

# **REQUEST FOR PROPOSALS**

## **Executive Search Firm Services**

### **City of Mount Rainier, Maryland**

The City of Mount Rainier, Maryland hereby solicits proposals from qualified firms/providers to perform executive search services for the position of City Manager. The City of Mount Rainier will accept statements of qualifications from firms/providers interested in providing the requested services.

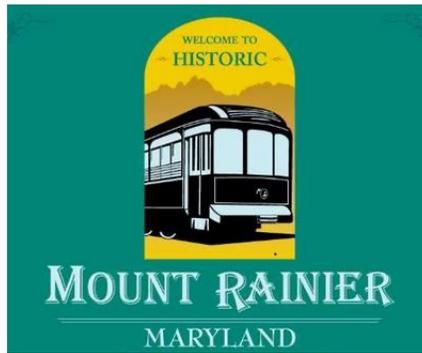
Statement of qualifications must be received by the City of Mount Rainier on or before 4:00 p.m., October 30, 2020. Proposals should be addressed to Latasha C. Gatling, Interim City Manager, City of Mount Rainier, One Municipal Place, Mount Rainier, MD 20712, and be sealed and clearly marked, "Executive Search Firm RFP Response." Respondents must submit an electronic copy to [lgatling@mountrainiermd.org](mailto:lgatling@mountrainiermd.org).

The City will not be responsible for any expenses incurred by a respondent in preparing, submitting or presenting a proposal. All proposals shall provide a straightforward, concise delineation of the firm's capabilities to satisfy the requirements of the request.

#### **INTRODUCTION**

The historic City of Mount Rainier is a diverse and inclusive residential community sitting on the border of Washington, DC, and Prince George's County, MD. Serving 8,500 residents, the community is a small urban oasis of historic homes, an arts district and unique shops.

The City of Mount Rainier has approximately 40 full-time employees. Each department has specific duties to meet the needs of the community. The City of Mount Rainier provides a variety of services including streets, police, parks, public works, a library, and economic development promotion and assistance. More information on the City can be found at <https://www.mountrainiermd.org/>.



## SCOPE OF WORK

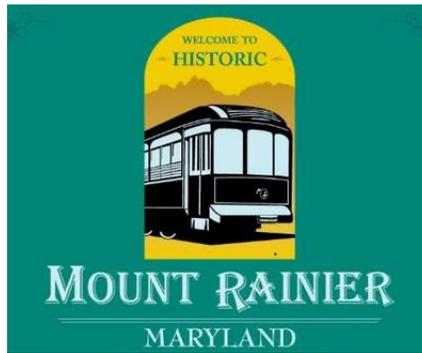
### **A. The City's Purpose**

The City will require the successful respondent to:

Assist the Mayor and City Council to develop a candidate profile; advertise the position; directly solicit candidates; review initial candidates with the Mayor and City Council; present a written report on background, strengths, accomplishments, video interviews, reference lists on each recommended finalist; facilitate final interview process with some suggested interview questions; coordinate psychological assessments; assist the City with negotiating a contract, coordinate all correspondence, travel arrangements, and recordkeeping; and conduct detailed professional reference checks on recommended finalist, if requested.

### **B. The City's Expectations:**

1. The City of Mount Rainier expects the successful respondent to develop a comprehensive position profile based upon information obtained in individual meetings with the Mayor, City Council and other stakeholders as directed.
2. The City of Mount Rainier expects the successful respondent to review the current compensation and recommend changes, if necessary, based upon market and competitive conditions.
3. The City of Mount Rainier expects the successful respondent to develop a marketing strategy that utilizes professional contact throughout the geographic area identified and supplement the candidate identification process through selected advertising, use of internet and direct solicitation of known variable candidates.
4. The City of Mount Rainier expects the successful respondent to implement a screening process that narrows the field of candidates to those that most closely match the needs of the City, including preliminary reference checks

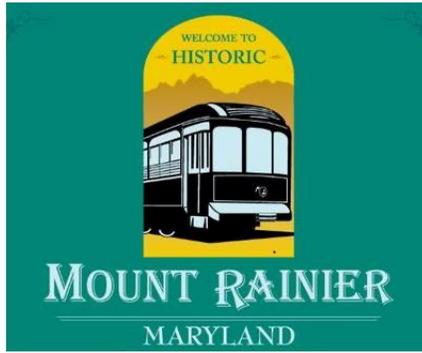


on top candidates. The extent of screening to be conducted by the respondent will be determined by the Mayor and City Council.

