



# TOWN OF LAUDERDALE-BY-THE-SEA

## AGENDA ITEM REQUEST FORM

**Town Attorney**

**Susan L. Trevarthen**

Department Submitting Request

Dept Head's Signature

<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>	<u>Commission Meeting Dates</u>	<u>Last date to turn in to Town Clerk's Office</u>
<input type="checkbox"/> May 25, 2010	May 14 (5:00 p.m.)	<input type="checkbox"/> July 27, 2010	July 16 (5:00 p.m.)	<input type="checkbox"/> Oct 26, 2010	Oct 15 (5:00 p.m.)
<input type="checkbox"/> June 8, 2010	May 28 (5:00 p.m.)	<input checked="" type="checkbox"/> Aug 25 2010*	Aug 13 (5:00 p.m.)	<input type="checkbox"/> Nov 9, 2010	Oct 29 (5:00p.m.)
<input type="checkbox"/> June 22, 2010	June 11 (5:00 p.m.)	<input type="checkbox"/> Sept 14, 2010	Sept 3 (5:00 p.m.)	<input type="checkbox"/> Nov 23, 2010	Nov 12 (5:00p.m.)
<input type="checkbox"/> July 13, 2010	June 2 (5:00 p.m.)	<input type="checkbox"/> Sep 27, 2010	Sept 17 (5:00 p.m.)	<input type="checkbox"/> Dec 14, 2010	Nov 23 (5:00p.m.)
		<input type="checkbox"/> Oct 12, 2010	Oct 1 (5:00p.m.)		Dec 3 (5:00p.m.)

\* Subject to change

- NATURE OF AGENDA ITEM**
- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Presentation         | <input type="checkbox"/> Resolution              | <input type="checkbox"/> Manager's Report  |
| <input type="checkbox"/> Public Safety Report | <input type="checkbox"/> Quasi Judicial          | <input type="checkbox"/> Attorney's Report |
| <input type="checkbox"/> Consent Agenda       | <input checked="" type="checkbox"/> Old Business | <input type="checkbox"/> Other             |
| <input type="checkbox"/> Ordinance            | <input type="checkbox"/> New Business            |  |

**SUBJECT TITLE: REQUEST FOR QUALIFICATIONS FOR SEARCH FIRM FOR TOWN MANAGER**

**EXPLANATION:** The Town Commission approved the advertisement of an announcement of the Town Manager position by the Town's Public Information Officer. That advertisement has been placed. The Town Commission reviewed a draft Request for Qualifications for hiring an executive search firm to assist in the selection of a permanent Town Manager at a roundtable meeting, and suggested various revisions. The revised RFQ is attached for additional review and direction from the Town Commission.

**EXHIBIT: Revised Request for Qualifications for Town Manager Search**

08-03-10A10:01 RCVD



# **REQUEST FOR QUALIFICATIONS**

# \_\_\_\_\_

## **PROFESSIONAL CONSULTING SERVICES FOR EXECUTIVE RECRUITMENT - TOWN MANAGER OF TOWN OF LAUDERDALE-BY-THE-SEA**

**RFQ OPENING: \_\_\_\_\_, 2010, \_\_:00 P.M.**

**Town Hall**

**4501 Ocean Drive**

**Lauderdale-By-The-Sea, FL 33308**

August \_\_, 2010

**TOWN OF LAUDERDALE-BY-THE-SEA, FLORIDA**  
**REQUEST FOR QUALIFICATIONS**

# \_\_\_\_\_

The Town of Lauderdale-By-The-Sea, Florida invites qualified firms to submit qualifications, and experience for consideration to provide:

**PROFESSIONAL CONSULTING SERVICES FOR  
EXECUTIVE RECRUITMENT - TOWN MANAGER**

The Town intends to issue a single contract to a firm to provide professional consulting services to evaluate candidates for Town Manager, advise the Town Commission on the selection process and negotiate a contract with the selected candidate.

