

City of Highland Finance/Personnel Subcommittee Agenda

September 21, 2023
11:00 a.m.
Upright Conference Room
Highland City Hall
27215 Base Line
Highland, California

SUBCOMMITTEE MEMBERS

LARRY McCALLON, MEMBER
JOHN TIMMER, MEMBER

STAFF

Joseph A. Hughes - City Manager
Chuck Dantuono - Director of Administrative Services/City Treasurer
Michelle Gomez – Accountant
Lawrence Mainez - Community Development Director
Alondra Muñoz - Deputy City Clerk
Leticia Nava-Cruz - Assistant Director of Administrative Services
Carlos Zamano - Public Works Director/City Engineer

MISSION STATEMENT

Highland is dedicated to the betterment of the individual, the family, the neighborhood and the community. The City Council and the staff of Highland are dedicated to providing the quality of public facilities and services that its citizens are willing to fund and will do so as efficiently as possible.

Visit the City's Website at: www.cityofhighland.org

In compliance with the Americans with Disabilities Act (ADA), if you need special assistance, please contact the City Clerk's office at (909) 864-6861, ext. 226, at least 72 hours prior to the meeting for any requests for reasonable accommodation to include interpreters.

Any disclosable public records related to an open session item on a regular meeting agenda and distributed by the City of Highland to all or a majority of the Subcommittee less than 72 hours prior to that meeting are available for public inspection at Highland City Hall, 27215 Base Line, Highland, during normal business hours.

**FINANCE/PERSONNEL SUBCOMMITTEE
SEPTEMBER 21, 2023 – 11:00 a.m.**

CALL TO ORDER

PUBLIC COMMENT

Submission of Public Comments: For those wishing to make public comments by email, please submit your comments by email to be read aloud at the meeting. Email comments must be submitted by 10:00 a.m. on September 21, 2023, to publiccomment@cityofhighland.org. If you are submitting a public comment pertaining to an item on the September 21, 2023 agenda, please identify the agenda item number in the subject line. Members of the public will be permitted to make public comments in person.

BUSINESS ITEMS

1. Minutes – August 29, 2023 Meeting
RECOMMENDATION: Approve the Minutes as submitted.
2. Request for Proposals (RFP) for City Manager Recruitment Services
RECOMMENDATION: That the Subcommittee review and consider the (RFP) for City Manager recruitment and selection services from qualified firms.

ADJOURN

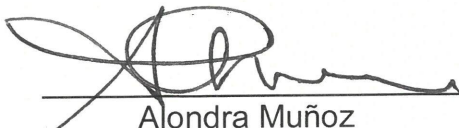
I, Alondra Muñoz, Deputy City Clerk, of the City of Highland, California, certify that I caused to be posted this Agenda on or before the 18th day of September, 2023, by 5:30 p.m. on our website at www.cityofhighland.org and in the following designated areas:

Highland Branch Library
7863 Central Avenue

Fire Station No. 1
26974 Base Line

City Hall
27215 Base Line

Date: September 18, 2023



Alondra Muñoz
Deputy City Clerk

Business Item No. 1



MINUTES
FINANCE/PERSONNEL SUBCOMMITTEE
August 29, 2023

CALL TO ORDER

The Finance/Personnel Subcommittee meeting was called to order at 10:00 a.m. in the Upright Conference Room, 27215 Base Line, Highland, California.

ROLL CALL

Present: McCallon, Timmer
Absent: None

PUBLIC COMMENT

None

BUSINESS ITEMS

1. Minutes – June 28, 2023 Meeting
 Approved the Minutes as submitted.

2. Fiscal Year 2022/2023 Year-End Budget Adjustments for Expenditures/Revenues
 The Subcommittee reviewed and recommended the Fiscal Year 2022/2023 Year-End Budget Adjustments for Expenditures/Revenues be brought forward to the City Council.

ADJOURN

There being no further business, the meeting was adjourned at 10:21 a.m.

