

City of El Dorado, Kansas
City Manager
Executive Search Firm Services
Request for Qualifications

City of El Dorado
City Clerk, Tabitha Sharp
220 E. First Ave
El Dorado, KS 67042
www.eldoks.com

1. Introduction

- a. The City of El Dorado, Kansas is seeking qualifications from firms/ providers to perform executive search services for the position of City Manager. Serving the City for the past eleven years, the current City Manager is voluntarily stepping down. In anticipation, the City of El Dorado wishes to retain the services of a professional executive search firm to assist it in recruiting candidates for consideration for this position.
- b. Qualifications must be received by no later than 5:00 P.M. CST on September 6, 2016, at City Hall, Office of the City Clerk, 220 E. First Ave., El Dorado, KS 67042.
- c. Qualification documents are available by accessing the City's website at <http://eldoks.com/134/City-Clerks-Office> or by contacting Tabitha Sharp, City Clerk, by phone 316-321-9100 or email (cityclerk@eldoks.com). During proposal development, respondent's questions regarding this RFQ or the process should be directed to Tabitha Sharp.
- d. Those intending to respond to this Request for Qualifications are asked not to make contact with other City staff or City Commissioners during the qualification process and evaluation phase.

2. General Information

The City of El Dorado, located in Southcentral Kansas, is mid-sized community of approximately 13,000 residents. The City has a commission-manager form of government with a five member commission. The government is made up of nine departments with approximately 140 full-time staff and 200 temporary/season employees on an annual basis. The City's mission is to enhance quality of life by embracing service excellence.

The City of El Dorado provides the following services to its citizens:

- 18-hole Municipal Golf Course
- Cemetery Maintenance and Management
- Convention and Visitors Bureau
- Municipal Airport
- Municipal Court
- Municipal Planning, Zoning, and Building Inspection
- Parks and Recreation
- Police and Fire Protection
- Recycle and Sanitation
- Senior Center Management
- Street Maintenance and Traffic Engineering
- Water and Wastewater Collection, Treatment, Sewer Maintenance, and Reclamation

The City's estimated 2017 budget is approximately \$30 million, while the General Fund expenditures are estimated at \$11 million. El Dorado's history of fiscal stewardship has earned the City an AA- bond rating from Standard and Poor and the GFOA Distinguished Budget Award.

El Dorado, Kansas exhibits a rich history of development and innovation. In the last 10 years, the City of El Dorado has been able to compete for several industrial, housing, and business projects. Successful awarding of these projects to our community was contingent on a multitude of factors including access to infrastructure and utilities, incentive programs, and strategic funding partnerships. Because we recognize the impact of businesses and housing on the long-term vitality of our community, we regularly partner with civic organizations and taxing entities to attract and retain quality businesses and community members.

Our modern city maintains its humble roots while offering some of the finest shopping, restaurants, museums and recreation in the area. Nestled in the Flint Hills at the confluence of I-35, U.S. Hwy 54, and U.S. Hwy. 77, El Dorado is a mere thirty minutes from Wichita and two and a half hours from both Kansas City and Oklahoma City. This unique location provides residents a quiet community with easy access to metropolitan areas.

3. Scope of Work

- a. The City is seeking a firm that will designate a recruitment representative to work with the City Commission and designated City staff to develop a candidate profile with the City's desired qualifications and experience necessary for the position of the City Manager of the City of El Dorado. Specifically, the City of El Dorado desires to attract an employee who not only has the technical knowledge of the position but also has the personal qualities that form a foundation of competency and success. An employee's character is outwardly expressed in every action, decision or task and through interoffice and interpersonal relationships. The City has purposefully endeavored to seek out an individual with good moral character and who consistently works towards service excellence.
- b. The recruitment representative will be required to make at least one visit to El Dorado to develop this profile.
- c. Based on the agreed upon candidate profile, the search firm shall recommend to City Commission a salary range for the position, an advertising plan to attract a diverse pool of qualified candidates, and a mutually agreeable time table for the recruitment.
- d. The selected search firm will then undertake the necessary actions to directly solicit candidates; review initial applications; present a written report on background, strengths, accomplishments, video interview and skills assessment for each recommended finalist; facilitate final interview process including suggested questions; assist the City with negotiating a contract, coordinate all correspondence, travel arrangements, and recordkeeping; and conduct detailed professional reference and background check on recommended finalists, if requested.
- e. Once a contract is established, the City Manager, City Clerk, and Director of Human Resources will be available to assist in coordinating the process, including scheduling meetings, facilitating interviews, providing recruitment information, benefit package, etc.

