

RESOLUTION NO 24-209

A RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSALS (RFP) FOR THE SELECTION OF A SEARCH FIRM TO ASSIST WITH THE RECRUITING AND HIRING OF A CITY ADMINISTRATOR

WHEREAS, the current City Administrator has announced plans to retire; and

WHEREAS, the City of Spring Hill recognizes the need to recruit and hire a highly qualified individual to fill the position of City Administrator; and

WHEREAS, the recruitment and selection of a City Administrator is a critical process that requires specialized expertise and resources; and

WHEREAS, the City does not have the internal capacity or resources to effectively conduct a comprehensive search for the City Administrator position; and

WHEREAS, the City seeks to engage the services of a professional search firm with experience in municipal executive recruitment to assist in identifying and assisting with the selection of the most suitable candidate for the position; and

WHEREAS, the Board of Mayor and Aldermen desires to issue a Request for Proposals (RFP) to solicit bids from qualified search firms to provide the necessary services for this purpose.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF MAYOR AND ALDERMEN OF THE CITY OF SPRING HILL as follows:

1. The Board of Mayor and Aldermen hereby authorizes and directs the City Attorney and Human Resources Director, to prepare and issue a Request for Proposals (RFP), substantially similar to exhibit #1, hereto for the purpose of selecting a search firm to assist in the recruiting and hiring of a City Administrator.
2. Scope of Services: The RFP shall outline the scope of services to be provided by the selected search firm, including, but not limited to, the development of a recruitment strategy, candidate sourcing, screening and evaluation, interview facilitation, and assistance with the final selection process.
3. Proposals received in response to the RFP shall be evaluated based on criteria established by the Spring Hill Board of Mayor and Aldermen, and the most qualified firm shall be recommended for contract award.

Passed and adopted by the Spring Hill Board of Mayor and Aldermen on August 19, 2024.


Jim Hagaman, Mayor

ATTEST:


April Goad, City Recorder

LEGAL FORM APPROVED:


Patrick Carter, City Attorney

Exhibit #1

REQUEST FOR PROPOSALS CITY ADMINISTRATOR EXECUTIVE RECRUITMENT SERVICES

City of Spring Hill
199 Town Center Parkway
Spring Hill, TN 37174

BID OPENING DATE: August 20, 2024, 8:00am

DEADLINE FOR QUESTIONS: October 23, 2024, 5:00pm

RESPONSE DEADLINE: October 25, 2024, 5:00pm

RESPONSES MUST BE SUBMITTED TO:

Chris Clausi, HR Director

199 Town Center Parkway

Spring Hill, TN 37174

City of Spring Hill
REQUEST FOR PROPOSALS

City Administrator Executive Recruitment Services

- I. Introduction.....
- II. Instruction To Proposers.....
- III. Scope of Work
- IV. Evaluation Criteria
- V. Vendor Questionnaire.....

Attachments:

A - Affidavit of Non-Collusion Form

B - Contract form

C - IRAN_DIVESTMENT_ACT_REQUIREMENTS

1. Introduction

1.1. Summary

Request for Proposals

The City of Spring Hill is seeking proposals for Executive recruitment services for the position of City Administrator.

Proposals must be submitted in the format specified in the Request for Proposals. All proposals will be due on Monday, October 28, 2024, at 2:00pm local time.

Questions concerning the Request for Proposals should be submitted by email to the HR Director, Chris Clausi, cclausi@springhilltn.org.

Verbal submitted quotations will not be accepted. The City of Spring Hill reserves the right to reject any and/or all proposals, to waive any irregularities or informalities in a proposal, and to accept any proposal, which, in its opinion, may be for the best interest of the City.

1.2. Background

Spring Hill, Tennessee, is a rapidly growing city located within both Maury and Williamson counties. Over the past two decades, the city has experienced significant growth, with the population increasing by 549% from just over 8,000 in 2000 to approximately 55,800 in 2022. This growth has positioned Spring Hill as one of the fastest-expanding cities in the state, while still maintaining its welcoming and community-oriented atmosphere. The city's diverse population includes young families, professionals, and retirees, supported by over 85 developed subdivisions offering a range of residential options.

