

MAYOR & COUNCIL AGENDA COVER SHEET

MEETING DATE:

January 22, 2008

CALL TO PODIUM:

James D. Arnoult
Acting City Manager

RESPONSIBLE STAFF:

James D. Arnoult
Acting City Manager

AGENDA ITEM:

(please check one)

<input type="checkbox"/>	Presentation
<input type="checkbox"/>	Proclamation/Certificate
<input type="checkbox"/>	Appointment
<input type="checkbox"/>	Public Hearing
<input type="checkbox"/>	Historic District
<input type="checkbox"/>	Consent Item
<input type="checkbox"/>	Ordinance
<input checked="" type="checkbox"/>	Resolution
<input type="checkbox"/>	Policy Discussion
<input type="checkbox"/>	Work Session Discussion Item
<input type="checkbox"/>	Other:

PUBLIC HEARING HISTORY:

(Please complete this section if agenda item is a public hearing)

Introduced	
Advertised	
Hearing Date	
Record Held Open	
Policy Discussion	

TITLE:
Resolution of the Mayor and City Council of Gaithersburg Authorizing the City Manager to Award a Contract to Provide Executive Search Services for the Position of City Manager (\$26,500)

SUPPORTING BACKGROUND:
In order to identify the most experienced and qualified candidates nationwide for the important position of City Manager, the Mayor and City Council believe it to be in the best interests of the City to engage the services of a professional recruitment consulting firm to conduct this search.
A Request for Proposals (RFP) to assist the City with the development, design, and implementation of a customized recruitment process for the position of City Manager was issued; and seven nationally-recognized professional recruitment consulting firms submitted proposals. The Mayor and City Council directed staff and Walter Scheiber, representing the International City/County Management Association (ICMA), to review and rank the proposals based on the selection criteria set forth in the RFP (including but not limited to prior experience and success rate in performing similar work, approach, references, and cost). The Mayor and City Council interviewed the top three offerors:
Bennett Yarger – Approximately \$19,500 (plus advertising costs) The Mercer Group – Approximately \$23,000 Alliance Resource Consulting LLC – Approximately \$26,500
The above proposals do not include costs associated with interviewing the final candidates for the position (i.e., candidate travel expenses, accommodations, etc.).
Based on the interviews, proposals, and cost estimates, the Mayor and City Council have determined to authorize the City Manager to award a contract to provide executive search services for the position of City Manager to Alliance Resource Consulting, LLC, in an amount not to exceed \$26,500.

DESIRED OUTCOME:
Vote on Resolution

Resolution Request Form

REQUEST FORM FOR RESOLUTIONS PERTAINING
TO EXPENDITURES FROM THE CITY BUDGET
(CONTRACTS/PURCHASES, TRANSFER FUNDS)

(Please attach the Mayor and Council Agenda Cover Sheet to this Form. For contracts/purchases, the Cover Sheet MUST include a list of all bidders and bid amounts.)

Requested by: **James D. Arnoult**

Date of City Council Meeting: **January 22, 2008**

AUTHORIZING

Purchase ___ Award Contract X Transfer Funds ___ Negotiate/
Execute a Contract _____

BID INFORMATION:

Advertisement Date December 5, 2007

Newspaper(s) The Gaithersburg Gazette; City website

Bids Opened/Tabulated (date) December 14, 2007

DESCRIPTION OF ITEM(S):

(Be specific; include quantity, item name, model number, etc.)

To Conduct an Executive Search for the Position of City Manager

CONTRACTED/PURCHASE FROM:

Company Name: Alliance Resource Consulting, LLC

Street Address: One World Trade Center, Suite 1155

P. O. Box Number:

City/State/Zip: Long Beach, CA 90831

CONTRACT/PURCHASE AMOUNT:

\$26,500

Check One: In the Amount of _____ Not to Exceed **X**

FUNDS TO BE EXPENDED FROM: Operating Budget **X** Capital Improvements Budget _____

Account Number: 1135-536000

(For Finance Department use only; not to be included in the Resolution)

VERIFICATION OF AVAILABILITY OF FUNDS

Available _____ Not available _____

Finance Dept.

Date

Resolution No. _____

RESOLUTION OF THE MAYOR AND CITY COUNCIL
OF GAITHERSBURG AUTHORIZING THE CITY MANAGER TO
AWARD A CONTRACT TO PROVIDE EXECUTIVE SEARCH
SERVICES FOR THE POSITION OF CITY MANAGER

WHEREAS, the Mayor and City Council of Gaithersburg believe it to be in the best interest of the City to engage the services of a professional recruitment consulting services firm to conduct a nationwide search to seek out and recruit experienced and highly qualified candidates for the position of City Manager; and

WHEREAS, the City of Gaithersburg solicited proposals for the development, design, and implementation of a customized recruitment process for the position of City Manager, and have determined to award contracts for services to the most responsive and responsible offeror meeting City specifications:

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and City Council of Gaithersburg, that the City Manager be and he hereby is authorized to award a contract to provide executive search services for the position of City Manager to Alliance Resource Consulting, LLC, One World Trade Center, Suite 1155, Long Beach, California 90831, in an amount not to exceed Twenty-Six Thousand Five Hundred Dollars (\$26,500); said funds to be expended from the Operating Budget.

ADOPTED by the City Council this 22nd day of January, 2008.

SIDNEY A. KATZ, MAYOR and
President of the Council

THIS IS TO CERTIFY that the foregoing
Resolution was adopted by the City Council,
in public meeting assembled, on the 22nd
day of January, 2008.

James D. Arnoult, Acting City Manager