



REQUEST FOR QUALIFICATIONS **RLI No. 2007/02**

The City of Deerfield Beach invites qualified firms to submit Letters of Interest and Statements of Qualification and Experience for consideration to provide services on the following project:

EXECUTIVE SEARCH FIRM – CITY MANAGER

Sealed Letters of Interest (L.O.I.'s), resumes and statements of qualifications must be received and time stamped by the City Clerk, either by mail or hand delivery, no later than 2:30 p.m. local time to the City Clerk of the City of Deerfield Beach on or before November 22, 2006. A public opening will take place at that time in the City Commission Chambers located at City Hall on the same date. Facsimile submittals will not be accepted. Any L.O.I.'s received after 2:30 p.m. local time on said date will not be accepted under any circumstances.

The City of Deerfield Beach reserves the right to reject any or all L.O.I.'s, to waive any or all L.O.I.'s received, to re-advertise for L.O.I.'s, to award in whole or in part to one or more Proposer's, or take any other such actions that may be deemed to be in the best interests of the City.

SUMMARY

The contract for the City Manager of the City of Deerfield Beach will expire on May 7, 2007. In anticipation, the City of Deerfield Beach wishes to retain the services of a professional executive search firm to assist it in recruiting candidates for consideration for this position.

The City Commission is looking for a firm that will designate a project representative to work with the City Commission in developing guidelines for the position. The City Commission wants to work with that representative to develop a profile of the desired qualifications and experience necessary for the position of City Manager of the City of Deerfield Beach.

The representative would be required to attend at least two meetings to develop this profile. During visits to the City, the representative should also make available time to have individual meetings with the City Commissioners.

The search firm would then undertake the necessary actions to recruit the maximum number of candidates who qualify based upon this profile.

The selected search firm will be required to provide a list of qualified candidates to the City within (45) forty-five days after the profile is approved by the City Commission.

The search firm should be prepared to recommend five candidates which it believes are most qualified to serve as City Manager of the City of Deerfield Beach based upon its understanding of the Commission's desires.

The search firm shall then assist the City in scheduling interviews with those five candidates and such other candidates as the City Commission may deem appropriate.

The representative should be prepared to have at least one meeting with the City Commission to discuss the candidates prior to the interviews and private one-on-one sessions with Commissioners as desired. The City Commission will schedule interviews and the search firm representative shall be available to guide the City Commission through the process and offer any judgment it has with regard to the candidates and the selection process.

All resumes should contain at least five referenced cities or counties served within the past three years. Public sector experience is required.

SELECTION/NEGOTIATION PROCESS

The City Commission shall schedule interviews with those search firms that it deems most qualified and shall rank the top three search firms in order. The City Attorney would then negotiate with the number one ranked search firm to determine if it is possible to come or enter into or agree to an acceptable contract. The City Commission must approve any contract. If the City Attorney determines that he is unable to come to an acceptable contract, or if the City Commission refuses to approve a contract with the number one firm, then the City Commission shall direct the City Attorney to negotiate with the number two firm. This process shall be followed until the City Commission approves a contract.

Governing Law: All agreements shall be governed by the laws of the State of Florida, and the venue for any legal action will be Broward County, Florida and will adhere to the Fair Debt Collection Practices Act (Public Law 95-109) and Privacy Act at all times.

A person or affiliate who has been placed on the convicted vendor list for a conviction for a public entity crime may not submit an offer to perform work as a consultant or contract with a public entity, and may not transact business with the Community Redevelopment Agency for a period of thirty-six (36) months from the date of being placed on the convicted vendor list.

FOR ADDITIONAL INFORMATION CONTACT:

Should any firm have any questions with regard to this request for qualifications, they are to contact: City Attorney Andrew S. Maurodis, 150 N.E. Second Avenue, Deerfield Beach, Florida 33441, (954) 480-4265.

Interested firms should submit ten original (10) copies of all materials, which indicate interest and qualification to:

City of Deerfield Beach
150 NE 2nd Avenue
Deerfield Beach, FL 33441
Attn: Samantha Gillyard, Deputy City Clerk
RLI: #2007/02