Please include the number of city managers placed in the last three to five years. Please give specific information regarding your qualifications to conduct city manager searches in cities of similar size and complexity to University Place.
- B. 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.
- C. Consulting staff. Provide the name of the individual responsible for the project, the percentage of time said individual will allocate to the project, and the specific experience of the individual relative to the project.
- D. References. Provide a list of a minimum of five (5) clients, preferably other cities, who can verify your firm's ability to provide the scope of services requested. References from mayors and city council members in cities of similar size and complexity who have recently hired city managers are strongly preferred. Also, please provide a list of current clients who are receiving services similar to those requested by the City of University Place and a short description of the work in which you are currently engaged.
- E. Cost. Provide a cost proposal for scope of service requested in a per unit cost and total basis.
- F. 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.
- G. Sample materials. Provide samples of recruiting specifications, community profiles, recruitment brochures, invitee letters, announcements, etc.

- H. Sealed proposals. All proposals must be in a sealed envelope and clearly marked “RFP: City Manager Search”. All proposals must be received by Monday, November 16, 2009 by 5:00 p.m. No faxes, postmarks, telephone, or email qualifications will be accepted. Proposals should be prepared simply and electronically, providing a cogent description of consultant capabilities to satisfy the requirements of this request. Emphasis should be on completeness and clarity of content. Proposals should not contain bindings that impede easy photocopying of materials.
- I. Council Selection. Council interviews with prospective recruiters are tentatively set for **Monday evening, January 11, 2010**. The City will notify the consultant selected on or around Tuesday, January 19, 2010.

**All proposals should be sent, and inquiries directed to:**

**City of University Place  
Attn: Lisa Petorak, HR Manager/Management Analyst  
3715 Bridgeport Way W. Suite B-1  
University Place, WA 98466**

**Phone: 253-460-2515  
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