

REQUEST FOR QUALIFICATION OF EXECUTIVE SEARCH CONSULTANT FOR CITY MANAGER OF THE CITY OF NORWALK IOWA

The City of Norwalk, Iowa is soliciting responses from executive search consulting firms that are experienced in the recruitment and selection of public sector managers. Norwalk is searching for a City Manager with an anticipated start date of June 1, 2016.

Norwalk operates under a Mayor-Council form of government, which provides by Ordinance that the City Council appoints the position of City Manager to serve as the chief administrative officer for the City. The Mayor and five Council members serve overlapping terms with the Mayor and two Council members up one election and three Council members up two years later. All terms are for four years and provide some level of continuity in the development of policy and direction for the Manager and the City staff.

Overview of Position

The City of Norwalk City Manager provides direction to City staff so that policies set by the City Council are carried out. The City Manager maintains transparency and accountability to ensure delivery of public services to residents is fair and equitable.

Major responsibilities associated with the position include: submitting an annual budget to the Council for its consideration and adoption; providing complete objective information, pros and cons of alternatives and the long term consequences of the issues brought before the Council; recruiting, hiring and supervising all departments of the City of Norwalk.

Departments include Administration, Police, Fire/EMS (Full Time and Paid on Call), Parks & Recreation, Public Works (water, sanitary sewer, storm water, streets and public property), Library (through a Council appointed but independent Board of Directors that receives public dollars) and Development Services. A subset of Development Services is an Economic Development program that receives annual appropriations from the City Council for the marketing and practice of attracting business to Norwalk.

About the City of Norwalk

Norwalk is a suburban community adjacent to the cities of Des Moines and West Des Moines. Norwalk has shown considerable growth the last twenty years and is now upwards of 10,000 residents. Norwalk is developing commercial/retail space and was recognized in 2010, by *Kiplinger's*, as Iowa's most affordable suburb and recognized by the National Association of Development Organizations in 2015 for its leadership on the Produce Innovations Project that created a new business in Norwalk, becoming the largest private employer in the

city upon its opening. The City was also recognized in 2014 by the International City/County Management Association for its partnership and collaboration with the Norwalk Community School District.

The City is within five miles of Des Moines International Airport, The Purple Heart Highway (Highway 5; Des Moines Beltway) and Interstate 35.

The City has excellent municipal/regional water, sanitary sewer, public utilities (gas, electric, telephone, cable and WiFi) serving the community. In addition, many developed neighborhoods accentuate the local, state and regional award winning Norwalk Community School District. Norwalk's location provides excellent access to the Des Moines metro area.

Scope of Services

The selected search firm will be responsible for the following scope of services in completing its mission.

- a. Understand the makeup of the City of Norwalk including Ordinances and job descriptions.
- b. Develop appropriate employment advertisement via direct contact, trade journals, periodicals, web sites and government organizations.
- c. Receive and process all application materials.
- d. Conduct thorough background/reference checks to insure the highest quality of individuals are being considered.
- e. Screen candidates for minimum qualifications, assess and recommend a minimum of 5 qualified candidates for the City for consideration.
- f. Provide public information obtained about the candidate for possible media release.
- g. Assist in the interviewing of the candidates brought before the City.
- h. Assist in presentation and negotiation of a job offer.

Actual interviews may be held via an assessment center or by panels consisting of members of City staff, elected officials and public leaders.

Letter of Interest

Please include the following information in your response.

1. A detailed outline of the methods your firm will use to provide the scope of services cited above.
2. A detailed timeline indicating your proposed schedule of events/tasks as it relates to the above scope of services.

3. A reference listing of recruitments your firm has completed on time. Provide information as to the job, the organization and time to complete the search.
4. Describe in detail your firm's experience performing recruitments for similar positions in similar cities in the past 24 months.
5. Identify the lead person heading up the search and qualification of all team members involved in the search. Please identify any anticipated third party/sub to be involved in this search.
6. List similar projects completed by the staff member(s) who will be assigned to this project. Include a project description, when the project was completed and the name and telephone number of a representative of the contract jurisdiction who can provide an evaluation of your service..
7. Provide an outline of estimated expenses to be incurred by the City for all fees related to the recruitment.

Additional Provisions

1. All interested parties are advised that any oral comments, explanations, comments or instructions before a contract is awarded are not binding on the part of the City of Norwalk.
2. The City of Norwalk reserves the right to reject any and all proposals in full or in part.
3. The City reserves the right to cancel at any time the request for proposals from the firms submitting a proposal.
4. Proposals will be evaluated on the information provided in the proposal. However, interested parties are welcome to outline additional services or alternative approaches that they believe benefit the search on behalf of the City. Any such additional services will be clearly identified as such in the submitted proposal.
5. The firm selected by the City of Norwalk will comply with all provisions of federal, state and local laws or regulations to ensure applicants are not discriminated against because of race, religion, color, disability, sex or national origin. The firm also assumes responsibility for any third party/subcontractor on this project.

Submittal Letter of Interest

Seven copies of Letters of interest are to be submitted by 5:00 p.m. CST February 25, 2016. Any proposals not submitted by that deadline will not be accepted or considered.

The proposal is to be addressed as follows:

**Jodi Eddleman, City Clerk
City of Norwalk
705 North Avenue
Norwalk, Iowa 50211**

Re: Professional Services Proposal-City Manager Search

If you have any questions, please feel free to contact:

Jodi Eddleman City Clerk
705 North Avenue
Norwalk, Iowa 50211
515-981-0228, Ext. 2232
JEddleman@norwalk.iowa.gov

Sincerely

Tom Phillips
Mayor
City of Norwalk