

REQUEST FOR PROPOSAL

The City of Mt. Pleasant is requesting proposals from qualified executive search firms, experienced in assisting local municipalities in the recruitment and selection of a City Manager.

The current City Manager is retiring after 31 years of service with the City, the last 7 ½ years serving as City Manager. There have been four City Managers in the past 44 years. The City of Mt. Pleasant has a long and successful history of a strong Commission/Manager form of government. The City of Mt. Pleasant has a population of 26,016 residents, with 117 full-time employees, 3 part-time employees, 16 Paid-On-Call firefighters and employs on average 80 seasonal, variable hour employees on an annual basis. The annual total operating budget for the City is \$29 million, of which \$11.8 million is the General Fund budget. The City works in partnership on many issues with other local units of government including Central Michigan University, The Saginaw Chippewa Indian Tribe, Isabella County, and the Charter Township of Union.

The prospective executive search firm will be afforded full opportunity to submit statements of qualifications in response to this request and will not be discriminated against on the grounds of race, religion, color, national origin, age, sex, sexual orientation, or disability in consideration for an award of any contract entered into pursuant to this notice.

This Request for Proposal is an invitation by the City of Mt. Pleasant for executive search firms to submit an offer; it is not a request for competitive bid. Submission of a proposal does not create any right in or expectation to a contract with the City of Mt. Pleasant. The City of Mt. Pleasant reserves the right to reject any or all proposals and enter into a contract based on the best interest and/or most advantageous to the City of Mt. Pleasant. The City will incur no financial obligations for any costs by any company in preparation of their proposal.

To be considered, sealed packages with eight (8) copies of the proposal must be submitted no later than 1:30 p.m. on Thursday, January 23, 2014. Late proposals will not be accepted. Submittals must be marked on the outside with the Firm's name and "Manager Search Proposal", and delivered to:

**City Clerk
Mt. Pleasant City Hall
320 W. Broadway
Mt. Pleasant, MI 48858**

If it becomes necessary to revise any part of this RFP, addenda will be supplied to all firms receiving the Request for Proposal.

Request for Proposal Requirements

1. Specifications:

Any and all questions regarding this request for proposal must be directed to the address below and written responses will be provided to all firms receiving the RFP.

Director of Human Resources
Mt. Pleasant City Hall
320 W. Broadway
Mt. Pleasant, MI 48858
989-779-5313
Fax: 989-779-5317
sgandy@mt-pleasant.org

All proposals submitted in response to the RFP must be valid for at least ninety (90) days and must contain the following information in the stated order:

- a. A letter of transmittal signed by an officer of the firm and containing the name, address, telephone, email address, fax number, and website of the firm.
- b. Description of the firm (corporation, partnership, etc.) and year established.
- c. Name(s) of all partner(s), principal(s), and/or owner(s) of the firm.
- d. Name and short biography (no more than one page) of all personnel assigned to our particular search.
- e. Name, title, and business address of the person responsible for submitting the proposal and name, address and telephone number of the person who serves as the official contact for matters concerning the proposal if different.
- f. Narrative proposal, outlining the firms values, mission, recruitment approach, interviewing techniques and other steps used by the consultant in the selection process (no more than five pages).
- g. A summary of work plan objectives or tasks with deadlines or estimates of time required to complete each step, level of commission involvement and necessary dates in the selection process, including a date of a final completion. The City would like a person selected for the position by June 30, 2014.
- h. The total not-to-exceed price and anticipated out-of-pocket expenses to complete the search process.
- i. A minimum of six (6) references (including name of community, individual contact name, and telephone) must be provided so that the City may contact them regarding their experience with the firm in a similar selection process.

2. Disposition and Disclosure of Proposals:

All proposals in response to this RFP will become the property of the City of Mt. Pleasant and, as such, become a matter of public record. The vendor must identify, in writing, all copyrighted material, trade secrets, or other proprietary information that it claims is exempt from disclosure. Any firm claiming such an exemption must also state in its proposal that the firm agrees to hold harmless, indemnify and defend the City and

its agents, officials, and employees in any action or other proprietary information to any party making a request. Any firm failing to include such a statement shall be deemed to have waived its right to an exemption from disclosure.

3. **Modification, Mistakes, or Withdrawals of Proposals:**

In no case will verbal communication between the City and a respondent override written communications or documentation. All communications must be in writing to be considered part of the Proposal.

If the apparent best qualified consulting firm discovers in its Proposal a mistake of serious or significant nature which is unfavorable to the firm prior to the execution of a contract, it may request consideration be given to modifying or withdrawing the Proposal.

The City reserves the right to reject any and all requests for correction or withdrawal of proposal received after the hour and date shown in the specifications. In all cases, the decision of the City Commission is final.

No mistake in a proposal can be reconsidered once a contract is issued. Responses to this RFP may be modified or withdrawn in person or in writing by the firm or its authorized representative prior to the date and time specified for receipt of Proposal. Telephone withdrawals are not permitted.

4. **Reservation of Rights:**

The City of Mt. Pleasant reserves the right to:

- a. Accept or reject any and all proposals received in response to this RFP, and to re-advertise for new submittals.
- b. Request clarification and/or additional information from a firm during the evaluation process.
- c. In the event of a contract termination, enter into contract negotiations with another qualified firm who submitted an acceptable proposal rather than repeat this proposal process for an executive search firm.
- d. Negotiate with the selected consultant to include further services not identified in this RFP.
- e. Negotiate revisions to the proposal prior to final acceptance by the City Commission
- f. Waive or modify any irregularities in proposals received.
- g. Select the firm that is considered, in the City's sole discretion, to be in the best interests of the City.

