



**Request for Proposals (RFP)
For Executive Search Consulting Services to
Select a City Administrator for the City of
Dayton, MN**

Proposals due by 5pm on Monday, May 16, 2022

1. GENERAL INFORMATION

The City of Dayton is seeking a search firm to assist in hiring an experienced and multi-faceted leader to be the next City Administrator. Dayton is a growing community with a population of approximately 7,859. Dayton is approximately 25 square miles. The City of Dayton is located along the shores of the Crow and Mississippi Rivers and is shared between Hennepin and Wright Counties.

2. SCOPE OF SERVICES

a. Position Posting

- i. Meet with the Mayor, City Council, department heads, and other key stakeholders to determine the characteristics and traits desired for a new city administrator.
- ii. Assist the City Council, department heads, and other key stakeholders in reviewing the existing job description for any potential changes in position requirements.
- iii. Develop written position profile/promotional brochure for use in the applicant recruitment and screening process. Position profile should be developed with input from the City Council, staff, and approved by the City Council. The profile should include information about:
 1. The position, city, citizen commissions, departments, and other staff;
 2. The position requirements, areas of expertise needed, and competencies;
 3. The Council's strategic goals and expectations of the city administrator in making efforts to achieve them;
 4. Major steps in the recruitment process and an associated timeline for completing each step; and
 5. Highlights of some of the position's benefits and a general statement about the salary for the position.

b. Recruitment Process

- i. Recommend and arrange for advertisement in a wide variety of publications and online tools. This should include, but not be limited to, professional associations, ICMA, League of Minnesota Cities, and other postings.
- ii. Develop supplemental questions and other information related to candidate selection.
- iii. Identify, recruit, and recommend a diverse list of candidates who are highly qualified professionals with leadership and vision for the departments and community.
- iv. Accept and acknowledge applications/resumes. At each stage, and upon completion of the search, notify applicants who are eliminated from further consideration of their status.
- v. Develop a process for determining how candidates move through each round of the selection process and communicate with

candidates throughout the entire process.

1. Prescreen all applicants and narrow the candidate pool down to a group of around 8 to 15 qualified semi-finalists.
2. Provide advice and assistance to the council (or a council sub-committee) with further narrowing of the candidate pool down to those who will be interviewed. This may include a rating tool for the council to provide a score for each semi-finalist based on key criteria identified in the profile.
3. Ensure compliance with Minnesota Government Data Practices Act and Minnesota Open Meeting Law during discussions to keep candidate personal information private.
4. Facilitate a discussion with the council (or a council sub-committee) to review scores and narrow the candidate pool to a reasonable number of finalists to be interviewed (typically 4 to 6).

c. Interview Process

- i. Develop the interview process for finalists with council and key stakeholders, to include a city tour or other meet and greet reception events.
 1. Schedule interviews with finalists and others who are involved in the process
 2. Provide interview questions and rating forms (or some other process for evaluating interviews)
 3. Work with council and key staff to determine interview panel(s) and process for this step
 4. Prepare interview panels including a brief primer on legal issues associated with interviewing
 5. Ensure compliance with the Minnesota Open Meeting Law
- ii. Provide administrative support for scheduling meetings and interviews, preparing interview questions and materials, etc.
 1. The consultant will abide by all MN Government Data Practices Act requirements when responding to any inquiries from any source. The consultant will respond to media inquiries about the progress of the search, after discussion with the City Clerk and the city council.
 2. City staff will cooperate with the selected consultant in providing requested information and scheduling meetings.

d. Employment Offer

- i. Develop and negotiate a competitive employment offer, including salary and benefits as directed by the City Council.
- ii. Arrange for a leadership-management style assessment.
- iii. Conduct a detailed background investigation on the final candidate(s).
 1. This step includes criminal history, credit history, at least five references from employers, board or council members,

- colleagues, and subordinates
- 2. Also includes verification of education, work history, and other information deemed necessary
- iv. Serve as liaison for negotiations between the final candidate and the city council.
- v. Draft materials such as the employment agreement, with the assistance of the city attorney, for city council formal approval.
- vi. The consultant may be asked to assist with some other aspects of the job offer.
 - 1. Attend council meetings as needed to answer questions about the process and steps being presented at that time.
 - 2. Assist with onboarding and provide input on the six-month performance evaluation of the successful candidate.

e. Negotiations and Execution of Contract:

- i. The city reserves the right to negotiate all terms and conditions of the employment contract. In the event the city and the candidate are unable to agree upon all contract provisions, the city reserves the right to cease negotiations, reject the candidate and/or consultant's proposal and proceed to negotiate with the next selected candidate.

