

# Request for Proposals

The City of Bastrop, Texas, has authorized sealed proposals to be received for:

**Executive Search Firm – City Manager**



**RESPONSES DUE: SEPTEMBER 6, 2016, 3:00 P.M. CDT**

Return Responses to:

City of Bastrop Human Resources  
1311 Chestnut Street  
Bastrop, Texas 78602

[www.tcantrell@cityofbastrop.org](mailto:www.tcantrell@cityofbastrop.org)

## **I. Introduction**

The City of Bastrop, Texas is seeking sealed proposals from qualified firms/providers to perform executive search services for the position of City Manager. Currently, Bastrop has an Interim City Manager following the former City Manager's resignation on June 15, 2016, after serving Bastrop with combined service of almost 15 years. The City will accept sealed proposals addressed to the City of Bastrop, Human Resources Department, 1311 Chestnut Street, Bastrop Texas 78602, until September 6, 2016 at 3:00 p.m., from firms/providers interested in providing the requested services outlined below in the Scope of Work section. Proposals shall be plainly marked with the name and address of the proposer, "Executive Search Firm-City Manager."

## **II. General Information**

Bastrop is the county seat of Bastrop County located approximately thirty miles southeast of Austin and one hundred thirty miles northwest of Houston on State Highway 71. It is part of the Greater Austin metropolitan area.

Bastrop's historical roots run deep. Originally the site served as a meeting ground for the Tonkawa and other Southwestern Indians. It also provided a vital Colorado River crossing on the Old San Antonio Road, the El Camino Real de los Tejas. Bastrop was first settled in 1804, however it was not until 1821, that Bastrop founder Stephen F. Austin journeyed through the area and decided to build a settlement on the site making the City of Bastrop amongst the oldest towns in Texas. Officially established on June 8, 1832, Stephen F. Austin named the city for his longtime friend and co-worker, the Baron de Bastrop. Three Bastropians signed the Texas Declaration of Independence, several died at the Alamo, and the town was evacuated and destroyed during the 'Runaway Scrape', when the army of Mexican dictator, Santa Anna, swept through Bastrop.

The population of the City of Bastrop grew at 30.93% from 2000-2010 and is currently at 20.14% from 2010-2016, with a current population estimated at 8,600 and a projection of 9,300 for 2021. The estimated average age of our citizens is 40.5 years. The 2016 estimated average household income is estimated to be \$60,840.

The City of Bastrop seeks an individual that can manage this continuous growth, is highly motivated, energetic, a skilled strategic thinker and planner to serve as its next City Manager.

According to City Charter, Bastrop functions as a Council-Manager form of government. The Mayor is the City's chief elected official and presides over the five-member City Council which sets policy. The Mayor and Council members may serve their respective seats for a maximum of six years or two consecutive terms. The City Manager leads the operation and administration of the City.

The City staff includes approximately 132 employees. The City's annual budget is available for review at [www.cityofbastrop.org](http://www.cityofbastrop.org) under the Finance tab.

The four largest employers in Bastrop are the Bastrop Independent School District (BISD), Wal-Mart, HEB and Bastrop County.

The BISD covers the City of Bastrop and much of the surrounding area. There are currently two elementary schools, one intermediate school, one middle school and one high school in the City.

### **III. Scope of Work**

Upon selection of a qualified firm, a professional services contract will be negotiated with the following scope of work.

Assist the Mayor and members of the City Council by providing the following services and related information:

- Develop a detailed project timeline and provide regular status updates to the Mayor and City Council;
- Develop a comprehensive recruiting profile for the City Manager position.
- Develop a recruitment brochure and include examples of flyers and/or brochures.
- Define the advertising strategy and marketing campaign to notify potential candidates, and identify where advertisements will be published.
- Direct solicitation of qualified candidates; receive resumes and review qualifications.
- Conduct review and screening of initial candidates, providing periodic status updates.
- Conduct detailed background and professional reference checks, including but not limited to verification of education background, criminal/civil litigation checks, financial/credit background checks, and media check on recommended finalists;
- Define the preliminary screening process and the detailed steps used to narrow the field of candidates to those that most closely match the needs of the City.
- Present a written report on employment background, personal strengths, accomplishments, recommendations, and personal and professional references for top candidates.
- Describe and facilitate the final interview process with the Mayor and City Council.
- Coordinate correspondence, travel arrangements, and recordkeeping.
- Provide recommended questions for on-site interviews.
- Administer all correspondence with applicants through the process, including notification of unsuccessful candidates; and
- Assist the City in developing final employment offer and relocation package (if required) to selected candidate.

