



## **Request for Qualifications/Proposal City Manager Recruitment**

### **Introduction and Background**

The City of Maquoketa, population 6,010 is in the process of recruiting an experienced city manager. The new manager shall possess strong management and communication skills, the ability to work collaboratively with mayor and council, a strong work ethic, and the ability to establish performance goals and ensure accountability in city operations and capital improvement projects.

### **Proposals Sought**

The City of Maquoketa is currently soliciting qualifications from consulting firms experienced in recruitment and selection of public sector management employees. A consultant is desired to assist the City in sourcing, screening, evaluating and selecting a highly qualified candidate pool for the position of City Manager.

All prospective consultants will be afforded full opportunity to submit statements of qualifications in response to this request and will not be discriminated against on the grounds of race, religion, color, national origin, age, sex, sexual orientation, gender identity, or disability in consideration for award of any contract entered into pursuant to this notice. A contract shall be entered into after all qualifications are evaluated.

This Request for Qualifications/Proposal (RFQ/P) is an invitation by the City of Maquoketa for consultants to submit an offer, which may be subject to subsequent discussion. It is not a request for competitive bid. Submittal of qualifications does not create any right in or expectation to a contract with the City of Maquoketa. The City of Maquoketa reserves the right to reject any or all consultants and the City further declares that it will incur no financial obligations for any costs by any company in preparation of their RFQ/P.

### **Statement of Qualifications and Approach**

To be considered, candidates must be a full-service consulting firm with expertise in public sector recruitment and selection searches. The consultant should be able to demonstrate the success of previous public sector job searches and provide satisfied references of same.

All proposals will be evaluated using the following criteria:

1. Understanding of the desired qualifications for City Manager and organizational goals.
2. Services to be rendered including profiling the position, developing a recruitment strategy, screening candidates, references, guiding the interview process with the Mayor and City Council, Citizen Advisory Committee, and Department Heads, presenting selection recommendations, negotiating the compensation package, and evaluating successful placement at six months.
3. Submission of a recruitment timeline with detailed action steps.
4. Qualifications of consultant's staff assigned to recruitment.
5. Itemized costs, including actual direct reimbursable costs (examples: postage, photocopying, travels, meals, and lodging).

### **Proposal Requirements**

All qualifications and proposals submitted in response to this RFQ/P must contain the following information:

1. Name, address, email address and telephone number of firm.
2. Brief history of the firm including year established.
3. State of incorporation and type of ownership.
4. Names of all partners, principals, and/or owners of the firm.
5. Name and short biography of all proposed consultants/staff.
6. Name, title, and business address of person responsible for submitting the RFQ/P.
7. List of recent recruitments conducted, with contact information for reference checks.
8. Description of scope of involvement of city staff, Mayor and City Council, and Citizen Advisory Committee.
9. Narrative proposal describing approach and technique consultant will use in sourcing and evaluating candidate pool. Describe the process used to identify key characteristics of city manager candidates.
10. Estimated recruitment timetable as described above.
11. Information regarding the average number of years their top candidate s have remained on the job after placement, and replacement service if the individual resigns or is terminated within a certain timeframe.
12. An itemized breakdown of all fees and charges for services including cost for assistance with evaluation at six months and proposed payment schedule.

### **Submission**

Electronic submittal of proposals to [manager@maquoketaia.com](mailto:manager@maquoketaia.com) is preferred.

U.S. Postal Service, delivery service, or in person delivery are also acceptable using the below address:

Mallory Smith  
Interim City Manager  
Maquoketa, Iowa 52060

Fax submittals are not acceptable.

Proposals must be received by noon on Friday, April 30, 2021.

### **Evaluation and Selection Process**

The City Council will evaluate the submittals based on the firm's experiences and qualifications in public sector executive searches. Selected firms may be invited to interview with the City Council in Maquoketa or via Zoom.

The Council will select a firm and will work with the firm to determine the terms of the contract. In the event the negotiations between the selected firm and City cannot be reached the City reserves the right to negotiate with another firm.

Once an agreement has been reached, the parties shall enter a written contract. The final proposed contract will be approved by the City Council.

### **Disposition and Disclosure of Qualifications**

All qualifications submitted in response to this RFQ/P will become the property of the City of Maquoketa and a matter of public record.

### **Termination Clause**

The City shall have the right to terminate the contract at any time upon 30 days written notice to the consultant, whenever the City determines that performance of the consultant is unsatisfactory.

### **Disputes**

Should any disputes arise with respect to the contract the consultant and the City both agree to act immediately to resolve said dispute. The consultant agrees that the existence of a dispute notwithstanding, it will continue to carry out all its responsibilities under the contract in accomplishment of all non-disputed work, and that any additional costs incurred by the consultant or the City as a result of such failure to process shall be borne by the consultant and further, that the consultant shall not make a claim against the City for such costs.

### **Reservation of Rights**

The City of Maquoketa reserves the right to:

- Accept or reject any and proposals received in response to this RFQ/P, and to re-advertise for new submittals.
- Waive and modify any and all irregularities in proposals received after prior notification to the vendor.
- Request the submission of proposal modifications at any time before the award is made, if such is in the best interest of the City.

- Consider proposals or modifications received at any time before the award is made, if such is in the best interest of the City.
- Request clarification and/or additional information from the consultants during the evaluation process.
- In the event of contract termination, enter into contract negotiations with other qualified firms that submitted qualifications, rather than reactivating the entire RFQ/P process for the recruitment.
- Negotiate with the selected consultant to include further services not identified in this RFQ/P.