



City of Waconia

REQUEST FOR PROPOSALS CITY ADMINISTRATOR RECRUITMENT

PROJECT OVERVIEW

The City of Waconia is seeking proposals from qualified executive search firms for the recruitment and selection of a new City Administrator. The Mayor and City Council will lead the recruitment and hiring process, with the support of City Staff. The goal is to have the new City Administrator hired by May of 2021, or as quickly and efficiently as possible.

PROJECT TIMELINE

RFP Issued: October 14, 2020

Proposals Due: November 6, 2020

Selection and Approval of Firm: November 16, 2020

Questions about the proposal are due to the City on or by October 21, 2020. All questions must be submitted via email to Jackie Schulze (jschulze@waconia.org) by 4:00 p.m. No oral questions will be accepted.

ABOUT THE CITY OF WACONIA

The City of Waconia, located in Carver County, operates under a Plan A form of government. The current population is approximately 13,800. The City is governed by the Mayor and four City Council members. The Mayor serves a two-year term and is elected at-large, and the Council Members serve staggered four-year terms and are elected from the City's two wards. The City Council is responsible for appointing the City Administrator, who serves as the chief administrative office and is the liaison between the City Council and City staff. The City has approximately 34 full time and 3 part time-regular employees who staff five departments: Administration, Community Development, Finance, Public Services, and Fire. Each

City Hall
201 South Vine Street
Waconia, MN 55387
952-442-2184

Public Services
310 10th Street East
Waconia, MN 55387
952-442-2615

Fire Station
26 Maple Street South
Waconia, MN 55387
952-442-2316

Safari Island Community Center
1600 Community Drive
Waconia, MN 55387
952-442-0695

Ice Arena
1250 Oak Avenue
Waconia, MN 55387
952-442-RINK (7465)

department head reports directly to the City Administrator. The 2020 General Fund budget was \$7.8 million.

SCOPE OF SERVICES

I. Job Description

- a. Assist the City Council, department heads, and other key stakeholders in the development of a job description, position requirements, and promotional brochure for the position.

II. Recruitment Process

- a. Meet with the Mayor, City Council, department heads, and other key stakeholders to determine the characteristics and traits desired for a new City Administrator.
- b. Develop supplemental questions and other information related to candidate selection.
- c. Identify and recruit strong candidates.
- d. Develop a process for determining how candidates can move through each round of recruitment and communicate with candidates throughout the entire process.
- e. Identify and administer a public engagement process for finalists.
- f. Provide administrative support for scheduling meetings and interviews, preparing interview questions and materials, etc.
- g. Notify press of finalists pursuant to state statute.

III. Employment Offer

- a. Develop and negotiate a competitive employment offer, including salary and benefits.
- b. Arrange for a leadership-management style assessment.
- c. Conduct a thorough background investigation.
- d. Serve as liaison for negotiations between the final candidate and the City Council.
- e. Draft materials such as the employment agreement, with the assistance of the City Attorney, for City Council formal approval.

DELIVERABLES

All proposals should include the following information:

- Letter of submission with name, address, telephone number, and email address of the person authorized to legally represent the firm.
- Background on firm and outline of experience in public sector executive recruitment, including the name and contacts of other metro area cities for which the firm has previously worked for reference purposes.
- A narrative that presents the services the firm would provide detailing the approach and deliverables.
- Identification of project lead and key personnel assigned to the project with resumes outlining related experience.
- Total project cost with a breakdown detailing project tasks, associate hours, and individual costs, recognizing the City may wish to add or delete services.
- The total project cost for services shall be a “not to exceed” cost for services.

- A comprehensive project timetable generally conforming to Exhibit A.

BUDGET

Proposed budget should provide the highest level of service at a reasonable cost. The budget should clearly identify City staff support assumptions.

PROPOSAL SUBMISSION

Submit one (1) electronic copy of this proposal to:

Jackie Schulze
Assistant City Administrator
jschulze@waconia.org

Proposals are due by 4:00 p.m. on November 6, 2020.

Proposals received after the time and date for receipt may not be considered.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicate acceptance by the proposer of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted. The City will not be responsible for expenses incurred in preparing and submitting the proposal.

