



REQUEST FOR PROPOSALS
FOR
**RECRUITING FIRM for SEARCH TO FILL THE
CITY ADMINISTRATOR AND CITY ENGINEER/PUBLIC WORKS
DIRECTOR POSITIONS**

Grand Island Human Resources Department

Proposals will be received at the **Office of the City Clerk, 100 East First Street, Grand Island, NE 68801, until 4:00 p.m. (Local Time), October 12, 2022**, for **Recruiting firm for search to fill City Administrator and City Engineer/Public Works Directors positions**. Proposals will be publicly opened at this time at the Office of the City Clerk, 100 East First Street, Grand Island, NE. **Proposals received after the specified time will be returned unopened to sender.**

Proposal specifications are on file in the office of Grand Island Human Resources Department. The proposal package is available on-line at www.grand-island.com under Calendars. An original and two copies of the proposal must be submitted OR proposals may be submitted online via Quest CDN. Additional information can be found at <https://www.grand-island.com/government/city-clerk/bid-document-information>.

The successful bidder will be required to comply with fair labor standards as required by Nebraska R.R.S.73-102 and comply with Nebraska R.R.S. 48-657 pertaining to contributions to the Unemployment Compensation Fund of the State of Nebraska. Successful bidder shall maintain a drug free workplace policy. Every public contractor and his, her or its subcontractors who are awarded a contract by the City for the physical performance of services within the State of Nebraska shall register with and use a federal immigration verification system to determine the work eligibility status of new employees physically performing services within the State of Nebraska.

Proposals will be evaluated by the purchaser based on reputation of Proposer, services provided, pricing, availability of Proposer and Proposer's willingness to negotiate contract terms and conditions to the City's satisfaction. The Purchaser reserves the right to reject any or all proposals, to waive technicalities, and to accept whichever proposal that may be in the best interest of the City.

No Company may withdraw its proposal for a period of sixty (60) days after date of bid opening.

RaNae Edwards, City Clerk

**GENERAL SPECIFICATIONS
FOR
RECRUITING FIRM for SEARCH TO FILL
THE CITY ADMINISTRATOR AND CITY ENGINEER/PUBLIC WORKS DIRECTOR
POSITIONS
CITY OF GRAND ISLAND, NEBRASKA**

Proposals will be **received at the office of the City Clerk until 4:00 p.m. (Local Time), October 12, 2022**, 100 East First St., Grand Island, NE 68801 or P.O. Box 1968, Grand Island, NE, for **RECRUITING FIRM for SEARCH TO FILL THE CITY ADMINISTRATOR AND CITY ENGINEER/PUBLIC WORKS DIRECTOR POSITIONS** specified in these proposal documents. **Proposals received after the specified time will be returned unopened to sender.**

Attached are detailed minimum specifications. The following general specifications also apply to this bid.

Proposal Submittal

All envelopes containing a proposal must state on the outside of the envelope “**Proposal for Recruiting Firm for Search to Fill the City Administrator and City Engineer/Public Works Director Positions.**” All bidders must submit one original and two (2) copies of the proposal.

OR

Submit your proposal online via Quest CDN. Additional information can be found here:
<https://www.grand-island.com/government/city-clerk/bid-document-information>

Payment

The invoice will be paid after approval at the next regularly scheduled Council meeting occurring after departmental approval of invoice; the City Council typically meets the second and fourth Tuesday of each month. Invoices must be received well in advance of Council date to allow evaluation and processing time.

Fair Employment Practices

Each proposer agrees that he/she will not discriminate against any employee or applicant for employment because of age, race, color, religious creed, ancestry, handicap, sex or political affiliation.

Data Privacy

Proposer agrees to abide by all applicable Local, State, and Federal laws and regulations concerning the handling and disclosure of private and confidential information concerning individuals and corporations as to inventions, patents and patent

rights. The proposer agrees to hold the City harmless from any claims resulting from the bidder's unlawful disclosure or use of private or confidential information.

Independent Price Determination

By signing and submitting the proposal, the proposer certifies that: the prices in the proposal have been arrived at independently, without consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other proposer or with any competitor.