1. PROPOSAL SUBMITTALS

a. All proposals should include the following information:

- i. Letter of submission with name, address, telephone number, and email address of the person authorized to legally represent the firm.
- ii. Background on firm and outline of experience in public sector executive recruitment, including name and contacts of other metro-area cities for which the firm has previously worked for, for reference purposes.
- iii. A narrative that presents the services the firm would provide detailing the approach and deliverables; including your understanding of the work, description of the approach, explanation of the procedures to be used and timetable to be followed.
- iv. Identification of project lead and key personnel assigned to the project with resumes outlining related experience.
- v. Total project cost with a breakdown detailing the project tasks, associate hours, and individual costs recognizing the city may wish to add or delete services.
- vi. The total project cost for services shall be a "not to exceed" cost for services, including out-of-pocket expenses.
- vii. Include the fee payment schedule.
- viii. A comprehensive timetable generally conforming to Exhibit A.
- ix. Clearly identify city staff support assumptions.
- x. Clearly identify any deviations from the scope of services described in this request for proposals.

b. Proposal submission

- i. Proposals must be submitted by 5:00 pm on May 16th to:
Amy Benting, City Clerk
City of Dayton
12600 South Diamond Lake Road
Dayton, MN 55327
763-421-1791
abenting@cityofdaytonmn.com
- ii. Electronic proposals preferred.
- iii. Proposals received after the deadline may not be considered.
- iv. The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the proposer of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted. The city will not be responsible for expenses incurred in preparing and submitting the proposal.
- v. It is the intent of the city to award a contract to the proposer that serves the best interests of the city. The city is not obligated to award the contract to the lowest responsible proposer. The city shall have the right to request additional information or clarifications from proposers, to allow corrections of errors or omissions, to waive any defects or technicalities in any proposal or proposals received; to accept the proposal or proposals which, in its judgment, is in its own best interest; to reject any and all proposals; and to re-advertise for new proposals where the acceptance, rejection, waiving, or re-advertising is determined by the City to be in its own best interest. No proposal may be withdrawn after the proposal due date for a period of 120 days.

2. SELECTION PROCEDURES

a. Proposals will be evaluated on the following factors:

- i. Relevant experience of the firm.
- ii. Reputation and quality of work based on references or other information.
- iii. Qualifications of the personnel to be assigned.
- iv. Agreement to meet or exceed performance specifications and scope of services.
- v. Commitment to complete the process in a timely manner.
- vi. Ability to communicate the work plans in an organized, clear, and convincing manner.

Exhibit A – Estimated Timeline

Item	Activity	Date (all dates tentative)
RFP issued	Decision for City Council to advertise Request for Proposals	April 26, 2022
Proposals due	Proposals due to Administrative Services Director	May 16, 2022
Selection of search firm	Decision by City Council	May 24, 2022
Information gathering	Consultant meetings with Mayor, Council, staff, and others to develop profile and job description	June
Posting of position	Council approves job description, salary range, and hiring process	June 28, 2022
Position Posting	Position advertised	All of July
Candidate screening	Consultant reviews applications and recommends semi-finalists (8-15 candidates to Council; Council (or sub-committee) narrows list in-person interviews	Early August
First round interviews	Consultant presents candidates City Council/subcommittee, selects candidates for interviews, conducts first interviews	Late August
Background and reference checks	Consultant conducts background and reference checks for finalist candidates	Late August
Interviews	Consultant facilitates interviews	Early Sept
Decision	City Council selects candidate	Late September
Offer and agreement	Offer extended and negotiations	Late September
Start date	New city administrator begins	October