Submitted by:

Approved by:

Alondra Muñoz, Deputy City Clerk

Subcommittee Member

Business Item No. 2



REQUEST FOR PROPOSALS (RFP)
CITY MANAGER RECRUITMENT SERVICES



CITY OF HIGHLAND
27215 Base Line
Highland, CA 92346
(909) 864-6861

RFP Dates

Request for Proposal Issued:	September 21, 2023
Written Question Deadline:	October 3, 2023
Questions Answered/Addenda Issued:	October 6, 2023
Proposal Submittal Deadline:	October 12, 2023, 4:00 pm
Review of Proposals by Finance/Personnel Subcommittee:	October 19, 2023
Award of Consulting Services Agreement:	On or around October 19, 2023

Table of Contents

SECTION I - INTRODUCTION & INSTRUCTIONS TO PROPOSERS	Page 4
A. Introduction & Overview of Government	
B. Proposed Schedule	
C. Instructions to Proposers and Procedures for Submittal	
D. General Conditions	
SECTION II - PROPOSAL RESPONSE REQUIREMENTS	Page 11
A. Cover Letter	
B. Company Data	
C. Resumes and Qualifications of Personnel	
D. Organizational Chart	
E. References	
F. Project Understanding, Overview and Approach	
G. Schedule	
H. Communication Plan	
I. Compensation/Payment Schedule	
J. Certificate of Insurance	
K. Certification of Proposal	
SECTION III - PROPOSAL EVALUATION AND SELECTION	Page 14
SECTION IV - SCOPE OF SERVICES	Page 15
SECTION V - SCHEDULE OF COMPENSATION/FEES	Page 16
ATTACHMENT 1 – NON-COLLUSION AFFIDAVIT	Page 17
ATTACHMENT 2 – CONSULTANT’S ACKNOWLEDGEMENT OF COMPLIANCE WITH INSURANCE REQUIREMENTS	Page 18
ATTACHMENT 3 – CERTIFICATION OF PROPOSAL TO THE CITY OF HIGHLAND	Page 19

September 19, 2023

SUBJECT: REQUEST FOR PROPOSALS FOR CITY MANAGER RECRUITMENT SERVICES

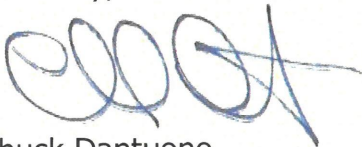
Dear Proposers:

You are invited to respond to this Request for Proposal (RFP) to provide City Manager Recruitment Services to the City of Highland. The City is currently seeking a new City Manager and seeks the services of an executive recruitment and search firm to assist the City in locating a well-qualified person for the position of Highland's next City Manager. The following pages detail the Scope of Services to be provided and the submission requirements. To be considered responsive, proposers must submit a written proposal in accordance with the requirements, specifications, conditions, and provisions described in the attached RFP.

PROPOSALS ARE DUE BEFORE
4:00 P.M. on Tuesday, October 12, 2023

If you have any questions regarding this RFP, please contact me at (909) 864-6861, Ext. 224 or via email at cdantuono@cityofhighland.org. Thank you for your interest.

Sincerely,



Chuck Dantuono
Director of Administrative
Services/City Treasurer

SECTION I

INTRODUCTION & INSTRUCTIONS TO PROPOSERS

A: Introduction and Overview of Government

The City of Highland is requesting proposals from qualified Consultants for executive recruitment services for the position of City Manager in accordance with the included specifications, terms, and conditions as shown in this Request for Proposals (RFP). Prospective respondents are advised to read this information over carefully prior to submitting a proposal.

Background Information

The City of Highland was incorporated on November 24, 1987, and is located at the foothills of the San Bernardino Mountains in the heart of the Inland Empire. San Bernardino County along with Riverside County makes up the Inland Empire, one of the largest regions in the United States. Highland has a current population of 55,984 people and is approximately 18 square miles with an elevation of 1,309 feet. Although most of the area in the City has a distinctive residential character, the City has a strong commercial base. These commercial areas are primarily located on two of the three major thoroughfares, Base Line and Greenspot Road.

Description of the Government

Incorporated on November 24, 1987, under the laws of the State of California, the City enjoys all the rights and privileges pertaining to "General Law" cities. It operates under a Council-Manager form of government. The City Council consists of five members and the mayor and mayor pro tem are selected annually. In November 2016, Highland switched from an at-large election system to a district-based election system. Districts 2 and 4 had elections in November 2022 and Districts 1, 3 and 5 are up again in November 2024.

