



City of Chamblee, Georgia

Executive Search – City Manager

Sealed proposals will be received by the City Manager, City of Chamblee, 5468 Peachtree Road Chamblee, GA 30341, until **3:00 p.m., November 5, 2010**, at which time and place proposals will be opened for an **Executive Search Consultant for a City Manager**. Respondents shall furnish all of the services described below.

At a minimum, the following must be submitted with your proposal (*original and eight (8) sets of all documents*):

- (1) Response to evaluation criteria (Section III Proposal Package)
- (2) Completed Respondent Response Sheet

Once opened, the proposals will be reviewed by the City Manager and Chief of Police for presentation to Council and recommendation of contract award.

I. OVERVIEW AND PROCEDURES

A. Introduction

The City Council of the City of Chamblee is accepting proposals for an executive search for a City Manager.

B. RFP Timetable

Issue date of RFP October 20, 2010

Proposal due date November 5, 2010 3:00 pm

City Council review November 10, 2010 6:00 pm and award November 16, 2010 7:30 pm

Proposed contract start date November 17, 2010

C. General Information

The respondent shall abide by General Instructions and Requirements as included as part of the RFP documents. Additionally, the respondent shall agree to the following:

1. Submission of proposal documents (***one (1) original and eight (8) copies***) shall be the responsibility of the responding individual or firm. Failure of the respondent to provide any information requested in the RFP may result in rejection of the proposal. Material submitted regarding the RFP becomes the property of the City and shall only be returned to the respondent at the City's option. Responses may be reviewed by any person after final selection and award have been made.
2. The City shall not reimburse any respondent for costs associated with the preparation, submission, or requested clarification of any proposal.
3. The City reserves the right to request clarification of information from any respondent. The City also reserves the right to waive minor irregularities in proposals, or to reject any and all proposals when to do so is in the best interest of the City of Chamblee.
4. Requests for ***technical*** information should be directed to Jim Gleason, City Manager, Phone (770) 986-5013, Fax (770) 986-5014, or R. Eric Clarkson, Mayor, Phone (678) 428-2638 (City Hall) (770) 986-5010, Fax (770) 986-5014.
5. Requests for ***contractual*** matters should be directed to Joe Fowler, City Attorney, Phone (404) 633-5114, Fax (404) 325-9721.
6. The anticipated contract period is November 17, 2010 through the start date of employment for the selected City Manager. Respondent shall promptly enter into a written agreement.

II. EVALUATION/SELECTION PROCESS

All timely submitted proposals will be evaluated by the City Manager and Chief of Police for submission to the Chamblee City Council, who will make an award to the respondent whose proposal, conforming to the RFP, is most advantageous to the City. The ranking of proposals shall be based on the respondent's response to the following:

- Responsiveness to the RFP
- Needs and desires of the City Council

III. PROPOSAL PACKAGE

The Respondent shall submit a response to the following evaluation criteria:

A. Background of the Firm

Provide a summary of the firm's background, including, but not limited to, the founding date; history; the names of principals and relationships with any parent, subsidiary, and/or affiliation of other firms; and the location of the closest servicing office.

B. Experience of the Firm

Provide specific information regarding:

- 1) The firm's experience with recent similar recruitments involving jurisdictions in the State of Georgia and/or candidates from Georgia jurisdictions (*dates to be included*).
- 2) A list of five references (*clients/jurisdictions*) that have utilized the services being proposed to the City. The reference information shall include at a minimum:
 - Name
 - Address
 - Contact
 - Telephone Number
 - Date of Contract

C. Service and Fees

Responses must include the following:

- 1) A detailed time line for completion of all of the services described in Section IV. Scope of Services, with expectation that position will be filled no later than ninety days following contract award.
- 2) A "not to exceed" fee for all professional services and tasks described in Section IV Scope of Services, as well as a specific "not to exceed" amount for expenses related to the professional services.
- 3) A list of any additional activities and/or techniques that might be helpful to incorporate into the recruitment and selection process and the specific cost for adding such services.
- 4) An hourly rate at which the City would be billed for any services that the City might request outside the scope of the items listed in the RFP.
- 5) A proposed form of an engagement letter or contract.

Note: The firm may submit any brochures and/or other supplemental information as deemed appropriate.

IV. SCOPE OF SERVICES

The City seeks to retain the services of a company, or an individual, who possesses executive recruitment experience for City government positions. In addition, the awarded Respondent shall have considerable knowledge with regard to conducting a City government executive recruitment which includes the ability to

recruit a diverse group of applicants. Further, the awarded Respondent must be able to conduct an effective, prompt, and broad recruitment. Preference is given for Respondents with experience recruiting government executives in Georgia.

The awarded Respondent shall provide applicable services consisting of, but not be limited to, the following tasks:

- A. Work with City of Chamblee's City Council and staff to develop characteristics and attributes of the successful candidate, appropriate and necessary selection criteria, selection process, and timeline, representing a proposed initial path for selection of a City Manager.
- B. Develop recruitment materials and solicitations that describe the City Manager position, the City organization, and the community.
- C. Conduct a broad and thorough recruitment utilizing professional publications including but not necessarily limited to ICMA.
- D. Conduct targeted recruitment of qualified individuals.
- E. Acknowledge receipt of candidates' application materials.
- F. Conduct initial screening of all candidates' applications.
- G. Develop a list of semi-finalists for presentation to City Council.
- H. Assist City Council in the selection of finalists.
- I. Coordinate the final on-site selection process as determined at a time designated by City Council. Tasks that should occur during this phase of the process include at a minimum formal interviews with City Council. Other tasks may include candidates meeting with employee representatives and tours of City facilities.
- J. Coordinate the on-site portion of the process including scheduling interviews and other activities, and making travel and lodging arrangements as directed by the City.
- K. Conduct all background and reference checks on the final candidates.
- L. Provide notification to all candidates not selected as finalists for the position.
- M. Provide progress reports at least weekly to the City Council. Periodic meetings may be required to discuss ongoing progress and to determine the process for screening candidates.

V. SPECIAL TERMS AND CONDITIONS

A. Indemnification

As respects acts, errors, or omissions in the performance of professional service, the selected Respondent agrees to pay on behalf of and hold harmless, indemnify, and defend the City of Chamblee, its officers, elected officials, and employees from and against any and all claims, action, loss, demands, defense costs, liability or consequential damages of any kind or nature (including, but not by way of limitation, attorneys' fees, and court costs) arising out of, or incidental to, the performance of the contract to be executed or service performed there under.

B. Assignment

Respondent, his/her assigns or representative, shall not enter into any agreements with third parties to delegate any or all of the responsibilities or rights herein set forth without prior written approval of the City Council.

C. Independent Contractor

The respondent shall perform the conditions of this Agreement as an independent contractor and nothing contained herein shall be construed to be inconsistent with this relationship of status. Nothing in this Agreement shall be, in any way, construed to constitute the respondent or any of his/her agents or his/her employees as the agent, employee or representative of the City.

D. Insurance

Selected Respondent agrees to furnish a certificate of insurance naming the City of Chamblee as an additional insured with General Liability of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage; Professional Liability with \$1,000,000 combined single limit per occurrence; Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage; and Workers' Compensation and Employers Liability limits of \$1,000,000 per accident.

E. Termination

The term of the Agreement shall be continuous for a period up to the start date of the selected City Manager, unless cancelled by either party, giving the other party thirty (30) days written notice.