Clarification of Specification Documents

Proposers shall promptly notify the Purchasing Agent of any ambiguity, inconsistency or error which they may discover upon examination of the specifications. Interpretations, corrections and changes made to the specifications will be made by written addenda. Oral interpretations or changes to the specifications made in any other manner will not be binding on the City; and proposers shall not rely upon such interpretations or changes.

Proposal Evaluation and Award

No proposal shall be withdrawn for a period of sixty (60) days after proposal due date. The City reserves the right to reject any and all proposals, to waive technicalities and to accept the proposal considered by the Purchaser to be in the City's best interest. This proposal will be evaluated based on the reputation of proposer, services provided, pricing, availability of proposer and proposer's willingness to negotiate contract terms and conditions to the City's satisfaction.

Gratuities and Kickbacks

City Code states that it is unethical for any person to offer, give, or agree to give any City employee or former City employee, or for any City employee or former City employee to solicit, demand, accept, or agree to accept from another person, a gratuity or an offer of employment in connection with any decision, approval, disapproval, recommendation, or preparation of any part of a program requirement or a purchase request, influencing the content of any specification or procurement standard, rendering of advice, investigation, auditing, or in any other advisory capacity in any proceeding or application, request for ruling, determination, claim or controversy, or other particular matter, pertaining to any program requirement or a contract or subcontract, or to any solicitation or proposal therefore. It shall be unethical for any payment, gratuity, or offer of employment to be made by or on behalf of a subcontractor under a contract to the prime contractor or higher tier subcontractor or any person associated therewith, as an inducement for the award of a subcontract or order.

CITY OF GRAND ISLAND
REQUEST FOR PROPOSAL INSTRUCTIONS

The City of Grand Island, Nebraska, Grand Island Human Resources Department, requests sealed proposals for the following:

**RECRUITING FIRM for SEARCH TO FILL THE
CITY ADMINISTRATOR AND CITY ENGINEER/PUBLIC WORKS DIRECTOR POSITIONS**

As part of the Request for Proposals the following items are attached:

**Advertisement to Bidders
General Specifications
Request for Proposal Instructions**

Sealed proposals must be received by 4:00 p.m. (Local Time), October 12, 2022, and be addressed to:

**City Clerk
City of Grand Island
(Street Address) 100 East 1st Street, Grand Island, NE 68801
(Mailing Address) P. O. Box 1968, Grand Island, NE 68802-1968**

OR

Submit your proposal online via QuestCDN. Additional information can be found here:
<https://www.grand-island.com/government/city-clerk/bid-document-information>

The City Of Grand Island, a first class city, is requesting proposals from recruiting firms to assist in the search for a City Administrator and a City Engineer/Public Works Director.

Proposals must include the following:

- Brief company history
- Name of individual(s) to be assigned to this project and a brief resume.
- Related experience with other municipalities, especially in Nebraska. Please provide a client list naming the municipality, your principal contact there, address, and phone number.
- A statement of the services to be provided with a proposed work plan and schedule for completion.
- A detailed fee structure.
- Agreement that should a candidate leave, through no fault of the City Of Grand Island within ninety (90) calendar days of initial employment, the recruiting firm will locate and present additional candidates of comparable qualifications at no additional charge.
- Information relative to consultants' turnaround time in response to City requests.
- Copies of proposed consultant contract documents.

There is no express or implied obligation of the City Of Grand Island to reimburse responding firms for any expenses incurred in preparing proposals in response to this request. During the evaluation process, the City Of Grand Island reserves the right to request additional information or clarifications from proposers. At the discretion of the City, firms submitting proposals who have been determined as finalists may be requested to make oral presentations as part of the evaluation process.

The City Of Grand Island reserves the right to refuse any or all proposals and to select the proposal deemed by the evaluation committee to be in the City's best interest. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request. Proposals are to remain firm for no less than sixty (60) days after the due date.

Instructions for Proposals

Proposers must include an original and two (2) copies of the proposal.

OR

Submit your proposal online via QuestCDN. Additional information can be found here:
<https://www.grand-island.com/government/city-clerk/bid-document-information>

All information listed above must be included with proposal. Supplementary material that the proposer wishes to include will be appreciated, but is not required.

Please direct questions to: Aaron Schmid, Human Resources Director
 aarons@grand-island.com
 308-385-5444 x190

THE CITY OF GRAND ISLAND RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS.