

## CITY OF TROY

### EXECUTIVE SEARCH FOR CITY MANAGER

#### PROJECT OVERVIEW

The City of Troy is requesting proposals to perform an executive search for City Manager. The City of Troy operates with a Council-Manager system. The City Council is composed of seven members, and the Mayor is a member of Council who serves as its chairperson. The Council establishes policies, enacts ordinances, approves rules and regulations, and gives policy direction. The City Manager, appointed by the City Council, is responsible for the strategic management of the operating, administrative and public safety services and for executing the policies and laws of the Council.

#### GENERAL INFORMATION FOR BIDDERS

This request for proposal (RFP) is issued for the City of Troy through the Human Resources Department. Any inquiries concerning the work to be performed should be directed to Peggy Sears, Human Resources Director; the contact person for this project at (248) 524-3341.

The City of Troy reserves the right to reject any or all proposals, to waive any informality in the proposals received, and to accept any proposal or part thereof, which it shall deem to be most favorable to the interests of the City.

This RFP document provides prospective bidders with essential information to enable them to prepare and submit proposals for consideration by \_\_\_\_\_ (time) EDT on \_\_\_\_\_ (date) to the office of: Peggy Sears, Human Resources Director, 500 W Big Beaver Road, Troy, MI 48084 – or Fax: 248-619-7267 – or email: [P.Sears@troymt.gov](mailto:P.Sears@troymt.gov)

All proposals shall contain a complete response to this RFP.

All proposals shall contain all costs for services for a search process to be completed by \_\_\_\_\_ (date).

As a result of the proposals submitted and any additional information that may be requested, the City reserves the right to interview any number of qualified firms as part of the evaluation process. The proposal selected will be the most advantageous to the City of Troy, price and other factors considered.

If a contract is awarded, the selected Consultant will be required to adhere to a set of general contract provisions which will become a part of any formal agreement.

#### INTEREST OF CONSULTANT AND CITY

The Consultant promises that it has no interest and will not acquire any interest which would conflict with the performance of services required by this Contract. The Consultant also

promises that, in the performance of this contract, no person having a conflicting interest will be employed. In addition, no officer, agent, employee of the City of Troy or member of its governing bodies may participate in any decision relating to this Contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest.

## **INSURANCE AND INDEMNIFICATION**

The Consultant will protect, defend and indemnify the City of Troy, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, demands and costs, of whatsoever kind and nature which may result in injury or death to any persons, and for loss or damage to any property, including property owned or in the care, custody or control of the City of Troy in connection with or in any way incident to or arising out of the occupancy, use, service, operations, or performance of work in connection with this Agreement resulting in whole or in part from negligent acts or omissions of Consultant, any subcontractor, or any employee, agent or representative of the Consultant or sub-contractor.

The Consultant will maintain, at its own expense, during the terms of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and employer's liability insurance with a minimum limit of \$500,000 each accident for any employee.
2. Comprehensive/General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The City shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and non-owned vehicles with personal protection insurance and property protection insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury or property damage.
4. Professional Liability coverage with a minimum limit of \$1,000,000 each occurrence. The City shall be added as "additional insured" on Professional liability policy with respect to the services provided under this contract.

All insurance policies shall be issued by companies licensed to do business in the State of Michigan. The Consultant shall be responsible for payment of all deductibles contained in any insurance required in this Contract.

## **SCOPE OF WORK**

It is the intention of the City Council to provide an efficient, comprehensive selection process for the new City Manager that will ensure the best qualified candidates are found and that the best qualified individuals who are acceptable can be hired in a timely manner. A new City Manager must be appointed not later than 120 days from the date the position becomes vacant. The current City Manager will hold the position until May 18, 2012.

City Council may appoint a supplemental search committee comprised of internal department managers.

Services required include position analysis and preparation of a position profile; recruitment for the position; inviting potential candidates to apply; reviewing and screening applications; conducting preliminary interviews and background checks of selected candidates; recommending a list of final candidates; preparing the Council and coordinating final interviews; negotiating; and following up.

The annual salary and benefits package for the position will be discussed with the City Council.

## **OBJECTIVES**

The objectives to be met in order to help find the best qualified candidates for the position are as follows:

- To conduct on-site needs assessment for the new City Manager.
- To develop a comprehensive position profile
- To reconcile any differences in points of view with regard to specifications for the position.
- To encourage top level people to apply who might otherwise be reluctant to respond to an advertisement.
- To save a considerable amount of the Council's and staff's time in establishing a position profile and reviewing applicants.
- To comply with appropriate personnel regulations and laws (i.e., EEO and ADA).
- To independently and objectively assess the qualifications and suitability of candidates for the position.
- To recommend a pool of finalist candidates to the Council.
- To coordinate finalist candidate interviews with the Council.
- To mail an information packet supplied by the City to all qualified applicants.
- To respond to all candidate inquiries and produce all correspondence throughout the search.
- To preserve the confidentiality of inquiries to the degree possible under Michigan law.

- To assist the Council in reaching a final decision.
- To assist in negotiating a compensation package with the successful candidate on behalf of the City.
- To assist the Council in establishing performance expectations and evaluating the new City Manager's performance.
- To follow-up with the Council and the new City Manager during the first year to determine if adjustments need to be made.
- To keep the Council closely involved in key decisions and informed of our progress

## **PROPOSAL SUBMITTAL**

The proposal should include:

- A narrative describing how the objectives identified will be addressed – outlining both project approach and methodology.
- How soon you are able to start the project.
- A strategic timeline, which identifies milestones in order to meet the project deadline.
- Full disclosure of any subcontracted services.
- Your firm's background qualifications and experience in providing executive search services.
- A brief profile on key contact person assigned to this project along with a listing of other persons involved.
- All components and activities to be itemized and the cost shown. Total cost of the comprehensive program must be stated.

