



**REQUEST FOR PROPOSAL
FOR
EXECUTIVE SEARCH FIRM**

ISSUE DATE: APRIL 5, 2022 AT 5:00 PM

PROPOSAL DUE DATE & TIME: APRIL 25, 2022 AT 5:00 PM

**Prepared by:
City of Unalaska
Human Resources Division
P.O. Box 610
Unalaska, Alaska 99685**

Issue Date: April 5, 2022

Issued By: City of Unalaska
Assistant City Manager
J. R. Pearson
PO Box 610
Unalaska, AK 99685
Phone: 907-581-1251 ext. 1102
Email: jrpearson@ci.unalaska.ak.us

For: City of Unalaska
Human Resource Division
Byron Horne
PO Box 610
Unalaska, AK 99685
Phone: 907-581-1251 ext.1302
Email: bhorne@ci.unalaska.ak.us

The City of Unalaska is requesting proposals from qualified executive search firms to provide the service of an executive search for the **City of Unalaska's City Manager** position. Proposals can be accepted via email and shall be received no later than 5:00 pm, April 25, 2022 for the services and/or items described herein. Proposals can be sent to:

JR Pearson, Assistant City Manager
jrpearson@ci.unalaska.ak.us

No late proposals shall be accepted or considered. Any proposal can and may be withdrawn prior to the scheduled due date.

All inquiries shall be directed to the HR Manager, Byron Horne, via email and must be submitted and received before 5:00 pm, April 25, 2022. No bid security bond is required for proposals.

The City of Unalaska reserves the right to cancel this RFP and/or reject any or all proposals.

No proposal may be withdrawn for a period of sixty (60) days after the opening of the proposal, except as provided in the RFP.

Qualifications will be worth 60% of the overall points and the price proposal will be worth 40% of the overall points. The contract will be awarded to the responsive Proposer with the highest scored Final Proposal. Only one Proposal from any individual, firm, partnership, or corporation, under the same or different names, will be considered.

1. Introduction and Background:

The City of Unalaska, (pop. 4,768) is situated in the Aleutian Islands chain 800 miles southwest of Anchorage, Alaska. The City of Unalaska is the largest Municipality in the Aleutian Islands and home to the International Port of Dutch Harbor. It is designated as a first- class city and is located within the Aleutians West Census Area, which is an unorganized borough and operates under the Council/City Manager form of government.

The City of Unalaska is seeking assistance in the recruitment of an experienced, qualified **City Manager**. This position works under the broad policy guidance of the City Council. They must possess strong leadership and communication skills with considerable knowledge of principles and techniques of administrative management and preferably, previous City Manager experience for municipal government.

The City employs approximately 169 fulltime equivalent positions. The City Manager directly supervises ten Directors who are over the following departments: Administration, Ports, Public Safety, Fire/EMS, Parks/Culture/Recreation, Clerks, Planning, Finance, Public Works, and Public Utilities. Ports and Public

Utilities operate as proprietary fund departments. The remaining departments operate under a general fund. The City Manager position establishes, with City Council and staff, overall City policies, goals, and strategic planning. The position oversees the development of the City's annual budget that includes: operations, personnel, and the capital and major maintenance plan; and presents the proposed budget to City Council for approval. The City Manager also maintains productive working relationships with representatives of the community at all levels, including City Council and staff, business and agency personnel, the media, and citizen groups. The position works closely with the City's federal and state lobbyists, and attends, with City Council, both federal and state legislative events.

2. Proposal Requirements:

The executive search for this position will be a collaborative effort between the City of Unalaska's City Council, Interim City Manager, Administration, and the professional selected. The City of Unalaska will consider proposals from Executive Search Firms with specific experience related to, previous City Manager positions, small to mid-size municipalities, and preferably knowledge and/or previous work in the State of Alaska. The City of Unalaska reserves the right to make the final hiring decision and it is at the sole discretion of the City Council, of the City of Unalaska, determined to be in the best interest of the City. The following information is required to be submitted in the order listed and shall not exceed ten (10) pages total:

- a. In compliance with this request for proposal and subject to all terms and conditions imposed herein, which are hereby incorporated by reference, complete the information below as an acknowledgement that the Proposer offers and agrees to furnish the services and/or items requested in this solicitation if selected.

Legal Name and Address of Firm:

_____ Date: _____
_____ Print Name: _____
_____ Signature: _____
_____ Zip: _____ Title: _____
_____ Phone: _____
_____ Fax: _____
_____ Business License # _____

- b. Brief history of the firm, including number of years' experience and professional staff's backgrounds.
- c. List of recruitments conducted within the last 6 years, with a focus on similar assignments and Alaska experience. Please include at least three references.
- d. Information regarding the average number of years their top candidates have remained on the job after placement and replacement service if the selected individual resigns or is terminated within a certain time frame.
- e. A recruitment plan that includes outreach and schedule of the firm's selection process.
- f. Description of proposed services such as, full or limited scope, screening process, background and reference checks, interviews, etc.

- g. Fee structure associated with proposed services including reimbursable expenses.

3. Disqualification of Proposers: Proposers may be disqualified for any of the following reasons:

- Reason to believe collusion exists of the Proposer.
- The Proposer is involved in any litigation against the City of Unalaska.
- The Proposer is in arrears of an existing contract or has failed to perform on previous contracts with the City of Unalaska.
- Failure to provide required information as requested.

4. Insurance Requirements:

- **Commercial General Liability Insurance:** \$1,000,000 per occurrence with \$2,000,000 aggregate, Coverage must be provided for Bodily Injury Liability, Broad Form Property Damage Liability, Contractual Liability, and Products and Completed Operations coverage. Completed Operations coverage is to be maintained for a minimum period of two years after the completion of the Agreement.
- **Professional Liability insurance** (Errors and omissions, with a minimum of \$2,000,000 per claim.
- **Workers' Compensation insurance** in accordance with the statutory coverages required by the State of Alaska and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal.
- **Automobile liability insurance:** Subject to a combined single limit of at least \$1,000,000 for each accident for bodily injury and property damage. Such automobile liability insurance shall be for the Consultants owned, non-owned and hired vehicles.
 - Insurance shall be placed with a carrier that has an A.M. Best Rating of A- VII or better
 - City shall be listed as an additional insured on policies where so possible
 - The City shall be given a waiver of subrogation which shall be endorse upon the policies
 - Additional requirements shall be listed in the agreement.

5. Contact Information: During the process until proposals are submitted there will be no contact with City of Unalaska personnel other than the Department of Administration.

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