



City of
Los Banos
At the Crossroads of California

**REQUEST FOR PROPOSALS
FOR
CITY MANAGER RECRUITMENT**

City of Los Banos
520 J Street
Los Banos, CA 93635
(209) 827-7000

Release Date
Wednesday, December 9, 2015

Contact Person:
Lucy Mallonee, MMC
City Clerk/Human Resources Director

Deadline for Submissions
Monday, December 28, 2015 at 5:00 P.M.

REQUEST FOR PROPOSALS

City Manager Recruitment Services

RELEASE DATE: Wednesday, December 9, 2015

CLOSING DATE/TIME: Monday, December 28, 2015 at 5:00 P.M.
All RFP's must be received by the closing date and time. Faxed, emailed and postmarked materials will be not accepted.

CONTACT PERSON: Lucy Mallonee, MMC
City Clerk/Human Resources Director
(209) 827-7000 ext 112
lucy.mallonee@losbanos.org

Los Banos City Hall
520 J Street
Los Banos, CA 93635

Hours: Monday – Friday 8:00 A.M. – 5:00 P.M.

I. Introduction

The City of Los Banos, California is seeking services from a qualified executive search firm to assist the City Council in the selection of a new City Manager. The goal of the recruitment will be to have an appointment by April 1, 2016.

II. Background

The City of Los Banos, population 36,822, is situated on the west side of Merced County and is the county's second largest City. The City is conveniently located in the center of California and is about two hours from the cities of San Francisco, Oakland and Sacramento, as well as Yosemite National Park. A combination of new enterprise, local government and agriculture-based operations all contribute to the City's economy, which continues to provide residents with a variety of amenities to enjoy. In addition to providing a wide variety of public services, including water, sewer, garbage, parks and recreation, police and fire, the City of Los Banos also offers a variety of retail and entertainment venues for its residents. Nearly 160,000 acres of seasonal wetlands and grasslands bring visitors from all over the world to the City, as well as recreation enthusiasts who enjoy the San Luis Reservoir and the State and Federal Wildlife Areas and Refuges. The City also enjoys a downtown, which hosts retailers, services, restaurants and entertainment, and serves as a hub for many community events. Named for the seasonal spring

baths that feed natural wetlands in the western San Joaquin Valley, the City of Los Banos enjoys strong ties to its local heritage.

The City of Los Banos operates under the Council-Manager form of government, with a five member City Council comprised of four Council Members elected by district with overlapping terms of four years and a Mayor elected at large for a term of two years. The City Council appoints the City Manager and City Attorney. The City is also served by a City Treasurer and City Clerk, both of whom are elected officials. The Los Banos City Council is committed to finding the best possible candidate for their new City Manager.

III. Scope of Work

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

- Meet with the City Council and/or 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 candidate profile, performing screening interviews as needed.
- Select the most qualified candidates to be interviewed by the City Council; provide a written report summarizing the overall candidate pool and the qualifications of those to be interviewed.
- Advise the City Council on interview strategies and appropriate questions to ask candidates; attend the interview sessions and assist the Council narrow the candidate pool to finalists.
- Conduct complete background check on finalist candidates and advise City Council of the results.
- Facilitate the final interview process and assist the City Council to make a selection.
- Assist with employment contract negotiations

The City Council would like to remain flexible during the process; the above process may change as the candidate pool or other circumstances require.

IV. Proposal Requirements

Each proposal should include the following information:

- A. Background information on the firm, including details of the firms 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 references; and sample work products including recruiting brochures, candidate questionnaires, candidate reference reports, etc.

- B. A proposed schedule for each phase of the process, including development of the recruitment profile, search, background evaluations, interviews, and selection. Be aware that the Los Banos City Council meets on the first and third Wednesdays of the month. The proposal should include information about the firm's current engagements and an affirmation of the firm's ability to focus on this project.
- C. Provide information about the firm's approach toward either unsuccessful recruitments or the premature dismissal or resignation of the selected candidate.
- D. Provide a cost estimate for the City of Los Banos City Manager search, including consulting fees and reimbursable expenses. Payment terms should also be addressed.

V. Selection Process

Staff will review the proposals and recommend a consultant to the City Council based on the following selection 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
- Schedule and availability
- Cost of services
- Reference contact results

VI. Submission Information

Seven hard copies of the proposal should be submitted no later than **5:00 P.M., Monday December 28, 2015** to:

Lucy Mallonee, MMC
City Clerk/Human Resources Director
Los Banos City Hall
520 J Street
Los Banos CA 93635

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.