



REQUEST FOR PROPOSALS (RFP) TOWNSHIP MANAGER EXECUTIVE SEARCH

Issue Date: June 17, 2024

Issued By: Meridian Charter Township
5151 Marsh Road
Okemos, MI 48864

Inquiries/Contact: Abigail Tithof
Meridian Charter Township
Human Resources Director
Tithof@meridian.mi.us

Information Due: 3:00 p.m. July 19, 2024

Section I.

Request for Proposal Notice

Meridian Charter Township is hereby requesting proposals for qualified firms to assist with its Township Manager executive search. The deadline to submit proposals is 3:00 p.m., July 19, 2024.

Two hard copies OR one electronic copy (emailed to Tithof@meridian.mi.us) of your business proposal, clearly labeled “**RFP – Township Manager Executive Search**” should be sent to the Township. Hard copies may be mailed to the Township at the following address:

RFP – Township Manager Executive Search
Attn: Abigail Tithof, Human Resources
Meridian Charter Township
5151 Marsh Road
Okemos, MI 48864

And/or email to: Tithof@meridian.mi.us

Please note that no formal opening of the proposals will take place.

Proposals will be evaluated, and the successful vendor will be approved by the Township Board. The Charter Township of Meridian reserves the right to reject any or all proposals, waive irregularities in submitted proposals in the best interest of the Township, to reissue RFPs, and to request additional information. The Township reserves the right to negotiate the terms and conditions of all or any part of the project or to accept any proposals determined by the Township to be in the best interest of the Township and successful completion of the project.

Inquiries should be directed by email to Abigail Tithof, Human Resources Director, at Tithof@meridian.mi.us no later than 3:00 p.m. July 19, 2024.

Schedule (Dates are estimated and subject to change):

- | | |
|-------------------------------|----------------|
| • Release of RFP | June 17, 2024 |
| • Search Firm's Questions Due | July 12, 2024 |
| • Proposals Due | July 19, 2024 |
| • Review of Search Firms | July 2024 |
| • Approval of Award | August 8, 2024 |
| • Contract Begin Date | August 2024 |

Section II. Township Background and Introduction

Meridian Charter Township is a destination for raising families with a vision to achieve and maintain a sustainable and welcoming community with the highest quality of life for its 43,916 Township residents. This encompasses protecting our natural environment and our health and safety, and enhancing our prosperity, cultural heritage, diversity and recreational opportunities. Established in 1842, the Township of Meridian was organized by an act of the legislature. What was once an extension of Aleidon Township, Meridian Township became its own municipality with somewhere around 50 residents. We commemorated the 175th anniversary of Meridian Township in 2017.

Centrally located, Meridian Township has nestled within its borders two healthy and active communities, Haslett and Okemos. A smaller portion of East Lansing and Williamston mailing addresses are also within our border. Lying along the eastern border of East Lansing and MSU, Meridian Township is in close proximity to the Michigan State Capitol.

Meridian Township welcomes visitors from surrounding areas to its vibrant business districts, over 32 square miles that includes 906 acres of parks and natural areas and to Lake Lansing, the largest lake within 25 miles of the State Capital.

Section III. Scope of Services

- 1. Develop a comprehensive Township Manager profile** based on information and input from the Township Board, Staff, and representatives of the Meridian Township community. This should include interviews with key stakeholders to clarify the challenges and opportunities for the next Township Manager.
 - a. In addition to the position profile, assist with a revision to the Township Manager job description.
- 2. Review the area market** – Make recommendations regarding Township Manager Compensation.
- 3. Recruitment** – Conduct a regional and nationwide search process to attract a highly qualified candidate pool that meets the criteria outlined in the position profile. The process should include recruitment directed towards a diverse set of candidates. The search firm will receive all application materials and correspond with the candidates, as directed by the Township Board.
- 4. Communication** – Propose a communication strategy to keep key stakeholders updated at various stages of the recruitment process.
- 5. Candidate Screening** – Review all application materials, engage with qualified candidates, and manage a process that results in narrowing the field of candidates to those that most closely match the needs of the Township and the Township Manager position profile.

6. **Candidate Analysis** – Provide a written report that recommends the top group of candidates and provides the Township Board with detailed information about these candidates. The report will include candidate background information, strengths, weaknesses, education, and professional accomplishments.
7. **Facilitate an interview and selection process** with a select group of top candidates and advise the Township Board on a strategy to engage key stakeholders in the selection process. Once finalists are identified, the search firm will:
 - a. Assist the Township Board with the selection and decision-making process;
 - b. Assist with contract negotiation with the final candidate;
 - c. Assist in developing mutually agreed upon performance goals that will help guide the first 6 to 12 months of the new Township Manager’s employment.

Section IV. Proposal Evaluation Criteria

Meridian Charter Township will evaluate respondents based upon the written response to this RFP, consultant interviews, references, and any other information requested by the Township. The selection is based on the following criteria:

1. Consultant’s understanding of and approach in providing search services;
2. Consultant’s demonstrated qualifications and experience in this work, including the ability to search for the right candidate, having performed similar searches for local government.
3. Prior experience with an executive recruitment for Township Manager or other local government chief executive.
4. References.
5. Proposed fees.

Tentative Township Manager Search Timeline (Dates are estimated and subject to change)

Date	Action
June 2024	1. RFP draft 2. Communication to employees/community
June 2024	3. RFP issued
July 2024	4. RFP response review & selection
August 2024	5. Search firm selection 6. Initial meeting with the search firm
September 2024	7. Position posted 8. Preliminary interviews & reference checks
October 2024	9. Initial interviews 10. Follow-up interviews, as deemed necessary 11. Full Township Board meet-and-greet with preferred candidate(s)
November 2024	12. Extend an offer to the preferred candidate 13. Post-offer reference checks & background/pre-employment process
November/December 2024	14. Announcement to staff and media
November/December 2024/ January 2025	15. New Township Manager on staff for a 2-3 week period that overlaps with Interim Township Manager

Meridian Charter Township reserves the right to accept any one or more than one proposal; to withdraw or cancel this RFP; to modify or amend, with the consent of the respondent, any proposal prior to acceptance; to reject any or all proposals or waive any informality and otherwise to affect any agreement that Meridian Charter Township, in its sole judgment, deems to be in its best interest. The successful respondent will be expected to enter into a standard services agreement.

Section V. Proposal Organization

Search firms must include the following in their proposal:

- Cover letter addressed to the Township Board and copied to Human Resources;
 - Hiring firm's background, staff qualifications, and experience;
 - Scope of required services;
 - References;
 - Additional data and information;
 - Attachments;
 - Cost proposal.
1. **Cover letter** – Include the name of executive and professional personnel by skill and qualifications who will be employed in the work. Identify only individuals who will do the work on this project by name and title. Resumes and qualifications are required for all proposed Township Manager search personnel;
 2. **Describe the history of the firm**, in terms of length of existence, types of services provided, etc. Identify the details that make the firm uniquely qualified for this work;
 3. **Scope of Required Services** – Provide an overview of your recommended approach to each element outlined in the scope of services. This overview should include how the process will be managed and scheduled, communication and coordination, and the working relationship between the company and Township staff. Provide a detailed timeline in the process;
 4. **Provide examples of prior work** implementing similar search processes for both your company and the individuals to be involved in the project;
 5. **References** – A list of at least five references must be provided for similar Township Manager search processes recently completed. Please include the first/agency name, address, brief description of the work and contact person and contact information;
 6. **Additional Data and Information** – Any additional material such as communication materials, presentations, videos, etc., that may give the selection committee a broader sense of your company;
 7. **Cost Proposal** – Shall be submitted and include names, title, hourly rates, reimbursable expenses, and any other costs associated with providing the proposed services and any other anticipated expenses.

Section VI. Proposal Evaluation

The Township will evaluate each proposal by the above-described criteria to select a short list of firms for further consideration. The Township reserves the right to reject any proposal that it determines to be unresponsive and deficient in any of the information requested for evaluation. A proposal with all the requested information does

not guarantee the proposing firm to be a candidate for an interview or follow-up. The Township may contact references to verify material submitted by the respondents.

The Township will then schedule interviews with the selected firms if necessary. The selected firms will be given the opportunity to discuss in more detail their qualifications, experience, proposed work plan and fee proposal.

The interview must include the project team members expected to complete most of the work on the project. The Township reserves the right to waive the interview process and evaluate the respondents based on their proposals and fee schedules prior to interviews.

Section VII. Additional RFP Details

Public Records

In entering into a contract with the Township (or responding to a Township solicitation), all consultants are hereby notified that all bids, proposals, quotations, RFP responses, agreements, invoices, correspondence and any other documents submitted to the Township become public property, are subject to public disclosure, and may be eligible for review under the Freedom of Information Act (FOIA). All public records will be made available upon request, at the earliest time permitted by law. Ownership of all data, materials, and documentation originated and prepared for the Township pursuant to this RFP shall belong exclusively to the Township.

Tax Exemption

The Township is exempt from Federal and State of Michigan sales tax. A tax exemption certificate will be made available at the successful consultant's request.

Expense for Preparing Response to RFP

The Township accepts no responsibility for any expenses incurred by the responders to this RFP, including costs associated with RFP responses and presentations. Such expenses are to be borne exclusively by the responders.

Compliance

The contractor shall observe and comply with all applicable laws, ordinances, and the rules and regulations of all authorities having jurisdiction over the Township's contract.

The contractor shall comply, when applicable, with the US Department of Labor, Safety and Health Regulations identified as Chapter XVII of Title 29, Code of Federal Regulations (CFR) Parts 1910 and 1926 and subsequent amendments.

The contractor agrees that in the hiring of employees for the performance of work under the Township's contract or any subcontract, no contractor, subcontractor, or any person acting on his behalf shall, by reason or race, creed, sex, disability, color, discriminate against any citizen of the State in the employment of labor or workers who are qualified and available to perform the work to which the employment relates, nor shall any contractor, subcontractor, or any person acting on his behalf, in any manner, discriminate against or intimidate any employee hired for the performance of work under the Township's contract on account of race, creed, sex, disability, or color.

Non-Waiver of Rights

No failure of either party to exercise any power given to it hereunder or to insist upon strict compliance by the other party with its obligations hereunder, and no custom or practice of the parties at variance with the terms hereof, nor any payment under this agreement shall constitute a waiver of either party's right to demand exact compliance with the terms hereof.

Indemnification/Insurance

To the extent authorized by law, the contractor shall indemnify and hold harmless the Township its officers, elected officials, agents and employees from and against all claims, damages, losses and expenses including attorney's fees arising out of or resulting from the contractor's performance, provided that any such claims, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property, including the loss of use resulting there from; and is caused in whole or in part by any negligent

or willful act or omission of the contractor, subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable. If the contractor is required to go on Township property to perform work or services, the contractor shall assume full responsibility and expense to obtain all necessary insurance as required by the Township.

Relationship of Parties

The relationship between the parties to a contract resulting from this solicitation shall be that of independent contractors. Nothing contained herein shall be interpreted or construed as establishing an agency or employer/employee relationship between the parties or between either party and the employees or representatives of the other party. The contractor is responsible for all Social Security taxes and Bureau of Workers Compensation contributions for itself and any of its employees.

Assignment

Neither the contractor, nor the Township shall sell, transfer, assign or otherwise dispose of the contract or any portion thereof, or of their right, title or interest therein, or the obligation there under, without written consent of the other party.

Termination

The Township reserves the right to terminate any contract resulting from this solicitation in whole or in part for default (termination due to the contractor's failure to perform satisfactorily) or convenience (termination due to the best interests of the Township). After 10 days from delivery of a written notice to the contractor, the Township may, without cause and without prejudice to any other right or remedy, elect to terminate the contract. In such case, the contractor shall be paid for work executed, goods delivered and accepted, and any expense sustained, plus reasonable profit, unless such termination was due to the act or conduct of the contractor.