The City Council also has an additional role as Board Members for the Successor Agency to the Redevelopment Agency (SA or SARDA), the Highland Public Financing Authority (HPFA) and the Highland Housing Authority (HA). Highland functions principally as a "contract city", utilizing agreements with other governmental entities, private firms, and individuals to provide the majority of the traditional municipal services to the community. Currently, the City has 38 authorized full-time positions and utilizes the San Bernardino County Sheriff's Department for police services, and Cal Fire for fire & paramedic services.

The City operates with a biennial budget and is now in the first fiscal year of its current budget cycle, which began on July 1, 2023. For the 2023/2024 fiscal year, the City has a total budget of approximately \$89.7 million, of which \$39.6 million represents operating expenditures. Highland does not own or maintain utilities and does not have any bargaining units. Local utilities are owned and/or operated by: East Valley Water District, Southern California Edison, Southern California Gas Co., Charter Communications, Burrtec Waste Industries, etc.

B: Proposed Schedule

Request for Proposal Issued:	September 21, 2023
Written Question Deadline:	October 3, 2023
Questions Answered/Addenda Issued:	October 6, 2023
Proposal Submittal Deadline:	October 12, 2023, 4:00 pm
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Award of Consulting Services Agreement:	On or around October 19, 2023

City Hall hours operate on a 9/80 schedule. Currently, City Hall is open Monday through Thursday, 7:30 a.m. - 5:30 p.m. City Hall is closed on Fridays. Due to the limited size of staff, all staff is on the same 9/80 schedule-we do not have alternate schedules. If third party delivery services are utilized to deliver the proposal, it is highly recommended this be done several days in advance of the due date as staff is not always available to accept packages. Otherwise, contact the City to make arrangements in advance for staff to accept the proposal package in person.

C: Instructions to Proposers and Procedures for Submittal

One printed original (marked original), six (6) printed copies (marked copy) and one (1) electronic copy on a USB Flash Drive (will not be returned). **The Fee/Cost Proposal must be submitted in a separate sealed envelope.** Proposals must be submitted in a sealed envelope or box bearing the name of the Proposer, marked **RFP CITY MANAGER RECRUITMENT SERVICES**, and submitted only to the following address:

**City of Highland
Attention: Betty Hughes
City Clerk
27215 Base Line
Highland, CA 92346**

Proposers are solely responsible for ensuring their submitted proposal is received by the City in accordance with the solicitation requirements, before the Submittal Deadline, and at the place specified. Postmarks will not be accepted in lieu of actual delivery. No oral, telegraphic, electronic mail, facsimile, or telephonic proposals or modifications will be considered unless specified. The City shall not be responsible for any delays in mail or by common carriers or by transmission errors or delays or mistaken delivery. Delivery of proposals shall be made at the office specified in this Request for Proposals. Deliveries made before the Submittal Deadline, but to the wrong City office, will be considered non-responsive unless re-delivery is made to the office specified before the Submittal Deadline.

All proposals shall become the property of the City. **Late proposals will not be accepted and will be returned to the Proposer unopened.**

D: General Conditions

ADDITIONAL INFORMATION, RIGHT TO REQUEST. The City reserves the right, where it may serve the City's best interest, to request additional information or clarifications from proposers during its review and evaluation of proposals submitted for consideration.

ADDITIONAL SERVICES. The Scope of Work describes the minimum work to be accomplished. Upon final selection of the firm, the Scope of Work may be modified and refined during negotiations with the City.

AUTHORIZED SIGNATURES. Every proposal must be signed by the person or persons legally authorized to bind the Proposer to a contract for the execution of the work. If an individual makes the proposal, his or her name, signature, and post office address must be shown. If a firm or partnership makes the proposal, the name and post office address of the firm or partnership and the signature of at least one of the general partners must be shown. If a corporation makes the proposal, the proposal shall show the name of the state under the laws of which the corporation is chartered, the name and post office address of the corporation and the title of the person signing on behalf of the corporation. Upon request of the City, the corporation shall provide a certified copy of the bylaws or resolution of the board of directors showing the authority of the officer signing the proposal to execute contracts on behalf of the corporation.

