REQUEST FOR PROPOSALS FOR
EXECUTIVE SEARCH CONSULTING SERVICES
TO SELECT A CITY MANAGER
FOR THE
CITY OF ST. LOUIS PARK, MINNESOTA

Proposals due 8:00 am February 17, 2021

Ali Timpone, Human Resources Manager
atimpone@stlouispark.org 952.928.2846
Electronic proposals preferred
SECTION I GENERAL INFORMATION
The City of St. Louis Park is seeking a search firm to assist in hiring a dynamic, multi-faceted leader to be the next city manager. City Manager Tom Harmening will be retiring in 2021 after serving the community for 26 years, including 17 years as city manager.

The City: The City of St. Louis Park has a population over 48,000 and is a vibrant and beautiful first ring community located on the western edge of Minneapolis. St. Louis Park is comprised of 10.8 square miles with a sound economic base and healthy mix of new and traditional housing. The city shares boundaries with our nationally renowned school district where every school has been named a National School of Excellence.

The City of St. Louis Park’s residential areas comprise the largest portion of the community. These residential areas are diverse in their social, religious and ethnic heritage – giving every neighborhood a distinct appearance and feel. The community is also home to retail stores, restaurants, medical facilities, family-owned businesses, corporations, churches, synagogues, and a temple. Residents enjoy a multitude of different social and recreational activities to participate in, along with diverse religious, economic and educational systems.

Development and Redevelopment: The city’s location is perfect for development and redevelopment opportunities with the most recent being the large commercial and retail area of the “West End” located at the SW intersection of Highway 100 and 394. This area, along with other development, Southwest Light Rail Transit plans and the construction of new office and housing all contribute toward the continued strong tax base to complement the city’s existing residential stock.

How the City Operates: The City of St. Louis Park has a city manager form of government who is responsible for the daily operations of the city. Reporting to the city manager are eight department directors. The council delegates operational authority to the city manager who, in turn, delegates specific functional authority and budgetary responsibility to his/her department heads in accordance with the city charter and council policies. The city has eight departments including administrative services, community development, engineering, fire, information resources, building and energy, operations and recreation and police.

Strategic Priorities: It is critically important to the city council that the new city manager be committed to supporting the council’s strategic priorities that were adopted on May 21, 2018:

- St. Louis Park is committed to being a leader in racial equity and inclusion in order to create a more just and inclusive community for all.
- St. Louis Park is committed to continue to lead in environmental stewardship.
• St. Louis Park is committed to providing a broad range of housing and neighborhood-oriented development.
• St. Louis Park is committed to providing a variety of options for people to make their way around the city comfortably, safely and reliably.
• St. Louis Park is committed to creating opportunities to build social capital through community engagement.

The council expects the new city manager to continue to lead, innovate and implement policies and procedures to support the advancement of these strategic priorities, while also ensuring continued excellence with day to day operations and service.

SECTION II  CONSULTANT RESPONSIBILITIES
est. start February/March 2021

Advertising
The consultant will arrange for advertisements in a wide variety of publications and online tools. This will include, but not limited to, professional associations, ICMA, League of MN Cities and other postings nationwide.

Accepting Applications
The consultant will accept and acknowledge applications/resumes. At each stage, and upon completion of the search, the consultant will notify applicants who were eliminated from further consideration of their status.

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 discussing with human resources and the council.

Data
City staff will cooperate with the selected consultant in providing requested information and scheduling meetings.

SECTION III  PERFORMANCE SPECIFICATIONS

1. Evaluate the city’s unique needs based on financial condition, strategic objectives, existing programs, organization, etc., to determine appropriate areas of expertise required by candidates to develop a position profile for the position. Input should be sought and considered from the mayor and council, directors and key staff and other community stakeholders. It is very important that input in this process is inclusive and includes the wide range of diversity and cultures that represent our city.

2. Develop a written position “profile” for use in the applicant recruitment and screening process. Position profile to be developed with input from council and
staff and approved by the city council. City communications staff will produce the final format for the profile. Profile should include:

- Information about the position, the city, departments, other staff and governing board;
- Information about the requirements of the position, including the areas of expertise and the competencies developed above;
- Information about the council’s strategic objectives and the expectations of the city manager in making efforts to achieve them;
- Major steps in the recruitment process and an associated timeline for completing each step;
- Highlights of some of the position’s benefits and a general statement about the salary for the position.

