



CITY OF LIVINGSTON

REQUEST FOR PROPOSALS

EXECUTIVE RECRUITMENT FOR CITY MANAGER

ISSUED MAY 9, 2024

The City of Livingston is soliciting proposals from qualified individuals and consulting firms for recruitment of a City Manager. The purpose of this Request for Proposal (RFP) is to request proposers to present their qualifications, capabilities, and approach to provide recruitment services to the City for the position of City Manager.

1. BACKGROUND

The City of Livingston (the "City") (population 14,000), is a small, family oriented community in Merced County. Located along State Highway 99 in the California Central Valley, Livingston is centrally located from major population centers like San Jose, Sacramento, and Fresno while being close to recreational attractions such as Yosemite National Park.

The City was incorporated in 1922 as a general law city under a Council-City Manager form of government. The Council is composed of five members, being the Mayor and four council members.

The City is experiencing significant growth from urban and commercial development. Through all the projects embarked, the City's main focus is to provide its residents quality services while retaining their family focused values.

2. **SCOPE OF WORK**

The scope of services includes:

- Meet with City Council to obtain information regarding the expectations, challenges, requirements and responsibilities of the position.
- Meet with key City employees to obtain information about the City, including demographics, budget, and organizational structure.
- Meet with stakeholder groups or committees as directed by the City Council to facilitate the development of an appropriate candidate profile and list of priorities for the new City Manager.
- Update job description for City Manager position.
- Develop a position profile and advertising brochure.
- Develop an aggressive direct networking campaign for top talent.
- Place advertisements in select appropriate professional publications and on Internet bulletin Boards.
- Answer questions from candidates and collect application materials.
- Thoroughly screen applicants, including thorough face to face or videoconferences of viable candidates. Screening is to include background, criminal and credit checks, references, and media checks to ensure the finalists have backgrounds of highest integrity.
- Create a list of quality finalists.
- Meet with the City Council to review list.
- Assist in scheduling interviews of list of recommended candidates. Advise the City Council on interview strategies, appropriate questions and evaluation tools. Attend the interview sessions for semi-finalist candidates, as may be requested by City Council.
- Assist the City Council in selection of finalist(s) from those interviewed.
- 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.

The consultant or the City may propose additional tasks as deemed necessary to complete the assignment. Any additional work shall be compensated as agreed upon in the consultant's contract with the City.

3. PROPOSALS

3.1 Due Date and Format for Submission.

Proposals must be submitted to the City by 4:00 P.M., June 10, 2024. Faxed and emailed proposals will not be accepted. Proposals must be submitted in a sealed envelope clearly marked and labeled: **“PROPOSAL FOR EXECUTIVE RECRUITMENT SERVICES.”**

Six (6) copies and (1) unbound original, signed by an officer who is authorized to execute legally binding agreements shall be mailed or delivered to:

City of Livingston
Attn: Monica Cisneros, Deputy City Clerk
1416 C Street
Livingston, CA 95334

3.2 Cover Letter.

A cover letter on Firm letterhead addressing the proposal should be submitted and be signed by an officer of the firm authorized to bind the Firm to all comments made in the proposal, and shall include the name, address, and phone number of the person(s) to contact who will be authorized to represent the Firm.

3.3 Minimum Experience Qualifications Summary.

Sufficient evidence as to the proponent’s qualifications to perform the work is necessary. This may include former in-house experience and/or experience as a consultant. This information shall disclose and include pertinent facts and shall include at least a description of past performance on recruitments of similar type, scope, and size; project team members who worked on each project and their roles and percentage commitment of time on the project and any other pertinent information to demonstrate experience on similar assignments. In addition, please provide a statement regarding the proponent’s ability to complete the work in a timely and professional manner.

3.4 References.

Provide a list of five references within last three years with current contact person, email address, and phone number who may be contacted regarding firm performance.

3.5 Cost Proposal.

A cost proposal listing your standard professional hourly rates, a cost estimate for the scope of work outlined above, time for completion, and an estimate for reimbursable expenses (including method for charging). Please note the final scope of work and compensation will be negotiated with the selected proponent.

3.6 Proposed Method of Performance.

Please provide information on how your firm intends to provide its services to the City if awarded the contract. Services provided must meet the minimum guidelines provided in the Scope of Services of this RFP. The following topics must be addressed:

- Your approach and methodology for developing a usable candidate profile that best reflects the needs of the City.
- Your advertising and marketing approach, to include at least three (3) sample advertising brochures from other recruitment projects your firm has conducted. If the sample brochures do not easily fit in this section of the submittal, they may be included at the end of your packet as an exhibit.
- Projected timeline for completion of the project.
- Methods, frequency, and extent to which customer satisfaction is measured and reported.

3.7 Other.

Disclose any potential conflict of interest with this assignment.

4. DELIVERABLES

- Digital and hard copy versions of all recruitment material must be delivered to cityclerk@livingstonca.gov at the start of any advertising or marketing campaign to be included on the City 's website.
- Consultant is expected to provide at least five (5) candidates who meet the candidate profile and position requirements for interviews. If the outcome does not produce at least two (2) final candidates for Council's consideration, the Council will have the option to instruct Consultant to continue the marketing and advertising campaign to solicit additional qualified candidates.

5. ACCEPTANCE OR REJECTION OF PROPOSALS

5.1 Reservation of Rights.

The City reserves the right to select the successful proposal and negotiate an agreement as to the scope of services, the schedule for performance and duration of the services with proponents whose proposals is/are most responsive to the needs of the City. Further, the City reserves the right to reject any and all proposals, or alternate proposals, or waive any informality or irregularity in the proposal as it is in the City's best interest. Additionally, the City may, for any reason, decide not to award an agreement(s) as a result of this RFP. Non-acceptance of any proposal shall not imply that the proposal was deficient. Rather, non-acceptance of any proposal will mean that another proposal was deemed to be more advantageous to the City or that the City decided not to award an agreement as a result of this RFP.

5.2 Proposal Development Costs.

The cost of preparing and submitting a proposal is the sole responsibility of the proponent and shall not be chargeable in any manner to the City.

6. GENERAL TERMS AND CONDITIONS

6.1 Licensing Requirements.

Any professional certifications or licenses that may be required will be the sole cost and responsibility of the successful proponent.

6.2 Insurance Requirements.

Proponent, at proponent's sole cost and expense and for the full term of the resultant agreement or any extension, shall obtain and maintain at least all of the insurance required by the City for consultants.

7. SELECTION PROCESS

7.1 Selection Criteria.

Proposals will be evaluated on, but not limited to, the following criteria:

1. General Competence and comparable experience.
2. Experience on similar recruitments.
3. Approach to the scope of work and understanding of the assignment.
4. Satisfactory record of performance on similar recruitments.

5. Ability to commence services immediately.
6. Conformance with the proposal guidelines and format outlined in this RFP.
7. Cost.

7.2 Tentative Selection Schedule – Subject to Change.

Issue Request for Proposals	May 9, 2024
Submission Deadline	June 10, 2024
Selection by City Council	July 2, 2024

8. Questions and Inquiries

Any and all questions regarding this RFP must be submitted by email to: Monica Cisneros, Deputy City Clerk at: cityclerk@livingstonca.gov. Substantive questions and responses will be posted on the City's website.