



Agenda Item Summary Report

Meeting Date: February 9, 2026

Submitted by:
Michelle Bailey Hedgepeth, Town Administrator

Item Title: **COUNCIL ACTION** | Approval and authorization for the Administrator enter into an agreement with the Mercer Group in an amount not to exceed \$20,400.

Council Action: Approval and authorization for the Administrator enter into an agreement with the Mercer Group in an amount not to exceed \$20,400.

Work Session Item [X]
Council Meeting Item [X]

Documentation Attached:
Proposal

Recommended Action:

Council Approval is required for the Town administrator to execute this contract with the Mercer Group in an amount not to exceed \$20,400

Item Summary: Approval of Agreement with The Mercer Group – Town Administrator Recruitment

Action Requested:

Approval for the Mayor and Town Administrator to execute an agreement with **The Mercer Group** to provide professional recruitment services for the vetting, recruitment, and hiring of a new **Town Administrator**, in an amount **not to exceed \$20,400**.

Background:

The Town of Bladensburg is seeking professional executive recruitment services to conduct a comprehensive Town Administrator search. Staff solicited interest and quotations from multiple executive search firms to ensure competitive pricing and service alignment. Inquiries were sent to the following firms:

- **The Sumter Group** – No response received
- **Raftelis** – No response received
- **PolliHire** – Inquiry submitted; no response received as of the date of this report

The Mercer Group submitted a proposal and contract outlining a full-service recruitment process, including outreach, vetting, candidate evaluation, and support through the hiring process.

Firm Qualifications and Experience:

The Mercer Group has previously worked with the Town of Bladensburg on a prior Town Administrator recruitment and has conducted numerous executive searches throughout Maryland and the region. **David Deutsch**, the lead recruiter, is well known within the State of Maryland and maintains extensive professional networks among municipal managers and local government executives, which is expected to strengthen the candidate pool.

Cost and Market Comparison:

The Town Administrator conducted research on comparable City Manager and Town Administrator recruitment efforts nationwide. Based on publicly available information, executive recruitment

services for similar positions typically range from **\$20,000 to \$30,000**, with higher fees depending on the scope of assessments and services requested.

The Mercer Group's proposed fee of **\$20,400** falls **within the industry standard range** and is **at the lower end of comparable costs**, representing a reasonable and competitive value for the services proposed.

Recommendation:

Staff recommends that the Mayor and Town Council approve the agreement with **The Mercer Group** to proceed with the recruitment of a new Town Administrator and authorize the **Mayor and Town Administrator** to execute the contract in an amount **not to exceed \$20,400**.

The Mayor and/or the Town Administrator will be available to answer any questions regarding this item.

Budgeted Item: Yes [<input type="checkbox"/>] No [<input checked="" type="checkbox"/>] Budgeted Amount: \$ TBD One-Time Cost: Yes Ongoing Cost:	Continued Date:
Council Priority: Yes [<input type="checkbox"/>] No [<input type="checkbox"/>]	Approved Date: