

CITY OF BLACK DIAMOND
REQUEST FOR QUALIFICATION / PROPOSAL
CITY ADMINISTRATOR RECRUITMENT SERVICES

The City of Black Diamond is soliciting qualifications and proposals from qualified firms for City Administrator recruitment services.

The City is seeking a consultant with an accompanying expertise in recruitment services. The ideal firm will have experience and expertise in, including but not limited to **executive searches in the public sector**. Demonstrated experience and expertise in writing and presenting reports for local government officials is required, including the development of findings, conclusions, and recommendations.

Detailed information pertaining to the RFQ / RFP may be picked up at the City Hall located at 24301 Roberts Drive, Black Diamond, WA 98101, or you may obtain the RFQ / RFP on the City's website <https://www.blackdiamondwa.gov/public-notices/pages/2022-public-notices>.

Proposal must be received on or before 4:30 p.m. on August 9, 2022, at City Hall located at 24301 Roberts Drive, Black Diamond, WA 98010, or mail PO Box 599, Black Diamond, WA, 98010. All packages/envelopes containing proposals shall be marked in the lower left-hand corner RFQ / RFP, City Administrator Recruitment.

**REQUEST FOR QUALIFICATION / PROPOSAL
CITY ADMINISTRATOR RECRUITMENT**



**CITY OF BLACK DIAMOND, WASHINGTON
JULY 2022**

DUE DATE: August 9, 2022

TIME: 4:30 P.M.

PHYSICAL ADDRESS:

**CITY OF BLACK DIAMOND
ATTN: MAYOR BENSON
24301 ROBERTS DRIVE
BLACK DIAMOND, WA 98010**

MAIL TO:

**CITY OF BLACK DIAMOND
ATTN: MAYOR BENSON
PO BOX 599
BLACK DIAMOND, WA 98010**

CITY OF BLACK DIAMOND

REQUEST FOR QUALIFICATIONS AND PROPOSALS

Project Title: City Administrator Recruitment Services

General Information

The City of Black Diamond is a rapidly growing western Washington city located in King County. The City has a strong Mayor form of government, and operates as a “Code City” as described under Title 35A in the Revised Code of Washington (RCW). There are seven elected Councilmembers serving staggered four-year terms. The City was incorporated in 1959 with a current population of approximately 6,500.

The City is a full service municipality employing approximately 45 employees to provide general government (clerk and finance), parks, public works, public safety (police and court), planning, master development review team, and community development services. Fire services are contracted through Mountain View Fire District. The City has three union contracts, two with Teamsters Local 117 and one with the Black Diamond Police Officers Association.

Currently the City has approval for the following two master planned developments:

- Ten Trails (f.k.a. The Villages) consisting of approximately 4,800 homes on 1,200 acres including $\frac{3}{4}$ million square feet of commercial space. Building in Ten Trails has commenced and as of March 22, 2022, approximately 722 single family homes are occupied. The multi-family complex “The Village at Ten Trails” has 76 apartment units occupied.
- Lawson Hills consisting of approximately 1,250 homes on 371 acres including 390,000 square feet of commercial space.

Purpose

The City of Black Diamond is in the process to begin the search for a City Administrator. The City is seeking a qualified firm or individual to develop the position profile for our City Administrator search and process.

At a minimum, the City of Black Diamond requires that Consultant proposals address all criteria in this section and the Scope of Work section. Proposals shall be prepared in three (3) parts as follows:

Part I: Scope of Work

- The work plan proposal must contain all tasks necessary to accomplish the City Administrator recruitment. It will outline the consultant's proposed approach to recruiting qualified candidates, methodology, work plan and schedules to accomplish all tasks, including the following:

Tasks

1. Aid in Updating City Administrator Job Description
 2. Create Position Profile
 3. Create Advertising Campaign (based on profile)
 4. Recruitment of Candidates (direct mail, cold calls, etc.)
 5. Pre-screen Candidates (may include telephone interview, public records search, etc.)
 6. Recommend viable candidates base on the position profile.
 7. Recommend and run the interview/assessment/evaluation process
 8. Present finalists based on City selections.
 9. Recommend and run final selection process
- State as completely as possible: 1) description of the consultant's plan to accomplish required tasks; and 2) required involvement of city staff, if any.
 - For each task/requirement list in the Scope of Work, provide whether or not vendor can satisfy the requirement. Provide information regarding your solution that you deem appropriate.