5. The City of Mount Rainier expects the successful respondent to conduct personal interview with the top candidates that meet the stated criteria, if requested.
6. The City of Mount Rainier expects the successful respondent to conduct criminal, driver's, credit and related background checks.
7. The City of Mount Rainier expects the successful respondent to deliver a product in the form of a search report that recommends the top group of candidates and provides the City with detailed information about their backgrounds and experience from interviews and other sources.
8. The City of Mount Rainier expects the successful respondent to assist during the final interview and the selection process, including developing suggested interview questions.
9. The City of Mount Rainier expects the successful respondent to assist, if requested, negotiating a total compensation package with the desired candidate.
10. The City of Mount Rainier expects the successful respondent to assist in establishing a process for the recruitment, including a timeline for various actions during the recruitment process.

### **C. The City's Responsibilities**

The Interim City Manager, the City Attorney, and the Human Resources Director will be available to assist in coordinating the RFQ process, including scheduling meetings, facilitating interviews, providing recruitment information, benefit package for the selected candidate, etc.

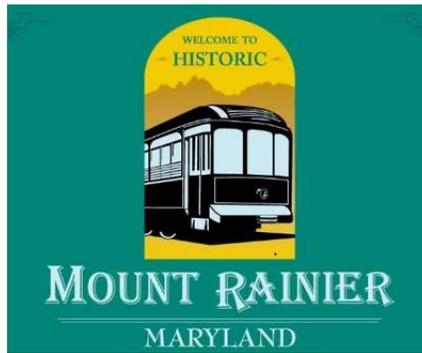


## **EXPERIENCE REQUIREMENTS**

- A. Each respondent must demonstrate that, within the past thirty-six (36) months, it has worked with a public entity like the City of Mount Rainier to conduct executive recruitments.
- B. Each respondent must, , within the past twenty-four (24) months have placed at least one (1) executive candidate with a public entity or other similar entity.

## **RESPONSE FORM AND CONTENT**

- A. Title Page:  
Each proposal must indicate the proposal subject, name of firm, local address, telephone number, name of contact person, and date of submittal.
- B. Introduction:  
Each proposal must briefly introduce the firm, indicating whether the firm is local, regional, national or international. Provide a profile of the firm including, but not limited to, the approximate number of professional staff employed. The proposal must indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, and telephone numbers.
- C. Information Included in Response:
  - 1. The proposal must briefly state the firm's understanding of the work to be performed and must include, but should not be limited to, the specific items requested in the Scope of Work.
  - 2. The proposals must describe the experience of the firm in the past thirty-six (36) months in performing similar services. Particular emphasis should be placed on recruitments performed for similar-sized municipalities.
  - 3. The proposal must describe the firm's proposed strategy to complete the recruitment, including a general performed for similar-sized municipalities.
  - 4. The proposal must provide the names and telephone numbers of at least five (5) clients for whom the firm has worked. The City reserves the right to contact any additional individuals or firms to obtain information about the respondent.



5. The proposal must indicate the names and titles, and include resumes, of the persons(s) who will be working this project. A response to this requirement should include all contact information such as telephone number, fax number, e-mail address and web address.
6. The proposal must provide a detailed description of how the recruitment is to be conducted.
7. The proposal should indicate any additional information for the consideration of the firm's qualifications for conducting this project.
8. The proposal must discuss the general nature and extent of benefits that the City of Mount Rainier is reasonably likely to experience as result of these services.
9. The proposal must include a copy of a previous position profile the firm has completed that it feels may have some similarities to the positions within the City of Mount Rainier.
10. The proposal must include a copy of a previous search report the firm has completed for another client similar to the City of Mount Rainier.
11. The proposal must include a non-binding general indication (or range) of the cost of the service.
12. The proposal must include a complete description of the fee structure of the firm. The fee structure shall be included in a separate sealed envelope. The City will only open the fee structure envelope of the successful respondent.

