

Town of Emerald Isle

REQUEST FOR PROPOSALS

EXECUTIVE SEARCH FIRM



Nice Matters!

7500 Emerald Drive

Emerald Isle, North Carolina 28594

Proposals due November 2, 2018

October 24, 2018

REQUEST FOR PROPOSALS FOR RECRUITING SERVICES FOR TOWN MANAGER TOWN OF EMERALD ISLE

Town of Emerald Isle
7500 Emerald Drive
Emerald Isle, NC 27540

DUE DATE: November 2, 2018 AT 5:00 P.M. EST

I. EXECUTIVE SEARCH FIRM

The Emerald Isle Board of Commissioners invites qualified executive search firms and consultants to submit a written proposal to conduct an executive recruitment campaign for the position of Town Manager. This is an excellent opportunity for an experienced, skilled administrator to apply to oversee the operations of the Town of Emerald Isle. Proposals are being solicited for these services in accordance with the terms, conditions and instructions as set forth in the request for proposal.

The Town of Emerald Isle will not reimburse responding firms for any expenses incurred in preparing proposals in response to this request or for attending any meetings or conferences. The final award will be based on best overall value when taking into consideration the firms' competence in the area of executive recruitment. The Board of Commissioners shall consider the entire proposal for, but not limited to, proposal completeness, ability to meet requested service needs, experience in conducting executive search and recruitment, expertise and availability of key personnel, cost to the Town, and satisfaction of other clients.

II. ELIGIBILITY

The executive search firm should specialize in recruitment for executive and senior-level management positions in local government institutions. To be eligible for consideration, the proposing firm must demonstrate that it, or the principal(s) assigned to the project, has successfully completed similar services to those specified in the Scope of Work section of this RFP, with institutions similar in size and complexity to the Town of Emerald Isle.

The successful proposer will work directly with the Emerald Isle Board of Commissioners and appropriate staff members for all activities involved with this project. The successful proposer may be responsible for the following activities including, but not limited to: assisting with the development of the position description/profile, testing and screening applicants, development of the search strategy, marketing, advertising and announcements, candidate assessment, conducting candidate interviews, providing report(s) of candidate assessment, recommending the most qualified candidates for interview opportunities, coordinating candidate interviews with the Board of Commissioners, and arranging and/or performing appropriate background investigations.

For consideration, proposals must contain evidence of the proposer's experience and abilities in the specified area and other disciplines directly related to the proposed services. All proposers shall provide profiles and resumes of the staff to be assigned to the project. Proposals will be evaluated by the Board of Commissioners and will be ranked in accordance with the following criteria:

- Completeness and quality of response
- Ability to meet requested service needs
- Experience with local government executive recruiting
- Expertise and availability of key personnel
- Total proposed cost
- Satisfaction of other clients.

III. BACKGROUND

The Town of Emerald Isle is an oceanfront community that occupies the western 12 miles of Bogue Banks, a 25-mile barrier island. The Town is located approximately halfway between Jacksonville, NC and Morehead City, NC, and is a popular tourism destination and residential community. The Town's permanent population is approximately 3,800, but swells to approximately 40,000 in the peak of the summer. There are approximately 6,800 housing units in the Town limits, with more than \$2.7 billion of property value. The Town is accessed via NC 58, with a bridge leading to the mainland in western Carteret County. A second bridge to the mainland is located at the opposite end of Bogue Banks. The nearest hospital facilities are located in Morehead City and Jacksonville, each approximately 25 miles from Emerald Isle.

The Town Manager serves as the Town's Chief Executive Officer overseeing a total operating budget of approximately \$10 million, 69 full-time employees and all full-service operations including Administration, Finance, Human Resources, Beach Nourishment, Police, Fire, Emergency Medical Services, Public Works, Parks & Recreation, Planning, Zoning, Building Inspections, and Code Enforcement. The Town Manager reports to a 5-member Board of Commissioners that respects the Council-Manager form of government. A separately elected

Mayor works closely with the Town Manager. See www.emeraldisle-nc.org for more information.

IV. SCOPE OF WORK

The executive search firm shall set meetings with the Board of Commissioners (and others as directed by the Board) upon execution of a contract with the Town. The firm will:

- Review and/or suggest updates to the existing job description
- Assist the Board with the development of a candidate profile
- Meet in person or telephonically with each member of the Board and Mayor to understand individual goals and objectives in the hiring process
- Develop a recruitment strategy including recommending appropriate advertisements
- Carry out the recruitment process
- Screen all applications and create a recommended candidate list
- Design and finalize the interview process, prepare interview questions for the Board's consideration, and other associated tasks
- Conduct the interview process
- Arrange and/or perform appropriate background investigations and reference checks
- Negotiate offer for hire with candidate(s) if requested by the Board.

