

City of Moorhead, Minnesota

Request for Proposals

Executive Search Consulting Services



Issue Date: May 12, 2016

Proposal Due Date: June 1, 2016 – 4:00 pm (CDT)

I. INTRODUCTION

The City of Moorhead, Minnesota is soliciting proposals from qualified consultants/firms to perform executive search consulting services for the recruitment and selection of a City Manager.

Included in this Request for Proposals (RFP) are the minimum scope of services and tasks to be completed. The firm will work with the City's Human Resources Division to carry out the project.

II. BACKGROUND

Moorhead Community

Moorhead, Minnesota is situated on the western edge of Minnesota in the Red River Valley. The city borders the Red River of the North which forms the boundary between Minnesota and North Dakota. Moorhead is a growing community with a population of 39,053 residents (US Census Bureau's 2010-2014 American Community Survey 5-year Estimates) and is the largest city in Northwest Minnesota. Moorhead borders Fargo, North Dakota and is part of the largest Metropolitan Statistical Area in North Dakota and the second largest in Minnesota. The Fargo-Moorhead area is home to roughly 224,000 residents.

Moorhead is part of a rich agricultural region, but is also home to notable corporate, manufacturing and distribution industries. Moorhead, as part of the larger Fargo-Moorhead area, has a diverse economy and strong housing market. The unemployment rate is consistently below the national average and property values are stable.

In the past five years, nearly 1,700 housing units have been constructed in Moorhead – 505 in 2015 alone. A recent survey of homebuyers indicated that Moorhead has hometown appeal, with a reasonable cost of living and excellent neighborhoods.

Moorhead has exemplary public and private schools and there are five major institutions of higher education in the Fargo-Moorhead area. There are universities of various sizes, as well as several technical and business schools. Last November voters overwhelmingly approved a \$78 million bond referendum for Moorhead Area Public Schools' capital improvements, including several new and expanded facilities. Today, there are 6,000+ students enrolled in Moorhead Area Public Schools, which is an increase of more than 300 students from the previous year.

City of Moorhead

The City of Moorhead is a Home Rule Charter City operating under the Council-Manager form of government since 1995. The City Manager serves as the principal advisor to the Mayor and City Council and is responsible for the operation and administration of day-to-day affairs. The duties of the City Manager are outlined in the Moorhead City Charter.

The Moorhead City Council is comprised of nine members, one Mayor and eight Council members. Two Council Members represent each of the four wards of the City. The Mayor is a member of the council for

purposes of presiding at its meetings. The Mayor may not vote on matters before the Council unless there is a tie vote of the members. The terms of the Mayor and Council Members are four years. City elections are held in even-numbered years.

The City of Moorhead provides a full range of services. The general governmental functions include police and fire protection, street maintenance, engineering, planning and zoning, transit, parks and recreation, economic and community development, and general administrative services. Moorhead Public Service (MPS), the City's electric and water utility, is controlled and managed by the MPS Board of Commissioners.

The City employs 260 regular full-time and four (4) regular part-time employees with a 261.63 Full-Time Equivalency (FTE). The City also employs over 250 individuals to fill temporary/seasonal positions throughout the year – primarily in parks and recreation programming and park/street maintenance positions. The City's 2016 Operating & Capital Budget is \$77.7 million.

III. SCOPE OF WORK

Project Components

The expected scope of work shall include, but not be limited to, the following work products:

1. Develop Position Profile
 - Develop a position profile detailing the City's desired qualifications and experience necessary for the ideal candidate
 - Include a summary of the City and community attributes
2. Create Communications Campaign
 - Develop a communications plan for the position to attract a diverse pool of qualified candidates
3. Conduct Recruitment of Candidates
 - Conduct a nationwide search
 - Include plan to identify and directly solicit candidates
4. Pre-screen candidates and Recommend Finalists
 - Review and screen candidates based on objective criteria
 - Narrow the candidate pool to approximately five (5) candidates most qualified to serve as City Manager
 - Provide summary report on background, strengths, and accomplishments of top candidates
5. Coordinate Interview process
 - Facilitate interviews with selected finalists
 - Include philosophy and plan for all phases of the interview process and suggested participants

6. Carry out Background/Reference Check and Contract Negotiation
 - Conduct detailed background and professional reference check on recommended finalists
 - Assist the City with negotiating a contract with the top candidate

In addition to the above work products, the consultant/firm will be expected to provide regular reports and updates to the Mayor and City Council as the project progresses.