It is the intent of the City to award a contract to the proposer that serves the best interests of the City. The City is not obligated to award the contract to lowest responsible proposer. The City shall have the right to request additional information or clarifications from proposers, to allow corrections of errors or omissions, to waive any defects or technicalities in any proposal or proposals received; to accept the proposal or proposals which, in its judgment, is in its own best interest; to reject any and all proposals; and to re-advertise for new proposals where the acceptance, rejection, waiving, or re-advertising is determined by the City to be in its own best interest. No proposal may be withdrawn after the Proposal Due Date for a period of 120 days.

NEGOTIATIONS AND EXECUTION OF CONTRACT

The City reserves the right to negotiate all terms and conditions of the employment contract. In the event the City and the candidate are unable to agree upon all contract provisions, the City reserves the right to cease negotiations, reject the candidate and/or consultant's proposal, and proceed to negotiate with the next selected candidate.

DATA PRACTICES

It shall be understood that all proposals, responses, inquiries, or correspondence relating to or in reference to this request for proposals, and all reports, charts and proposal or referencing information submitted, shall become the property of the City, and will not be returned. The City is subject to the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, and all information submitted is public unless classified by statute, or temporary classification or federal law as nonpublic or protected nonpublic, or with respect to data on individuals, as private or confidential.

ATTACHMENTS

A proposed timeline has been attached. Consultants should make every effort to create efficiencies and accelerate this timeline if possible, while maintaining the integrity of the search process.

The City's vision, mission, values, and priorities are attached. This is meant to be informational and can be used by consultant(s) in the proposal preparation and delivery, as well as in promotional materials for the search process.

RFP – City Manager Recruitment

ITEM	ACTIVITY	DATE <i>all dates tentative</i>
RFP Issued	Decision by City Council to advertise Request for Proposals	October 14, 2020
Proposals Due	Proposals are due to staff liaison	November 6, 2020
<i>City Council Approval</i> – Selection of Executive Search Firm	Decision by City Council to proceed with an executive search firm	November 16, 2020
Information Gathering	Firm representatives meet with Mayor, City Council Members, Staff, and others to develop candidate profile and develop job description	December 2020 - January 2021
<i>City Council Approval</i> – Posting of Position	City council approves job description, salary range and hiring process	February 1, 2021
Position Posting	Position advertised	February 2 – March 01, 2021
Candidate Screening	Firm reviews applications and recommends semi-finalists for interviews	Early March 2021
First Round Interviews	Firm presents candidates to City Council, selects candidates for interviews, conducts interviews (personnel committee)	Mid-March 2021
Background and Reference Checks	Consultant conducts background and reference checks for finalist candidates.	Mid-March 2021
Interviews	Consultant facilitates interviews <ul style="list-style-type: none"> • Full Council • Department Heads • Community Leaders • Community Members 	Early April 2021
<i>City Council Approval</i> - Decision	City Council selects candidate	Early April 2021
Offer and Agreement	Offer extended and negotiations	April 2021
Start Date	New City Administrator begins	May/June 2021

CITY OF WACONIA – VISION, MISSION, VALUES, & PRIORITIES

VISION

A thriving, connected community with deep roots; a great place to live for a lifetime.

MISSION

A City that leads, serves, and governs to enhance the quality of life for all community members.

VALUES

The City Council has identified values that reflect the desires and expectations for our work:

- **Resiliency:** maintaining, reacting to the unexpected, being adaptable
- **Stewardship:** caring for our fiscal health, environment, and assets (people and infrastructure)
- **Embracing Diversity:** providing a welcoming and engaging environment for all
- **Health & Safety:** encouraging and providing resources for healthy living and a safe environment
- **Innovation:** willing to try new things, managing risk, and celebrating success

OUR PRIORITIES

The City Council has identified priorities for the long-term health, strength, and vitality of the community:

- **People & Connections:** engaging people and maximizing the potential of our community and staff
- **Infrastructure:** managing, maintaining, and improving our current and future physical assets
- **Fiscal Responsibility:** managing and planning for short- and long-term needs
- **Environment:** protecting the quality of our land, air, trees, natural space, water, and lakes
- **Housing:** partnering to create housing for our evolving community
- **Development:** attracting, re-imaging, and maintaining quality businesses and jobs while embracing change in the community