The Board will have complete authority over the interview process and the development of the interview questions. All candidate applications will be made available to the Board, if requested, in conjunction with the finalization of a recommended candidate list.

The search firm will be responsible for:

- Posting the position through local, regional, and national channels, professional journals, and publications.
- Receiving and reviewing resumes of applicants, determining that the candidates meet minimum qualifications, and following up with telephone interviews to clarify each applicant's qualifications and experience.
- Preparing and presenting to the Board a written summary of at least 6 - 8 candidates with the most promising qualifications and experience.
- Assisting the Board in evaluating these candidates and further identifying the top 3 - 5 candidates for serious consideration and interviews.
- Conducting in-depth reference checks with individuals to evaluate candidates' past job performance, criminal history, financial background, and any other pertinent factors.
- Ascertain the strengths and personal dimensions of each candidate and report to the Board
- Advise the Board of any other areas, services, or important steps to take that are not listed above.

The search firm will:

- Coordinate the candidates' schedules and participation in the interviews
- Debrief the Board following each candidate interview and identify additional candidates if necessary
- Verify selected candidate's educational background, employment record, and any other information identified in the strategy process
- Notify applicants not selected
- Assist the Board with compensation negotiations.

V. TERMS AND CONDITIONS

The Board of Commissioners intends to select one firm to provide this service but reserves the right to reject any or all proposals without explanation. If the selected firm does not execute a written signed agreement with the Board within a reasonable amount of time, the Board reserves the right to enter an agreement with the next most qualified firm. The Board reserves the right to request clarification of information submitted and investigate the ability of the executive search firm to meet the required needs. The Board reserves the right to waive all requirements for this proposal.

VI. SCHEDULE (TENTATIVE, may be adjusted)

October 24, 2018 - RFP Issued

November 2, 2018 - Proposals due

November 2, 2018 - Proposals forwarded to Town Board

As early as week of November 5 – 9, 2018, or perhaps later in November –
Interviews with proposing firms

As early as November 13, 2018, or perhaps later in November or December 9, 2018 -
Town Board approves proposal/agreement with chosen firm

December 2018 – Development of candidate profile, preparation of recruitment materials

January 2019 – Application deadline later in month

February 2019 - Interviews with finalists

April 2019 – Ideal start date for new Town Manager

VII. FORMAT AND CONTENTS OF PROPOSAL

The proposal should include:

- a. Cover letter. Please include the RFP subject, name of firm, address, contact person with all applicable contact information, and date of preparation.
- b. Qualifications. Describe the background, experience and capabilities of your firm as it relates to the Scope of Work outlined above. Highlight any successful placements in other local government organizations during the last five years.
- c. Scope of Services. Provide a scope of services and a proposed outline of tasks, products and schedules. Also, identify the extent of Board and/or staff involvement deemed necessary, including key decision points at each stage of the project. Major proposed deviations from the desired scope of services outlined above should be clearly noted and justified.
- d. Cost. Provide cost proposal for scope of services including fixed costs, fees, expenses (including anticipated advertising expenses), reimbursable costs, and any other anticipated costs.
- e. Consulting staff. Provide the name, title, background and experience of the primary consultant for this project. Identify all staff who would be assigned to work directly or indirectly on this search and throughout the project.
- f. Insurance. List all relevant insurance policies and coverage amounts carried by the firm. The selected proposer will be required to submit evidence of and comply with all insurance requirements deemed necessary by the Board.
- g. References. Provide a list of at least three clients the firm has contracted with in the past three years who can verify your firm's ability to provide the scope of services requested. Provide name, title and complete contact information for each reference. Provide a list of current clients who are receiving services like those requested in this RFP with a brief description of the work.
- h. Performance Guarantee. If your firm offers a performance guarantee, describe the terms and conditions under which the guarantee applies.
- i. Additional Services. The selected firm is welcome to outline additional services or alternative approaches that it feels are in the best interest of the Town of Emerald Isle.

VIII. PROPOSAL SUBMISSION

Deadline for submission is November 2, 2018 at 5:00 pm EST. Please submit 7 signed copies of your proposal to: Town of Emerald Isle, Rhonda Ferebee – Town Clerk, 7500 Emerald Drive, Emerald Isle, NC 28594 **and** send an electronic copy of your proposal to rferebee@emeraldisle-nc.org .