CITY OF KIRKLAND
REQUEST FOR PROPOSAL
EXECUTIVE RECRUITMENT SERVICES

PURPOSE OF REQUEST

The City of Kirkland, Washington ("City") is requesting proposals from qualified executive recruitment consultants to conduct a search leading to the selection of a new City Manager. As a general guideline, the City is interested in completing the recruitment/selection process for the new City Manager by or soon after May, 2010.

The search for a City Manager is due to the impending retirement of the current City Manager after 12 years in the position.

Kirkland is a code city and operates under the Council/Manager form of government, with a seven member City Council, and a Council elected Mayor. The City Council sets the policy direction for the City, incorporating public input received directly from local citizens and several Council-appointed Boards, Commissions, and advisory groups. The Council appoints the City Manager to function as the Chief Administrator of the City, providing leadership, direction, and guidance.

City Departments include:

- City Attorney's Office
- City Manager's Office
- Finance & Administration
- Fire & Building
- Human Resources
- Information Technology
- Parks & Community Services
- Planning & Community Development
- Police
- Public Works

Kirkland currently employs approximately 450 FTE's, and operates with a biennial budget of $366 million.

Incorporated in 1905, Kirkland has grown into a vibrant city of over 48,000 residents. The City is located on the northeastern shoreline of Lake Washington, with views of the Cascade and Olympic mountain ranges. This lakefront community has a small town feel, a sense of history, and a strong appreciation for quality of life.

TIME SCHEDULE FOR SELECTION OF CONSULTANT

The City intends to follow a selection timetable that results in the selection of a consultant by November, 2009. Proposals will be accepted from Wednesday, October 7th through Friday, October 23rd.

SCOPE OF SERVICES

The consultant will be responsible for providing the following services to the City:

1. Develop a recruiting specification, in conjunction with the Kirkland City Council recruitment sub-committee and/or the full Council, and other key individuals selected by the City, that addresses the specific duties, responsibilities, operational issues, education and training, leadership qualities, and other factors that are relevant to the City Manager position.

2. Coordinate all stages of the process with the Council sub-committee and/or full Council, with the collaboration of key staff such as the City Manager's Office and Human Resources.

3. Assist Council in the involvement of other key stakeholders in the process.

4. Translate the City Council's requirements into a detailed recruitment brochure, to encompass a nation-wide search, with recruiting activities including targeted mailings, selected advertising, networking and direct inquiries, and use of consultant's knowledge of candidates from other searches.

5. Assist the City Council in screening the initial pool of applicants to an appropriate number of semi-finalists. Provide the Council with summary reports on all semi-finalists and respond to Council questions.

6. Work with the City Council to narrow the semi-finalist group to finalist candidates, to determine an appropriate interview process, and to discuss preliminary terms of an employment agreement.

7. Conduct in-depth interviews, detailed background investigations, and verify references and credentials of finalists. Prepare a detailed report on each finalist. Assist the City Council with their candidate interviews.

8. Coordinate and/or conduct any additional assessments and background investigations as directed by the City Council. This could include a site visit to the workplace of finalist candidates, to speak to references and other relevant individuals in-person.

9. Assist the City in the negotiation of an employment agreement with the final candidate, as directed by the City Council and coordinated with Human Resources and the City Attorney's Office.

GUARANTEE

The consultant must continue to provide the services listed above until a City Manager has been appointed. In addition, should the City Manager be terminated for cause or resign within eighteen (18) months, the consultant shall be responsible for conducting a replacement search at no charge to the City.

COMPLIANCE WITH LAWS

The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Contractor must obtain a City of Kirkland business license or otherwise comply with Kirkland Municipal Code Chapter 7.02.

LIABILITY INSURANCE

During the term of service to the City, the consultant must have professional liability coverage with combined single limits of liability of not less than one million ($1,000,000), and provide a certificate evidencing such insurance and naming the City as additional insured.

TERMS AND CONDITIONS

The City reserves the right to reject any and all proposals and to waive minor irregularities in any proposal.

The City reserves the right to request clarification of information submitted, and to request additional information from any party submitting proposals.

The City reserves the right to award any contract to the next most qualified consultant that responds to the Request for Proposal, if the successful consultant does not execute a contract within fifteen (15) days after the award.

The City shall not be responsible for any costs incurred by a consultant in preparing, submitting, or presenting its proposal. Additionally, if an oral presentation is required to supplement and/or clarify a proposal for the Kirkland City Council, such presentation expenses shall be borne by the consultant.

The contract resulting from acceptance of proposal by the City shall be in the form of a "Professional Services Agreement" and shall be reflective of the specifications in this Request for Proposal. The City reserves the right to reject any proposed contract that does not conform to the specifications contained in this Request for Proposal, and which is not approved as to form by the City Attorney.