The Town of Lauderdale-By-The-Sea, Florida will receive sealed responses until \_\_:00 p.m. (local), \_\_\_\_\_, 2010, in Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308. Late submittals, additions, or changes will not be accepted. Submittal packages should be marked on the exterior RFQ # \_\_\_\_\_ Professional Consulting Services For Executive Recruitment - Town Manager.

**A. PROJECT OVERVIEW**

The intent of this project is to perform executive search services for the position of Town Manager. The successful contractor will furnish assistance to the Town Commission of the Town of Lauderdale-By-The-Sea to develop a list of desirable candidates from the responses received from the Town's previously placed advertisement. The contractor will be expected to conduct full background, effectiveness, and performance assessments of recommended candidates as provided herein, and negotiate a contract with the selected candidate. The approach must include individual interviews with the Town Commissioners to obtain their input on the desired attributes of the Town Manager, and must include organizing at least one gathering in the Town for the top candidate(s) to meet with Town Commissioners, Town staff, and members of the community.

**B. SPECIFIC REQUIREMENTS**

The Town Manager was terminated on April 20, 2010, and an Interim Town Manager is currently serving the Town and may be a candidate for the position. It is the desire of the Town Commission to have a new Town Manager selected as soon as practical. A position description has already been prepared and advertised, and is attached as Exhibit \_\_. The contract term for recruitment service shall be from the date of award until a successful candidate is hired.

**C. BACKGROUND**

RFQ \_\_\_\_\_

\_\_\_\_\_ Initial

Initially incorporated in 1927, the Town of Lauderdale-By-The-Sea is located on a barrier island between the Atlantic Ocean and the Intracoastal Waterway just north of Fort Lauderdale, our biggest municipal neighbor in Broward County. Primarily a residential community with a charming, low-rise downtown district, the Town has 5,800 permanent residents, and a seasonal population of more than 12,000). With an area of 1.5 square miles, the Town's industries include retail, tourism, hospitality, finance and real estate.

The Town operates under a Commission/Manager form of government, vesting the responsibility of the operation of the Town in the Manager. The majority of the Town Commission (the mayor and two of the four commissioners) face election in every even-numbered year. The Town has 33 full-time employees and an annual All-Funds Budget of \$15.5 million. Police, fire and EMS are provided through contracts with the Broward Sheriff's Office, Volunteer Fire Department and American Medical Response. Water and sewer services are provided through contracts with neighboring cities, and the Town issues a franchise for solid waste collection services.

A primary responsibility of the Town Manager is the Town's budget and fiscal management, as well as supervising the Town's public safety contractors and providing support for the Town Commission. The Manager reports to the five-member Town Commission and serves at their pleasure. The position is non-political, and is the highest visible job in the Town. It requires the ability to interact throughout the community at high profile meetings, public gatherings, with Town staff and participate in public Town Commission meetings, and requires familiarity with current technology and best business practices.

The Town Charter specifies the duties and qualifications of the Town Manager, and the Town Commission's role in overseeing administration, as follows:

**Sec. 5.3. Town Manager--Appointment, qualifications and compensation.** The Town Commission shall appoint a Town Manager who shall be the administrative head of the municipal government under the direction and supervision of the Town Commission. The Town Manager shall hold office at the pleasure of the Town Commission. The Town Manager shall receive such compensation as determined by the Town Commission through the adoption of an appropriate resolution. The Town Manager shall be appointed by resolution approving an employment contract between the Town and the Town Manager. The Town Manager shall be appointed solely on the basis of education and experience in the accepted competencies and practices of local public management including, a graduate degree with a concentration in public administration, public affairs, public policy, or public finance and two (2) years' experience as an appointed city manager or county manager, or four (4) years' experience as an assistant or deputy city manager or assistant or deputy county manager.

