



2255 West Berry Ave
Littleton, CO 80120

Executive Recruitment for City Manager Request for Proposals

I. Introduction

The City of Littleton, Colorado is soliciting written proposals from qualified firms to perform executive search consulting services for the recruitment and selection of a City Manager. Proposals for a “turn-key” or full-cycle recruitment not to exceed \$40,000 will be considered.

Included in this Request for Proposals (RFP) are the minimum scope of services and tasks to be completed. The firm will work with the city’s elected council and Human Resources Department to carry out this project.

II. Background

THE LITTLETON COMMUNITY

The historic City of Littleton, incorporated in 1890, is a vibrant, proud, economically and socially diverse community with a strong Western character and high quality of life. It was named the #2 best small city in America in 2015 by Wallethub, 2016 top small city by National League of Cities, and top 10 places to live in Colorado by Livability.com. With outstanding recreational opportunities, Littleton provides a genuine small-town feel and a sense of place. It is a city with many modern amenities, yet also boasting an economically viable and historic downtown. The city takes great pride in its high level of citizen involvement, quality of education, and strong community spirit.

The city is located on the south side of the Denver metropolitan area, primarily in Arapahoe County and is the the Arapahoe County seat. However, there are a small number of homes located in Douglas County and approximately 800 homes located in Jefferson County.

The community is largely built-out and boasts a thriving downtown, which is a destination for unique retail and dining opportunities, as well as community events. It is a walkable community, with high-quality neighborhoods, many parks, and premiere, award-winning open space particularly along the South Platte River. The city’s South Platte Park is 880 acres of open space along the river, five lakes, the Mary Carter Greenway and the Carson Nature Center. Most of Littleton’s parks and open space are managed by South Suburban Parks and Recreation through a management agreement.

The city operates a library and the state's first museum with a Smithsonian affiliation designation. Littleton's vibrant business community, includes a retail environment that provides a balanced mix of "mom-and-pop" stores and national chains. In Littleton, there is a strong commitment to maintaining the city as a great place to live, work and play and where sustainability is an important goal.



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Littleton is served with both local and regional transit lines, including two light rail stations that provide easy access to Downtown Denver cultural activities as well as Coors Field, the Pepsi Center, Sports Authority Field at Mile High, the Colorado Convention Center and higher education. The community is also served by Arapahoe Community College, with highly acclaimed vocational and transfer programs, and the Littleton Public School District, consistently rated one of the highest performing school districts in the state. Visit www.littletonpublicschools.net for more information.

The City of Littleton is considered a full-service community, and its citizens have high expectations for services. Littleton’s population of about 44,396 is educated, diverse and involved. The citizens are actively engaged in their local government, with a high-degree of volunteerism (more than 100 citizens serve on various boards and commissions), and believe strongly in government transparency.

Littleton Quick Facts

Population	44,396
Median Age	42
Median Household Income	\$62,683
Incorporated Square Miles	13.83
All Funds Total Exp - 2016	\$105,000,000
Households	19,275
School Districts	Littleton Public Schools, Jefferson County Public Schools, Douglas County Public Schools
City / County / State Sales Tax	3% City, .25% in Arapahoe County, .5% in Jefferson County, 1% in Douglas County, 2.9% State
City of Littleton Property Tax Mill Levy for 2016	6.662
Top Private Employers	Century Link (1,663) Echo Star (Dish Network) (1,543) Littleton Adventist Hospital (1,242)
Top Public Employers	Littleton Public Schools (830) Arapahoe County (522) City of Littleton (474)

CITY GOVERNMENT



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The city is a municipal corporation, incorporated in 1890. The city is governed by a city council, which consists of seven council members, with four elected from districts and three elected at-large. The council elects the mayor as council president and mayor pro tem from among its members. The city manager is appointed by the city council and serves at its pleasure. The city council also appoints the municipal judge and the city attorney.

Littleton adopted a Home Rule Charter in 1959 and has a stable council-manager tradition with only four city managers since 1972. Visit www.littletongov.org for more information.

Total FY 2016 General Fund Operating budget is \$59 M, with all funds totaling \$105 M. The city relies on sales, use, and property taxes to support its operations. The City of Littleton has a new AA-bond rating, and approximately 470 full and part-time employees.

The city provides fire service to the surrounding communities via contracts with other governmental entities and private corporations. The city jointly owns the Littleton/Englewood Waste Water Treatment Plant with the City of Englewood, and provides sewage treatment services to the surrounding communities via contracts with water and sanitation districts. Littleton contracts with Denver Water for the supply and distribution of potable water.

