



Request for Proposal (RFP) for
City Administrator Recruitment Services

Issued by:

City of Monroe, WI

February 15, 2023

Proposals must be received no later than: **12:00 pm (noon) CST, March 10, 2023**

Submit RFP Responses to:

Abigail Martin

City of Monroe

1110 18th Avenue

Monroe, WI 53566

amartin@cityofmonroe.org

For further information regarding this RFP Contact:

Daniel Bartholf, City Attorney

dan@bartholfawoffices.com

608-328-2000

1. GENERAL INFORMATION

1.1 Introduction

The City of Monroe, WI (population 10,537) is seeking to contract with a qualified firm to assist the City Council in the selection of the next City Administrator. Each proposal will be considered in its entirety. The City Council will have ultimate authority on the selection process.

1.2 Background

The City is soliciting proposals from qualified consulting firms that have significant experience in recruiting full time 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 Monroe's project should be identified in the proposal as well as their experience working on similar projects.

1.3 Scope of Services

1.3.1 Summary Plan and Deliverables

- a. Prepare and present a summary plan outlining the work to be performed, data necessary to complete the project, and the timing of the work to be done (i.e., project timeline).
- b. Prepare a draft of final deliverables from other similar projects to provide staff with an idea of the general structure, content, and level of detail expected to be developed.
- c. Disclaimer: This section is not meant to provide an exhaustive and complete scope of service. Items may be added or removed to this scope of services. A final scope of services agreement will need to be arranged between the City Administrator and Consultant.

1.4 Contract Terms

The successful firm and the City of Monroe will enter into a Consultant Services Agreement drafted by the consultant.

2. PREPARING AND SUBMITTING THE PROPOSAL

2.1 General Instructions

The evaluation and selection of a consultant will be based on the information submitted in the proposal plus references and any required interviews or presentations. Consultants should respond clearly and completely to all requirements. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a submittal.

The proposal shall:

- 2.1.1** Identify the qualifications of the consultant, including relevant projects, particularly projects in providing services similar to those in the Scope of Services for municipal clients.
- 2.1.2** Identify the project manager and principal individual(s), qualifications, and experience of those proposed to do the work.
- 2.1.3** Define the project approach and identify the specific tasks involved in the performance of the proposed work effort and how these tasks would be implemented.
- 2.1.4** Include all costs associated with conducting the work.
- 2.1.5** Proposals shall be limited to no more than 15 total pages.

2.2 Proposal Organization and Format

Consultants responding to this RFP must include the following information:

- 2.2.1 COVER LETTER, RFP SIGNATURE PAGE:** Include a cover letter and an RFP signature page. Submittals in response to this RFP must be signed by the person in the consultant's organization who is responsible for the submittal. Include firm's name, location, and relevant contact information for consulting organization and project lead.
- 2.2.2 QUALIFICATIONS OF THE SUBMITTING CONSULTANT AND ANY SUBCONSULTANTS WHO ARE TEAM MEMBERS:** The specific qualifications of the firm(s) to accomplish the work outlined should be included. Specific projects relevant to this assignment with dates, clients, and specific references that could comment on the quality of the work should be identified. At least three references of directly relevant work must be provided from projects completed within the last five years. References should note the contact's name, address, and phone number, along with the relationship to the project and project site location. The results of any reference checks will be provided to the evaluation committee and used when scoring the written qualifications.
- 2.2.3 QUALIFICATIONS OF THE INDIVIDUALS WHO WILL WORK ON THE PROJECT:** The qualifications must identify the project manager and explain how this point of contact will lead the consultant's efforts. If interviews are necessary for selection, it will be necessary for the proposed project manager to conduct most of the presentation and be able to answer most questions asked during the interview process. All other relevant personnel who will work on the project should be identified in this section with relevant specific experience identified. Include specific work assignments of the proposed personnel. Resumes describing the educational and work experiences of the key people proposed for this assignment should be included.
- 2.2.4 PROJECT APPROACH:** Description of the firm's understanding of the requested services including the proposed approach, specific project steps including information regarding the number and length of onsite work, timeline to include specific milestones, and interim and final work products. The proposed approach must include the specific tasks anticipated for the project including how each task would be implemented and the team members who would be responsible for each task. Innovative approaches or concepts are encouraged.
- a.** Project approach must include a calendar of events for the proposal to include (but not limited to):
- i. Date consultant will begin working on this project.
 - ii. Expected advertisements to be made by consultant including the name of website or publication and dates of advertisement.
 - iii. Deadline to receive applications.
 - iv. 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 first and third Monday of each month but can schedule special meetings if necessary.
 - v. Any dates of other visits from the consultant and/or candidates and if any staff members will be needed for such visits.

- vi. Any other date(s) and narrative description the consultant believes is relevant to their work product.
 - vii. The overall duration of this project from start to an expected date the new administrator could begin work.
- b. 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.
 - c. Any use of City staff for performing tours of the City or brief interviews.

2.2.5 SEPARATE COST PROPOSAL: The submittal shall include a quote for all costs associated with implementing this project. If additional or alternative efforts are recommended these should be broken out separately from the primary tasks.

2.3 Submitting the Proposal

Proposers may send completed proposals via email or deliver by hard copy on or before **12:00 p.m. (noon), March 10, 2023**, to:

City of Monroe –Confidential Administrative Assistant
1110 18th Avenue
Monroe, WI 53566
amartin@cityofmonroe.org

Submittals received after **March 10, 2023, at 12:00 p.m. (noon)** will not be accepted.

2.4 Incurring Costs

The City of Monroe is not liable for any cost incurred by proposers in replying to this RFP.

