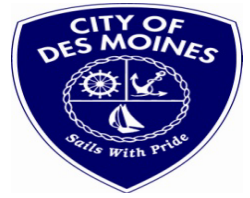


CITY OF DES MOINES, WASHINGTON REQUEST FOR PROPOSAL (RFP)



EXECUTIVE SEARCH FIRM FOR CITY MANAGER RECRUITMENT

Purpose | Request for Proposal for Executive Search Firm

Issued | Friday, January 19, 2024

Proposals Due | Tuesday, February 20, 2024, no later than 4:00 pm PST

Questions | [AJ Johnson-Newton/206.870.6722/ajohnson@desmoineswa.gov](mailto:AJ.Johnson-Newton@desmoineswa.gov)

I. INTRODUCTION AND BACKGROUND

The City of Des Moines is seeking services from a qualified executive search firm to assist the City Council in an executive search for the vacant City Manager position. With its sweeping view of the snow-capped Olympic Mountains to the west and majestic Mount Rainier to the east, Des Moines, Washington, truly offers the best of the Pacific Northwest and is a fantastic place to call home. Located in southwest King County, nestled conveniently between the cities of Seattle and Tacoma, on the eastern shore of Puget Sound, "The Waterland City" has a population of 32,000, covers over six (6) square miles, and is just a short drive from Sea-Tac International Airport and Interstate 5.

Des Moines is part of a greater metro area with a population of 3.5 million. Rich in history, diversity, and natural beauty, this charming coastal community is proud of its local character shaped by its varied and unique businesses and abundant natural resources.

The community has five (5) miles of shoreline on Puget Sound and four (4) public waterfront areas that draw regional tourism and invite economic vision and vibrancy. The Des Moines Marina is a municipal marina and is the only marina located between Seattle and Tacoma. It serves as a regional, national, and international destination, providing boaters and visitors access to Puget Sound.

Beautifully maintained City and County parks dot the area, including the (18) acre Des Moines Beach Park, a National Historic landmark. Cyclists and joggers enjoy the Des Moines Creek Trail, a quiet, wooded two (2) mile leg of the Sound to Lake Trail System.

The City operates under a Council-Manager form of governance. The City Council comprises seven (7) council members, including one (1) Mayor. Council members are all elected at-large and serve four (4) year terms. The Council appoints a professional City Manager to oversee the organization's day-to-day operations. The City has approximately (149) full-time and (30) part-time/seasonal employees. The City Manager is responsible for efficiently operating municipal services, personnel administration, budget development and control, and enforcing City laws and ordinances. More information can be found on the City website at <http://www.desmoineswa.gov>.

II. SCOPE OF SERVICES

The applying firm or individual will collaborate with the City Council to carry out a national search, which may include, but is not limited to:

1. Meet with the City Council (City Council defined as all seven members of the body) to discuss the process and recruitment strategy and answer questions about the process. May be asked to design and assist with developing a public participation process for City Council approval so that residents can provide their comments and thoughts about attributes they want in the City Manager.
2. Meet with the City Council as necessary to develop, facilitate, or review a candidate profile and list of priorities for the new City Manager.
3. Assist the City Council in finalizing the job description for the position, help develop desired qualifications for candidates, and review general compensation/benefits package and any other needed items.
4. Develop posting and advertisement materials, e.g., recruitment brochure, and administer a national search for appropriate candidates, including public position announcements and diverse job posting resources, to yield the largest qualified and competitive candidate pool.
5. Act as the direct point of contact for all applicants. Answer questions and collect application materials such as resumes, cover letters, supplemental questions, writing samples, and any other supporting materials requested, which may include digital media.
6. Review application materials for education, experience, and qualifications, including telephone interviews to clarify each applicant's experience, as necessary. Prepare a written summary of the overall applicant pool, identifying the most promising candidates based on relevant qualifications, candidate profile, and any other screening criteria established by the Council.
7. Schedule interviews with successful candidates selected by the City Council. Interviews may include phone screenings, virtual, in-person, public forums, or other mediums.
8. Advise the City Council on interview strategies and assist with developing a set of interview questions that reflect identified criteria and characteristics for an ideal City Manager candidate and the perspective of the applicable interview panel.
9. Facilitate the interview sessions and assist the City Council in narrowing the candidate pool to finalists.
10. Conduct educational checks on the most qualified candidates. Conduct background checks focusing on whether civil judgments, claims, litigation, or contract disputes are pending or have been instituted against the most qualified candidates in the past (5) years or whether the most qualified candidates have been the subject of any regulatory or license agency sanctions.
11. Facilitate any final interview processes as necessary and assist the City Council in selecting candidate if needed.
12. Notify rejected applicants.
13. If requested, assist with employment agreement negotiations.

