

**REQUEST FOR PROPOSALS**  
**EXECUTIVE SEARCH CONSULTING SERVICES**  
**TO SELECT A CITY MANAGER**  
**FOR THE**  
**CITY OF MAPLEWOOD, MINNESOTA**

**Proposals due July 8, 2008**

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I. GENERAL INFORMATION ABOUT MAPLEWOOD

A. City Organization

1. Maplewood is a statutory city with the Council-Manager form of government.
2. A full-time professional City Manager administers the operations of the city with the assistance of seven department heads.
3. The number of regular full-time and part-time employees by department is:

DEPARTMENT	#F/T	#P/T
Community Development	12	2
Finance	5	2
Fire	17	84 Paid On-Call Firefighters
General Government	2	5
Citizen Services	16	20
Human Resources	1	0
Police	59	2
Public Works	41	5
Information Technology	3	0
TOTAL	156	115

B. City Operations

1. Maplewood provides a population of in excess of 35,675 the traditional municipal services such as police, firefighting, street maintenance, recreation programs (including 90,000 square foot community center), park maintenance, planning and building inspections as well as a full-time deputy registrar facility at its City Hall.
2. Total budgeted expenditures for 2008 are \$39,700,000.00 including debt service.
3. The City of Maplewood provides services over 10-square mile area.

II. CONSULTANT RESPONSIBILITIES

A. Advertising

1. The consultant will arrange for ads in the ICMA newsletter and local newspaper. In addition, affirmation action agencies will be contracted.

B. Accepting Applications

1. The consultant will accept and acknowledge applications.

C. Data

1. City staff and elected officials will cooperate with the selected consultant in providing requested information and scheduling meetings.

### III. PERFORMANCE SPECIFICATIONS

#### A. Scope of Services

1. Evaluate the City's unique needs based on financial condition, existing programs, organization, etc. to determine appropriate areas of expertise required by candidates.
2. Evaluate the Mayor and City Council's expectations and use in the screening process.
3. Evaluate citizens', businesses', employees' (unions) and Commission members' needs and expectations.

#### B. Reports and Timing:

1. The consultant will prepare ten copies of all reports.
  - a. A report of the methods and criteria to be used in the screening process.
  - b. A report recommending the candidates for interview.
2. A verbal presentation of each report will be made to the Mayor and the City Council.
3. The expeditious timing of the entire process is an important factor. This item must be addressed in the proposal.

### IV. INSTRUCTIONS ON SUBMITTING PROPOSALS

#### A. Proposals must be submitted by 4:30 p.m. July 8, 2008 to:

1. R. Charles Ahl, Acting City Manager  
City of Maplewood  
1830 East County Road B  
Maplewood, MN 55109

#### B. Ten copies of the proposal are required to be submitted.

#### C. The proposal shall include the following information:

1. A statement of your understanding of the work, description of the approach, explanation of the procedures to be used, and time table to be followed.
2. Qualifications of the personnel proposed to supervise and perform the work. This should include biographies, including experience of the individuals who will be assigned to the work and relevant experience of each in working with municipalities.
3. A listing of Minnesota and other cities that your firm has provided consulting services to during the past three years.
4. The not-to-exceed fee for performing the work, including out-of-pocket expenses. Include a breakdown of this showing the hours to be worked by category of personnel, hourly billing rate, and total cost.
5. Indicate the fee payment schedule.

V. SELECTION PROCESS

- A. The proposal will be evaluated upon the following factors:
  - 1. Relevant experience of the firm.
  - 2. Reputation of the firm based on references.
  - 3. Qualifications of personnel to be assigned.
  - 4. Agreement to meet or exceed the performance specifications.
  - 5. Commitment to complete the process in a timely manner.
  - 6. Ability to communicate the work plans in an organized, clear and convincing manner.
  - 7. Estimated cost of the study.
- B. The Mayor and City Council may conduct oral interviews with some or all of the firms that submit proposals.

VI. TIMELINE

- A. Following is a proposed timeline developed by the City staff and City Attorney. The consultant should provide a more detailed timeline as part of the proposal, indicating if this timeline can be met.

**CITY MANAGER RECRUITMENT  
PROPOSED TIMELINE  
JUNE 2008**

- 6/24/08 - Letters sent to 6 recruiting firms with RFP to:
- Personnel Decisions. Inc.
  - Springsted, Inc
  - The Brimeyer Group, Inc.
  - The PAR Group
  - Mark Sathe and Associates
  - DMG-Maximus, Inc.
- Proposals due July 8, 2008.
- Between 7/9/08 and 7/18/08 - City Council is provided proposals to review and rank by 7/18/08.
- 7/21/08 - Final ranking of Consultants provided to City Council.
- Top two firms scheduled for Council interviews at 7/28/08 Workshop.
- 7/28/08 - Workshop—Search Firm chosen as consultant to proceed.
- 7/28/08 - Council approves search firm and authorizes city officials to execute a contract with budget of \$XX,XXX.
- 9/26/08 - Deadline for candidates to apply for the position. Search firm receives applications. They review, screen and evaluate candidates.
- Final determination of process on five interview groups, with approximately? members each:
1. Mayor and City Council
  2. Commission/Board Members
  3. Citizens
  4. Business Owners
  5. City Employees

9/29/08

Letters sent to these groups to solicit interest in participating in panel interviews.

No. of people participating on the following panels:

1. Mayor/City Council – 5
2. Commission/Board Members – ?
3. Citizens – ?
4. Business Owners - ?
5. Employees – ?

- During this time questions solicited from these groups and submitted to Search Firm.

10/26/08

- Search firm & City Council create list of semi-finalists. Through process of rating and ranking these candidates, a priority list of semi-finalists is created to continue the process.

11/10 to 11/14

Interviews with semi-finalists.

\*Criteria candidates are ranked on by all groups:

- Human Relations
- Judgment & Decision Making
- Leadership
- Personal Characteristics
- Technical Skills
- Communication Skills
- Administrative
- Overall

11/20/08

- Special Council meeting set for Council to interview the 3 finalists.

11/24/08

Position offered to Finalist.

12/08/08

- Council approves new Manager's employment contract and directs execution of contract.

01/05/09

- New City Manager starts employment with Maplewood.

SENT TO:

1. Personnel Decisions, Inc.  
45 South 7<sup>th</sup> Street  
M2000 Plaza VII Tower  
Minneapolis, MN 55402  
Harry Brull – 612.337.8233
2. The Brimeyer Group Inc.  
Executive Search Consultants  
50 South 9<sup>th</sup> Avenue  
Hopkins, MN 55343  
Jim Brimeyer – 612.945.0246
3. DMG-MAXIUMS, INC.  
630 Dundee Road  
Suite 200  
Northbrook, IL 60062  
Mike Casey 847.564.9270
4. The PAR Group  
Paul A. Reaume, Ltd.  
100 N. Waukegan Road  
Suite 200  
Lake Bluff, IL 60044-1694  
Paul Reaume – 847.234.0005
5. Mark Sathe and Associates  
620 Mendelssohn  
Golden Valley, MN 55427  
Mark Sathe – 612.544.0525  
Bob Benson
6. Springsted, Incorporated  
380 Jackson Street, Suite 300  
Saint Paul, MN 55101-2887  
Sharon Klumpp – 651.223.3053