AWARD OF PROPOSAL. City reserves the right to negotiate final terms with the selected Proposer, if any. Award of contract, if any, will be made in accordance with Section 2.40.135 (Professional Services) of the Highland Municipal Code (HMC) which reads in relevant part as follows:

"For those professional services that are bid by request for proposal that exceed \$100,000, the service shall be awarded by the city council; for services of \$50,000 to \$99,999.99, by the city manager with approval by the finance subcommittee; or less than \$50,000, by the city manager. The request for proposal will be specific to the type of service to be performed. Award shall be made to the most qualified and responsible bidder. Any contract for professional services such as attorneys, physicians, architects, engineers, consultants, accountants, specialized printers or other individuals or organizations possessing a high degree of professional, unique, specialized, or technical skill or expertise are not subject to a formal bid process."

The City shall not be obligated to accept the lowest priced proposal but, if an award is made, the City will make an award in the best interests of the City after all factors are considered, including but not limited to the demonstrated competence, experience, and professional qualifications of the Proposer. Discussions may, at the City's option, be conducted with the most qualified proposers. Discussions may be for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and written revision of proposals. In conducting discussions, the City will not disclose information derived from proposals submitted by competing proposers.

COMPLIANCE WITH LAWS. All proposals shall comply with current federal, State, and other laws relative thereto.

CANCELLATION OF SOLICITATION. The City may cancel this solicitation for proposals at any time.

CONFLICT OF INTEREST. By signing the Certification of Proposal (**Attachment 3**) and submitting a proposal to the City in response to this Request for Proposals, the Proposer represents and certifies that:

A) No elected or appointed official, officer, or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or for any work connected with this proposal; should any agreement be approved in connection with this Request for Proposals ("Agreement") no elected or appointed official, officer, or employee of the City, during the term of his/her service with the City, shall have any direct or indirect financial interest in the Agreement, or obtain any present, anticipated, or future financial interest or other material benefit arising therefrom;

B) No elected or appointed official, officer, or employee of the City shall have any financial interest, direct or indirect, in the Agreement nor shall any such official, officer, or employee participate in any decision relating to the Agreement which effects his/her personal financial interest or the financial interest of any corporation, partnership, or association in which they are, directly or indirectly, interested in violation of state law;

C) The Proposer and its principals do not have now, nor shall it acquire any financial or business interest that would conflict with the performance of services under the Agreement;

COSTS. The City is not liable for any costs incurred by proposers before entering into a formal contract. Costs of developing the proposals, or any other such expenses incurred by the Proposer in responding to this RFP, are entirely the responsibility of the Proposer, and shall not be reimbursed in any manner by the City. No reimbursable cost may be incurred in anticipation of award.

DISQUALIFICATION OF PROPOSER. If there is reason to believe that collusion exists among the proposers, the City may refuse to consider proposals from participants in such collusion. No person, firm, or corporation under the same or different name shall make, file, or be interested in more than one proposal for the same work unless alternate proposals are called for. Reasonable grounds for believing that any Proposer is interested in more than one proposal for the same work will cause the rejection of all proposals for the work in which a Proposer is interested. If there is reason to believe that collusion exists among Proposers, the City may refuse to consider proposals from participants in such collusion. Proposers shall submit as part of their proposal documents the completed Non-Collusion Affidavit provided as **Attachment 1**.

DOCUMENTS, EXAMINATION OF. It is the responsibility of the Proposer to carefully and thoroughly examine and be familiar with these RFP documents, general conditions, all forms, specifications and addenda (if any). Proposer shall satisfy himself as to the character, quantity, and quality of work to be performed and materials, labor, supervision, necessary to perform the work as specified by these documents. The failure or neglect of the Proposer to examine documents shall in no way relieve him from any obligations with respect to the solicitation and/or subsequent contract that may be awarded. The submission of a proposal shall constitute an acknowledgment upon which the City may rely that the Proposer has thoroughly examined and is familiar with the RFP documents. No claim will be allowed for additional compensation that is based upon a lack of knowledge of any solicitation document.

INTERPRETATION OF RFP DOCUMENTS. City reserves the right to make corrections or clarifications of the information provided in this RFP. If any person is in doubt as to the true meaning of any part of the specifications or other RFP documents, or finds discrepancies or omissions in the specifications, he or she may submit to the City a written request for an interpretation or correction.