**Sec. 5.4. Town Manager--Absence or disability; removal.** During the absence or disability of the Town Manager, the Town Commission may by resolution designate some properly qualified person to temporarily execute the functions of the Town Manager. The person thus designated shall have the same powers and duties as the Town Manager, and shall be known while so serving as "Acting Town Manager." The Town Manager or Acting Town Manager may be removed by the Town Commission at any time.

**Sec. 5.5. Town Manager--Powers and duties.** The Town Manager shall be responsible to the Town Commission for the proper administration of all affairs of the Town coming under the Town Manager's jurisdiction, and the Town Manager's powers are and they shall be:

- (1) To see that the laws and ordinances of the Town are enforced.
- (2) To appoint or remove all subordinate officers and employees.
- (3) To exercise, control and direct supervision over all departments and divisions of the municipal government under the classified service, except where otherwise provided.
- (4) To see that all terms and conditions imposed in favor of the Town or its inhabitants in any public utility franchise are faithfully kept and performed; and upon knowledge of any violation thereof, to call the same to the attention of the Town Attorney, whose duty it is hereby made to take such legal steps as may be necessary to enforce the same.
- (5) To attend all meetings of the Town Commission, with right to take part in the discussions, but without having a vote.
- (6) To recommend to the Town Commission for adoption such measures as the Town Manager may deem necessary or expedient in the interest of the Town.
- (7) To keep the Town Commission fully advised as to the financial conditions and needs of the Town and at the proper time to submit to the Town Commission for its consideration an annual budget.
- (8) To advise and consult with all officers and official heads of the several departments of the Town relative to the affairs of such department, and to make recommendations to the Town Commission respecting such departments as the Town Manager may see fit.
- (9) To perform such other duties as may be prescribed under this Charter, or may be required of the Town Manager by motion, direction, ordinance or resolution of the Town Commission.
- (10) To prepare and submit to the Town Commission an annual financial audit of its accounts and records, completed no later than six (6) months after the end of its fiscal year by an independent certified public accountant retained by the Town Commission and paid from its public funds.
- (11) To sign all checks, warrants, bonds and agreements issued by the Town of Lauderdale-By-The-Sea.
- (12) To assist the Town Commission to develop long-term goals for the Town and strategies to implement these goals.
- (13) To encourage and provide staff support for regional and intergovernmental cooperation.
- (14) To promote partnerships among the Town Commission, staff, and citizens in developing public policy and building a sense of community.

**Sec. 3.6. Non-interference in Town Administration.** The Town Commission or its members shall not give orders to any Town officer or employees who are subject to the direction and supervision of the Town Manager, either publicly or privately. Nothing in the foregoing is to be construed to prohibit individual members of the Town Commission from examining by question and personal observation all aspects of Town government operations so as to obtain independent information to assist the members in the formulation of policies to be considered by the Commission and assure the implementation

of such policies as have been adopted. It is the express intent of this provision, however, that such inquiry shall not interfere directly with the regular municipal operations of the Town and that recommendations for change or improvements in Town government operations be made to and through the Town Manager.

**D. SUBMISSION OF RESPONSES**

The Town of Lauderdale-By-The-Sea, Florida will receive responses until \_\_:00 p.m. (local), \_\_\_\_\_, 2010 in Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308.

To assure consistency, responses must include the following information and conform to the following format:

1. Cover letter.
2. Project team.
3. Statement of skills and experience of the project team as related to similar projects for other communities with similar characteristics and demographics, and details regarding the Responder's capacity to complete the project.
4. Resumes of key personnel (limit of one page per person).
5. Information on cost/fees.
6. Project approach
7. Proposed timeline for the project.
8. References for past local government manager search projects in the State of Florida, with preference for projects for coastal communities in the South Florida region (Broward, Palm Beach, Miami-Dade, Monroe Counties).

Submit one (1) original unbound and nine (9) bound copies of the proposal. All copies will be on 8 ½" x 11" plain white paper, typed, and signed by the Responder's contractually binding authority.

Return all RFQ pages, initialed where indicated.

