



**City of South Padre Island
Request for Proposals (RFP)**

Executive Search Firm

City Manager Candidate Search

**Due Date: Thursday, May 12th, 2016 at
3:00pm**

City of South Padre Island
Attn: Human Resources
4601 Padre Blvd.
South Padre Island, TX 78597
956-761-8102
www.myspi.org

I. Introduction

The City of South Padre Island, Texas is seeking proposals from qualified firms/providers to perform executive search services for the position of the City Manager. The City of South Padre Island will accept proposals from firms/providers interested in providing the requested services.

Proposals must be received by no later than 3:00pm local time on Thursday, May 12th, 2016, at the City of South Padre Island Municipal Complex, Office of the City Secretary, 4601 Padre Blvd., South Padre Island, TX 78597. Proposal information is available by accessing the City's website at www.myspi.org or by contacting the City Secretary at (956) 761-8109.

II. General Information

South Padre Island lies on the southernmost tip of Texas and is situated on the South end of Padre Island, the longest Barrier Island in the world and the largest stretch of undeveloped beach in North America. It sits just thirty (30) miles north of Mexico and is linked to the mainland by a two and a half mile long bridge, the Queen Isabella Memorial Causeway. The City of South Padre Island is home to an estimated 5,900 people. South Padre Island is a year-round vacation destination and enjoys a sub-tropical environment with mild dry winters, and warm breezy summers. South Padre Island has a Council-Manager form of government. The City Council, consisting of the Mayor and five City Council members, have three-year staggered terms.

The City of South Padre Island is an Equal Employment Opportunity Employer. Discrimination against any person in recruitment, examination, selection, appointment, rate of pay, promotion, transfer, retention, daily working conditions, testing and training, awards, compensation and benefits, disciplinary measures, or any other aspect of employment or personnel management because of age, race, religion, sex, color, national origin, citizenship, disability, political affiliation, veteran's status or other unlawful basis, is prohibited.

III. Scope of Work

Assist the Mayor and City Council with the development of a candidate profile and the interview process for the selected finalists; advertise the position; directly solicit candidates; present a written report on background, strengths, and accomplishments of top candidates; review candidates with the Mayor and City Council members; facilitate final interview process with suggested interview questions; provide reference lists on each recommended finalist; assist the City with negotiating a contract; coordinate all correspondence, travel arrangements, and recordkeeping; and conduct detailed background and professional reference checks on recommended finalists.

During proposal development, respondent's questions regarding the RFP or the process should be directed to Wendi Delgado, Administrative Services Director, 4601 Padre

Blvd, South Padre Island, TX 78597 or call (956) 761-8102 or via email at wdelgado@myspi.org.

The City of South Padre Island requests that respondents to the Request for Proposal do not contact the City Staff or any member of the City Council or the Mayor during the proposal process and evaluation phase.

IV. Experience Requirements

Respondents are encouraged to provide the number of City Manager placements the firm has successfully completed in similar sized municipalities including demonstration of the firm's experience with seeking a diversity of applicants.

V. Response Form and Contact

- A. **Title Page:** Indicate the proposal subject, name of firm, local address, telephone number, name of 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 searches. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, telephone numbers and email addresses.
- C. **Information Included in Response:**
 - a. Briefly state your understanding of the work to be performed. Include, but do not limit your statement to, the specific items requested in the Scope of Work.
 - b. 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 the City of South Padre Island's search. Indicate any additional information for consideration of your firm's qualifications for conducting this project.
 - c. Provide a list of the City Manager successful placements in the past three years, including the size of the municipality. 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 conducted no such searches, details should be provided as to how the firm would proceed with the search.
 - d. Indicate the names, titles, placement experience, and include resumes, of the person(s) who will be assigned to this project. A response to this requirement should include all contact information.
 - e. Provide a detailed description of how the recruitment is to be conducted.
 - f. Discuss the general nature and extent of benefits the City of South Padre Island is reasonably likely to experience as a result of these services.

- g. Provide a copy of a previous City Manager position profile your firm has completed for another client.
- h. Provide a copy of a previous City Manager search report your firm has completed for another client.
- i. Provide a non-binding general indication (or range) of the cost of the services proposed.
- j. Provide a complete description of the fee structure of the firm.