Oral statement(s), interpretations or clarifications concerning meaning or intent of the contents of this RFP by any person are unauthorized and invalid. Modifications to the RFP, including, but not limited to, the scope of work, shall be made only by formal written addendum issued by the City. Accordingly, in order to ensure that all proposers have access to the same information, the City will use the following procedure to respond to inquiries:

- All questions or requests for interpretations shall be made in writing and delivered to Chuck Dantuono, City of Highland, 27215 Base Line, Highland, CA 92346, **or** via email cdantuono@cityofhighland.org by 5:00 p.m. on October 3, 2023.
- Staff will issue, as needed, addenda to the RFP, including a list of all written questions received and responses thereto, on the City's website and via email to the RFP distribution list, and all proposers who have advised the City that they have a set of RFP documents, by October 6, 2023.

The requesting party is responsible for prompt delivery of any requests. All such addenda shall become a part of the RFP document. It is the responsibility of each Proposer to ensure the City has their correct business name and address on file. Any prospective Proposer who obtained a set of RFP documents is responsible for advising the City that they have a set of RFP documents and wish to receive subsequent Addenda.

IRREGULARITIES. Unauthorized conditions, limitations, or provisions attached to a proposal may cause its rejection. The completed proposal shall be without interlineations, alterations, or erasures. Alternative proposals will not be considered unless specifically requested. No oral, telegraphic, or telephonic proposal, modification or withdrawal will be considered.

NON-DISCRIMINATION. Proposer shall represent and certify that it does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy related conditions, political affiliation or opinion, age or medical condition.

NON-EXCLUSIVE. Should the City make an award, the successful Proposer will enter into a non-exclusive consulting services agreement and the City reserves the right to enter into agreements with other firms or consultants for the services listed in this RFP.

NO OBLIGATION. The release of this RFP does not obligate or compel the City to enter into a contract or agreement.

NO PUBLIC PROPOSAL OPENING/PUBLIC RECORDS ACT. Proposals shall be opened, and their contents secured by City staff to prevent disclosure during the evaluative process and the process of negotiating with competing proposers. Adequate precautions shall be taken to treat each Proposer fairly and to ensure that information gleaned from competing proposals is not disclosed to other proposers. Prices and other information concerning the proposals shall not be disclosed until finalists are selected to present proposals to the City Council or a recommendation for award is made to the City Council, whichever comes first.

OFFERS OF MORE THAN ONE PRICE. Proposers are not allowed to submit more than one proposal.

OWNERSHIP. All data, documents and other products used or developed during the RFP process become the property of the City upon submission.

PROPRIETARY INFORMATION. All proposals and documents submitted in response to this RFP shall become the property of the City and a matter of public record pursuant to Government Code sections 6250 et seq. It is the responsibility of each Proposer to clearly identify any and all information contained within the proposal that it considers to be confidential and/or proprietary. To the extent that the City agrees with that designation, such information will be held in confidence whenever possible; all other information will be considered public. In the event that a demand for disclosure of information designated as "confidential and/or proprietary" by a Proposer is made, the City will notify the Proposer in writing of such demand and shall furnish a copy of the City's written response to the requestor. Proposer may then pursue, at its sole cost and expense, any and all appropriate legal action necessary to maintain the confidentiality of such information.

REJECTION OF PROPOSAL. The City reserves the right to reject any or all proposals or any part of a proposal. The City reserves the right to reject the proposal of any Proposer who previously failed to perform adequately for the City or any other governmental agency. The City expressly reserves the right to reject the proposal of any Proposer who is in default on the payment of taxes, licenses, or other monies due the City.

REPRESENTATIONS. Proposer understands and acknowledges that the representations made in their submitted proposal are material and important and will be relied on by the City in evaluation of the proposal. Proposer misrepresentation shall be treated as fraudulent concealment from the City of the facts relating to the proposal.

RFP PART OF AGREEMENT. Should an agreement be awarded, this Request for Proposals and Scope of Services and all conditions may become part of the Agreement between the City of Highland and the successful Proposer.

SEVERABILITY. If any provisions or portion of any provision of this Request for Proposals are held invalid, illegal, or unenforceable, they shall be severed from the Request for Proposals and the remaining provisions shall be valid and enforceable.

VALIDITY. Proposal must be valid for a period of 90 days from the due date and may be extended by written authorization from the Proposer.

SECTION II

PROPOSAL RESPONSE REQUIREMENTS

One printed original (marked original), six (6) printed copies (marked copy) and one (1) electronic copy on USB Flash Drive (will not be returned) and one (1) sealed envelope containing the Fee/Cost Proposal must be submitted in a sealed envelope or box bearing the name of the Proposer, marked **RFP CITY MANAGER RECRUITMENT SERVICES** and submitted only to the following address:

**City of Highland
Attention: Betty Hughes
City Clerk
27215 Base Line
Highland, CA 92346**

If discrepancies are found between the copies, or between the original and copy or copies, the "ORIGINAL" will provide the basis for resolving such discrepancies. If one document is not clearly marked "ORIGINAL", the City reserves the right to use any of the proposals as the Original. If no document can be identified as an original bearing original signatures, Proposer's proposal may be rejected at the discretion of the City.

It is imperative that all Proposers responding to the RFP comply exactly and completely with the instructions set forth herein. Proposals must be concise, but with sufficient detail to allow accurate evaluation and comparative analysis. Proposals should be a straightforward delineation of the respondent's capability to satisfy the intent and requirements of the RFP and should not contain redundancies and conflicting statements. Emphasis should be concentrated on conforming to the RFP instructions, responding to the RFP requirements, and on providing a complete and clear description of the offer. Limit the Proposal to 30 pages (not including City required forms). The following Proposal requirements are provided for standardizing the preparation and submission of proposals. The intent is to assist respondents in the preparation of their submissions and to assist the City by simplifying the review process providing standards for comparison of submissions.

All proposals shall be submitted on standard 8.5" by 11" paper and font shall be no less than 10 point. All pages should be numbered and identified sequentially by section matching the format of this RFP. Response items must be indexed in the following order with individual tabs:

A. Cover Letter:

Proposal must be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. An unsigned proposal is grounds for rejection. The cover letter should

include an introduction of the Consultant and/or firm and the individual who will be the primary contact person.

B. Company Data:

An executive summary is required. Please submit the following information for the Proposer:

1. Official name and address.
2. Name, address, and telephone number of the Firm's primary point of contact.
3. Indicate what type of entity (corporation, company, joint venture etc.). Please enclose a copy of the Joint Venture Agreement if entity is a joint venture.
4. An affirmative statement should be included verifying the Firm is registered with the California Secretary of State.
5. The Firm should state the size of the firm, the location of the office from which the work on this engagement is to be performed, and the number and nature of the professional staff to be employed in this engagement. Staff consistency is an important consideration.

C. Resumes and Qualifications of Personnel:

Describe the Consultant's capability to undertake and perform the work, including any professional licenses and certificates held by the Consultant. List types and locations of similar recruitments performed by the Consultant in the last five (5) years that best characterizes the quality and past performance. Also include a brief resume of the individual(s) assigned to this project and sample work products including recruiting brochures. The proposal should include information about the Consultant's current engagements and an affirmation of the Consultant's ability to focus on this project.

Additionally, any failures or refusals to complete a contract or agreement should be noted here and an explanation provided.

D: Organizational Chart:

Proposer shall include an organizational chart that reflects titles of key staff. Describe your organizational structure and explain how your organization qualifies to be responsive to the requirements of this RFP.

E: References:

A list of at least five client references for which service like those outlined in this RFP are currently being provided. For each reference listed, provide the name of the organization, dates for which the service(s) are being provided, types of service(s) being provided and the name, address, and phone number of the responsible person within the reference's organization. The City reserves the right to contact any or all of the listed references.

F: Project Understanding, Overview and Approach:

- > Understanding: Proposer must clearly demonstrate in this section an understanding of the tasks outlined in Section IV of this Request for Proposals.
- > Approach: Proposer must include in this section its detailed approach to providing those services described in Section IV of this RFP that the Proposer proposes to provide.
- > Proposer must identify the services proposed to be provided in response to the Scope of Services. Proposer must note any services not provided by the Proposer
- > Proposer shall list any resources, City assistance or other items expected to be provided by City in connection with the delivery of these services.

G: Schedule:

The proposal should set forth a work plan that states the Consultant's ability to meet each specification as outlined in this document. The work plan must include a detailed overall project schedule for each phase, illustrating critical path items, and deliverables. The schedule should include specific timeframes for deliverables and City Council presentations. The plan should be easy to read and follow and address and satisfy the objectives and specifications as listed in the Scope of Work of this RFP.

H: Communication Plan:

Proposer must describe the method(s) of communication and how frequently the Consultant proposes to keep City staff and the City Council informed of their progress.

