



By order of the City Council of the City of Leon Valley, Texas,

REQUEST FOR PROPOSALS

will be received for:

RFP No. 2020-12-16

Executive Search Firm

Sealed proposals will be received until
3:00 p.m. on Friday, January 8, 2021

Return RFP To: City of Leon Valley
Crystal Caldera, ACM/HR Director
6400 El Verde RD
Leon Valley Texas, 78238

INSTRUCTIONS TO OFFERORS

1. The envelope or package containing the completed Request for Proposals should be marked legibly on the outside with the submitter's name and address along with "RFP No. 2020-12-16 Request for Proposals for Executive Search Firm"
2. The offeror shall sign and date the submittal where provided within the RFP. The person signing the proposal must have the authority to bind the firm in a contract. Proposals which are not signed and dated in this manner may be rejected.
3. All documents shall be received at the City of Leon Valley, Human Resources Department, 6400 EL Verde Road Leon Valley Texas, 78238 by the deadline shown on the cover sheet of this Request for Proposals.
4. **Facsimile transmittals and electronic transmittals *will not be acceptable.***
5. The City of Leon Valley, Texas, reserves the right to reject any or all Request for Proposals as it shall deem to be in the best interests of the City of Leon Valley.
6. Any interpretations, corrections or changes to this Request for Proposals and specifications will be made by addenda. Sole issuing authority of addenda shall be vested in the City of Leon Valley. Addenda will be loaded on www.leonvalleytexas.gov. Vendors will be responsible for checking the City's website at www.leonvalleytexas.gov to see if any addenda have been issued. Offerors shall acknowledge receipt of all addenda on the sealed envelope or package containing their proposal.
7. Proposals resulting from submitted Request for Proposals must comply with all applicable federal, state, county, and local laws concerning these types of services.
8. A prospective Offeror must affirmatively demonstrate Offeror's responsibility. A prospective Offeror must meet the following requirements:
 - a. have adequate financial resources, or the ability to obtain such resources as required;
 - b. be able to comply with the required or proposed delivery schedule;
 - c. have a satisfactory record of performance;
 - d. have a satisfactory record of integrity and ethics; and
 - e. be otherwise qualified and eligible to receive an award;
 - f. workload capacity;
 - g. proposers' availability of qualified staff;

The City of Leon Valley may request representation and other information sufficient to determine Offeror's ability to meet these minimum standards.

9. Section 176.006 of the Texas Local Government Code requires a bidder/vendor to file a conflict of interest questionnaire if the vendor has a business relationship with the City and has:

- a. an employment or other business relationship with an officer or an officer's family member that results in that person receiving taxable income that is more than \$2,500 in the preceding twelve months; or
- b. has given an officer or an officer's family member one or more gifts totaling more than \$250 in the preceding twelve months.

A vendor/bidder is required to file a questionnaire not later than the seventh business day after the later of the following:

- (a) the date the vendor begins discussions or negotiations to enter into a contract with the City or submits an application or response to a bid proposal; or
- (b) the date the vendor becomes aware of a relationship or gives a gift to an officer or officer's family member.

State law requires that a vendor file an updated questionnaire with the City Secretary's office annually, before September 1st, and or not later than the 7th business day after the date the originally filed questionnaire becomes incomplete or inaccurate. The Conflict of Interest Questionnaire is attached in Compliance with this law is the responsibility of each bidder/vendor.

The City of Leon Valley is aware of the time and effort you expend in preparing and submitting proposals to the City. Please let us know of any proposal requirements causing you difficulty in responding to our Request for Proposals. We want to facilitate your participation so that all responsible vendors can compete for the City's business.

If you have any questions concerning this Request for Proposals, they should be submitted in writing to: Crystal Caldera, ACM/HR Director @ c.caldera@leonvalleytexas.gov

I. Introduction

The City of Leon Valley, Texas, is seeking proposals from qualified firms/providers to perform executive search services for the position of City Manager. The past City Manager has resigned after 5 years of service as the City Manager. The City will accept proposals from firms/providers interested in providing the requested services outlined below in the Scope of Work section.