III. SCOPE OF WORK

Project Components

The scope of work shall include, but not be limited to, the following work products:

1. Develop Position Profile
 - Under the direction of the Littleton City Council, develop qualifications and experience necessary for the ideal candidate
 - Develop profile inclusive of feedback from all city council members, department directors and citizen representatives
2. Create Communications Campaign
 - Develop a communications plan for the position to attract a diverse pool of qualified candidates inclusive of but not limited to:
 - i. Promoting the position with professional associations
 - ii. Target communications to appropriate audiences using social media, online media, and other electronic publications
 - iii. Marketing the position to potential candidates in the field
 - iv. Advertising in professional journals and publications
3. Conduct Recruitment of Candidates
 - Conduct a nationwide search
 - Develop and implement a plan to identify and directly solicit candidates



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4. Pre-Screen candidates and Recommend Finalists
 - Review and screen candidates based on objective criteria
 - Narrow the candidate pool to approximately five candidates most qualified to serve as city manager
 - Provide a summary report on background, strengths, and accomplishments of top candidates, and which candidates are being recruited by other organizations (as this information become known)
 - Conduct detailed background and professional reference checks on recommended finalists
5. Coordinate Interview Process
 - Develop interview questions
 - Facilitate interviews with selected finalists including video screening/interviews, travel arrangements, etc.
 - Include philosophy and plan for all phases of the interview process and suggested participants
6. Carry out Contract Negotiation
 - Assist the city with negotiating a contract with the top candidate

IV. Proposal Content

Proposals Contain the Following Elements:

- A. Title Page:** Name of the proposing firm, project manager, and relevant contact information
- B. Firm/Contractor Profile:**
 - a. Brief overview of the history and structure of the firm
 - b. Summary of the firm's expertise and experience in performing executive searches
 - c. Listing of personnel to be assigned to the project, their respective roles and responsibilities during the study, and relevant backgrounds. Provide one point of contact as project manager.
- C. Project Components:** Detailed work plan for each project component including involvement required of city staff (see "Scope of Work" section for details on expected project components)
 - a. Develop position profile
 - b. Create communications campaign
 - c. Conduct recruitment of candidates
 - d. Pre-Screen candidates and recommend finalists
 - e. Coordinate interview process
 - f. Conduct background/reference checks and contract negotiation



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D. Timeline: Anticipated start date and estimated timeline for the completion of each project component.

E. Project Cost: Itemized cost of each project component

- a. Proposals must include a “not to exceed” lump sum basic fee
- b. Additional services and/or reimbursable costs not included in the basic fee
- c. Guarantees

F. References: Executive search firm’s client references

- a. List up to three successful city manager placements in the last 36 months (municipal government preferred) and who have remained in the position at least two or more years
- b. Provide a copy of the position profile the firm completed for each client
- c. Include the name, address, phone number and email address for each reference

Other General Inclusions in the Request for Proposal

Standard Professional Service Agreement (Attached)

License and insurance (Certificates of Good Standing in State of Colorado and City of Littleton listed as an additional insured)

Items related to Request for Proposal requirements

VI. Selection Schedule

Timelines

Distribute/advertise RFP: July 21, 2016

Deadline for questions: 3:00 pm on **July 29, 2016, MST**

Deadline for proposals: 5:00 pm on **August 5, 2016 MST**

Vendor evaluation and reference checks: August 6 – October 3

Vendor must have rep. available for in-person or phone interview on: **[Pick date from 8/9/16-10/3/16]**

Council discussion/approval of vendor: October 4, 2016

Questions/inquiries shall be submitted by the above deadline to Erich WonSavage, HR Director at: ewonsavage@littletongov.org or 303-795-3902. Responses to questions will be compiled and posted on RockyMountainBID-System.com prior to July 22, 2016, MST.

VII. Submission of Proposals/ Conditions

Proposals shall be submitted with nine hard copies and electronically to:

ewonsavage@littletongov.org. The city will accept electronic submissions in Adobe PDF-Portable Document format or Microsoft Word file format. Please include “Executive Search Consulting Services” in the email subject line.



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Hard Copies are to be sent to:

Erich WonSavage, HR Director
City of Littleton
Human Resources Dept.
2255 West Berry Ave.
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Proposals must be submitted no later than 5 p.m. MST on August 5 , 2016. Late proposals will not be considered. The city reserves the right to reject any and all proposals, to request additional information concerning any proposal for purposes of clarification, to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals, and to waive any irregularities if such would serve the best interests of the city as determined by the council.

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