IV. PROPOSAL CONTENT

Proposals must contain the following elements:

- A. Title Page:** Name of the proposing firm, project manager, and relevant contact information
 - B. Firm/Contractor Profile:**
 1. Brief overview of the history and structure of the firm
 2. Summary of the firm's expertise and experience in performing executive searches
 3. Listing of the personnel to be assigned to the project, their respective roles and responsibilities during the study, and relevant backgrounds
 - C. Project Components:** Detailed work plan for each project component including involvement required of City staff (see "Scope of Work" section for details on expected project components)
 1. Develop Position Profile
 2. Create Communications Campaign
 3. Conduct Recruitment of Candidates
 4. Pre-Screen Candidates and Recommend Finalists
 5. Coordinate Interview Process
 6. Carry out Background/Reference Check and Contract Negotiation
 - D. Timeline:** Anticipated start date and estimated timeline for the completion of each project component.
 - E. Project Cost:** Itemized cost of each project component
 1. Proposals must include a "not to exceed" lump sum basic fee
 2. Additional services and/or reimbursable costs not included in the basic fee
 - F. References:** Executive search consulting services client references
 1. List up to three (3) successful Manager/Administrator placements in the last 36 months (municipal/government preferred) and who have remained in the position at least two (2) or more years
 2. Provide a copy of the position profile your firm completed for each client
 3. Include the name, address, phone number and email address for each reference
- 3 Request for Proposals

V. EVALUATION AND SELECTION PROCESS

The Mayor and members of the City Council will review and evaluate all responses submitted to this Request for Proposals (RFP). The qualifications for the top candidates will be verified and references will be checked. The basis for final selection of the firm/consultant will include, but not be limited to, the following criteria:

- Depth and breadth of experience and expertise of the firm
- Qualifications of personnel to be assigned
- Capability to perform services promptly
- Methodology and project design
- Cost of services
- Other qualifications/criteria, as deemed appropriate by the Council

The Council may request respondent(s) to participate in a discussion, via conference call, attendance at a City Council meeting, or both, for the purpose of making a final evaluation and award.

VI. SELECTION SCHEDULE

Task	Timeframe
Distribute/Advertise RFP	May 12, 2016
Proposal Due Date	June 1, 2016 by 4:00 pm (CDT)
Evaluation and Reference Checks	June 2-12, 2016
Council Discussion/Approval of Vendor	June 13, 2016

VII. SUBMISSION OF PROPOSALS / CONDITIONS

Proposals must be received no later than 4:00 pm (CDT) on June 1, 2016. Late proposals will not be considered.

- Submit proposals electronically to jill.wenger@cityofmoorhead.com. The City will accept electronic submissions in Adobe PDF-Portable Document format (preferred) or Microsoft Office file format. Please include "Executive Search Consulting Services" in the email subject line. Please request a delivery and/or read receipt on your email to verify successful delivery.
- The City reserves the right to reject any and all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the City as determined by the Council.

- The City is not responsible for any costs incurred by the contractor in the preparation and submission of the proposal.
- All materials submitted in response to the RFP become the property of the City and is subject to the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13.
- Proposals in response to this RFP will be valid for thirty (30) days from the proposal due date. The City reserves the right to request an extension if necessary.
- The City will require that the individual or firm selected maintain general liability, automobile, workers' compensation, and errors and omissions insurance. The City will also require the selected individual or firm to indemnify the City and provide that they are an independent contractor serving at the will of the Council. Other required provisions will include the Council's right to terminate the agreement, at its sole discretion, upon the provision of notice.

VIII. INQUIRIES

Questions regarding this RFP should only be directed to:

Jill Wenger, Human Resources Director
Phone: 218.299.5366
Email: jill.wenger@cityofmoorhead.com

Email correspondence is the preferred method for inquiries.