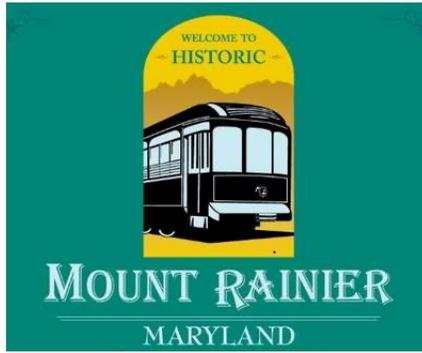
## **SUBMISSION OF RESPONSES**

### **A. Acceptance/Rejection/Modification to Responses:**

The City of Mount Rainier reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive informalities or irregularities in a proposal or in the proposal process. The City reserves the right to split or to make the award in any manner deemed most advantageous to the City as its sole and exclusive discretion.

### **B. Economy and Preparation:**

Statements of Qualification should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.



**C. Cost of Preparation:**

The City shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.

**D. Ownership:**

Submitted materials become the property of the City and will not be returned.

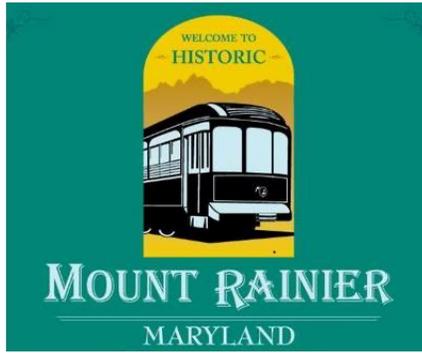
**E. Public Records:**

Submitted responses and any agreement or other documents become public records that are subject to review and copying by any person making an appropriate request for public records.

**INSURANCE**

The bidder must obtain at its own cost and expense and keep in force and effect during the term of the contract, including all extensions and renewals, the insurance specified below, with an insurance company licensed or qualified to do business in the state of Maryland. A certificate of insurance must be submitted to the City prior to the commencement of any work under the contract and prior to any contract modification extending the term of the contract, as evidence of compliance with this provision. The City of Mount Rainier must be named as an additional insured on all liability policies. A minimum of thirty (30) days written notice to the City of cancellation or material change in any of the policies is required. In no event may the insurance coverage be less than that shown below, unless the requirements of this section are waived, in whole or in part, in writing by the City Manager.

<u>Coverage</u>	<u>Amount or Limits</u>
Workers Compensation, Bodily injury by	
Accident (each)	\$100,000
Disease (policy limits)	\$500,000
Disease (each employee)	\$100,000
 Commercial General Liability	 \$500,000



(Minimum combined single limit for bodily injury and property damage per occurrence, including contractual liability, premises and operations, and independent contractors.)

#### Minimum Automobile Liability

(Including owned, hired and non-owned automobiles.)

Bodily injury, each person	\$250,000
Bodily injury, each occurrence	\$500,000
Property damage, each occurrence	\$300,000

Professional Liability \$1,000,000

for errors, omissions and negligent acts, per claim and aggregate, Professional Liability (for professional services contracts) \$1,000,000.00 (For errors, omission, and negligent acts, per claim and Aggregate, with one-year discovery period and maximum deductible of \$25,000)

#### **DUE DATE**

Electronic Proposals must be received at [lgatling@mountrainiermd.org](mailto:lgatling@mountrainiermd.org) and [council@mountrainiermd.org](mailto:council@mountrainiermd.org) no later than 4:00 pm (est), October 30, 2020. Proposals will not be accepted after this time.