

# CITY OF CHEHALIS

350 N. Market Boulevard, Room 101  
Chehalis, Washington 98532  
(360) 345-1042  
www.ci.chehalis.wa.us



October 26, 2023

Greetings;

The City of Chehalis will soon begin our recruitment process for our next City Manager, and we are looking for qualifications and proposals from reputable executive search and recruitment firms to assist in our search.

The search firm shall assist the City of Chehalis in attracting, interviewing, and hiring a City Manager. Services should include development of a recruitment plan, conducting a nationwide search, vetting of qualified candidates, and working cooperatively with the Chehalis City Council in the process, decisions, and final selection.

The City of Chehalis City Manager, Jill Anderson, will be retiring between April 1, 2024, and May 1, 2024, after seven years of service to the City. The City of Chehalis is a Council / Manager form of government serving a nighttime population of approximately 7,500 people, and a city staff of approximately 100 employees including the police and fire departments.

The City is looking for the following information from your firm preferably by November 14<sup>th</sup>:

- The cost of the recruitment process and if this cost includes related expenses.
- Your firm's search approach including interviews, advertising, brochures, background checks, etc.
- Your firm's search guarantee should a suitable applicant not be found or leaves employment soon after.
- Examples of similar searches conducted by your firm in our region.
- Who will make up the project team.
- And any other information you wish to provide to assist us in the decision.

The first official review of proposals will occur at the City Council Meeting of November 27, 2023. The need for subsequent reviews or the need for interviews of the search firms will be determined after the first review.

Also attached is a generic recruitment brochure we utilize in our general recruitment efforts to give some insight into the City of Chehalis.

Proposals are due Tuesday, November 14, 2023, by 5:00 pm.

Proposals must be sent electronically in a single PDF file to: [gschaffer@ci.chehalis.wa.us](mailto:gschaffer@ci.chehalis.wa.us), Subject Line: Executive Search RFP. By submitting a proposal, the firm authorizes the City of Chehalis to contact references to evaluate the firm's qualifications for this project.

**Evaluation Criteria:** All proposals will be evaluated based on the following key criteria:

- Performance capability—the extent to which the proposal demonstrates the firm’s ability to provide the depth and breadth of experience, skills, knowledge, and creativity generally required by this project.
- Demonstrated experience with similar-sized governmental organizations.
- Completeness and quality of response, including clear deliverables and reasonable approach.
- Proposed cost and timeline.
- References

While the order of these factors does not generally denote relative importance, the City of Chehalis acknowledges that selecting best value providers primarily requires a balanced combination of (1) reasonable rates, (2) strong experience and demonstrated expertise in providing Executive Search Services, and (3) a demonstrated commitment to diversity and inclusion through ownership or existing collaborative relationships.

Please feel free to call me if you have questions about the information requested above.

Thank you.



Glenn Schaffer / Human Resources Manager  
[gschaffer@ci.chehalis.wa.us](mailto:gschaffer@ci.chehalis.wa.us)  
360-345-3225

**Disclaimer:** This RFP does not commit the City of Chehalis to select any firm, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. The City of Chehalis reserves the right to accept or reject any or all submittals received, cancel, or modify the RFP in part or in its entirety, or change the RFP guidelines, when it is in the best interests of the city to do so.