3. Recruit and recommend a diverse list of candidates who are highly qualified professionals with leadership and vision for the departments and community. We expect that there may be both internal and external candidates interested in filling the city manager position.

4. Pre-screen all applicants and narrow the candidate pool down to a group of around 10-20 qualified semi-finalists.

- Provide advice and assistance to the council with further narrowing the candidate pool down to those who will be interviewed. This may include a rating tool for council to provide a score for each semi-finalist based on key criteria identified in the profile.
- Ensure compliance with MN Data Practices Act and Open Meeting Law during discussions to keep candidate personal information private.
- The consultant shall facilitate a discussion with council to review scores and narrow down the candidate pool to a reasonable number of finalists to be interviewed (typically 4-6).
- Consultant shall notify all candidates of their status and notify finalists when their names will become public.

5. Develop interview process for finalists with council and key stakeholders, to include a city tour or other meet and greet reception events as allowed by the pandemic. Schedule interviews with finalists and others who are involved in the process. Provide interview questions and rating forms, determine panel(s) and process for this step and prepare others for the interviews (including a brief primer on legal issues associated with interviewing.) Ensure compliance with Open Meeting Law.

6. Check references arrange for leadership assessments as needed and perform a detailed background check on the finalist candidate(s).

- This step includes criminal history, credit history, at least five references from employers, board or council members, colleagues and subordinates.
Also includes verification of education, work history and other information deemed necessary.

7. We expect to maintain a timeline that allows this process to move ahead in a timely manner. A successful outcome would be to have the position filled by a highly qualified leader and in place on or before August 1, 2021. The search firm may be asked to assist with some aspects of the job offer.
   - The consultant will attend council or community meetings as needed to answer questions about the process steps being presented at that time.
   - The consultant will proceed with the project with expeditious timing of the entire process.
   - The consultant may be asked to assist with onboarding and provide input on the six-month performance evaluation of the successful candidate.

SECTION IV  INSTRUCTIONS ON SUBMITTING PROPOSALS

Proposals must be submitted by 8:00 pm on February 17, 2021 to:

Ali Timpone, Human Resources Manager
City of St. Louis Park
5005 Minnetonka Boulevard
St. Louis Park, MN  55416
atimpone@stlouispark.org  952.928.2846
Electronic proposals preferred.

The proposal shall include the following information:
- A statement of your understanding of the work, description of the approach, explanation of the procedures to be used and timetable to be followed.
- Qualifications of the proposed personnel to supervise and perform the work. This should include biographies, including experience of the individuals who will be assigned to the process and relevant experience of each in working with municipalities.
- A listing of cities that your firm has provided consulting services to in the past three years. Include the contact person, email and telephone numbers.
- Listing of top executive positions that have been successfully completed recently and the contact person and email.
- Description of how firm will conduct outreach to ensure inclusion of qualified candidates including BIPOC and women.
- The not-to-exceed fee for performing the work, including out-of-pocket expenses. Include an expense breakdown showing the hours to be worked by category of personnel, hourly billing rate, estimated out-of-pocket expenses and total cost.
- Include the fee payment schedule. Indicate the fee payment schedule (e.g., 50% at selection; 50% at completion of project or other).
- The proposal should be in 2 pieces:
  - Above information for recruitment through hire.
2. Cost for additional consulting after hire on assistance with onboarding and provide input on the six-month performance evaluation of the successful candidate

SECTION V SELECTION PROCEDURE
The proposals will be evaluated upon the following factors; other factors may also be used:

- Relevant experience of the firm.
- Reputation and quality of work based on references or other information.
- Qualifications of personnel to be assigned.
- Agreement to meet or exceed the performance specifications, including a commitment to address the city strategic objectives in the search.
- Commitment to complete the process in a timely manner.
- Ability to communicate the work plans in an organized, clear and convincing manner.
- Estimated cost of the process.

The city council may conduct interviews with some or all of the firms that submit proposals. The city reserves the right to reject any or all proposals.