VI. Submission of Responses

- a. Acceptance/Rejection/Modification to Responses: The City of South Padre Island reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive informalities or irregularities in a proposal or in the proposal process.
- b. 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.
- c. Cost of Preparation: The City shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.
- d. Ownership: Submitted materials become the property of the City and will not be returned.
- e. 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 negotiation process. Except for the trade secrets and confidential information, which the respondent identifies as proprietary, all proposals will be open for public inspection after the contract is awarded.

VII. Due Date

Sealed proposal and ten (10) complete copies must be received at the Office of the City Secretary no later than 3:00pm., Thursday, May 12th, 2016. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

City of South Padre Island
Attention: City Secretary, Susan Hill
4601 Padre Blvd.
South Padre Island, TX 78597
RFP: Executive Search Firm Enclosed

Each response shall be submitted in a sealed envelope prior to the time established for opening, and the envelope shall be marked with the title of the proposal and the proposal opening date. If submitted by mail, this envelope shall be enclosed in another envelope addressed to the City Secretary at the address specified above. If submitted other than by mail, it shall be delivered to the Office of the City Secretary. Proposals submitted by mail must be received in the office of the City Secretary by the time specified herein for the opening thereof.

VIII. Withdrawal from Consideration

A respondent may withdraw its proposal at any time prior to the submission deadline by submitting a written request for withdrawal to Susan Hill, City Secretary, 4601 Padre Blvd., South Padre Island, TX 78597. The request for withdrawal shall be signed by the respondent or an authorized agent. Modifications offered in any manner, oral or written, will not be considered after the deadline.

IX. Selection Process

A. Evaluation:

1. The Mayor and Members of the City Council shall review all proposals and evaluate them based upon the requirements given in this Request for Proposal including, but not limited to, the following criteria.
 - a. Responsiveness of the proposal.
 - b. Ability, capacity, and skill of the respondent to perform the services.
 - c. Responses of the respondent's references.
 - d. Methodology for conducting the recruitment.
 - e. Experience of the respondent and individual members of the respondent's professional staff in performing similar services for similar sized municipalities.
 - f. The sufficiency of financial resources and ability of the respondent in performing the contract.
 - g. The firm's capability to meet the Scope of Work.
 - h. The qualifications of the professional staff proposed for the project.
 - i. Cost to provide the service requested.
 - j. Other information as may be required or secured.
2. The Mayor and Members of the City Council shall review and evaluate all responses submitted to this Request for Proposals. They shall conduct a preliminary evaluation process of all proposals on the basis of the information provided and other evaluation criteria as set forth in this Request for Proposals or as reasonably determined by the Mayor and Members of the City Council.
3. The Mayor and Members of the City Council will first review each proposal for compliance with the minimum qualifications and mandatory requirements for the Request for Proposals. Failure to comply with any mandatory requirements may disqualify a proposal. They may request one or more respondents to interview by telephone or in person.
4. The Mayor and Members of the City Council may require selected firms to be available to engage in a conference telephone call or attend a City Council meeting, or both, to respond to questions from the Mayor and Members of the City Council.

X. Conditions of Responses

- a. Completeness: All information required by the Request for Proposals must be supplied to constitute a legitimate proposal.
- b. Request for Proposal Clarification: During the period of evaluation, the City shall have the right to request clarification from the respondents. If any such 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.
- c. Oral Presentations: After all responses have been evaluated, the Mayor and Members of the City Council may require representatives of one or more of the respondents to appear and present before the Mayor and Members of the City Council, at the respondent's expense, for the purpose of making a final evaluation and award.
- d. Award Presentation: Subject to agreement negotiation, the Mayor and Members of the City Council shall select, one of the proposals, or will reject all proposals within ninety (90) calendar days from Thursday, May 12th, 2016.
- e. Completion of Project: It is the City's goal to have this project completed within six (6) months.
- f. Contract Development: If the City selects a firm, the Mayor and Members of the City Council will conduct contract discussions and negotiations with the apparent successful respondent with the assistance of the City Attorney.