2.5 Withdrawal of Submittals

Proposers may withdraw a submittal, in writing, at any time up to the due date and time. The written withdrawal notice must be received the City Administrator. The notice must be signed by an authorized representative of the firm submitting the proposal.

3. CONSULTANT SELECTION AND AWARD PROCESS

3.1 Review of Submittals

The City's evaluation team will consist of the City Administrator, Director of Public Works, Director of Facilities and Logistics, City Clerk/Treasurer and Confidential Administrative Assistant. The evaluation team will review references and may request interviews/presentations. The resulting information will be used to rate the submittals. The evaluation team reserves the right to select based on submittals without scheduling interviews. The evaluation team's scoring will be tabulated, and submittals ranked based on the numerical scores received.

3.2 Evaluation Criteria

The proposals will be scored using the following criteria:

Description Points	Description Points
Consultant Expertise	20
Consultant Relevant Project Experience	20
Project Team Qualifications	10
Project Approach and Proposed Timeline	30
Project Cost	20
TOTAL	100

3.3 Interviews/Presentations

Top-scoring consultants, based on the evaluation of the written proposals, may be required to have interviews/presentations to support and clarify their proposals, if requested by the City. The City will make every reasonable attempt to schedule each interview/presentation at a time during the week of **March 13, 2023**, that is agreeable to the consultant. Failure of a consultant to complete a scheduled interview/presentation to the evaluation committee may result in rejection of the opportunity for award of a contract.

3.4 Final Evaluation

Upon completion of any interviews/presentations by proposers, the City’s evaluation committee will adjust the scores based on the information obtained in the interview/presentation, possible reference checks, project fee, and any other pertinent information.

3.5 Right to Reject Proposals and Negotiate Contract Terms

The City reserves the right to reject any or all proposals if determined that they do not satisfactorily meet the needs or qualifications required. The City reserves the right to negotiate terms of the contract, including the award amount, with the selected consultant prior to entering a contract.

3.6 Award of Contract

The committee’s final evaluation and recommendation will be sent to the City of Monroe Common Council for approval.

4. TYPICAL TERMS AND CONDITIONS – TO BE INCLUDED IN CONTRACT

4.1 Insurance

All proposals must include either a description of the firm’s insurance or a certificate of insurance outlining the firm’s insurance policies which evidence compliance with the requirements contained herein. The successful Firm shall agree that it will, at all times during the term of the agreement, keep in force and effect insurance policies required by the contract, issued by a company or companies authorized to do business in the State of Wisconsin and satisfactory to the City. Such insurance shall be primary. Prior to execution of the written contract, the successful Firm shall furnish the City with a Certificate of Insurance listing the City as an additional insured and upon request, certified copies of the required insurance policies. The Certificate shall reference the contract and provide for thirty (30) days advance notice of cancellation or nonrenewal during the term of the agreement. Failure to

submit an insurance certificate, as required, can make the contract voidable at the City's discretion. Additionally, the Firm shall not allow any subcontractor to commence work until the aforementioned documents, where applicable, have been obtained from the subcontractor and approved by City of Monroe.

4.2 Nondiscrimination

In connection with the performance of work under this agreement, the Firm agrees not to discriminate against any employee or applicant for employment because of age, race, religion, color, marital status, sexual orientation, sex, disability, national origin, or ancestry. This provision must be included in all subcontracts.

4.3 Assignment or Subcontract

This contract may not be assigned or subcontracted by the Firm without the written consent of the City.

4.4 Independent Contractor Status

The Firm agrees that it is an independent Contractor with respect to the services provided pursuant to this agreement. Nothing in this agreement shall be considered to create the relationship of employer and employee between the parties.

4.5 Amendments to Contract

This contract may be modified only by written amendment to the contract, signed by both parties.

4.6 Waiver

One or more waivers by any party of any term of the contract will not be construed as a waiver of a subsequent breach of the same or any other term. The consent or approval given by any party with respect to any act by the other party requiring such consent or approval shall not be deemed to waive the need for further consent or approval of any subsequent similar act by such party.

4.7 Indemnification and Defense of Suits

The Firm agrees to indemnify, hold harmless, and defend the City, its officers, agents, and employees from all liability including claims, demands, damages, actions or causes of action, together with all losses, costs, or expense, including attorney fees, where such liability is founded upon or grows out of the acts, errors, or omissions of the Firm, its employees, agents, or subcontractors.

4.8 Termination of Contract

It should be noted that either party may cancel the service agreement for by written notice to the other party at least 90 days in advance of the commencement of the contract. If through any cause, the Firm shall fail to fulfill in timely and proper manner his obligations under this contract, or if the Firm shall violate any of the covenants, agreements or stipulations of this contract, the City shall thereupon have the right to immediately terminate or provide notice of the terminations this Contract. Such termination notice shall be in writing and shall identify the date of the termination. In such event, all finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, reports, or other materials related to the services prepared by the support firm under this contract shall, at the option of the City, become the property of the City of Monroe.

Notwithstanding the above, the support firm shall not be relieved of liability to the City for damages sustained by the City by virtue of any breach of the contract by the support firm, and the City may withhold any payments to the support Firm or the purpose of set off until such time as the exact amount of damages due to the City from the support Firm is determined.

4.9 Other Considerations:

Factors which include, but are not limited to, quantity involved, time of completion, purpose for which required, competency and financial capacity of vendor, ability to render satisfactory service and past performance will be considered in determining status as a responsible vendor. The City reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent as deemed appropriate.

5. Attachments

5.1 Scoring Evaluation Template

6. Questions or Concerns Regarding the RFP Should be Directed to:

Daniel Bartholf City Attorney
dan@bartholfawoffices.com
608-328-2000