

MARCH 27, 2017
REQUEST FOR PROPOSALS
CITY ADMINISTRATOR RECRUITMENT SERVICES
CITY OF LANCASTER, WISCONSIN

The City of Lancaster, WI is seeking to contract with a qualified firm to assist the City Council in the selection of the next City Administrator. The City of Lancaster (population 3,868) first began utilizing an administrator form of government in 1995 when the first administrator was hired. The City has experienced six (6) different individuals in the position since 1995.

Each proposal will be considered in its entirety. The City Council will have ultimate authority on the selection process.

QUALIFICATIONS

The City is soliciting proposals from several consulting firms. Qualified firms must have significant experience in recruiting municipal administrators/managers in Wisconsin. The City Council is particularly interested in post-hiring outcomes including, but not limited to, contract negotiations and tenures that have exceeded three years. Proposals should also identify current and recent Wisconsin municipal clients. Principals to be involved in Lancaster's project should be identified in the proposal as well as their experience working on similar projects.

COMPENSATION AND TERMS OF PAYMENT

Proposals are asked to submit a fee, plus estimated out of pocket expenses, to provide the services identified below. The City will remit payments from appropriately documented invoices within thirty days of submittal and progress payments can be made during the engagement.

REQUIREMENTS OF THE PROPOSALS

The City is seeking to obtain the following information within each proposal submitted:

1. Please prepare a calendar of events for the proposal to include (but not limited to):
 - a. Date consultant will begin working on this project.
 - b. Expected advertisements to be made by consultant including the name of website or publication and dates of advertisement.
 - c. Deadline to receive applications.
 - d. The expected dates and number of meetings the consultant desires to meet with the City Council. Also, please identify which meetings will need to be solely dedicated to the job search topic. The City Council meets on the third Monday of each month but can schedule special meetings if necessary.
 - e. Any dates of other visits from the consultant and/or candidates and if any staff members will be needed for such visits.
 - f. Any other date(s) and narrative description the consultant believes is relevant to their work product.
 - g. The overall duration of this project from start to an expected date the new administrator could begin work.
2. The preferred method of receiving applications and any desired methods of submitting information to the consultant or the City Council. The Council desires to review each consultant's method of work and reserves the right to modify the method if needed.
3. Any use of City staff for performing tours of the City or brief interviews.

PROPSOAL SUBMITTAL INSTRUCTIONS

The City of Lancaster, Wisconsin requests proposals for contracting with a qualified firm that will provide recruitment services for the City Administrator position. Proposals will be accepted up to **Tuesday, April 11, 2017**. One proposal on firm letterhead, signed by a person so authorized by the firm making the proposal, can be delivered to David Kurihara, Interim City Administrator either via email (davidk@lancasterwisconsin.com) or mail (206 S. Madison Street, Lancaster, WI 53813). Proposals should identify the person within your organization to whom any questions or other communication may be directed. Proposals must address all relevant issues identified in this RFP.

Any questions about this proposal can be directed to David Kurihara, Interim City Administrator at (608) 723-7445 or the above email.