

## **REQUEST FOR PROPOSALS**

Executive Search Firm for  
Recruitment of a Town Manager  
RFP # 2018 -04

Town of Johnstown  
450 S. Parish Avenue  
Johnstown, Colorado  
80534

Issued: September 21, 2018

## I. INVITATION

Section 1.1 Proposals. The Town of Johnstown (“Town”) is accepting proposals from qualified Executive Search Firms (“Firm(s)”) for the recruitment of a Town Manager. Please see the timeline below for important deadlines and review the following pages for complete information on the process.

### Section 1.2 Process Overview.

- a. Interested individuals and firms are invited to submit their proposals and state their interest in responding to this Request for Proposals (“RFP”) by the deadline;
- b. All submittals will be reviewed and evaluated by Town Staff and members of the Town Council for completeness and responsiveness to the RFP;
- c. The top respondents who submit qualified responses addressing each point of this RFP will be invited for an interview; and
- d. Based on qualifications, rankings and interviews, the Town Council will select a preferred individual or firm to enter into an agreement.

Section 1.3 Admonition to Respondents. All questions regarding this RFP must be presented in writing as indicated in Section 3.1. Once this RFP has been issued, Respondents are specifically directed not to contact Town officers, employees or agents for meetings, conferences, or technical discussions related to this RFP. Failure to adhere to this policy may result in disqualification of the Respondent.

### Section 1.4 RFP.

- One (1) original and eight (8) copies of each proposal shall be submitted by the deadline per the RFP. The original copy of the proposal shall be clearly labeled “Original”.
- One (1) electronic copy of the proposal via thumb drive included in submittal envelope.

The Town of Johnstown will receive proposals in response to this RFP until **3:00 p.m., MST, October 12, 2018**. Proposals shall be in a sealed envelope plainly marked with the following project name: **RFP # 2018-04 – Executive Search Firm for Town of Johnstown Town Manager.**

And shall be addressed as follows:

**Town of Johnstown, 450 S. Parish Avenue, Johnstown, Colorado, 80534  
Attention: Diana Seele, Town Clerk**

Submittals received after the date and time indicated and/or submittals which are not prepared and filed in accordance with the terms and conditions of the RFP will not be considered for evaluation.

## II. PROJECT COORDINATION AND ADMINISTRATION

Section 2.1 Project Manager. The Project Manager for this project is:

Diana Seele, Town Clerk  
450 S. Parish Avenue  
Johnstown, CO 80534  
970-587-4664  
[dseele@townofjohnstown.com](mailto:dseele@townofjohnstown.com)

Section 2.2 Costs. All cost associated with the preparation and submittal of the RFP, including interviews and requests for additional information, are the responsibility of the submitter.

## III. QUESTIONS

Section 3.1 Questions. Questions from qualified individuals and firms in relation to this RFP, must be delivered in writing to the Project Manager identified above. Questions will only be accepted in the following manner: by email to [dseele@townofjohnstown.com](mailto:dseele@townofjohnstown.com).

**Questions must be received by the project manager no later than 2:00 p.m. Friday, October 5, 2018.**

## IV. PROJECT BACKGROUND AND DESCRIPTION

Section 4.1 Town of Johnstown. The Town of Johnstown is a home rule municipality operating under the Town Council/Town Manager form of government.

The Town of Johnstown is a caring community offering residents an environment in which to seek a high quality of life. The Town recognizes and values the importance of conserving and enhancing its historic small town character while simultaneously promoting responsible growth. The Town offers a diverse range of housing, employment, educational and shopping experiences and is constructing a community recreation center that will provide an opportunity for recreational activities as well as community gatherings.

The Town of Johnstown is located in Larimer and Weld Counties, generally east of I-25 between U.S. Highway 34 to the north, Weld County Road 17 to the east and Weld County Road 42 to the south. Johnstown is a growing community currently comprised of over 5,640 residential units and a 2018 population estimate of 16,500. Learn more: [www.TownofJohnstown.com](http://www.TownofJohnstown.com).

## V. SCOPE OF WORK

### Section 5.1 Overview.

The Town of Johnstown anticipates the following services would be provided by the Firm, which scope of services may be revised and finalized at the time of the contract:

1. Work with the Town's designated committee ("Search Committee") to clarify the qualities, characteristics, attributes, experience, and education needed for the position.
2. Work with the Search Committee to identify the management style needed to be successful in this position and recruit for that specific style.
3. Provide suggestions regarding the current job description and scope of duties and responsibilities needed to perform the duties of Town Manager.
4. Create high-quality marketing materials that highlight the position and the unique aspects of the Town of Johnstown and ensure timely placement of those materials in the best venues to reach the most qualified candidates who may be interested in the position. This should include professional journals and web sites, letters and/or phone calls to prospective candidates.
5. Prepare a list of individuals who should be encouraged to apply for the position and actively recruit them. Outline recruitment strategies that may include social media recruiting activities.
6. Work in a cooperative fashion with the Search Committee to conduct the recruitment process.
7. Conduct initial candidate screening for the position and provide top 20 candidates to the Search Committee.
8. Recommend to the Search Committee the names of candidates who should be interviewed.
9. Coordinate notification of candidates invited to final interviews as well as candidates not being invited to final interviews.
10. Complete and present comprehensive background information on candidates selected to be interviewed.
11. Coordinate the interview process and a skills evaluation form.
12. Coordinate a community open house.
13. Prepare and suggest creative options for the Town Manager recruitment process.
14. Develop documents to be used during final interviews including but not limited to: interview questions, scoring sheets, and feedback forms to be used during a community open house for final candidates.
15. Coordinate the hotel arrangements for finalists and the Firm representative.
16. Outline and conduct appropriate media relations activities.
17. Provide creative, but manageable, competitive options for the recruitment of the Town Manager that will match the needs and desires of the Search Committee, Town Council, and the community.

