



CITY OF FOSTER CITY



Request for Proposals for City Manager Recruitment Services

City of Foster City
610 Foster City Boulevard
Foster City, California 94404

Attn: Maria Saguisag-Sid, Human Resources Director
msaguisag-sid@fostercity.org

Release Date: May 7, 2020

Proposals Due: May 28, 2020

City Manager Recruitment Services

RELEASE DATE: May 7, 2020

CLOSING DATE/TIME: May 28, 2020, 5:00 P.M.
All Proposals must be received by the closing date and time.

CONTACT PERSONS: Maria Saguisag-Sid, Human Resources Director
msaguisag-sid@fostercity.org

Jean B. Savaree, City Attorney
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Foster City City Hall
610 Foster City Boulevard
Foster City, California 94404
(650) 286-3207

I. INTRODUCTION

The City of Foster City is seeking proposals for services from a qualified executive search firm to assist the City Council in the selection of a new City Manager.

II. BACKGROUND

The City of Foster City is located along the San Francisco Bay peninsula. The City is made up of breathtaking shorelines and lagoons and offers its citizens an unsurpassed quality of life. Residents enjoy the many recreational activities provided by the lagoons and quality parks as well as the area's fine dining, entertainment and mild climate. Foster City is both a general-law city and a special district (Estero Municipal Improvement District) with a Council-Manager form of Government.

Incorporated in 1971, the City has 164 full-time employees and a population of over 30,000.

The City Council, the City Manager, and our operating departments are focused on the City's mission to sustain and enhance the quality of life of everyone who lives, works and plays in our community.

The City operates under a Council-Manager form of government. Five Council Members are elected to staggered four-year terms to govern the City. The Mayor and Vice Mayor are elected by the Council each year from their membership and serve one-year terms. The City Council is responsible for adopting City ordinances, resolutions, the annual

budget, appointing commissions and committees, and hiring the City Manager and City Attorney, among other key duties. The City Manager is responsible for implementing the Council's policies, ordinances and directives, for overseeing the day-to-day operations of the City, and for appointing the directors of the City's departments. These City departments include: Parks and Recreation; Finance; Community Development; Human Resources; Police; and Public Works.

III. SCOPE OF WORK

The successful consulting firm will be expected, at minimum, to perform the following:

- Meet with the City Council and/or stakeholder groups as necessary to facilitate the development of an appropriate candidate profile and list of priorities for the new City Manager.
- Validate desirable candidate characteristics through discussions with the City Council.
- Develop and execute an inclusive plan for the City Manager recruitment (print, web, social media, targeted calls, etc.)
- Identify specific strategies to encourage highly qualified applicants from diverse backgrounds to apply.
- Acknowledge receipt of candidates' application materials and maintain communication with all candidates throughout the recruitment process.
- Answer questions from candidates and collect application materials.
- Review the applications received, comparing them to the desired candidate profile.
- Advise the City Council on the qualifications of the candidates, develop a list of recommended candidates for interviews, provide a written report summarizing the overall candidate pool and the qualifications of those selected to be interviewed.
- Perform initial screening interviews with the most qualified candidates.
- Advise the City Council on interview strategies, appropriate questions, and evaluation tools.
- Attend the interview sessions for semi-finalist candidates.
- Assist the City Council in selection of finalists.
- Conduct complete background and reference checks on finalist candidates, including public records searches and credit checks.
- Prepare and present a confidential reference report on each finalist candidate.
- Facilitate the final interview process and be available to assist the City Council as it makes a selection.
- Provide progress reports at least bi-weekly to the City Council. Periodic on-site meetings may be required to discuss ongoing progress.
- Assist the City with employment contract negotiations.

- Maintain all correspondence and record-keeping throughout the process.
- Compile search documentation and prepare a final written summary of all work performed and outreach taken related to developing, conducting, and completing the search.

IV. PROPOSAL REQUIREMENTS

Each proposal shall include the following information:

- A. A detailed timeline for the completion of all the services described in the Scope of Work.
- B. Background information on the firm, including details of the firm's experience with similar recruitments, including the number of City Manager searches and placements; a brief resume of the individual(s) assigned to this project; contact information for three (3) references; and sample work products including recruiting brochures, candidate questionnaires, candidate reference reports, etc. The proposal should include information about the firm's current engagements and an affirmation of the firm's ability to focus on this project.
- C. A proposed schedule for each phase of the process, including development of the recruitment profile, search, background evaluations, interviews, and selection. Note that the Foster City City Council meets on the first and third Mondays of the month.
- D. Information about the firm's approach in the event of a recruitments that does not produce a viable candidate or the premature dismissal or resignation of the selected candidate.
- E. A "not to exceed" fee for all the professional services and tasks described in the Scope of Work as well as a specific "not to exceed" amount for expenses related to the professional services.
- F. A list of any additional activities and/or techniques that might be helpful to incorporate into the recruitment and selection process and the specific cost for adding such services.
- G. The hourly rate at which the City would be billed for any services that the City might request outside the scope of the items in the RFP.

V. SELECTION PROCESS

The City Council will select the firms or individuals to be interviewed and may consider, at minimum, the following criteria:

- Prior successful recruitments, especially for the position of City Manager
- Responsiveness to this Request for Proposal
- Qualifications and experience of the individuals assigned to the project
- Experience with candidates from within and outside California
- Schedule and availability
- Cost of services
- Reference contact results

VI. PROPOSAL SUBMISSION INFORMATION

Seven hard copies of the proposal should be submitted no later than 5:00 p.m. on May 28, 2020 to:

Maria Saguisag-Sid, Human Resources Director
Foster City City Hall
610 Foster City Boulevard
Foster City, California 94404

Or by email to: msaguisag-sid@fostercity.org

The City reserves the right to reject any and all proposals submitted, to request clarification of services submitted, to request additional information from competitors, and to waive any irregularity in the proposal. Finalist candidates may be asked to present their qualifications to the City Council. Following proposal evaluations, interviews and reference calls, the award of a contract to the successful consultant will be at the sole discretion of the City Council.