

STAFF REPORT REGULAR MEETING

AGENDA DATE: July 15, 2025

DEPARTMENT: Finance Department

TITLE:

Discussion on evaluation process of proposals for Executive Recruitment Services – City Manager

SUMMARY:

Discussion on evaluation process of proposals received in response to the RFP#25-207 Executive Recruitment Services – City Manager

BACKGROUND AND JUSTIFICATION:

The City issued RFP#25-207 for Executive Recruitment Services - City Manager on May 11, 2025. The purpose of the RFP is to identify qualified and experienced executive recruitment firms to conduct a nationwide search, recruit, screen, and fill the executive position of City Manager. Seven qualified proposals were received in response to this solicitation by June 11, 2025, deadline.

The City will assemble an Evaluation Committee consisting of the City Commissioners to evaluate and rank the most advantageous proposals and make a recommendation for the contract award. The goal is to select the overall responsive proposal that is most advantageous and in the best interest of the City, consistent with the evaluation criteria in the RFP.

Proposed evaluation process:

Evaluation meeting #1 – A public evaluation meeting will be held to review and discuss all proposals. All documents will be provided in advance. Commissioners may shortlist the top 3 or more proposals or recommend the highest-ranking respondent for the award. If Commissioners decide to short-list proposals, a second meeting will be scheduled at a later date.

Evaluation meeting #2 – The shortlisted respondents will provide presentations to the City Commission in a closed session meeting. After the presentations, Commissioners will complete the final scoring of the respondents. The presentations session will be followed by a final evaluation meeting open to the public, intending to finalize the recommendation for the award.

Final contract will be negotiated and finalized by the City staff and the City Attorney.

MOTION:

Move to approve/disapprove proposed evaluation process for RFP#25-207 Request for Proposals for Executive Recruitment Services – City Manager.

ATTACHMENT(S):

RFP Evaluation Guidelines for City Commissioners