I: Compensation/Payment Schedule:

Proposer is required to submit their cost proposal in the format as outlined in Section V. The Compensation shall be submitted in a separate sealed envelope containing the Fee/Cost Proposal.

J: Certificate of Insurance:

Proposer shall demonstrate the willingness and ability to submit proof of the required insurance coverage (**Attachment 2**).

K: Certification of Proposal:

Proposer is required to sign and submit the Certification of Proposal in **Attachment 3**.

SECTION III

PROPOSAL EVALUATION AND SELECTION

Selection of qualified proposers will be based on the following criteria as set forth herein. The proposal will be evaluated on the basis of the response to all requirements of this RFP.

1. Firms Qualifications, Experience, and References: Experience in performing work of a closely similar nature and size; experience working with public agencies; assessment by client references. Prior successful recruitments, especially for the position of City Manager.
2. Qualifications and Experience of Personnel and Staffing: Qualifications and experience of proposed personnel for requested services.
3. Work Plan: Depth of Consultant's understanding of City's service needs and requirements; overall quality and logic of work plan.
4. Quality and Responsiveness of the Proposal: Completeness of response in accordance with the RFP instructions.
5. Rates and Fees: Reasonableness and competitiveness of the rates and fees proposed; adequacy of data in support of figures quoted and basis on which rates and fees are quoted. It should be noted that the City shall not be obligated to accept the lowest priced proposal, but the City will make an award in the best interests of the City after all factors are considered, including, but not limited to, the demonstrated competence, experience, and professional qualifications of the Proposer.

Staff will evaluate the merits of the Following evaluation of written proposals received in accordance with the evaluation factors stated in this RFP and formulate a recommendation. For each evaluation criteria, proposals will be evaluated on their relative strengths, deficiencies, and weaknesses.

SECTION IV

SCOPE OF SERVICES

The City seeks a Consultant to recruit, advise on the hiring of, and assist in hiring, a new City Manager. The following is an anticipated and preliminary scope of work to be performed by the successful Consultant. The City reserves the right to revise and modify this scope of work based on responses to the RFP.

The successful Consultant will be expected, at a minimum, to perform the following:

- Meet with the Finance/Personnel Subcommittee to facilitate the development of an appropriate candidate profile and list of priorities for the new City Manager.
- Develop a position profile and advertisement.
- Develop and execute a comprehensive plan for the City Manager recruitment (print, web, social media, targeted calls, etc.).
- Implement a direct networking campaign for top talent that may include regional, in-state and local elements as determined during the initial meetings with the City.
- Acknowledge receipt of candidates' application materials and maintain communication with all candidates throughout the recruitment process.
- Answer questions from candidates and collect application materials.
- Review the applications received, comparing them to the desired candidate profile.
- Conduct thorough screening of all applicants, including initial screening interview with the most qualified candidates. Screening shall include background, criminal and credit checks, references, and media checks to ensure the candidates have backgrounds of high integrity. Prepare a confidential reference report on final candidates.
- Advise the Finance/Personnel Subcommittee on the qualifications of the candidates, develop a list of recommended candidates for interviews, provide a written report summarizing the overall candidate pool and the qualifications of those selected to be interviewed, as well as information about why some were not chosen to be interviewed.
- Assist in scheduling interviews of list of recommended candidates for interviews. Advise the Finance/Personnel Subcommittee on interview strategies, appropriate questions, and evaluation tools. Attend and facilitate the interviews.
- Assist the Finance/Personnel Subcommittee in selection of finalist(s) from those interviewed.
- Provide progress reports at least biweekly. Periodic on-site meetings may be required to discuss ongoing progress.
- Assist the City with employment contract negotiations, as needed.
- Maintain all correspondence and record-keeping throughout the process.
- Compile search documentation and prepare a final written summary of all work performed and outreach taken related to developing, conducting, and completing the search.

SECTION V

SCHEDULE OF COMPENSATION/FEEES

Compensation will be made in accordance to the fees and schedule contained in the Proposer's Proposal/Scope of Work and subject to a Maximum Contract Amount as agreed upon by Proposer and City.

To facilitate comparison of proposals, the City requires the content of the cost proposal to be submitted in a separate, sealed **Fee/Cost Proposal**.