**E. PROJECT COMPONENTS AND SCOPE OF WORK**

1. The Town has already developed and advertised the position description, and the Town Commission will review the responses and select an initial group of candidates.
2. The Responder shall review the Town's advertisement for a new Town Manager and other relevant background information, and meet individually with each Town Commissioner, the Interim Town Manager, Town department heads, community leaders, and any other persons necessary to obtain a complete understanding of the needs and preferences of the Town.
3. The Responder shall approach the prospective short list of candidates selected by the Town Commission, to develop a clear understanding of whether their background, experience, knowledge, integrity and temperament is well-suited to the Town Manager position. It is anticipated that this initial group of candidates will not exceed ten (10). The Responder shall confer with the Town Commission regarding any additional

candidates it may wish to suggest, and the Town may request to include any of those candidates in the initial group for review.

4. The Responder shall interview the short-listed candidates, evaluating them against the position description and its profile of the ideal candidate. Interview notes shall be taken in detail, and those interview notes provided to the Town Commission.
5. The Responder shall present a short list of no fewer than three (3) and no more than five (5) of the best-qualified candidates to the Town for interviews. The Responder shall provide written evidence of verification of the recommended candidates' employment history going back twenty years, of claimed education and degrees, of criminal background checks in those counties and states where the candidate has resided in the past ten years, and the results of a driving record check on the candidate.
6. The Responder shall obtain, review and evaluate detailed references on the short-listed candidates to confirm that person's suitability for the role, and to identify any areas of concern or points for development. These references shall include, at a minimum, include interviews with every elected official for which the candidate has worked since January 1, 2005, the current leader of the chamber of commerce or other similar business group in the community, leaders of any neighborhood associations and interests, former or current department heads that reported to the individual, and other persons with whom the candidate interacted in prior managerial positions. The Responder shall present the reference results in written format and meet with the members of the Town Commission regarding its review and evaluation, and provide information on the short-listed candidates in the manner requested by the Town.
7. The Responder shall work closely with the Town Commission as the Town Commission and chosen candidate move towards an offer, attending all meetings where the Town Commission considers the matter, debriefing candidates, and facilitating offer negotiations between the chosen candidate and the Town Commission.

#### **F. SELECTION/EVALUATION CRITERIA**

The selection criteria include experience and demonstrated excellence in the following areas:

##### **1. Project Team Experience and Capacity**

Provide details of the project team and their experience in completing similar projects for other communities with characteristics and demographics similar to Lauderdale-By-The-Sea. Include relevant experience within the State of Florida, with a preference for coastal communities in the South Florida area (Palm Beach, Broward, Miami-Dade, Monroe Counties). Include resumes of all staff who will work on the project and their anticipated responsibilities relating to the project.

Proposal must include a description of the Responder's current workload in relation to resources. Each Responder must demonstrate that their firm has the resources needed to effectively manage this project for its duration. Key project staff, who would be assigned to this work, must be identified. The Responder must identify who will actively manage this project and that person cannot be changed without the express written consent of the Town Commission.

2. Project Approach

Include proposed methodology to meet the stated project components and to demonstrate understanding of the proposed scope of work set forth in Section E. above. If changes are suggested for the Scope of Work, the Responder may include a description of those changes. Include details of the recruitment sources that will be used in the search for candidates. Identify the elements of the background checks that would be performed on candidates, and what firms or sources will be used if any element of the background and performance assessment is to be outsourced.

3. Cost/Fees

State the total cost to the Town for the project. Proposed costs shall be all-inclusive; no additional charges may be assessed. State warranty provisions for repeating the process, should the selected candidate not complete at least two years of service with the Town.

4. Project Timeline

Provide a detailed project schedule.

**G. QUESTIONS AND COMMUNICATION**

All questions must be submitted in writing to June White, Town Clerk, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308. All questions must include the inquiring firm's name, address, telephone number and RFQ name and number. Questions must be received by \_\_\_:00 p.m. on \_\_\_\_\_, 2010, at the above location. No further questions will be accepted after this date. Oral and other interpretations or clarifications will be without legal effect. Questions and answers will be distributed in written form to all firms known to have obtained the RFQ document from the Town.