The City of Spring Hill is governed by a Mayor-Alderman form of government and offers a wide array of services to its residents. The city's financial health is robust, evidenced by its strong bond ratings from major credit agencies such as Moody's and S&P, and a well-managed budget that supports its continued growth and development. The city operates with a commitment to transparency and fiscal responsibility, ensuring that its resources are used effectively to benefit the community.

Spring Hill is not only a residential hub but also a vibrant economic center. It hosts major businesses such as General Motors' all-electric LYRIQ assembly plant and the cutting-edge soundstage and production studios of Worldwide Stages. The city's strategic location, amid farmland, industries, and a growing residential market, contributes to its economic vitality. Spring Hill has also been recognized nationally, being named the best city in Tennessee for remote workers by Zippia in 2020 and the 7th safest city in Tennessee by SafeWise in 2023.

The City of Spring Hill prides itself on the quality of life and economic opportunities created by our dedicated City team. This commitment makes Spring Hill an attractive place to live, work, and invest. As we embark on the search for a new City Administrator, we seek a company that can help us find a leader who will continue to drive the city's progress and uphold the values that make Spring Hill a great place to call home.

1.3. Timeline

All times are Central Time.

Release Project Date	August 20, 2024
Question Submission Deadline	October 23, 2024 5:00pm
Question Response Deadline	October 25, 2024 5:00pm
Proposal Submission Deadline	October 28, 2024 2:00pm

2. Instruction To Proposers

2.1. Proposer Submission

The City of Spring Hill (hereinafter, "the City") is seeking proposals for Executive recruitment services for a City Administrator position. All proposals must be submitted by Monday, October 28, 2024 at 2:00pm local time.

2.2. Receipt and Opening of Proposal

Sealed proposals will be received by the City of Spring Hill through hand delivery, courier, or regular mail until 2:00pm, local time, on Monday, October 28, 2024, at which time said proposals will be publicly opened. Copies of the Request for Proposals document may be obtained through email or picked up in person from April Goad, City Recorder at the City of Spring Hill City Hall. Three (3) original copies and one (1) digital/electronic (PDF) copy of the Proposal shall be submitted in a sealed envelope to:

"City Administrator Executive Recruitment Services"
Chris Clausi, HR Director
199 Town Center Parkway (if hand delivered or by courier or overnight service)
P.O. Box 789 (if delivered by regular mail)
Spring Hill, TN 37174

Any proposal received after the established closing date and time will not be accepted. The competitive sealed proposals shall not be disclosed during the negotiation and evaluation process, which shall follow their submittal and opening, but they shall be made open for public inspection after the intent to award the contract to a particular proposer is announced.

2.3. Definitions

The terms "proposer", "contractor", "vendor" and "firm" may be used interchangeably in this RFP and shall refer to the entities submitting a response to this RFP or to the entity with whom the City enters into a contract as a result of this solicitation.

2.4. Site Inspection

Before submitting a proposal, each proposer should make all investigations and examinations necessary to ascertain all conditions and requirements affecting the full performance of the contract and to verify any representations made by the City upon which the proposer will rely. If the proposer receives an award as a result of its proposal submission, failure to have made such investigations and examinations will in no way relieve the proposer from its obligation to comply in every detail with all provisions and requirements of these documents, nor will a plea of ignorance of such conditions and requirements be accepted as a basis for any claim whatsoever by the contractor for additional compensation.

