

Request for Proposals

For Selection of an Executive Search Firm

Description

Chatham County is accepting proposals and statements of qualifications on behalf of Mrs. Tanya Milton, Chairperson, Metropolitan Planning Commission, for the selection of an executive search firm to identify candidates for the Metropolitan Planning Commission Executive Director position.

Proposals must be received no later than May 5, 2016 at 5:00 p.m at the Purchasing and Contracting Department, 1117 Eisenhower Drive, Suite C, Savannah, Georgia 31406. Proposal shall be clearly marked on the outside of the envelope “Proposal for Executive Search Firm for MPC” and include the name of the firm submitting the proposal.

Those intending to respond to this Request for Proposals shall not make contact with MPC staff or MPC Commission members during the RFP or evaluation phase.

Metropolitan Planning Commission

The Chatham County/Savannah Metropolitan Planning Commission (MPC) is a multi-faceted, joint city-county planning agency governed by a board appointed jointly by the City of Savannah and Chatham County elected officials. The Executive Director is hired by and reports to the Planning Commission. The Executive Director also supervises a professional staff of 30 persons. Funding for the agency derives from the City of Savannah and Chatham County and is supplemented by various Federal and State grants. The Savannah City Manager and the Chatham County Manager serve as voting members of the MPC Board by virtue of their positions. In addition, the MPC is the metropolitan planning organization (MPO) for the Chatham County/Savannah area.

The organization is small and lean which requires the Executive Director to be comfortable working on both routine day to day matters, as well as, strategic ones. This position requires a high energy, proactive leadership style, in addition to, a flexible management style.

The candidate for the position must have experience related to planning and zoning including the following areas: commercial corridors, mixed use development, redevelopment and revitalization, tourism and high density, and historic preservation.

The candidate should also have experience with intergovernmental relations, including city government, county government, small municipalities and inter-local agreements.

In addition, experience with environmental planning, transportation planning, and geographic information systems (GIS) is preferred.

The candidate should also have demonstrated ability in management that includes finance, personnel and public relations. Experience as the chief administrative officer of a public or quasi-public organization is preferred. The candidate should also have demonstrated public speaking and writing skills.

The combined budget for the MPC, which includes MPC Operating, Savannah Area Geographic Information System and the Coastal Regional Metropolitan Planning Organization, for 2016 is \$3,514,500.

Scope of Work

The scope of work includes the following, but is not limited to:

- a) Prepare and implement the strategy for recruitment of the position.
- b) Recruit and screen candidates.
- c) Narrow field to top ten candidates.
- d) Conduct initial interviews and narrow field to qualified candidates.
- e) Conduct detailed reference and background checks.
- f) Coordinate and manage interviews with the candidates for the search committee.

Proposal Format

Proposals shall include your firm's methodology to locate personnel with the required background and experience and your firm's specific experience with recruitment for this type of position. Please include a resume of your proposed project manager along with a proposed time schedule and a fee proposal.

Proposals shall be evaluated on the following criteria:

- Experience and qualifications of the search firm, particularly in successfully locating candidates for similar positions, particularly relating to experience in searches for senior executives and government executives for locations in the southeast.
- Proposed methodology, including a schedule for completion of work.
- References for recently (within 5 years) completed projects.
- Proposed fee, lump sum to include any and all costs.

Responses to the request for proposal shall address each criteria above and provide sufficient detail to allow evaluation.

Attachments

Please submit attachments A- D with your response.

Fee Proposal

Proposer shall submit fees in a separate sealed envelope. Fees shall not be included within the body of the proposal.

Criteria and Weighting (Points)

Proposals will be evaluated according to the following criteria and weight:

- | | |
|---|-----------|
| A. Qualifications and experience with executive professional searches | 40 points |
| B. Search approach –Methodology, schedule, etc | 40 points |
| C. Fee Proposal (in a separate sealed envelope) | 10 points |
| D. References | 10 points |

Selection Committee

One (1) unbound, printed and signed original and five (5) identical, printed copies and one (1) electronic copy of the proposal and supporting documents must be submitted in response to the RFP. The electronic copy shall not include the fee proposal. All responses shall follow the formal outlined in this RFP.

