

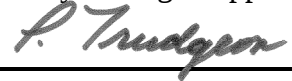
REQUEST FOR COUNCIL ACTION

Date: July 8, 2013

Item No.: 13.a

Department Approval

City Manager Approval



Item Description: **City Manager Search Progress Report & Award Contract for Search Firm Services**

BACKGROUND

As directed by City Council on June 3rd staff updated the RFP for recruitment and selection consultants. The RFP was then sent by email to 13 firms nationally for consideration. Seven bids were received by the due date of noon on June 19th. The approved Stakeholder Group reviewed each bid and evaluated services based on criteria such as firm and assigned personnel qualifications, services provided, timeline, service flexibility, stakeholder involvement, and cost. The stakeholder group consisting of Council sub-committee and staff then met on Thursday June 27th and came to consensus on the top two firms. The finalists' proposals are included as Attachment A & B for your consideration. The totals of the evaluation process are shown below for your review.

NAME	TOTAL SCORE
Springsted Inc.	940
Brimeyer Fursman	908
Waters	812
Slavin	807
Affion	750
Voorhees	741
PDI	692

At the June 3rd meeting Council also reviewed the enclosed process timeline:

City Manager Interview & Selection Timeline

Job Description & Profile Review & Updates	7/9 – 7/14
Job Profile Review, Updates, & Approval	7/15
Post City Manager Position/Recruitment	7/16 – 8/6
Consultant Reviews Applications	8/6 – 8/12
Consultant Conducts Initial Screening	8/13 – 8/25

Consultant presents (5-7) candidates (with reasoning profiles) for interviews with City stakeholders	8/26
City Interviews recommended (5-7)	9/2 – 9/6
City/Consultant Presents 3 Finalists to Council	9/16
Finalist Backgrounding, references, Testing & Council Interviews	9/17 – 9/27
City Council/Attorney Negotiates Contract	9/27 – 10/4,
Announcements	10/5 – 10/14
New City Manager Begins Employment	By 11/4

- Please note that this timeline is very aggressive and does not include any public involvement unless they are part of the interview panels.
- This timeline is also subject to City Attorney review for legal requirements.

STAFF RECOMMENDATION

The stakeholder group recommends awarding this contract to _____ based on the criteria and scoring of the bids, as well as flexibility and cost. Staff also recommends implementing the timeline as outlined above subject to unforeseen or Council driven changes.

POLICY OBJECTIVE

Award the contract for search firm services and proceed with the recruitment and selection of the next City Manager.

BUDGET IMPLICATIONS

Springsted included a not to exceed budget of \$16,000 and Brimeyer Fursman included a not to exceed budget of \$18,000. However, the final budget implications will be based on Council directives with regard to what will be included in the process and what steps will be conducted in house or through the consultant. It should be noted that expenses such as candidate travel costs, public socials, and finalist's psychological evaluations have not been included here.

REQUESTED COUNCIL ACTION

Motion to award the contract for search firm services in the City Manager hiring process to _____ with a total process budget not to exceed \$20,000 utilizing the timeline as outlined above subject to City Attorney approval and unforeseen or Council driven changes.

Prepared by: Eldona Bacon, SPHR Human Resources Manager
A: Springsted, Inc. Proposal (please see item 2.a)
B: Brimeyer Fursman, LLC Proposal (please see item 2.b)