

LEGAL NOTICE
THE CITY OF MERIDEN IS ACCEPTING SEALED PROPOSALS FOR
RFP024-45 Professional Recruitment Firm for City Manager's Position
FOR: City of Meriden, Human Resources Department

Request for Proposals shall be submitted in the manner specified to the Purchasing Department, 142 East Main Street, Room 210, Meriden, CT 06450-8022 until the close of business **11:00 A.M.** on **March 12, 2024.**

The City will be accepting sealed Request for Proposals, which are to be submitted in five (5) complete sets,(1) original and (4) copies, **please submit one complete copy of your bid on a flash drive** together with the general information on the firm, the firm's brochure, along with a resume of key personnel who will be responsible for the daily activities in the various fields of expertise required to accomplish the project.

The City of Meriden is seeking proposals from professional recruitment firms to assist the City in finding qualified candidates for City Manager.

The successful firm shall have extensive, successful experience in providing such services to municipalities in Connecticut.

The successful firm shall ensure that any appropriate licenses or certifications required by the State of Connecticut are maintained during the duration of service.

The firm must meet all municipal, state and federal affirmative action and equal employment opportunity practices.

Minority owned firms are invited to submit their qualifications independently or as a joint venture with other consultants for the entire assignment.

Additionally, all interested firms shall submit a detailed statement indicating the organizational structure under which the firm proposes to conduct business. Proposed sub-consultants, sub-contractors, joint ventures, etc. should be clearly identified. The relationship of any "parent" firm with any of the parties concerned must be clearly defined.

Request for Proposals received after the date and time specified shall not be considered and shall be returned unopened.

The City of Meriden reserves the right to reject any or all Requests for Proposals and to accept any or all Request for Proposals, if it is deemed to be in the best interest of the City of Meriden.

Rawle Dummett
Purchasing Officer
City of Meriden

Dated: February 20, 2024

CITY OF MERIDEN, CONNECTICUT
RFP024-45
PROFESSIONAL RECRUITMENT FIRM FOR CITY MANAGER'S POSITION

INTRODUCTION

The City of Meriden is seeking proposals from professional recruitment firms to assist the City in finding qualified candidates to fill the City Manager position.

BACKGROUND AND INTENT

Meriden was settled in 1661, incorporated as a town in 1806, and as a city in 1867. The Town and City were consolidated in 1922. The City, which covers an area of 24.0 square miles, had a population of 60,868 in 2010, an increase of 2,624 since 2000. Meriden is located midway between the cities of Hartford and New Haven with New Haven County at the crossroads of Interstate 91, Interstate 691, State Route 15 and U.S. Route 5. Interstate 691 links Interstate 91 and Interstate 84.

The City of Meriden has operated under a Council/Manager form of government since December 3, 1979.

Under the City Charter, the legislative branch consists of 12 elected members forming the City Council who have exclusive legislative and fiscal powers. The Council may, by resolution, regulate the internal operation of boards, commissions and offices, which it fills by appointment. The citizens elect the City Council and Mayor. The City Council appoints the City Manager.

The City Manager is directly responsible to the Council for the supervision and administration of all departments and offices of the City except those elected by the people or appointed by state or federal authority.

TASKS COMPLETED

The Human Resources Director has done extensive research that includes development of preliminary advertising material, salary and benefit analysis, writing the job description and research of appropriate ad placement.

SCOPE OF SERVICE

The following scope of services is provided as a general overview which may be expanded and further defined through negotiation:

- Conduct a national search using a variety of appropriate resources, as well as conduct a targeted, personal recruitment of potential candidates.
- Conduct extensive, thorough and detailed professional references as well as national and local background checks, to include all aspects of social media and other sources on recommended finalist
- Present a written report on background, strengths and accomplishments of top candidates
- Along with the Human Resources Director, review submissions for initial interviews.
- Assisting the search committee in developing questions, process and scoring for top 3 identified candidates.
- Assist in Conducting reference checks site visits for potential finalist(s)

PROPOSAL SUBMISSION INSTRUCTIONS

Proposals should be submitted in a sealed envelope marked “**RFP024-45 Professional Recruitment Firm for City Manager Position**” to the Purchasing Office at the Meriden City Hall, 142 East Main Street, Meriden, CT 06450, no later than **11:00 A.M., March 12, 2024.**

One (1) original and four (4) copies of sealed proposals **please submit one complete copy of your bid on a flash drive** must be received in the Purchasing Office by the date and time noted above. The City will reject proposals received after the date and time noted above. The City will not accept submissions by e-mail or fax. Proposers are solely responsible for ensuring timely delivery.

Proposals are considered valid, and may not be withdrawn, cancelled or modified, for sixty (60) days after the opening date, to give the City sufficient time to review the proposals, investigate the proposers’ qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer.