ATTACHMENT 1
NON-COLLUSION AFFIDAVIT

The undersigned represents and certifies that:

1. This Proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company, association, organization, or corporation.
2. This Proposal is genuine and not collusive or sham.
3. The Proposer has not directly or indirectly induced or solicited any other Proposer to put in a false or sham proposal and has not directly or indirectly colluded, conspired, connived, or agreed with any other Proposer or anyone else to put in sham proposal or to refrain from submitting to this RFP.
4. The Proposer has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price or to fix any overhead, profit or cost element of the proposal price or to secure any advantage against the City of Highland or of anyone interested in the proposed contract.
5. Proposer affirms that all statements contained in the Proposal and related documents are true and correct.
6. Proposer has not directly or indirectly submitted the proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay any fee to any person, corporation, partnership, company, association, organization, RFP depository, or to any member or agent thereof to effectuate a collusive or sham proposal.
7. Proposer has not entered into any arrangement or agreement with any City of Highland public officer in connection with this proposal.
8. Proposer understands that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards.

I declare under penalty of perjury pursuant to the laws of the State of California and the United States that the foregoing facts are true and correct. Executed this _____ day of _____, 2023, at _____, California.

Signature of Authorized Representative

Name of Authorized Representative

Title of Authorized Representative

This executed form must be submitted with proposal.

ATTACHMENT 2

CONSULTANT'S ACKNOWLEDGEMENT OF COMPLIANCE WITH INSURANCE REQUIREMENTS FOR CONSULTING SERVICES

Respondents to this RFP shall understand that the successful firm or individual, pursuant to a professional services agreement, shall indemnify, hold harmless and defend City, City Council and each member thereof, and every officer, and employee of City, from any claim, liability or financial loss (including, without limitation, attorney's fees and costs) arising from any intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant or any person employed by Consultant in the performance of the Agreement.

Consultant: _____
Name (Please Print or Type)

By: _____
Consultant's Signature & Title

Date: _____

This executed form must be submitted with proposal.

ATTACHMENT 3

CERTIFICATION OF PROPOSAL TO THE CITY OF HIGHLAND

The undersigned hereby submits its proposal and agrees to be bound by the terms and conditions of this Request for Proposal (RFP). By signing the Certification of Proposal (**Attachment 3**) and submitting a proposal to the City in response to this Request for Proposals, the Proposer hereby represents and certifies that:

- A) No elected or appointed official, officer, or employee of the City has been or shall be compensated, directly or indirectly, in connection with this proposal or for any work connected with this proposal; should any agreement be approved in connection with this Request for Proposals ("Agreement") no elected or appointed official, officer, or employee of the City, during the term of his/her service with the City, shall have any direct or indirect financial interest in the Agreement, or obtain any present, anticipated, or future financial interest or other material benefit arising therefrom;
- B) No elected or appointed official, officer, or employee of the City shall have any financial interest, direct or indirect, in the Agreement nor shall any such official, officer, or employee participate in any decision relating to the Agreement which effects his/her personal financial interest or the financial interest of any corporation, partnership, or association in which they are, directly or indirectly, interested in violation of state law;
- C) The Proposer and its principals do not have now, nor shall it acquire any financial or business interest that would conflict with the performance of services under the Agreement;
- D) Proposer does not and will not discriminate against any employee or applicant for employment because of race, religion, gender, color, national origin, sexual orientation, ancestry, marital status, physical condition, pregnancy or pregnancy related conditions, political affiliation or opinion, age or medical condition;
- E) By submitting the response to this request, Proposer agrees, if selected, to furnish services to the City in accordance with this RFP;
- F) Proposer has carefully reviewed its proposal and understands and agrees that the City is not responsible for any errors or omissions on the part of the Proposer and that the Proposer is responsible for them;
- G) It is understood and agreed that the City reserves the right to accept or reject any or all proposals and to waive any informality or irregularity in any proposal received by the City;

H) The proposal response includes all the commentary, figures and data required by this Request for Proposal.

I) The proposal shall be valid for 90 days from October 12, 2023.

I declare under penalty of perjury pursuant to the laws of the State of California and the United States that the foregoing facts are true and correct.

Executed this _____ day of _____, 2023, at _____, California.

Name of Proposer: _____

By: _____
(Authorized Signature)

Type Name: _____

Title:

Date:

This executed form must be submitted with proposal.