**H. ADDENDA**

The Town reserves the right to revise, change, modify or cancel this RFQ anytime before or after the closing date. In the event the Town determines to revise, change, modify, or cancel this RFQ or to provide additional information, written addenda or information will be issued to all known recipients of this RFQ.

**I. ACCEPTANCE PERIOD**

Qualifications in response to this RFQ will be considered offers, and must remain open for a period no less than 120 days from the closing date

**J. RFQ CONDITIONS AND PROVISIONS**

A duly authorized official of the Responder firm must sign the response. The completed and signed response (together with all required attachments) must be returned to Town on or before

the time and date stated herein. All Responders, by submission of a proposal, shall agree to comply with all of the conditions, requirements and instructions of this RFQ as stated or implied herein. Any alteration, erasure, or interlineations by the Responder in this RFQ shall constitute cause for rejection. Changes, exceptions or deviations to a response may not be added after the submittal date.

All Responders are required to complete all information requested in this RFQ. Failure to do so may result in the disqualification of response.

The Town reserves the right to waive any technical or formal errors or omissions and to reject all response(s), or to award a contract for the items herein, in part or whole, if it is determined to be in the best interests of the Town to do so.

The Town shall not be liable for any costs incurred by the Responder in the preparation of responses or for any work performed in connection therein.

The Town reserves the right to reject all responses, if in its judgment it deems it to be in the best interest of the Town to do so. All responses and supporting materials submitted in response to this RFQ will become the property of the Town.

#### **K. SELECTION/EVALUATION PROCESS**

The Town Commission will be responsible for selecting the most qualified firm. The Commission will evaluate responses based upon any or all of the below criteria and any additional criteria that may be relevant to the goal of this project. To that end, Responder is requested to suggest any additional qualifications it feels may provide insight into its ability to accomplish the project, which may not be listed below.

- Project team's experience with similar assignments in similar communities
- Project team's capacity
- Project approach
- Proposed timeline for project
- Cost

Each firm should submit documents that provide evidence of capability to provide the services required and meet the criteria listed for the Town Commission's review for shortlisting purposes. The shortlisted firms may be contacted to provide public presentations regarding their qualifications and ability to furnish the required services.

The Town Commission may do any of the following (including, but not limited to): direct staff to re-advertise the solicitation; request oral presentations and determine a ranking order; and direct staff to finalize a contract with the successful Responder.

#### **L. INSURANCE**

The insurance described herein reflects the insurance requirements deemed necessary for this project by the Town and must be in place at the time of award of a contract. It is not necessary to have this level of insurance in effect at the time of submittal, but certificates indicating that the insurance is currently carried or a letter from the insurance provider indicating upgrade ability will speed the review process to determine the most qualified Responder.

The successful Responder(s) shall not commence work until proof of insurance including terms and provisions of coverage, has been received and approved by the Town of Lauderdale-By-The-Sea Finance Director.

The following insurance coverage shall be required:

1. Worker's Compensation Insurance covering all employees and providing benefits as required by Florida Statute, Chapter 440. The Contractor further agrees to be responsible for employment, control and conduct of its employees and for any injury sustained by such employees in the course of their employment.

2. Liability Insurance

a) Naming the Town of Lauderdale-By-The-Sea as an additional insured, on General Liability Insurance and Automobile Liability, in connection with work being done under this contract.

b) Such Liability insurance shall include the following checked types of insurance and indicated minimum policy limits.