The consultant will be required to assume responsibility for all services offered in the proposal, whether or not directly performed by the consultant. Further, the consultant will be the sole point of contact for the City with regard to contractual matters, including payment of any and all charges resulting from the contract.

COMPENSATION

Payment by the City for the executive search services will be made only after the services have been performed and an invoice is submitted. Three to four "installment" payments are contemplated. The invoice should specifically describe the services performed, the name(s) of the personnel performing such services. They City will make payment within 30 days after receipt of the invoice.

The consultant will be solely responsible for the payment on any taxes or license fees imposed by any lawful jurisdiction as a result of the delivery of services to the City of Kirkland.

INSTRUCTIONS FOR PROPOSERS

Proposers are asked to respond to the following items in the sequence presented:

1. Qualifications Describe the background, public sector experience, and executive search capabilities of your firm. Please give specific information regarding your qualifications to conduct City Manager searches in cities of similar size and complexity to Kirkland. As part of this, provide specific examples of recent City Manager searches, jurisdiction contact information and the total cost (i.e. fees plus all other billables or reimbursable expenses) of each search.

2. Scope of Services Provide a scope of services and a proposed outline of tasks, products, and project schedule, keeping in mind the proposed timeline for completion of the process by or soon after May, 2010.

3. Consulting Staff Name the principal or project manager in the firm who will have direct and continued responsibility for the services provided to the City. Include the resume of the project manager, and their specific experience relative to this type of recruitment. Identify other key personnel and their roles. Identify any sub-consultants and the work to be assigned.

4. References Provide a list of at least five (5) clients who can verify your firm's ability to provide the scope of services requested. References from Mayors and City Council members in cities of similar size and complexity who have recently hired City Managers are strongly preferred.

5. Cost Provide a cost proposal for the overall recruitment and selection process. The proposal should clearly delineate a fixed cost (fee) for the project, as well as a description and delineation of any other reimbursable expenses expected to be submitted, which are not part of the fees (i.e., advertising, copying, consultant travel, applicant travel, etc.). Actual fees will be based on the final negotiated contract.

6. Approach Provide a general statement, based on experience, as to how the firm would approach the process, including estimated timelines, and how they would involve stakeholders and work together with the City Council towards final appointment of the successful candidate. Include key milestones, deliverables, and "intersection points" with the City during the recruitment. Council meeting dates (1st and 3rd Tuesday of each month) should be incorporated into the time frames for reporting purposes.

7. Sample Materials Samples of recruiting specifications, community profiles, recruitment brochures, invitee letters, announcements, etc. are desired.

SUBMISSION OF PROPOSALS

All proposals should be sent, and inquiries directed, to:

William R. Kenny, SPHR
Human Resources Director
City of Kirkland
505 Market Street, Suite B
Kirkland, WA 98033

Phone: 425/587-3212
E-Mail: bkenny@ci.kirkland.wa.us

All proposals must be received by 5:00 p.m. local time on Friday, October 23rd, 2009.

Proposals should clearly provide a description of consultant capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content. Proposals should not contain staples or binder clips that impede easy photocopying of materials.

All proposals become the property of Kirkland, upon submission. However, there will be no disclosure of contents to competing firms, and all proposals will be kept confidential during the selection process.

The City requests that respondents to this request for qualifications not contact City staff and/or members of the Kirkland City Council during the proposal process and evaluation phase.

The City will notify the selected consultant by about November 15th, 2009

SELECTION CRITERIA

Each proposal will be independently evaluated on the following criteria:

1. Experience and Qualification Depth/Breadth in providing services similar to those requested and having obtained favorable outcomes. (Measured in terms of number of City Managers, or other key senior management personnel placed, length of service of City Managers placed, and level of satisfaction with both the process and the City Managers placed as determined by Mayors and City Council members)

2. Cost Total estimated fee and reimbursable expenses for the services. While cost will be a consideration in the award of the contract, the contract will not necessarily be awarded to the firm submitting the lowest cost proposal. The City's intent is to award the contract to the firm that's proposal is deemed to offer the best overall value and fit to the needs of the City.

3. References Evaluation of past recruitments as stated by references in the proposal and relevance of past experience as reported in the proposal.

4. Dependability Ability to meet time and cost estimates as evidenced by documentation provided through references.

5. Responsiveness The overall quality of the proposal and its responsiveness to this Request for Proposal, as well as the ability of the firm to be responsive to the key components of the process, including personal involvement as needed with the various stakeholders at Kirkland.

PUBLICATION

Daily Journal of Commerce	October 7 & 14, 2009
City of Kirkland website:	www.ci.kirkland.wa.us. October 7th through 23rd, 2009