2.5. Preparation of Proposal

1. Proposal Submittal

Proposal should be submitted in the following format:

- A. **Title Page:** Indicate the name of firm, address, telephone number, name of primary contact person, email address for the primary contact person and date of submittal.
- B. **Introduction:** Provide a profile of the firm, including, but not limited to, the approximate number of professional staff employed, how long your firm has been in business and how long the firm has been conducting City Manager/Administrator searches. Indicate the name(s), title(s), and telephone number(s) of the person(s) who will be authorized to make representation for and to bind the firm.
- C. **Information Included in Response:**
1. Describe your proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm and how the firm will tailor the process for Spring Hill's search. Indicate any additional information for consideration of your firm's qualifications for conducting this recruitment.
 2. Provide a list of the respondent's city Administrator/administrator placements in the past five years, including the size of the municipality.
 3. Provide contact names, telephone numbers and email addresses of these clients. The City reserves the right to contact any additional individuals or firms to obtain information about the respondent. If the firm has done no such searches, details should be provided as to how the firm would proceed with the search.
 4. For all city administrator placements completed in the last seven (7) years, provide tenure duration information indicating whether the candidate is still employed in that jurisdiction or, if not, how long did they remain employed following original placement.
 5. Indicate the names, titles, placement experience, and resume(s) of the person(s) who will be assigned to this recruitment. A response to this requirement should include all contact information such as telephone number, e-mail address and web address.
 6. Provide a detailed description of how the recruitment is to be conducted, including how the firm will identify and solicit outstanding candidates that are not actively seeking positions.
 7. Describe the firm's processes and sources for conducting candidate background investigations and reference checks.
 8. Discuss the general nature and extent of benefits the City of Spring Hill is reasonably likely to experience as a result of these services.
 9. Provide a copy of a previous City Administrator position profile your firm has completed which has similarities to the position with the City of Spring Hill.

10. Provide a copy of a previous City Administrator search candidate report (redacted as necessary) your firm has completed for another client similar to the City of Spring Hill.
11. It is the City's goal to have this recruitment completed within four (4) months. Provide a timetable for the recruitment from the contract execution to selection of a new City Administrator and identify if this is a realistic goal.

D. Pricing Proposal

Provide a non-binding proposed cost of the services for the scope of work presented in this RFP with a complete description of the fee structure and payment schedule that would assist in providing a full understanding of pricing options should only certain services be required. This proposal should specifically include:

1. Identification of any additional fee requirements should the initial recruitment and interview process not result in a successful hiring decision by the Board of Mayor and Alderman.
2. What guarantee does the firm offer should a hired candidate leave employment with the city during the initial twelve (12) month period following date of hire.

2. Additional Information for Proposers

Any material that will add to the persuasiveness of the proposal may be included. However, if the materials do not directly address the stated requirements, please include them in an appendix or a separate volume. The City will review and consider all materials submitted, but will concentrate on the material that directly addresses the City's stated needs. Each proposal must be submitted by the owner, a partner, or a corporate officer of the company or by an agent duly authorized to represent the contractor in submitting the proposal. Include the name and position held within contractor's organization.

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

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

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

Submitted responses and any agreement or other documents created become public records that are subject to review and copying by any person making an appropriate request for public records. Submitting parties may identify in their proposals what information they deem to be proprietary information. The final determination of whether information is subject to the Tennessee Open Records Act shall be made by the City's legal counsel.

During the period of evaluation, the City shall have the right to request clarification from the respondents. Such requests will be sent to the email address of the primary contact person. If any respondent fails to respond to such a request within five (5) business days from the date of the request, the City shall have the right to reject the proposal.

After all responses have been evaluated, the City may request the respondent to participate in a discussion, via conference telephone call, attendance at a Board of Mayor and Alderman meeting, or both, to respond to questions from Board of Mayor and Alderman, at the respondents' expense, for the purpose of making a final evaluation and award.