**LIMITS OF LIABILITY**

Type of Insurance	each occurrence	aggregate
<b>GENERAL LIABILITY</b>	<b>MINIMUM \$500,000 OCCURRENCE/AGGREGATE</b>	
XX comprehensive form		
XX errors & omissions		
XX premises - operations	bodily injury	
— explosion & collapse hazard	property damage	
— underground hazard		
— products/completed operations hazard	bodily injury and property damage combined	
XX contractual insurance		
XX broad form property damage		
XX independent contractors		
XX personal injury	personal injury	
<b>AUTOMOBILE LIABILITY</b>		
	<b>MINIMUM \$500,000 OCCURRENCE/AGGREGATE</b>	
	bodily injury (each person)	
	bodily injury (each accident)	
XX comprehensive form		
XX owned	property damage	
XX hired	bodily injury and property damage combined	
XX non-owned		
<b>EXCESS LIABILITY</b>		
XX umbrella form	bodily injury and property damage combined	
— other than umbrella		
		\$500,000. \$500,000.
XX <b>PROFESSIONAL LIABILITY</b>		\$1,000,000. \$1,000,000.

The certification or proof of insurance must contain a provision for notification to the Town ten (10) days in advance of any material change in coverage or cancellation.

The successful Responder shall furnish to the Town the certification or proof of insurance required by the provisions set forth above, within ten (10) days after notification of award of contract.

Any questions as to the intent or meaning of any part of the above required coverage should be directed to Doug Haag, Finance Director, at (954) 776-0576.

A response to this RFQ constitutes verification of the Responder's ability to conform to the insurance requirements, unless stated otherwise.

**M. STANDARD PROVISIONS**

RFQ \_\_\_\_\_

\_\_\_\_\_ Initial

1. Governing Law. Interested vendors will agree that the laws of the State of Florida shall govern agreements, and the venue for any legal action will be Broward County, Florida.
2. Conflict Of Interest. For purposes of determining any possible conflict of interest, each Responder must disclose if any Town employee is also an owner, corporate officer, or an employee of his or her business. If any Town employee is also an owner, corporate officer, or an employee, the Responder must file a statement with the Broward County Supervisor of Elections, pursuant to Section 112.313, Florida Statutes.
3. Drug Free Workplace. The selected Responder with whom an agreement will be negotiated will be required to verify that they will operate a “Drug Free Workplace” as outlined in Section 287.087, Florida Statutes.
4. Public Entity Crimes. A person or affiliate who has been placed on the convicted vendor list following a conviction for public entity crime may not submit a proposal on a contract to provide any goods or services to a public entity, may not submit a proposal on a contract with a public entity for the construction or repair of a public building or public work, may not submit responses on leases of real property to public entity, may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity, and may not transact business with any public entity in excess of the threshold amount provided in Section 287.017, Florida Statutes, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list. See Section 287.133(2)(a), Florida Statutes.
5. Familiarity With Laws. The selected Responder is required to be familiar with all Federal, State and local laws, ordinances, rules and regulations that may affect the project. Ignorance on the part of the Responder will in no way relieve the Responder from responsibility.
6. Withdrawal Of Responses. A Responder may withdraw his proposal without prejudice to himself/herself no later than the advertised deadline for submission of responses, by communicating this request in writing to June White, Town Clerk, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308.
7. Non-Discrimination. During the performance of an awarded contract, the successful Responder shall not to discriminate against any candidate for employment because of race, religion, color, age, sex, national origin, sexual orientation, disability or any other basis prohibited by applicable laws of the United States, the State of Florida, or Broward County relating to discrimination in employment, except where one or more of these are a bona fide occupational qualification.
8. Composition Of Project Team. Responder will be required to commit that the personnel and/or principals named in the proposal shall remain assigned to the project throughout the period of the contract, unless provided for otherwise in the contract. No diversion or substitution of personnel or principals will be allowed without submission of a written

request with the qualifications and experience of the proposed replacement. The written approval of the Town will be required for any such diversion or substitution.

9. Contact Information. For additional information regarding this solicitation, please contact June White, Town Clerk, Town Hall, 4501 Ocean Drive, Lauderdale-By-The-Sea, FL 33308, (954) 776-0576.