## IV. Response Form and Content

All responses shall include the following content:

- A. Title Page: Indicate the proposal subject, name of the firm, local address, telephone number, name of contact person, and date of submittal.
- B. Introduction: Briefly, introduce the firm. Provide a profile of the firm, including, but not limited to, the approximate number of professional staff employed, how long the firm has been in business, and how long the firm has been conducting City Manager searches. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, and telephone numbers.
- C. Proposed process:
  1. Briefly state the understanding of the work to be performed. Include, but do not limit, the statement to the following items that will be included in the Scope of Work:
    - a. Describe the process and/or approach the firm will use to develop the profile for the City Manager position.
    - b. Describe the recruiting methodologies the firm deems will be most effective to advertise the City of Bastrop opportunity.
    - c. Describe the approach the firm will take to the direct solicitation of candidates.
  2. Describe the proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm and a description of how the firm intends to tailor the process for Bastrop's search. Indicate any additional information for consideration regarding the firm's qualifications for conducting this project.
  3. Provide a list of successful City Manager placements, including the size of the municipality, as well as the overall number of placements in municipalities of similar size to Bastrop, and the number of municipalities that include City owned utilities. Include information that demonstrates the firm's experience with seeking a diverse pool of applicants.
  4. Indicate the names, titles, and placement experience of the person(s) who will be assigned to this project; include resumes. Include all contact information such as telephone number, fax, email address, and web address.
  5. Provide a copy of a previous City Manager position profile your firm has completed which has similarities to the position with the City of Bastrop.
  6. Provide a copy of a City Manager search report the firm has completed for another client similar to the City of Bastrop.
  7. Provide a non-binding general range, or not to exceed amount, of the anticipated cost of the services proposed, including any information and anticipated costs for additional services for the recruitment and selection that might help in the selection of the most qualified candidate.

8. Provide a complete description of the fee structure for the search.
9. Provide anticipated project schedules for the recruitment and selection process.

## **V. Questions**

Pre-proposal questions will be accepted by Tanya Cantrell; Director of Human Resources; City of Bastrop via e-mail at [tcantrell@cityofbastrop.org](mailto:tcantrell@cityofbastrop.org) up to 3:00 pm on Monday, August 22, 2016.

Respondents to the RFP shall not contact City of Bastrop Staff, any member of the City Council, or the Mayor during the proposal process and evaluation phase.

## **VI. Selection Criteria and Process**

### **A. Evaluation**

Staff will review and evaluate all proposals based on the criteria noted in this proposal and will rely primarily on the proposals submitted in the selection of one or more finalists. Respondents must emphasize specific information considered pertinent to the project and submit all information requested.

### **B. Presentation or Teleconference**

- At the City's request, respondents may be selected for in-person presentations.
- The Mayor and members of the City Council may require selected firms to be available to attend a City Council meeting or engage in a conference telephone call, or both, to respond to questions from the Mayor, City Council, and appropriate City staff.

## **VII. Guarantee**

The consultant must agree to continue to provide the services listed above until a City Manager has been appointed. In addition, should the City Manager be terminated for cause or resign within twelve (12) months, the replacement recruitment shall be repeated by the consultant with no additional professional fee.

## **VIII. Standard Professional Services Contract**

The selected respondent will be required to enter into a contractual relationship with terms and conditions pursuant to standard contracting procedures of the City of Bastrop.

## **IX. Submission of Responses**

### **A. Due Date**

All proposers shall submit one (1) unbound original and six (6) bound copies of proposal documents, along with one (1) electronic version of the submission in a PDF format on a DVD/CD or Flash Drive. All documents shall be received no later than Tuesday, September 6, 2016 at 3:00 p.m. at the following address:

City of Bastrop  
Human Resources Department  
1311 Chestnut Street  
Bastrop, Texas 78602

### **ATTN: EXECUTIVE SEARCH FIRM-CITY MANAGER**

Proposals received after the closing time will be returned unopened. The proposal will be date/time stamped in the Human Resources Department when received, and this will be considered to be the official time of receipt. Facsimile transmittals and electronic transmittals will not be accepted.

### **B. Acceptance/Rejection/Modification to Responses:**

The City of Bastrop reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive informalities or irregularities in a proposal or in the proposal process.

### **C. Economy of Preparation:**

Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.

### **D. Cost of Preparation:**

The City shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.

### **E. Ownership:**

Submitted materials become the property of the City and will not be returned.

### **F. Public Records:**

Until award of contract is made, per section 252.049 (b) of the Texas Local Government Code, there will be no disclosure of contents to competing respondents. All proposals will be kept confidential during the negotiating process. All proposals will be open for public inspection after the contract is awarded, or as otherwise required by the Texas Public Information Act.