Part II: Management Specifications. The management component must contain the following information:

- General information about the responding individual or firm, including name, etc.
- Contact information including address, telephone, email, and fax, etc.
- Similar past experience: Demonstrated background of the firm and of key personnel, including the following:
 - A list of at least three client references, including names, addresses and telephone numbers and briefly describe the type of service (scope) required and date last work completed. Consultant must grant the City permission to contact all references provided.

Part III: Cost Proposal

- Identify all costs Consultant will charge for performing the tasks necessary to accomplish the objectives of this RFQ/RFP as well as all costs, if any, the Consultant will expect the City to cover outside of the scope of services of the consultant. The costs must breakout all expenses expected to be covered by the City to complete the recruitment, whether billed by the consultant or others as part of the recommended recruitment process.

Selection Process

Submittal Criteria: The Selection Committee, determined by the Mayor, will review all proposals and may invite the most qualified firms or individual to an interview. In reviewing and evaluating the submitted proposals and interviews, the Selection Committee will use the following criteria:

- Extensive knowledge and experience of recruitment processes for key leadership roles in municipal government.
- Proposed approach to recruiting qualified candidates
 - Schedule of activities
 - Engagement of public and stakeholders
 - Engagement of direct reports
 - Method, concepts/ideas for engaging a broad base of candidates – casting a wide net of prospects
 - Diversity, equity, and inclusion efforts to ensure a diverse, qualified candidate pool
 - Methods of interviewing and selection criteria that ensures nonbiases in hiring
 - Other methods and approach ideas that demonstrate ability to recruit qualified candidates
- Availability, references, and billing rates of person or persons serving on this project.
- Proposed fee structure, inclusive of all service costs.
- Qualifications of the key staff that will be assigned to this project. (Indicate their assigned role, amount of time available, past relevant experience and resume, etc.)
- Names and references, including contact person and telephone numbers of organizations for which the firm or individual has provided similar services.
- Results of references
- The City reserves the right to modify the selection criteria

Consultant Fee and Contract:

Upon selection, the fee and contract will be negotiated with the Mayor. The City Council then considers approval of the contract.

Questions

All question regarding this proposal shall be directed to:

Carol Benson, Mayor

Email: cbenson@blackdiamondwa.gov

Phone: 360-851-4500

Terms and Conditions

Not all proposers may be interviewed. The proposer shall be responsible for the accuracy of the information supplied. The City of Black Diamond reserves the right to reject any and all proposals, to issue one or more agreement(s) for the intended scope of services, to waive minor irregularities, to issue additional RFPs, and to either substantially modify or abandon the selection process prior to any award of a contract. The City reserves the right to negotiate all elements which comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned. Nothing contained herein shall require the City of Black Diamond to award a contract, and the City of Black Diamond reserves the right to determine its own selection criteria in the award of the final agreement. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall at a minimum reflect the specifications in the RFP. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Council. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to this RFP.

Schedule and Proposal Process

The City provides the following schedule. This is for information only and will be adjusted as needed. Proposers are encouraged to reserve flexibility for interviews as the City will not be able to allow much advance notice when scheduling initial interviews.

- Distribution of RFP – July 2022
- **Deadline for Submittal of Proposals – August 9, 2022, at 4:30 p.m. All submissions must be received by the City on this date. Late submissions will not be considered.**
- Possible Finalist interviews: To be determined
- Firm selection: To be determined

SUBMISSION DEADLINE

Five (5) copies of the response materials must be submitted on or before 4:30 p.m. on **August 9, 2022** to:

Mailing Address:

City of Black Diamond
ATTN: Carol Benson
PO Box 599
Black Diamond, WA 98010

Hand Delivery Address:

City of Black Diamond
ATTN: Carol Benson
24301 Roberts Drive
Black Diamond, WA 98010

All packages/envelopes containing proposals shall be marked in the lower left-hand corner RFQ / RFP, City Administrator Recruitment.

Questions regarding this request should be submitted to Carol Benson, Mayor at cbenson@blackdiamondwa.gov or by phone at 360-851-4500.

Late submissions, emails, faxes or telephone proposals will not be accepted.

Proposals should be prepared simply, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.