



**CITY OF NOVI CITY COUNCIL
OCTOBER 24, 2022**

SUBJECT: Consideration of approval for the proposed Request for Proposals (RFP) for an executive search firm to conduct the City's search for a City Manager and for City staff to start the review process.

SUBMITTING DEPARTMENT: Human Resources

BACKGROUND INFORMATION:

At the City Council meeting of October 10th, a motion was made to put together a Request for Proposals (RFP) for an executive search firm to conduct the City's search for a City Manager. The completed draft RFP is attached for City Council's review.

Further, the motion indicated that a team from City Leadership be put together to review the RFPs that are submitted, narrow down the list, and make a recommendation to City Council for their consideration. Additionally, City Council has requested to see all RFPs that are submitted.

The review team will consist of the following directors:

Tia Gronlund-Fox, Director of Human Resources
Sheryl Walsh, Director of Communications
Erick Zinser, Director of Public Safety and Chief of Police
Rob Petty, Chief Information Officer (CIO)
Jeff Herzeg, Director of Public Works

Once the proposed RFP has been approved by City Council, the team will work with Purchasing to distribute the RFP packet, pursuant to the City's Purchasing Policy, by posting it on the Michigan Intergovernmental Trade Network (MITN). After which there will be a two-week turnaround time for any submissions, with responses tentatively due by November 14th.

The team will then review the proposals and make their recommendation to City Council within two weeks, or by the Council meeting of November 28, 2022.

RECOMMENDED ACTION: Consideration of approval for the proposed Request for Proposals (RFP) for an executive search firm to conduct the City's search for a City Manager and for City staff to start the review process.



**CITY OF NOVI
REQUEST FOR PROPOSALS**

**EXECUTIVE SEARCH SERVICES
FOR THE POSITION OF CITY MANAGER**

October 25, 2022

The City of Novi is seeking Requests for Proposals to provide executive search services and assist the City Council in its search efforts for a City Manager.

Background Information

The City of Novi is a full-service City providing Public Safety (Police and Fire/Rescue), Parks Recreation & Cultural Services, and Public Works programs located in Southeastern Michigan with a population of approximately 66,000 and growing. The City has a Council-Manager form of government and currently employs 255 full-time permanent employees, with a rising taxable value of \$4.2 billion.

Fee Proposal/ Related Expenses/Travel Expenses

The fee proposal must contain all pricing information relative to performing the search as described herein, with a not-to-exceed reimbursable cap. The City of Novi will not be responsible for expenses incurred in preparing and submitting the proposal. Please include all related expenses chargeable to the City, such as supplies, printing, binders, etc., which shall be the responsibility of the City, at the Contractor's cost, not to include a mark-up.

Qualifications:

The chosen firm will have demonstrated success in completing similar national executive (City or County Manager or Assistant) searches for a minimum of five (5) cities similar in size and complexity to the City of Novi. Submittal shall include:

1. Information reflecting an understanding of Novi government needs and opportunities as a high performing organization.
2. Background of firm, including history, areas of expertise, location, size, and resource capabilities to perform the required services.
3. Summary of related experience with other communities similar in size and type of operation, and complexity.
4. References for related projects with other municipalities.

5. Resumes of individuals in the firm who would be involved in this project and a designation of a lead contact for the City of Novi.

General Scope of Services included but not limited to:

1. To conduct an on-site needs assessment for the City Manager, meeting with the City Council as a group and individually, as well as meetings with key City staff Leadership.
2. To develop and distribute a comprehensive position profile and salary range with City Council.
3. Develop a marketing strategy for the position to include advertisement with professional organizations, use of internet and social media, and direct recruitment of candidates.
4. To encourage top-level, potential candidates to apply who might otherwise be reluctant to respond to an advertisement.
5. To comply with appropriate personnel regulations and state laws (i.e., ADA).
6. To assess the qualifications and suitability of candidates for the position independently and objectively.
7. To recommend a pool of finalist candidates to the Human Resources Director and City Council.
8. To respond to all candidate inquiries and produce all correspondence throughout the search.
9. To conduct all relevant background /financial checks for final candidate.
10. To attend and support the City Council at interviews.

Proposed Search Plan/Required as part of the Search Proposal:

1. Provide a detailed, comprehensive presentation of the approach to be used by your firm to accomplish the search.
2. Discuss the methods you use to communicate and work with a municipality.
3. Specify the information you require from the City of Novi to enable you to conduct the search.
4. Discuss methods used to identify prospective candidates and promote their interest in applying.

Proposal Preparation and Submission Requirements:

1. Statement of Qualifications (one page) – Include a management summary that provides a statement of the vendor's understanding of the services required by the City and an overview of how the vendor would provide these services to the City. Vendors should specifically identify their plans for such a search, including a specific timeline for completion. This summary must be signed by an official authorized to make representations on behalf of the vendor.

Selection Criteria – by Novi City Council:

1. Professional ability of the firm/team to satisfactorily complete the project.
2. Past performances and experience by firm/team with similar work.

3. Specific services offered.
4. References.
5. Ability of firm to complete project within a set timeline.
6. Past experience filling top-level public services positions and providing an elected body with a diverse pool of highly-qualified applicants.
7. Success rate.

Other general information/conditions:

1. The City retains the right to modify any or all portions of this Request for Proposal prior to the submittal date. The City reserves the right to award the contract in full or in part, or to reject all proposals without qualification, whichever proves to be in the City's best interest. The vendor, by submitting the proposal, waives all rights to protect or seek any legal remedy whatsoever regarding any aspect of the RFP, the City's selection process, the City's review of any proposals, and any agreement that the City may enter into as a result of the proposals submitted.
2. The proposal will be considered binding for 90 days after the proposal due date.
3. All documents submitted by vendors become the property of the City and may only be returned in its sole discretion. The City shall be the sole owner of any and all materials produced for this search.
4. Vendors who submit a proposal in response to this RFP may be required to give an oral presentation of their proposal to the City. This will provide an opportunity for the firm to clarify or elaborate on the proposal but will in no way change the original proposal. The City will schedule the time and location of these presentations. Oral presentations are an option of the City and may not be conducted. Therefore, proposals should be complete.
5. A formal agreement will be entered into with the successful vendor, using the City's general form agreement for consultants, with any deviations therefrom to be the subject of negotiation. Therefore, vendors should not submit their own proposed agreement.

Proposals due by: 4:30 pm, November 14, 2022,

Attention:

**Tia Gronlund-Fox
Director of Human Resources
City of Novi
45175 Ten Mile
Novi, MI 48375**