## **VI. REQUESTED INFORMATION**

### Section 6.1 Proposals should include the following information:

1. Provide the name and home office address of your Firm. Describe what type of a business entity your Firm is (corporation, general partnership, Limited Liability Company, etc.) Indicate in what state and year your business entity was incorporated or formed.
2. Provide a brief history of your business, including years of operation, general business description, and number of clients serviced, types of services generally offered, size of firm, and statement of philosophy of customer service levels provided to clients.
3. Identify the key personnel of the Firm who will be assigned to perform services for the Town of Johnstown, and who will provide continuing support throughout the term of the contract. Provide resumes stating qualifications for key personnel and provide a statement as to the availability, continuity, and accessibility of the individuals who would be assigned to manage the Town of Johnstown account.
4. Specify for how many clients the principal consultant is currently providing services and where the Town would rank among the current clients?
5. Provide a detailed timetable for services.
6. Identify the Firm's website, if any? Describe the types of information/services available on the website.
7. Describe the Firm's experience in providing Town Manager recruiting services. Include a list of recent recruitments, including the name of the organization, the location, and the time it took to complete the recruitment.
8. List at least three (3) current and three (3) former clients (municipal/government/ Colorado communities) for whom the Firm provides or has provided executive search firm services. Provide telephone numbers and contact names for references.
9. Provide specific costs per services, fee payment schedule and cost guarantees, if available, for the services listed in Section 5.1. If applicable, include an hourly rate and description of services performed beyond the normal scope of services that would be included in a contract.
10. Specify whether the Firm would be entitled to terminate the services without obligation at any time under a contract with the Town? If not, what are the anticipated separation terms?
11. Specify whether the Firm provides a guarantee if the recommended candidate does not work out as expected for the Town of Johnstown?

## **VII. OTHER TERMS AND CONDITIONS**

Section 7.1 Other Terms and Conditions. When preparing the proposal for submission to the Town of Johnstown in response to this RFP, Firms should be aware of the following terms and conditions:

1. The Town of Johnstown reserves the right to reject any and all proposals, to consider alternatives, to waive any informalities and irregularities, and to re-solicit proposals.
2. The Town of Johnstown reserves the right to conduct investigations of and discussions with those who have submitted proposals or other entities as they deem necessary or

appropriate to assist in the evaluation of any proposal or to secure maximum clarification and completeness of any proposal.

3. All proposals submitted must be valid for a period of 120 days after the date of the proposal deadline.
4. The Town of Johnstown assumes no responsibility for payment of any expenses incurred by any Firm as part of the RFP process.
5. The following criteria will be used to evaluate all proposals:
  - a. The Firm's interest in the services which are the subject of this RFP, as well as its understanding of the scope of such services and the specific requirements of the Town of Johnstown.
  - b. The reputation, experience, and efficiency of the Firm.
  - c. The ability of the Firm to provide quality services within the time established and funding considerations of the Town.
  - d. The general organization of the proposal; special consideration will be given to submittals which are appropriate, address the goals, and provide information in a clear and concise format that address the requested information.
  - e. The financial arrangements proposed by the Firm, including, but not limited to, the amount of the guaranteed cost contract that the Firm is willing to enter into with the Town of Johnstown. The Town of Johnstown is committed to selecting the most responsible, responsive, and competitive offer for the contract award, but will not base its evaluation solely on price. The Town of Johnstown reserves the right to award the contract to a Firm who may not necessarily be the lowest Firm based upon cost comparison.
  - f. The Firm's experience with Town Manager recruitments.

The Town reserves the right to accept or reject any and/or all proposals and to waive any informalities or irregularities in said proposals. The RFP does not bind the Town to hire a new Town Manager when, in the Town's sole discretion, the Town determines not to do so.

All information and data in the RFP are proprietary to the Town of Johnstown. It is for your exclusive use in preparing a proposal and must not be shared, where written or oral, with any other firm or used for any other purpose. The use of the Town of Johnstown's name in any way as a potential customer is strictly prohibited.

In addition, if anything submitted in the Firm's proposal is confidential, such information should be clearly marked as such.

## VIII. SELECTION SCHEDULE

### Section 8.1 Selection Schedule.

Following is the anticipated schedule of events for the RFP process:

Request for Proposals Available	September 21, 2018
Last Day for Questions	2:00 p.m. Friday, October 5, 2018
<b>Responses Due</b>	<b>3:00 P.M. MST Friday, October 12, 2018</b>
Interviews & Presentations ( <i>Tentative</i> )	Week of October 29, 2018
Anticipated Notice of Award	November 19, 2018