4. Response Form and Content

- a. Title Page: Indicate the response subject, name of firm, address, telephone number, name of primary contact person, email address for the primary contact person and date of submittal.
- b. Introduction: Briefly, introduce your 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, how long your firm has been in business and how long the firm has been conducting City Manager/Administrator searches. Indicate the name(s), title(s), and telephone number(s) of the person(s) who will be authorized to make representation for and to bind the firm.
- c. Information Included in Response:
 - i. Briefly state your understanding of the work to be performed. Include, but do not limit your statement to the specific items requested in the Scope of Work.
 - ii. Describe your proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm and how the firm will tailor the process for El Dorado's search. Indicate any additional information for consideration of your firm's qualifications for conducting this recruitment.
 - iii. Provide a list of the respondent's City Manager/Administrator successful placements in the past thirty-six (36) months, including the size of the municipality.
 - iv. Provide contact names, telephone numbers and email addresses of these clients. The City reserves the right to contact any additional individuals or firms to obtain information about the respondent. If the firm has done no such searches, details should be provided as to how the firm would proceed with the search.
 - v. Indicate the names, titles, placement experience, and resume(s) of the person(s) who will be assigned to this recruitment. A response to this requirement should include all contact information such as telephone number, e-mail address and web address.
 - vi. Provide a detailed description of how the recruitment is to be conducted, including how the firm will identify and solicit outstanding candidates that are not actively seeking positions.
 - vii. Discuss the general nature and extent of benefits the City of El Dorado is reasonably likely to experience as a result of these services.
 - viii. Provide a copy of a previous City Manager position profile your firm has completed which has similarities to the position with the City of El Dorado.
 - ix. Provide a copy of a previous City Manager search report your firm has completed for another client similar to the City of El Dorado.
 - x. Indicate the degree of participation by qualified minorities within the firm and/or sub-contracts with minority or women-owned business enterprises.
 - xi. It is the City's goal to have this recruitment completed within three (3) months. Provide a time table for the recruitment from the contract execution to selection of a new City Manager and identify if this is a realistic goal.

5. Submission of Responses

- a. Acceptance/Rejection/Modification to Responses: The City of El Dorado reserves the right to reject any or all RFQ's, waive any irregularities or informalities and select the

best RFQ in the opinion of the governmental unit. Failure to enter into a subsequent contract within a certain time period will render the RFQ invalid.

- b. Economy of Preparation: Responses should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the recruitment.
- 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: All firms submitting qualifications need to be aware that any submission is subject to public inspection under the Kansas Open Records Act.

6. Other Terms and Conditions

- a. Conflict Of Interest: No public official shall have interest in the contract.
- b. Ethics: The consultant shall not offer or accept gifts of value nor enter into any business arrangement with any employee, official or agent of the City of El Dorado.
- c. Indemnification: The successful proposer shall defend, indemnify and save harmless the City of El Dorado and all its officers, agents, employees and volunteers from all suits, actions or other claims of any character, name, and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any negligence, or act or fault of the successful proposer, or any agent, employee, subcontractor or supplier in the execution of, or performance under, any contract which may result from the proposal award. The successful proposer shall pay any judgment with costs that may be obtained against the City of El Dorado growing out of such injury or damages.

7. Due Date / Submission Instructions

The sealed proposal and one electronic copy on USB must be received at the City Hall, City Clerk 5:00 P.M. CST on September 6, 2016. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

Qualifications should be delivered to:

The City of El Dorado
Attn: Tabitha Sharp, City Clerk
220 E. First
El Dorado, KS 67042

RFQ EXECUTIVE SEARCH FIRM ENCLOSED

8. Selection Process

- a. Evaluation: The City of El Dorado will review all responses and evaluate them based upon the requirements given in this Request for Qualification including, but not limited to, the following criteria:
 - i. Responsiveness of the proposal.
 - ii. Ability, capacity, and skill of the respondent to perform the services.
 - iii. Responses of the respondent's references.

- iv. Methodology for conducting the recruitment.
 - v. Experience of the respondent and individual members of the respondent's professional staff in performing similar services for similar sized municipalities.
 - vi. Experience with diverse candidates and placements, including female and minority candidates.
 - vii. The sufficiency of financial resources and ability of the respondent in performing the contract.
 - viii. The degrees of participation by qualified minorities within the firm and/or sub-contracts with minority or women-owned business enterprises.
 - ix. The firm's capability to meet the Scope of Work.
 - x. The qualifications of the professional staff proposed for the recruitment.
 - xi. Other information as may be required or secured.
- b. Award Presentation: Subject to agreement negotiation, the City Commission shall select one of the proposals, or will reject all proposals within ninety (90) calendar days from the date of September 6, 2016.
- c. Contract Development: If the City selects a firm, the City will conduct contract discussions and negotiations with the apparent successful respondent with the assistance of the City Attorney.