

**PUBLIC NOTICE**  
**BID # 12-2020-08-02A**

The City of Mercedes, Texas, is accepting Sealed Proposals for **EXECUTIVE SEARCH FIRM (Recruitment Services)** until 10:00 am, January 14, 2021. Bid product specification criteria is available and can be obtained on the City's website at [www.cityofmercedes.com](http://www.cityofmercedes.com) or at the Office of the City Secretary, 400 South Ohio, Mercedes, Texas 78570. Please note "Executive Search Firm" in front of the sealed envelope.

Posted on this 8<sup>th</sup> day of December, 2020.

/s/ Joselynn Castillo, City Secretary  
City of Mercedes, Texas



REQUEST FOR PROPOSAL (RFP)

CITY MANAGER EXECUTIVE SEARCH/RECRUITMENT SERVICES

CITY OF MERCEDES, TEXAS

SUBMISSION DEADLINE:

January 14, 2021 AT 10:00 A.M

SUBMISSION CONTACT AND ADDRESS:

CITY SECRETARY OFFICE  
JOSELYNN CASTILLO, CITY SECRETARY  
400 S OHIO AVE  
MERCEDES, TEXAS 78570  
(956)565-3114  
[jcastillo@cityofmercedes.com](mailto:jcastillo@cityofmercedes.com)

## Introduction

The City of Mercedes is seeking proposals from qualified executive search consultant firms to assist the City Commission in its search efforts for the selection of a City Manager, in accordance with the specifications contained in this Request for Proposal (RFP).

## Background

The City of Mercedes, Texas has a population of approximately 16,604 (as of the U.S. Census Bureau data), located in Hidalgo County. It is part of the McAllen-Edinburg-Mission and Reynosa-McAllen metropolitan areas.

The City of Mercedes has a Commission-Manager form of government. Under this form of government, the elected City Commission sets the policies for the operation of the city's government. The administrative responsibility rests with the City Manager who is appointed by the City Commission. The Commission enacts policies, adopts ordinances and resolutions, establishes the annual budget to provide services to the public, and sets the city tax rate and water and wastewater rates for Mercedes. All Commission meetings are open to the public. Citizens are encouraged to attend and participate in City Government.

The current number of full-time and part-time employees is 146.

## Eligibility

The search firm should specialize in executive public sector management recruitment. To be eligible to respond to this RFP, the proposing firm must demonstrate that they, or the principals assigned to the project, have successfully completed services similar to those specified in the Scope of Services section of this RFP for cities similar in size and complexity to the City of Mercedes.

The executive search firm should have extensive experience in providing the following services as a minimum but not limited to:

- Extensive experience and successful placement of City Managers or other top level public sector professionals for comparable cities and counties.
- Experience with social equity, diversity and inclusion in search and outreach methods.
- Ability to assess and determine community, city and department needs and expectations in order to develop an accurate and inclusive position profile.
- Ability to present, establish and maintain an applicant pool of potential candidates for this position.
- Actively recruit candidates that will meet the needs and expectations of the community and Council.
- Assist with interview panels.
- Preparation and placement of position announcements.
- Advertising in appropriate municipal journals and with professional organizations.
- Receiving and screening applications against developed profile.
- Conduct initial screening interviews, contact references and complete background checks.

- Rank candidates in order of recommendation to the City Council.
- Coordinating finalist candidate Interviews.
- Assist in negotiating conditions of employment.
- Maintain all necessary documentation.

### Schedule of RFP activities

Date	Activity
12/08/2020	Issuance of RFP
12/29/2020	Close of written requests for additional information by 5:00 P.M.
12/29/2020	Written responses/addendum to requests for additional information posted on City website
01/14/2021	Proposals due by 10:00 A.M.
	Interview with finalists (if necessary) TBD

### Questions/Clarifications of the RFP

All questions concerning the solicitation and specifications shall be submitted in writing via e-mail to the name below.

Joselynn Castillo, City Secretary  
 Phone: (956)565-3114  
 Email: [jcastillo@cityofmercedes.com](mailto:jcastillo@cityofmercedes.com)

Any oral responses to any questions shall be unofficial and not binding on the City of Mercedes. An Addendum to this RFP providing the City of Mercedes’ official response will be issued, if necessary, on the City website.

### Proposal Submission

Proposals may be submitted in a sealed envelope at the City Secretary Office or e-mailed electronically on the City’s provided address. No fax proposals will be accepted. Sealed proposals must be delivered to the City Secretary Office located at Mercedes City Hall on 400 S Ohio Ave, Mercedes, TX 78570 by the closing date and time. Proposals received after the appointed time will be determined non-responsive and will not be opened. Sealed proposals must be submitted in seven (7) copies, one of which must be an original and so marked. The proposals must be in sealed envelopes and marked in bold letters “RFP CITY MANAGER EXECUTIVE SEARCH/RECRUITMENT SERVICES.”

### Transmittal Letter

All bidders must submit a transmittal letter prepared on the bidder’s letterhead. An individual who is authorized to bind this firm to all statements, services, and prices contained in the proposal for both the primary and sub firms must sign the letter. In addition, a letter from any sub-vendor to be used in the service should be included. This letter must be signed by an individual who is authorized to bind the firm and should give a brief description of the work they are to perform.

## **Submission Format and Validity of Proposals**

Proposals are to be kept to thirty (30) pages or less, with a minimum font size of twelve (12), must include the following information in their proposal and should use the following format when compiling their responses. Sections must be tabbed and labeled; pages should be sequentially numbered at the bottom of the page.

