



**City of St. Pete Beach
Request for Proposals**

**Executive Search Firm
For
City Manager**

**Proposals must be received September 28, 2018 by 2:30 p.m.
at City Hall, Office of the City Clerk, 155 Corey Avenue
St. Pete Beach, FL 33706**

REQUEST FOR PROPOSALS

The City of St. Pete Beach, Florida invites qualified firms to submit Proposals and Statements of Qualification and Experience for consideration to provide services on the following project:

EXECUTIVE SEARCH FIRM - CITY MANAGER

Sealed Proposals, resumes and statements of qualifications must be received and time stamped by the City Clerk, either by mail or hand delivery, no later than 2:30 p.m. local time to the City Clerk of the City of St. Pete Beach on or before September 28, 2018. A public opening will take place at that time in the City Commission Chambers located at City Hall on the same date. Facsimile submittals will not be accepted. Any Proposal received after 2:30 p.m. local time on said date will not be accepted under any circumstances.

The City of St. Pete Beach reserves the right to accept or reject any or all proposals and to waive any minor irregularities and technicalities. There is no obligation on the part of the City to award a contract based solely on proposed fee(s). The City shall be the sole judge of the proposal(s) determined to be in its best interest.

SUMMARY

The City of St. Pete Beach wishes to retain the services of a professional executive search firm to assist in recruiting candidates for the position of City Manager.

The City Commission is seeking a firm that will designate a project representative to work with the City Commission in developing a relevant position description.

The selected consultant shall review current compensation and recommend changes based upon market and competitive conditions.

The search firm will then undertake the necessary actions to recruit the maximum number of candidates who qualify based upon the approved position profile.

The selected search firm will be required to provide a list of qualified candidates to the City within (60) sixty days of contract approval.

The search firm should be prepared to recommend candidates which it believes are most qualified to serve as City Manager of the City of St. Pete Beach based upon its understanding of the commission's desires and the position profile.

The search firm shall then assist the city in scheduling interviews with those candidates and such other candidates as the City Commission may deem appropriate.

The representative should be prepared to have at least one meeting with the City Commission to discuss the candidates prior to the interviews. The consultant shall provide a background check on all candidates interviewed to verify the candidate's education, experience and personality in a match to the position profile prior to interview. The City Commission will schedule interviews and the search firm

representative shall be available to guide the City Commission through the process and offer any judgment it has with regard to the candidates and the selection process.

SELECTION PROCESS

The City Commission will interview search firms deemed most qualified based on qualifications, experience and fee for services on or about October 9, 2018.

PROPOSAL REQUIREMENTS

The City Commission will consider proposals from Executive Search Firms with specific experience and success in recruiting City Managers for small to mid-size municipalities. The City Commission reserves the right to make the final decision. All proposals shall include the following:

1. Firm name, address, telephone number, and contact person(s).
2. Brief history of the firm, including number of years' experience.
3. List of recent recruitments conducted, with contact names for reference checks.
4. A plan and schedule of how the firm will conduct the selection process.
5. Identification of specific services to be provided (i.e. candidate screening process, background check, reference check, etc.)
6. Information regarding the average number of years their top candidates have remained on the job after placement, and replacement service if the selected individual resigns or is terminated within a certain time frame.
7. Fee for service.

FOR ADDITIONAL INFORMATION CONTACT:

Should any firm have any questions with regard to this request for proposal they are to contact the Human Resources Administrator, Colette Graston, 155 Corey Avenue, St. Pete Beach, FL 33706, (727)363-9233.

Interested firms should submit eight (8) copies of all materials, which indicate interest and qualification to:

City of St. Pete Beach
ATTN: Office of the City Clerk
155 Corey Avenue
St. Pete Beach, FL 33706