



City of
Los Banos
At the Crossroads of California

**REQUEST FOR PROPOSALS
FOR
ASSISTANT PUBLIC WORKS DIRECTOR
RECRUITMENT SERVICES**

City of Los Banos
520 J Street
Los Banos, CA 93635
(209) 827-2412

Release Date
Monday, April 1, 2024

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

Deadline for Submissions
Monday, April 15, 2024 at 5:00 P.M.

REQUEST FOR PROPOSALS

Assistant Public Works Director Recruitment Services

RELEASE DATE: Monday, April 1, 2024

CLOSING DATE/TIME: Monday, April 15, 2024 at 5:00 P.M.
The proposer must submit one (1) signed electronic version "PDF" of the proposal by the deadline to Lucy Mallonee at lucy.mallonee@losbanos.org.

CONTACT PERSON: Lucy Mallonee, MMC
City Clerk/Human Resources Director
(209) 827-2412
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 Public Works Director/City Engineer and City Manager in the selection of a new Assistant Public Works Director. The goal of the recruitment will be to have an appointment by June 2024.

II. Background

The City of Los Banos, population 46,639, 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, full-service 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 (5) member City Council comprised of four (4) 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 a City Clerk, both of whom are elected officials; and Department Heads in the following Departments: Finance, Human Resources, Community & Economic Development, Police, Fire, and Public Works, and Parks & Recreation who are appointed by the City Manager. The City of Los Banos is committed to finding the best possible candidate for their new Assistant Public Works Director.

III. Scope of Work

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

- Meet with the Public Works Director/City Engineer and City Manager to facilitate the development of an appropriate candidate profile and list of priorities for the new Assistant Public Works Director.
- 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; provide a written report summarizing the overall candidate pool and the qualifications of those to be interviewed.
- Advise the Public Works Director/City Engineer and City Manager on interview strategies and appropriate questions to ask candidates; attend the interview sessions and assist the City Manager narrow the candidate pool to finalists.
- Conduct complete background check on finalist candidates and advise the Public Works Director/City Engineer and City Manager of the results.
- Facilitate the final interview process and assist the Public Works Director/City Engineer and City Manager to make a selection.

The Public Works Director/City Engineer and City Manager 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 Assistant Public Works Director 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. 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 proposal for the City of Los Banos Assistant Public Works Director search, including consulting fees and reimbursable expenses. Payment terms should also be addressed.

V. Selection Process

The Public Works Director/City Engineer and City Manager will select a firm that best meets the needs of the City and may consider at a minimum the following selection criteria:

- Qualifications and experience of the individuals assigned to the project
- Schedule and availability
- Cost of services

VI. Submission Information

Proposals are to be submitted by email no later than **5:00 P.M., Monday, April 15, 2024** to:

Lucy Mallonee, MMC
City Clerk/Human Resources Director
Los Banos City Hall
520 J Street
Los Banos CA 93635
209 827-2412
Email: lucy.mallonee@losbanos.org

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. 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 Manager.