III. PROPOSAL REQUIREMENTS

Respondents must have experience providing similar services and demonstrate they can provide the services necessary throughout the duration of the contract and are willing to meet the City of Des Moines requirements as stated in the Scope of Services. The proposal should describe the Proposer's capabilities to satisfy each deliverable specified in the Scope of Services criteria. While additional information may be presented, the items listed in the Scope of Services must be addressed entirely in your proposal.

Submit an electronic copy in PDF via email to ajohnson@desmoineswa.gov on or before Tuesday, February 20, 2024, by 4:00 pm PST.

The proposal shall include, but not be limited to, the following:

1. **Title Page:** The title page must consist of the request for the proposal's subject, the company's name, the name, address, telephone number, and email address of the contact person, and the date of the proposal.
2. **Table of Contents**
3. **Transmittal Letter:** A signed letter of transmittal briefly stating the Proposer's understanding of the services to be provided, the commitment to perform the services, a statement as to why the Proposer believes itself to be best qualified to provide City Manager recruitment services to the City of Des Moines, how soon the vendor would be prepared to begin services and a statement that the proposal is a firm and irrevocable offer for six (6) months from the date of submittal for consideration in the RFP process.
4. **Qualifications:** Please include the background and experience of those professionals who would be involved in your firm's recruitment and selection process.
5. **Detailed Proposal:** The detailed proposal must address all deliverables, including recognition of desired public participation and full City Council involvement as outlined in the Scope of Services of this RFP.
6. **Cost:** All costs associated with the recruitment process, including details on proposed payment terms.
7. **References:** Provide the City with at least THREE (3) references from municipalities utilizing the firm's services. **Please note that the City will contact the references provided by vendors.*

IV. **SELECTION PROCESS TIMELINE**

- **Release Date:** Friday, January 19, 2024
- **Proposals Due:** Tuesday, February 20, 2024, no later than 4:00 pm PST
- **Initial Proposal Review** Tuesday, February 27, 2024
- **Selection of Firm by City Council:** Thursday, March 14, 2024

V. **QUALIFICATIONS AND EXPERIENCE**

1. Each respondent must demonstrate that they have worked with public entities similar to the City of Des Moines to conduct an executive recruitment. The proposal should also reflect that respondents have successfully placed at least (1) one executive candidate with a municipal government.
2. Brief information about your company's history, size, number of clients, organization, and/or any other information that might aid us in the decision-making process.

VI. **EVALUATION PROCESS**

The City Council will evaluate proposals and select the most responsive to the City of Des Moines City Council requirements, ability, references, and fee.

There is no expressed nor implied obligation for the City to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, the City reserves the right to request additional information or clarification from proposers or to allow corrections of errors or omissions.

All proposals shall become the property of the City. Late proposals will not be accepted and returned to the Proposer unopened.

VII. EVALUATION CRITERIA

The following represents the principal selection criteria, which will be considered during the evaluation process:

1. Responsiveness of the proposal.
2. Ability, capacity, and skill of the respondent to perform the services.
3. Responses of the respondent's references.
4. Methodology for conducting the recruitment.
5. Experience and qualifications of the respondent and its professional staff members proposed for the project.
6. The sufficiency of financial resources and the ability of the respondent to perform the contract.
7. The firm's capability to meet the Scope of Service as detailed.
8. The Schedule proposed and the ability to begin and complete the recruitment process promptly.

VIII. CITY RESPONSIBILITIES

The Assistant City Manager and two (2) HR Analysts will be available to coordinate the national search process, including scheduling meetings, facilitating interviews, providing recruitment information, benefit package information, and other assistance as needed.

IX. RIGHT TO REJECT

The City reserves the right to reject part of any and/or all proposals or to accept the proposal that best serves the interests of the City of Des Moines.

X. QUESTIONS AND INQUIRIES

Questions regarding this Request for Proposal may be directed to:

Contact Name/Title: Adrienne (AJ) Johnson-Newton, Assistant City Manager
Ph.: 206.870.6722 **Email:** ajohnson@desmoineswa.gov