

**CITY OF MUSKEGON  
CITY MANAGER  
EXECUTIVE SEARCH FIRM SERVICES**

I. Purpose of Request

The City of Muskegon is requesting proposals from executive search consultants to assist the City with selecting a new City Manager.

II. General Information

The City of Muskegon is located in West Michigan on the shores of Lake Michigan. The population is 38,318; however, the City serves as the county seat, with a population of over 173,000. The City has a commission-manger form of government with a 7-member City Commission. The City has 11 departments and employs 225 full-time employees.

III. Scope of Services

The City of Muskegon is seeking assistance in hiring a City Manager. It is anticipated that the respondent will accomplish the follow tasks:

1. Work with the City Commission to develop a candidate profile that will detail the qualifications, experience, and professional characteristics the City Commissioners are seeking.
2. Develop a community profile that includes a description of the position and its requirements, the organization structure, and the community.
3. Prepare a recruitment brochure that will be used as a part of marketing strategy.
4. Review the current compensation and recommend changes, if necessary.
5. Develop and implement a marketing strategy that includes advertising the position to generate qualified candidates including, but not limited to, the following methods:
  - Selected advertising (ICMA Newsletter);
  - Use of Internet websites (ICMA, etc.) and social media outlets;
  - Direct solicitation of known, desirable candidates;
  - Direct e-mail campaign;
  - Professional Associations.
6. Receive resumes and conduct initial screening of all resumes, narrowing the field of candidates to those who closely match the needs/desires of the City Commission.
7. Assist City Commission in selecting final candidates to interview.
8. Conduct background and reference checks on top candidates.
9. Assist in coordinating and scheduling interviews. The respondent will assist during the interviews, including developing suggested interview questions.

IV. Respondent's Experience Response Content

1. Title Page – Indicate the proposal subject, name of firm, address, telephone number, contact person, and date of submittal.
2. Introduction – Introduce your firm and provide a profile, including the size of the professional staff employed.
3. Information Included in Response –
  - a. State your qualifications, specifically public sector experience, executive search capabilities, and provide information regarding searches in cities of similar size.
  - b. State your understanding of the work to be performed.
  - c. Describe your proposed strategy to complete the recruitment.
  - d. Name the principal or project manager in the firm who will have responsibility for the services provided to the City. Include resumes of all persons who will work on the recruitment. Identify any sub-consultant and the work assigned.
  - e. Provide a list of five (5) clients for whom your firm has worked.
  - f. Provide a copy of a previous position profile, brochure, etc. your firm has created.
  - g. Provide a proposed timetable to complete the recruitment along with timelines for critical activities.
  - h. Provide a cost proposal for the overall recruitment and selection process. The proposal should include a fixed fee for the project as well as a description and delineation of any other reimbursable expenses expected to be submitted, which are not part of the fee.

V. Special Terms and Conditions

1. The City reserves the right to accept or reject any and all proposals or award in any manner deemed in the best interest of the City.
2. Selected respondent agrees to furnish a certificate of insurance naming the City of Muskegon as an additional insured with General Liability of \$1,000,000 combined single limit per occurrence for bodily injury, personal injury, and property damage; Professional Liability with \$1,000,000 combined since limit per occurrence; Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury and property damage; and Worker's Compensation and Employers Liability limits of \$1,000,000 per accident.
3. Sealed proposal must be received at the City Clerk's office no later than 2:00 P.M., May 12, 2022. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

Ann Marie Meisch, City Clerk  
Office of the City Clerk  
City of Muskegon  
933 Terrace Street

Muskegon, MI 4944