Proposal Requirements

- a. Firm Name
- b. Permanent main office address
- c. Date firm organized
- d. Legal Form of ownership. If a corporation, indicate where incorporated.
- e. How many years have you been engaged in services you provide under your present name?
- f. Names, titles, reporting relationships, background and experience of the principal members of your organization, including officers.

Fee Schedule

The final fee structure and associated expenses will be negotiated with the successful firm or individual. Include hourly fee with an estimated total number of hours and any reimbursable expenses with a description and estimated cost of each.

References

Each proposer should list the name and contact information of three (3) references from municipalities that the City may contact. Connecticut municipalities are preferred.

QUALIFICATIONS

Experience, Expertise and Capabilities

Summary of Relevant Experience. A listing of projects that the proposer has completed within the last three (3) years of a similar nature to those included in the Scope of Services in this RFP must be provided. Indicate any recruitment experience for Connecticut Municipalities.

Statement of Qualifications and Work Plan

Describe your firm's qualifications, experience and capabilities as they pertain to each of the areas of qualifications listed, as well as those of the personnel to be assigned to this project.

- a. Work Plan. Describe the approach that would be generally followed in undertaking these tasks. Include a sample of any recruitment brochures or pamphlets that your company uses.
- b. Services Expected of the City. Identify the nature and scope of the services that would be generally required of the City in undertaking these projects.

EVALUATION AND SELECTION

An evaluation committee selected by the City Council shall evaluate the proposals based upon the following factors:

- a. Particular capability to perform the services required.
- b. Experienced staff available to perform the services required, including each Proposer's recent, current and projected workloads.
- c. Performance history
- d. Approach and philosophy used in providing services
- e. Fees or cost
- f. References

The City reserves the right to interview one or more firms submitting proposals prior to making a final decision to award a contract. The city will award the contract to the responsible proposer whose proposal the City determines to be the most advantageous to the City based upon the evaluation process and the evaluation factors and the outcome of negotiations, as described above.

INTERVIEWS

The CITY will be conducting interviews (if necessary) for this project in March 2024. Firms will be notified of an interview time shortly after submittals are reviewed. While we realize this is short notice, it is the City's goal to have a new City Manager as soon as possible.

QUESTIONS AND AMENDMENTS

No interpretation of the meaning of the Request for Proposal will be made to any proposer orally. Every request for such interpretation should be in writing, e-mailed to purchasing@meridenct.gov, and to be given consideration must be received at least seven (7) days prior to the date fixed for the opening of proposals. Any and all such interpretations and any supplementary instructions will be in the form of written addenda to the specifications which, if issued, will be posted on the City of Meriden website under Bids, RFPs and Legal Notices, not later than three (3) days prior to the date fixed for the opening of proposals, failure of any proposer to receive such addenda or interpretation shall not relieve any proposer from any obligations under their proposals as submitted.

Each proposer is responsible for checking the website to determine if the City has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.

Proposers are prohibited from contacting any other City employee, officer or official concerning this RFP. A proposer's failure to comply with this requirement may result in disqualification.

ADDITIONAL INFORMATION

The City/MPS reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the City in its sole discretion deems desirable.

COSTS FOR PREPARING PROPOSAL

Each proposer's costs incurred in developing its proposal are its sole responsibility, and the City shall have no liability for such costs.

OWNERSHIP OF PROPOSALS

All proposals submitted become the City's property and will not be returned to proposers.

FREEDOM OF INFORMATION ACT

All information submitted in a proposal or in response to a request for additional information is subject to disclosure under the Connecticut Freedom of Information. Proposers are encouraged **not** to include in their proposals any information which is proprietary a trade secret or otherwise confidential. All materials associated with this procurement process are subject to the terms of state laws defining freedom of information and privacy, and all rules, regulations and interpretations resulting from those laws.

PRESUMPTION OF PROPOSER'S FULL KNOWLEDGE

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued by the City. A proposer's failure to have reviewed all information that is part of or applicable to this RFP, including but not only any addenda posted on the City's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto.

Each proposer is deemed to be familiar with and is required to comply with all federal, state and local laws, regulations, ordinances, codes and orders that in any manner relate to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFP, and it is capable of performing the work to achieve the City's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize itself with all conditions of the property before preparing its proposal.

TAX EXEMPTIONS

The City is exempt from the payment of federal excise taxes and Connecticut sales tax and use taxes. Such taxes must not be included in prices.

AWARD CRITERIA & SELECTION

The City reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error, etc. If any error exists in an extension of prices, the unit price shall prevail.

The City reserves the right to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The City also reserves the right, if applicable, to award the purchase of individual items under this RFP to any combination of separate proposals or proposers. The City will accept the proposal that, all things considered, the City determines is in the best interests. Although price will be an important factor, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the City's interests, including compliance with the procedural requirements stated in this RFP.

The City will not award the proposal to any business that or person who is in arrears or in default to the City with regard to any tax, debt, contract, security or any other obligation.