- Cover letter – The response should contain a cover letter signed by a person who is authorized to commit the bidder to perform the work included in the proposal, and should identify all materials and enclosures being forwarded in response to the RFP.
- Table of Contents – The Table of Contents provides listing of all major topics, their associated section number, and starting page number.
- Executive Summary – The Executive Summary of the proposal shall be limited to three single-spaced typewritten pages. The purpose of the Executive Summary is to provide a high-level description of the offeror's ability to meet the requirements of the RFP.
- Agency Information -Provide information about your firm to include: Name, address, phone and fax number(s) and email address of firm Brief description of the firm including parent company, affiliated companies and subsidiaries History of firms experience with Executive Searches Name and title of primary contact person Date firm established Proposed service team including titles, responsibilities, percentage of time to be spent on this project Resume on each team member
- Pricing - Pricing should be stated as firm fixed not to exceed price for the services outlined herein. A breakdown of the total price should be provided with adequate detail for evaluation.

All bidders must agree and state that their proposal will remain firm for a period of ninety (90) calendar days after the day specified for the due date of proposals.

## **Rejection, Alteration and Withdrawal of Proposals**

The City of Mercedes reserves the right to reject any or all proposals received in response to this RFP, or to cancel the RFP if it is in the best interest of the City of Mercedes to do so. Any exceptions to the requirements specified must be identified in the proposal.

The wording of the City of Mercedes' solicitation shall not be changed or altered in any manner. Bidders taking exception to any clause in whole or in part should do so by listing said exceptions on their letterhead and submitting them with their proposal; such exceptions will be evaluated and accepted or rejected by the City of Mercedes, whose decision will be final.

Any bidder may withdraw his/her proposal at any time prior to the scheduled closing time. However, no proposal shall be withdrawn for a period of ninety (90) days after the scheduled closing time.

## **Response Material Ownership**

All material submitted in regards to this RFP becomes the property of the City of Mercedes. Any person may review proposals after the "Notice of Award" letter has been issued, subject to the terms of this solicitation.

## **Incurring Cost**

The City of Mercedes shall not be obligated or be liable for any cost incurred by bidders prior to issuance of a Contract. All costs to prepare and submit a response to this solicitation shall be borne by the bidder.

## **Collusion Clause**

Any agreement or collusion among bidders and prospective bidders to illegally restrain freedom of competition by agreement to fix prices, or otherwise, shall render the proposals of such bidder(s) void. No bidder shall directly, or indirectly, contact any member of the City Commission during the entire bidding process. All bidders must disclose any potential conflicts of interest and any economic interest in the placement of the proposed candidate(s).

## **Contract Documents**

The final Contract between the City of Mercedes and the Contractor will include: City Contract Bidder's Proposal, the Specifications contained in this RFP, any changes, additions, or modifications hereto will be in writing and signed by the City Secretary. No other individual is authorized to modify the Contract in any manner.

## **Applicable Law**

The proposal and Contract shall be governed in all respects by the ordinances of the City of Mercedes and the laws of the State of Texas, and any litigation with respect thereto shall be brought in the courts in the State of Texas.

## **Responsibility**

The City of Mercedes reserves the right to require the apparent successful bidder to file proof of his/her ability to properly finance and execute the Contract, together with his/her record of successful completion of similar Contracts prior. The award of the Contract will be contingent upon providing acceptable proof and record of performance. This information will become a part of the contents of the file and hence public record.

## **Non-Discrimination in Employment**

In connection with the furnishing of supplies or performance of work under the resulting Contract, the Contractor agrees to comply with the Fair Labor Standard Act, Fair Employment Practices, Equal Opportunity Employment Act, and all other applicable Federal and State laws and further agrees to insert the foregoing provisions in all subcontracts awarded hereunder.

## **Scope of Work**

The successful bidder will be expected to perform the following tasks:

1. Develop comprehensive position profile – job definition and analysis – with Commission input.
2. Review compensation and recommend changes based on market and competitive positions.
3. Recruitment – announcement placement, candidate identification and solicitation.

4. Screening – resume review and candidate evaluation – narrow field of candidates to match profile and council priorities – include preliminary reference checks.
5. Interview process – question development – assistance with interviews and evaluation of interviews.
6. Candidate background investigation – reference and background check of top candidates.
7. Search report with recommendations – include detailed information on top candidates.
8. Negotiation and follow up – salary and additional compensation start date, etc.
9. Notification to all applicants of final appointment decision.

The City will entertain alternate proposals that achieve the City’s purpose of obtaining a successful placement.

### **Evaluation, Criteria and Award**

Evaluation will be based on all elements of the response to proposal criteria. It is the purpose of this request to obtain data as complete as possible from each bidder that will enable the City to determine which bidder(s) is best able to serve all the criteria which are to be considered in the award of the this contract. All proposals will be ranked in accordance with the considerations listed in the evaluation criteria. Award will be based on a review of all information provided by the bidder, plus a review of references submitted and certain objective and subjective considerations including:

<b>Evaluation Criteria</b>	<b>Assigned Points</b>
<b>Qualifications and Expertise</b>	25
<b>Past Performance and References</b>	10
<b>Organization, Content and Completeness of Proposal</b>	15
<b>Methodology</b>	15
<b>Time Required to Complete the Project</b>	15
<b>Cost to Complete Project</b>	20
<b>Maximum Total Score</b>	100