II. General Information

The City of Leon Valley was incorporated on March 31, 1952, when the local residents became aware that the City of San Antonio was preparing to annex the area.

The City of Leon Valley is a Home Rule City operating under a Council-Manager form of government with a Mayor and five City Council Members elected at-large. The Mayor and City Council Members hold two-year terms of office and are elected and serve on an at-large basis.

The City is a full-service city with public safety departments including the Fire Department, Emergency Management Services, Police Department and a superior water system. Operational departments include: Administration, Planning and Zoning, Economic Development, Finance, Leon Valley Public Library, Municipal Court, and Public Works departments. The City employs approximately 121 employees and has a 2020-2021 budget of \$12.2 million.

The City, home to 11,000 plus residents, is located in the northwest quadrant of Bexar County, 10 miles from downtown San Antonio. The heart of Leon Valley lies along State Highway 16, also known as Bandera Road, and is made up of approximately 3.5 square miles.

Residents as well as visitors find Leon Valley to be the gateway to San Antonio's leading attractions, Sea World and Six Flags Fiesta Texas, an equidistant nine miles between attractions. Bandera Road and Loop 410 are the primary arteries to these attractions and the employment base in the northwest sector. The City of Leon Valley is three miles from the Medical District, and eight miles to the San Antonio International Airport.

The City has a Comprehensive Master Plan, Zoning Code, and Capital Improvements Plan. Voters approved an additional sale and use tax of one-eighth (1/8) of one percent to promote economic and community development projects. The City also has one-quarter (1/4) of one percent sales and use tax for the maintenance of streets and sidewalks.

Recreation is bountiful in Leon Valley. The city parks, with meandering creeks running through tree shaded grounds, picnic areas, swimming pools, tennis court, basketball courts and plenty of room for baseball games, soccer and enjoying a lazy afternoon. The City has 36-Acres of Natural area and is home to an historic Homestead and Stagecoach stop that is a Texas Historic Landmark, and is listed on the National Register of Historic Places.

III. Scope of Work

Upon selection of a qualified firm, a professional services contract will be negotiated with the following scope of work.

Assist the Mayor and members of the City Council by providing the following services and related information:

- Develop a candidate profile for the City Manager position utilizing input of Mayor and all City Council members
- Advertise the City of Leon Valley City Manager Position
- Direct solicitation of candidates
- Conduct review and screening of initial candidates, providing periodic status updates to the City Council
- Define the screening process used to narrow the field of candidates to those that most closely match the needs of the City, including discussing the results of preliminary reference checks on top candidates
- Present a written report on the submitted background, strengths, and accomplishments of candidates, and recommendations for finalists
- Screen some references and provide entire reference list on each recommended finalist
- Facilitate final interview process with some suggested interview questions (the City Council may wish to add other questions)
- Coordinate correspondence, travel arrangements, video interview services, and recordkeeping
- Conduct detailed background and professional reference checks on recommended finalists; background should include online scrub for negative content on prospective candidate

IV. Response Form and Content

All responses shall include the following content:

- A. Title Page: Indicate the proposal subject, name of the firm, local address, telephone number, name of contact person, and date of submittal
- B. Introduction: Briefly introduce your firm. Provide a profile of the firm, including but not limited to: the approximate number of professional staff employed, how long your firm has been in business and how long the firm has been conducting City Manager searches. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, and telephone numbers.
- C. Proposed Process:
 - 1. Briefly state your understanding of the work to be performed. Include, but do not limit, your statement to the following items that will be included in your scope of work:
 - a. Describe the process and/or approach your firm will use to develop the profile for the City Manager position.

- b. Describe the advertising methodologies your firm deems will be most effective to advertise the City of Leon Valley opportunity and associated costs.
 - c. Describe the approach your firm takes to the direct solicitation of candidates.
2. Describe your proposed strategy to complete the recruitment, including a general philosophy of the firm and how the firm will tailor the process for Leon Valley's search. Indicate any additional information for consideration of your firm's qualifications for conducting this project.
3. Provide a list of your successful City Manager placements in the past 36 months, including the size of the municipality as well as the overall number of placements in municipalities of similar size, and how long City Manager remained working at municipality. Include information that demonstrates the firm's experience with seeking a diverse pool of applicants. Provide contact names, telephone numbers and email addresses of these clients. The City reserves the right to contact any additional individuals or firms to obtain information about the respondent.
4. Indicate the names, titles, placement experience, and include resume of the person(s) who will be assigned to this project. A response to this requirement should include all contact information such as telephone number, fax number, email address and web address.
5. Discuss the general nature and extent of benefits the City of Leon Valley is reasonably likely to experience as a result of these services.
6. Provide a copy of a previous City Manager position profile your firm has completed which has similarities to the position with the City of Leon Valley.
7. Provide a copy of a previous City Manager search report your firm has completed for another client similar to the City of Leon Valley.
8. Provide a non-binding general range or not to exceed amount of the anticipated cost of the services proposed, including any information and anticipated costs for additional services for the recruitment and selection that might help in the selection of the most qualified candidate.
9. Provide a complete detailed description of the fee structure of the firm for each service provided.
10. Provide anticipated timelines for the recruitment and selection process from the award of contract to placement of new City Manager, including relevant milestones.

V. Questions

Deadline for any questions or requests for clarification must be submitted to Crystal Caldera, ACM/HR Director, prior to 5:00 pm Wednesday, December 30, 2020. All questions must be sent via email to c.caldera@leonvalleytexas.gov.

VI. Selection Criteria and Process

A. Evaluation

The Mayor and members of the City Council will review and evaluate all proposals based on the criteria noted in this request for proposals and will rely primarily on the proposals submitted in the selection of one or more finalists. Therefore, respondents must emphasize specific information considered pertinent to the project and submit all information requested. Evaluation will be based on the following:

1. 30% Respondent's Overall Qualifications/Experience of the Firm
2. 40% Respondent's demonstrated experience in effective City Manager recruitment and selection in similar size cities
3. 30% Cost of services provided

B. Teleconference or Presentation

The Mayor and members of the City Council may require selected firms to be available to engage in a video conference, telephone conference, and/or attend a City Council meeting to respond to questions prior to award of a final contract.

VII. Guarantee

The City is requesting a guarantee of 12-months, but would also like to request the price differential if the City chooses to extend that guarantee to 18-months. Please provide both price points:

- 1)The consultant agrees to continue to provide the services listed above until a City Manager has been appointed. In addition, should the City Manager be terminated for cause or resign within eighteen (18) months, the consultant shall be responsible for conducting a replacement search at no charge to the City.
- 2)The consultant agrees to continue to provide the services listed above until a City Manager has been appointed. In addition, should the City Manager be terminated for cause or resign within eighteen (12) months, the consultant shall be responsible for conducting a replacement search at no charge to the City.

VIII. Standard Professional Services Contract

The selected respondent will be required to enter into a contractual relationship with terms and conditions pursuant to standard contracting procedures of the City of Leon Valley.

IX. Submission of Responses

A. Due Date:

Sealed proposal including eight (8) complete copies, and one (1) electronic copies must be received at the City of Leon Valley no later than January 8, 2021 at 3:00 pm, CST. Proposals will not be accepted after this time. Proposals shall be addressed as follows:

Crystal Caldera
ACM/HR Director
ATTN: RFP NO 2020-12-16 EXECUTIVE SEARCH FIRM
6400 El Verde Rd
Leon Valley, Texas 78238

Each response shall be submitted in a sealed envelope prior to the time established as the deadline. The envelope shall be marked with the title of the proposal. No facsimile or electronic transmittals will be accepted.

B. Acceptance/Rejection/Modification to Responses:

The City of Leon Valley reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and to waive informalities or irregularities in a proposal or in the proposal process.

C. Economy of Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.

D. Cost of Preparation:

The City shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal

E. Ownership:

Submitted materials become the property of the City and will not be returned.

F. Public Records:

Until award of contract is made, per section 252.049(b) of the Texas Local Government Code, there will be no disclosure of contents to competing respondents. All proposals will be kept confidential during the negotiating process. Except for the trade secrets and confidential information, which the respondent identifies as proprietary, all proposals will be open for public inspection after the contract is awarded.