



**CITY OF CHARLOTTE
EATON COUNTY, MICHIGAN**

REQUEST FOR PROPOSALS

**EXECUTIVE SEARCH SERVICES
FOR THE POSITION OF CITY MANAGER**

February 22, 2024

The City of Charlotte is seeking Requests for Proposals to provide executive search services and assist the City Council in its search efforts for a City Manager.

Background Information: The City provides a full range of municipal services as established by statute or charter. These services include police and fire protection, water and sewer utility services, the construction and maintenance of roads, streets, and infrastructure, recreational activities, economic and community development, and general administrative services.

Fee Proposal/ Related Expenses/Travel Expenses: The fee proposal must contain all pricing information relative to performing the search as described herein, with a not-to-exceed reimbursable cap. The City of Charlotte will not be responsible for expenses incurred in preparing and submitting the proposal. Please include all related expenses chargeable to the City, such as supplies, printing, binders, etc., which shall be the responsibility of the City, at the Contractor's cost, not to include a mark-up.

Qualifications: The chosen firm will have demonstrated success in completing similar national executive (City or County Manager or Assistant) searches for a minimum of five (5) cities similar in size and complexity to the City of Charlotte. Submittal shall include:

1. Information reflecting an understanding of Charlotte government needs and opportunities as a high performing organization.
2. Background of firm, including history, areas of expertise, location, size, and resource capabilities to perform the required services.

3. Summary of related experience with other communities similar in size and type of operation, and complexity.
4. References for related projects with other municipalities.
5. Resumes of individuals in the firm who would be involved in this project and a designation of a lead contact for the City of Charlotte.

General Scope of Services included but not limited to:

1. To conduct an on-site needs assessment for the City Manager, meeting with the City Council as a group and individually, as well as meetings with key City staff Leadership.
2. To develop and distribute a comprehensive position profile and salary range with the City Council.
3. Develop a marketing strategy for the position to include advertisement with professional organizations, use of internet and social media, and direct recruitment of candidates.
4. To encourage top-level, potential candidates to apply who might otherwise be reluctant to respond to an advertisement.
5. To comply with appropriate personnel regulations and state laws (i.e., ADA).
6. To independently and objectively assess the qualifications and suitability of candidates for the position.
7. To recommend a pool of finalist candidates to the Human Resources Director and City Council.
8. To respond to all candidate inquiries and produce all correspondence throughout the search.
9. To conduct all relevant background /financial checks for the final candidate.
10. To attend and support the City Council at interviews.

Proposed Search Plan/Required as part of the Search Proposal:

1. Provide a detailed, comprehensive presentation of the approach to be used by your firm to accomplish the search.
2. Discuss the methods you use to communicate and work with a municipality.
3. Specify the information you require from the City of Charlotte to enable you to conduct the search.
4. Discuss methods used to identify prospective candidates and promote their interest in applying.

Proposal Preparation and Submission Requirements:

1. Statement of Qualifications (one page) – Include a management summary that provides a statement of the vendor's understanding of the services required by the City and an overview of how the vendor would provide these services to the City. Vendors should specifically identify their plans for such a search, including a specific timeline for

completion. This summary must be signed by an official authorized to make representations on behalf of the vendor.

Selection Criteria – by Charlotte City Council:

1. Professional ability of the firm/team to satisfactorily complete the project.
2. Past performances and experience by the firm/team with similar work.
3. Specific services offered.
4. References.
5. Ability of the firm to complete the project within a set timeline.
6. Past experience filling top-level public services positions and providing an elected body with a diverse pool of highly-qualified applicants.
7. Success rate.

Other general information/conditions:

1. The City retains the right to modify any or all portions of this Request for Proposal prior to the submittal date. The City reserves the right to award the contract in full or in part, or to reject all proposals without qualification, whichever proves to be in the City's best interest. The vendor, by submitting the proposal, waives all rights to protect or seek any legal remedy whatsoever regarding any aspect of the RFP, the City's selection process, the City's review of any proposals, and any agreement that the City may enter into as a result of the proposals submitted.
2. The proposal will be considered binding for 90 days after the proposal due date.
3. All documents submitted by vendors become the property of the City and may only be returned in its sole discretion. The City shall be the sole owner of any and all materials produced for this search.
4. Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the City. This will provide an opportunity for the firm to clarify or elaborate on the proposal but will in no way change the original proposal. The City will schedule the time and location of these presentations. Oral presentations are an option of the City and may not be conducted. Therefore, proposals should be complete.
5. A formal agreement will be entered into with the successful vendor; Therefore, vendors should submit their own proposed agreement.

Proposal due by;

11 a.m. Monday February 26, 2024

Submission VIA electronic mail; mlarocque@charlottemi.org

Subject line "Executive Search Services, City Manager, February, 2024"