



**REQUEST FOR PROPOSALS
EXECUTIVE SEARCH CONSULTING SERVICES
IN THE HIRING OF A CITY ADMINISTRATOR
CITY OF WILLMAR, MINNESOTA**

INTRODUCTION

The City of Willmar, Minnesota is requesting proposals from qualified executive search firms to assist the community with the hiring of a City Administrator. The City Council will review submitted proposals and may schedule presentations as determined necessary by the City.

RFP Issued:	May 15, 2015
Proposals Due:	June 15, 2015
City Council Review:	June 29, 2015

The Mayor and City Council may determine at its discretion to interview responding firms and the choice of responding firms to be interviewed. Upon review of the submitted proposals and completion of any interviews, the City may select a consultant and enter into a professional services agreement. The City reserves the right not to contract with any or all of the respondents to this Request for Proposals.

Questions concerning this Request for Proposals may be directed to Interim City Administrator Kevin Halliday by calling City Hall at (320) 235-4913.

GENERAL INFORMATION

The Mayor and Council are seeking proposals for executive search consulting services to assist in the City's hiring of a new City Administrator, a position the City created in 1990.

Located in Kandiyohi County, Willmar is a diverse city serving all of West Central and Southwest Minnesota. The City's 2013 estimated population is 19,717. A strong local economy reflects Willmar as a growing regional center for industry, healthcare, education, government, and retail/wholesale trade. The community and region offer many opportunities for specialty shopping, golf courses, hiking and biking trails, hunting and fishing, and numerous parks.

Willmar is located 95 miles west of the Twin Cities area and 60 miles southwest of the St. Cloud metropolitan statistical area. The City is easily accessed by major highway, rail, and airport transportation.

Willmar is a Home Rule Charter City. The governing body is comprised of the Mayor and eight Council Members. The Mayor serves a four-year term of office as do Council Members elected to overlapping terms. The City Administrator is responsible for the daily operations of the City including supervision of the following City Departments: City Clerk, Finance, Police, Fire, Information Technology, Public Works, and Planning and Development Services. Parks and Recreation are a joint effort with the Willmar School District through Community Education and Recreation. The Willmar Municipal Utility and City-owned Rice Memorial Hospital operate as independent entities. The City's general fund operation includes 102 full-time employees. The Mayor's proposed 2015 Budget is \$33,391,397: General Operating, \$15,655,066, Capital Improvements, \$1,949,307, Other Operating/Debt, \$15,787,024.

SCOPE OF SERVICES

Consultant will be expected to assist the Council with the hiring process for the City Administrator position by providing the following services:

- Evaluate the City's unique needs based on financial condition, existing programs, organization, etc. to determine appropriate areas of expertise required for candidates.
- Evaluate Mayor and Council expectations.
- Propose expected project schedule.
- Solicit applications through a variety of industry resources.
- Accept and acknowledge and screen applications.
- Check references and perform necessary background checks.
- Recommend a short list of candidates for personal interviews with the Mayor, Council and other members of selection committee.
- Prepare and submit necessary written and verbal reports.
- Elected officials and City staff will cooperate with consultant to provide requested information and schedule meetings.

INSTRUCTIONS

Proposals are to include the following information:

- A. Organization:
 - 1. Name, address and telephone number for the main office of the firm and the primary contact person.
 - 2. Name, position, experience and qualifications of those individuals designated to work on the project.

- B. Process: Describe the process proposed to be utilized in carrying out the scope of services as outlined in the Request for Proposals.

- C. Fee Schedule: Provide a schedule of hourly rates for services and detailed description of billing structure (i.e. time segments, mileage and expense charges, etc.) and provide a not-to-exceed total project cost for the process proposed.

- D. Additional Information: Include any information considered relevant to the fair consideration of the firm and its proposal.

- E. References: Proposals must include a listing of previous and current Minnesota clients, including a minimum of three (3) references for search services to a municipality in Minnesota for an administrator/manager position within the last five (5) years. References are to include identification of the client community, date of employment, a description of the hiring process including scope of services and firm responsibilities and a contact information for an elected official that participated in the process.

To be considered, twelve copies of the proposal must be submitted by 4:30 p.m., June 15, 2015 to:

Kevin Halliday, City Clerk
City Office Building
333 SW 6th Street
Willmar, MN 56201

LATE PROPOSALS WILL NOT BE ACCEPTED