5. **Selection Criteria:**

A selection committee consisting of City Commission members and appropriate city staff leadership will evaluate each proposal submitted to choose firms who may be invited for an oral interview, if needed. The selection committee may recommend an agreement with one firm to the City Commission. The City Commission retains the right of final approval of any selection.

All proposals submitted will be evaluated using the following criteria:

- a. Compliance with RFP.
- b. Understanding of the project.
- c. Services to be provided.
- d. Ability to complete the work within the time specified.
- e. Qualifications of the firm, including but not limited to its experience and personnel assigned to the project.
- f. Review of the references and record of successful completion of similar City Manager searches.
- g. Maximum cost to complete all steps in the selection process. To the extent desired, additional recommendations and services or options may be included as additions to the search completion, on an optional basis. These optional items shall be priced separately from the primary Proposal.

Any firm who submits a proposal may be asked to make an on-site presentation of its proposition and discuss its capability to perform as described in the Proposal. Such a presentation will be at the firm's expense and will provide an opportunity for the firm to clarify its proposal and to ensure a thorough mutual understanding. The Director of Human Resources will schedule such a presentation if deemed necessary.

The City of Mt. Pleasant

We are a full service community located in the center of Michigan and home to Central Michigan University. The City is an employee empowered and citizen responsive organization, which follows team-oriented problem solving models to continuously improve our services. We pride ourselves on the collaboration or cross-departmental teams to work on projects, create efficiencies and increase our ability to response to citizen's needs, in a financially sound manner.

The hourly employees represent four labor unions and one association, and serve in such positions as Office Professional, various Public Works, Police Officer, Police Command, and Fire Fighter. All PACT employees are non-bargaining (non-union) and all serve as at-will employees. For the last 10 years, all union agreements have been negotiated using Principle Based Bargaining Techniques. Job classifications have been collapsed and skill based pay added to most contracts. Each bargaining group is engaged in ongoing Labor/Management Committee issue review and resolution. Grievances are very minimal.

Great strides have been made in establishing a pro-organizational development culture within the organization. Much effort has been concentrated in aligning Labor/Management Committees and Labor Agreements to match this attitude. It is the desire of the City Commission and Staff to select a candidate who believes in and has a proven track record in the similar organizational values and, therefore, City staff will be involved in the selection process as outlined later in this proposal, but the City Commission retains final decision making authority in the hiring process.

The role of the City Manager will included but is not limited to:

- Serving as the City's chief administrative official.

- Responsible for the day-to-day administration of all City affairs placed within the Charter. This includes supervision of the City departments, offices, and agencies.
- Ensures all laws, Charter provisions, and acts of the Commission are faithfully executed.
- Prepares and submits the annual operating budget and capital improvement plan.
- Submits to the Commission a complete report on the finances and administrative activities of the City at the end of each year.
- Submits policy recommendations to the City Commission.
- Represents the City to citizens, the business community, other governmental entities, and non-profit organizations.
- Appoints, suspends or removes all City employees and appointive administrative officials provided for by the Charter.

6. Scope of Work and Expectations:

The firm shall work closely with the City Commission and their staff designees to recruit, interview and select a City Manager for the City of Mt. Pleasant. At a minimum, the selected firm is expected to provide the following:

- a. Meet with the City Commission to facilitate a discussion regarding the necessary qualifications, values, experience, expectations and educational background of the ideal candidate for this position.
- b. The firm is to provide in its proposal information as to what method they will use to obtain a consensus from the Commission regarding these qualifications.
- c. Meet with appropriate City Staff to facilitate a discussion regarding the qualifications they are seeking in the new city Manager (see items above).
- d. Ascertain with the City Commission and staff as to what the current and long-range organizational expectations are relating to the position.
- e. Ascertain issues and priorities of the City Commission, staff and community and the bearing that has on the qualities sought in the new City Manager.
- f. Prepare the appropriate “Recruitment Profile”, based on what has been learned from meetings with the City Commission, staff and community members.
- g. Conduct the actual search and recruitment effort. Explain in detail the methods you will use to conduct this part of the recruitment process.
- h. Receive and review the applications for the position maintaining appropriate confidentiality when requested and as allowed by Michigan law.
- i. Narrow the candidate field of qualified candidates to ensure that they meet the qualifications and other criteria as established during the earlier phases of the process. Involvement of the City Commission as necessary during the preliminary phases, however continued communication to the commission is expected at all steps in the process. The number to be interviewed will be recommended by the firm following their normal procedure for this type of position.
- j. Do all necessary background checks including but not limited to; reference checking of current and/or previous employers, confirmation of education background, and for the final candidates a national criminal background, sexual offenders and driver’s license check.
- k. Submit to the City Commission a “short list” of candidates the firm feels are best qualified for the position based on the criteria established by the City Commission and staff.

- l. Once the finalists are selected, work with the City Commission and Staff to schedule interview sessions, prepare a list of questions and a rating form for interviews. Interview sessions must include an interview panel with selected City Staff, tours of City departments, and a public interview with the City Commissioners.
- m. Assist the City Commission in evaluating the interviews, feedback, and comments to determine the top candidate.
- n. Once the top candidate is selected, help the City Commission and candidate to negotiate a contract, including a six and twelve month evaluation document.
- o. Provide a timeline for the various steps of the selection process with an anticipated completion date.

Please provide information on any additional steps or recommendations you have for the process based on your recruiting experience.

7. Schedule:

- a. Proposals in response to this RFP are to be submitted no later than 1:30 p.m. on Thursday, January 23, 2014.
- b. Selection Committee to review the proposals and select a firm for personal meetings to discuss proposal, if needed. Thursday, January 30 to Tuesday, February 4, 2014.
- c. City Commission to formally select firm and award contract on Monday, February 10, 2014.
- d. The search process completed and person hired by June 30, 2014, preferably.