3. Scope of work

3.1. Scope of Work

The successful firm will be expected to designate a recruitment representative to assist the Board of Mayor and Alderman in all aspects of the recruitment, selection, and contract negotiation process. Expected elements of this process are outlined below:

3. Develop a detailed project timeline and provide regular status updates to the Board of Mayor and Alderman.
4. Review the City's previously prepared City Administrator position recruiting profile with Board of Mayor and Alderman.
5. Develop a recruitment brochure.
6. Recommend to the Board of Mayor and Alderman an advertising strategy and marketing campaign to notify potential candidates and identify where advertisements will be published.
7. Conduct a professional search and recruitment effort utilizing local, regional and national contacts to seek qualified candidates, including those who may not otherwise have an interest in this position.
8. 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.
9. Receive resumes and conduct review and screening of initial candidates, providing periodic status updates.
10. 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 checks on up to 10 recommended finalists.
11. Present a written report on employment background, personal strengths, accomplishments, recommendations, and personal and professional references for top candidates.

12. Facilitate the Board of Mayor and Alderman process to review the list of finalist candidates to select a final candidate interview group.
13. Recommend for Board of Mayor and Alderman approval the finalist interview process and facilitate that process.
14. Coordinate travel arrangements and associated expense recordkeeping, etc.
15. Provide recommended questions for on-site interviews for consideration of Board of Mayor and Alderman.
16. Administer all correspondence with applicants through the process, including notification of unsuccessful candidates; and
17. Assist the City in developing final employment offer and relocation package (if required) to selected candidate.

4. Evaluation Criteria

No.	Evaluation Criteria	Scoring Method	Weight (Points)
1.	<p>Firm Profile and Experience</p> <p>Proposals will be evaluated based on the overall experience/success of the firm in city Administrator/administrator recruitment processes over the past two years, including example recruitment materials.</p>	Points Based	<p>20 <i>(19.6% of Total)</i></p>
2.	<p>Proposed Recruitment Process Plan/Strategy</p> <p>Proposals will be evaluated based on the proposed recruitment plan presented in the proposal.</p>	Points Based	<p>30 <i>(29.4% of Total)</i></p>
3.	<p>Experience of Proposed Assigned Recruitment Consultant</p> <p>Proposals will be evaluated based on the overall experience of the staff member proposed to be assigned as the lead consultant for the City's recruitment process.</p>	Points Based	<p>30 <i>(29.4% of Total)</i></p>
4.	<p>Pricing Information</p> <p>Proposals will be evaluated based on the pricing information submitted by the vendor.</p>	Points Based	<p>20 <i>(19.6% of Total)</i></p>
5.	<p>Conflict of Interest</p> <p>Provide names of persons or entities associated with the proposer who may have a conflict of interest if the proposals is accepted, including details and reasons. Proposers are subject to disqualification on the basis of conflict of interest as determined by the City.</p>	Pass / Fail	<p>1 <i>(1% of Total)</i></p>
6.	<p>Exceptions</p> <p>If no exceptions are taken, proposers shall certify that they take no exception to this RFP. If the proposer does take exception to any portion of the RFP, the specific portion of the RFP to which exception is taken shall be identified and fully explained and should be noted as part of the proposal submission. This section must be completed and submitted with each proposal or the proposal will be rejected.</p>	Pass / Fail	<p>1 <i>(1% of Total)</i></p>

5. Vendor Questionnaire

5.1. Proposal*

Please upload your Proposal here.

*Response required

5.2. Pricing Proposal*

Please upload a copy of your pricing proposal.

*Response required

5.3. Conflict of Interest

Please upload any documents pertaining to Conflict of Interest here.

5.4. Exceptions*

Please upload any documentation pertaining to exceptions here. If there are no exceptions, please upload documentation certifying that the proposer takes no exception to this RFP.

*Response required

5.5. Contract*

Vendor acknowledges receipt and review of the City's proposed contract which is attached, and agrees that this Contract, this RFP, and the successful Vendor's proposal, when accepted by the Board of Mayor and Alderman of the City of Spring Hill, constitute binding obligations to the successful Vendor. Any proposed changes to this Contract must be included with Exceptions above to be considered by the City. Failure to submit Exceptions to the Contract constitutes an acceptance of the City's terms as presented.

Please confirm

*Response required

5.6. Iran Divestment Certification*

Please download the below documents, complete, and upload.