Contract

Upon award, the MPC will draft the contract between the successful firm and the MPC. The drafted contract will require that the successful firm submit to Georgia law and a Chatham County venue in the event of a dispute.

Contacts


In the event any prospective proposer wishes to ask any questions or seek clarification about any provision in the RFP, the questions must be submitted in writing. Answers will be provided in an addenda available to all prospective proposers.

All questions regarding this request for proposal shall be submitted in writing and emailed to:

Peggy Joyner
pjoyner@chathamcounty.org

We appreciate your interest in this solicitation and look forward to receiving your response.

Sincerely,



Margaret H. Joyner
Purchasing Director

Purchasing & Contracting
1117 Eisenhower Drive Suite C
Savannah, Georgia 31406

(912) 790-1626

ATTACHMENT "A"

PROMISE OF NON-DISCRIMINATION STATEMENT

Know All Men By These Presents, that I (We), _____,
Name

Title Name of Bidder
(herein after "Company") in consideration of the privilege to bid/or propose on the following procurement (**Executive Search Firm for Metropolitan Planning Commission**), hereby consent, covenant and agree as follows:

1. No person shall be excluded from participation in, denied the benefit of or otherwise discriminated against on the basis of race, color, national origin or gender in connection with the proposal submitted or the performance of the contract resulting therefrom;
2. That it is and shall be the policy of this Company to provide equal opportunity to all business persons seeking to contract or otherwise interested with the Company, including those companies owned and controlled by racial minorities, and women;
3. In connection herewith, I (We) acknowledge and warrant that this Company has been made aware of, understands and agrees to take affirmative action to provide minority and women owned companies with the maximum practicable opportunities to do business with this Company on this contract;
4. That the promises of non-discrimination as made and set forth herein shall be continuing throughout the duration of this contract;
5. That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made a part of and incorporated by reference in the contract which this Company may be awarded;
6. That the failure of this Company to satisfactorily discharge any of the promises of non-discrimination as made and set forth above may constitute a material breach of contract entitling the County to declare the contract in default and to exercise appropriate remedies including but not limited to termination of the contract.

Signature

Date



ATTACHMENT B

Contractor Affidavit under O.C.G.A. § 13-10-91(b)(1)

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A. § 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services has registered with, is authorized to use and uses the federal work authorization program commonly known as E-Verify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. § 13-10-91. Furthermore, the undersigned contractor will continue to use the federal work authorization program throughout the contract period and the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. § 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.

Executed on _____, _____, 20__ in _____ (city), _____ (state).

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME
ON THIS THE _____ DAY OF _____, 20__.

NOTARY PUBLIC

My Commission Expires:

ATTACHMENT C

**Minority and Women Business Enterprise Program
M/WBE Participation Report**

Name of Bidder: _____

Name of Project: _____ Bid No: _____

M/WBE Firm	Type of Work	Contact Person/ Phone #	City, State	%	MBE or WBE

MBE Total _____% WBE Total _____% M/WBE Combined _____%

The undersigned should enter into a formal agreement with M/WBE Contractor identified herein for work listed in this schedule conditioned upon execution of contract.

Signature _____ Print _____
 Phone () _____ Fax () _____

ATTACHMENT D

AFFIDAVIT REGARDING LOBBYING

Each Bidder/Proposer and all proposed team members and subcontractors must sign this affidavit and the Bidder/Proposer shall submit the affidavits with their proposal confirming that there has been no contact with public officials or management staff for the purpose of influencing award of the contract. Furthermore, each individual certifies that there will be no contact with any public official prior to contract award for the purpose of influencing contract award.

The undersigned further certifies that no team member or individual has been hired or placed on the team in order to influence award of the contract. All team members are performing a commercially useful function on the project.

Failure to provide signed affidavits from all team members with your response may be cause to consider your bid/proposal non-responsive.

BY: Authorized Officer or Agent

Date

Title of Authorized Officer or Agent

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE
____ DAY OF _____, 20____.

Notary Public
My Commission Expires:

My Commission expires:

Resident State: _____