**REQUEST FOR PROPOSALS (RFP)**

**CITY OF OAKLEY, CA**



**ISSUE DATE: MAY 11, 2021**

**DEADLINE FOR SUBMISSIONS: JUNE 3, 2021, 4PM**

**Introduction**

The City of Oakley, California is seeking proposals for services from a qualified executive search firm to assist the City Council in the selection of a new City Manager.

**Background**

The City of Oakley was incorporated in 1999 and is located in Contra Costa County, a growing region in the eastern portion of the San Francisco Bay Area. The City has a permanent staff of approximately 97 City employees and serves approximately 42,000 residents. The City is adjacent to Highways 4 and 160 and is bordered by the Cities of Antioch and Brentwood.

The City operates under a council-manager form of government. Currently, five at-large council members are elected to staggered four-year terms to govern the City. The City anticipates converting to district-based city council elections beginning in the 2022 election cycle.

The Mayor and Vice Mayor are selected by the Council each year from their membership and serve one-year terms. The City Council is responsible for adopting City ordinances, resolutions, the annual budget, appointing commissions and committees, and hiring the City Manager and City Attorney, among other key duties.

The City Manager is responsible for implementing the Council’s policies, ordinances and directives, for overseeing the day-to-day operations of the City, and for appointing the heads and directors of the City’s departments. The City previously contracted with the Contra Costa Sheriff’s Office for police services; but in 2016, the City began providing its own Police Department. Fire, sewer, and water service are provided to city residents by independent special districts.

**Scope of Work**

The successful consulting firm will be expected, at minimum, to perform the following:

* + Meet with the City Council and stakeholder groups as necessary to facilitate the development of an appropriate candidate profile and list of priorities for the new City Manager.
  + Develop and administer a search for appropriate candidates.
  + Answer questions from candidates and collect application materials.
  + Review the applications received, comparing them to the desired candidate profile, performing screening interviews as needed.
  + Advise the City Council on the qualifications of the candidates, develop a list of recommended candidates and provide a written report summarizing the overall candidate pool and the qualifications of those selected to be interviewed.
  + Advise the City Council on interview strategies and appropriate questions to ask candidates; attend the interview sessions and assist the Council in narrowing the candidate pool to finalists.
  + Incorporate stakeholder and organizational input into the interview and selection process.
  + Conduct complete background check on finalist candidates and advise the City Council of the results.
  + Facilitate the final interview process and assist the City Council to make a selection.
  + Assist the City with employment contract negotiations.

**Proposal Requirements**

Each proposal shall include the following information:

1. Background information on the firm, including details of the firm’s experience with similar recruitments, including the number of city manager searches and placements; a brief resume of the individual(s) assigned to this project; contact information for at least three references; and sample work products including recruiting brochures, candidate questionnaires, candidate reference reports, etc. The proposal should include information about the firm’s current engagements and an affirmation of the firm’s ability to focus on this project.
2. A proposed schedule for each phase of the process, including development of the recruitment profile, search, background evaluations, interviews, stakeholder and organizational outreach and input, and selection. Be aware that the Oakley City Council generally meets on the second and fourth Tuesdays of the month (the Council’s practice in recent years has been to hold only one meeting a month during summer months).
3. Information about the firm’s approach in the event of a recruitments that does not produce a viable candidate or the premature dismissal or resignation of the selected candidate.
4. A cost proposal for the City of Oakley City Manager search, including consulting fees and reimbursable expenses. Payment terms should also be addressed.

**Selection Process**

The City Council will select the firms or individuals to be interviewed and may consider, at minimum, the following criteria:

* + Prior successful recruitments, especially for the position of City Manager
  + Responsiveness to this Request for Proposal
  + Qualifications and experience of the individuals assigned to the project
  + Experience with candidates from within and outside California
  + Schedule and availability
  + Cost of services
  + Reference contact results

**Proposal Submission Information**

One original of the proposal must be submitted and received by no later than **4:00 p.m. on Thursday, June 3, 2021** to:

Derek Cole

City Attorney

City of Oakley

3231 Main Street

Oakley, CA 94561

An electronic version of the proposal in portable document format (.pdf) must also be submitted before the same time, **4:00 p.m. on Thursday, June 3, 2021,** by email to:

cityattorney@ci.oakley.ca.us

Proposals received after this deadline will not be accepted. The City reserves the right to reject any and all proposals submitted, to request clarification of services submitted, to request additional information from competitors, and to waive any irregularity in the proposal. Finalist candidates may be asked to present their qualifications to the City Council. Following proposal evaluations, interviews and reference calls, the award of a contract to the successful consultant will be at the sole discretion of the City Council.

Questions about this Request for Proposals may be referred to City Attorney Derek Cole. Mr. Cole may be reached by email at the above email address or by telephone at his private law office, the law firm of Cole Huber LLP, at (916) 780-9009.