

Request for Proposals

The City of Balcones Heights, Texas, has authorized sealed proposals to be received for:

Executive Search Firm – City Administrator



RESPONSES DUE: July 19 , 2024, 3:00 P.M. CST

Return Responses to:

**City of Balcones Heights
Human Resources
3300 Hillcrest Avenue
Balcones Heights, Texas 78201
dsanchez@bhtx.gov**

I. Introduction

The City of Balcones Heights, Texas is seeking sealed proposals from qualified firms/providers to perform executive search services for the position of City Administrator. Currently, Balcones Heights has an Interim City Administrator following the former City Administrator's resignation after serving Balcones Heights with combined service of almost 7 years. The City will accept sealed proposals addressed to the City of Balcones Heights, Human Resources Department, 3300 Hillcrest Avenue Street, Balcones Heights Texas 78201, until **Friday, July 19, 2024 at 3:00 p.m.**, from firms/providers interested in providing the requested services outlined below in the Scope of Work section. Proposals shall be plainly marked with the name and address of the proposer, "Executive Search Firm-City Administrator."

II. General Information

Balcones Heights is a mature community in Bexar County, Texas, United States located at the intersection of Interstate 10 and Loop 410, midway between the Medical Center and downtown San Antonio. Its population was 2,746 at the 2020 census, and it was incorporated in 1948. Balcones Heights is an enclave of San Antonio, surrounded entirely by the city.

During its development in the '30s, an advertisement touted it as "A Homesite in the Hills at a Price Within Reach of All." According to author Lewis F. Fisher's book, "Balcones Heights: A Crossroads of San Antonio," Balcones Heights residents voted to incorporate in 1948, before the City could be annexed. Fisher's book reveals interesting facts about how the City was established despite decades of very public disputes over utilities, taxes, fire protection, law enforcement, zoning and more. The game changer for Balcones Heights turned out to be the intersecting highways of I-10 and Loop 410. The highways brought an increase in commercial and residential development, including the construction of one of the first indoor malls in the region, known as Wonderland of the Americas. Unlike most communities, Balcones Heights enjoys a development mix where approximately 70% of our landmass is commercial.

The City of Balcones Heights functions as a Council/Administrator form of government. The Mayor is the City's chief elected official and presides over the five-member City Council which sets policy. There are no term limits for Mayor and Council members. The City Administrator is responsible for the operation and administration of the City.

The City staff includes approximately 51 employees. The City's annual budget is available for review at <https://bhtx.gov> under the Finance tab.

A hub for public transportation, VIA Metropolitan Transit's Park & Ride at I-10 and Crossroads Boulevard, is one of its busiest. The facility which began operating in 1983, provides daily bus service on nine routes and express service to the AT&T Center, Alamodome, Fiesta San Antonio and other events. Balcones Heights was part of the pilot program for VIA's Bus Rapid Transit system. The BRT buses connect downtown, two University of Texas at San Antonio campuses, South Texas Medical Center, USAA, and Valero Energy. Residents don't have to drive far for medical care with South Texas Medical Center less than three miles away and Methodist Hospital Texsan also nearby off Interstate 10.

Balcones Heights falls within the boundaries of the San Antonio Independent School District and the North East Independent School District. Other learning institution is St. Gregory the Great Catholic Church and School on Dewhurst Road which was dedicated in 1955.

III. Scope of Work

Upon selection of a qualified firm, a professional services contract will be negotiated with the following scope of work.

Assist the Mayor and members of the City Council by providing the following services and related information:

- Develop a detailed project timeline and provide regular status updates to the Mayor and City Council;
- Develop a comprehensive recruiting profile for the City Administrator position.
- Develop a recruitment brochure and include examples of flyers and/or brochures.
- Define the advertising strategy and marketing campaign to notify potential candidates and identify where advertisements will be published.
- Direct solicitation of qualified candidates; receive resumes and review qualifications.
- Conduct review and screening of initial candidates, providing periodic status updates.
- Conduct detailed background and professional reference checks, including but not limited to verification of education background, criminal/civil litigation checks, financial/credit background checks, and multimedia background check, including social media, on recommended finalists.
- Define the preliminary screening process and the detailed steps used to narrow the field of candidates to those that most closely match the needs of the City.
- Present a written report on employment background, personal strengths, accomplishments, recommendations, and personal and professional references for top candidates.
- Develop, describe and facilitate the final interview process with the Mayor and City Council.
- Coordinate correspondence, travel arrangements, and recordkeeping.
- Provide recommended questions for on-site interviews.
- Administer all correspondence with applicants through the process, including notification to unsuccessful candidates; and
- Assist the City in developing final employment offer and relocation package (if required) to selected candidate.

IV. Response Form and Content

All responses shall include the following content:

- A. Title Page: Indicate the proposal subject, name of the firm, local address, telephone number, name of contact person, and date of submittal.
- B. Introduction: Briefly, introduce the firm. Provide a profile of the firm, including, but not limited to, the approximate number of professional staff employed, how long the firm has been in business, and how long the firm has been conducting City Manager/Administrator searches. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, and telephone numbers.
- C. Proposed process:
 1. Briefly state the understanding of the work to be performed. Include, but do not limit, the statement to the following items that will be included in the Scope of Work:
 - a. Describe the process and/or approach the firm will use to develop the profile for the City Administrator position.
 - b. Describe the recruiting methodologies the firm deems will be most effective to advertise the City of Balcones Heights opportunity.
 - c. Describe the approach the firm will take to the direct solicitation of candidates.
 2. Describe the proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm and a description of how the firm intends to tailor the process for Balcones Heights's search. Indicate any additional information for consideration regarding the firm's qualifications for conducting this project.
 3. Provide a list of successful City Manager/Administrator placements, including the size of the municipality, as well as the overall number of placements in municipalities of similar size to Balcones Heights, and the number of municipalities that include City owned utilities. Include information that demonstrates the firm's experience with seeking a diverse pool of applicants.
 4. Indicate the names, titles, and placement experience of the person(s) who will be assigned to this project; include resumes. Include all contact information such as telephone number, fax, email address, and web address.
 5. Provide a copy of a previous City Manager/Administrator position profile your firm has completed which has similarities to the position with the City of Balcones Heights.
 6. Provide a copy of a City Manager/Administrator search report the firm has completed for another client similar to the City of Balcones Heights.
 7. Provide a non-binding general range, or not to exceed amount, of the anticipated cost of the services proposed, including any information and anticipated costs for additional services for the recruitment and selection that might help in the selection of the most qualified candidate.

8. Provide a complete description of the fee structure for the search.
9. Provide anticipated project schedules for the recruitment and selection process.

V. Questions

Pre-proposal questions will be accepted by Delia Sanchez; Director of Human Resources; City of Balcones Heights via e-mail at dsanchez@bhtx.gov up to **3:00 pm on Wednesday, July 10, 2024**.

Respondents to the RFP shall not contact City of Balcones Heights Staff, any member of the City Council, or the Mayor during the proposal process and evaluation phase.

VI. Selection Criteria and Process

A. Evaluation

Staff will review and evaluate all proposals based on the criteria noted in this proposal and will rely primarily on the proposals submitted in the selection of one or more finalists. Respondents must emphasize specific information considered pertinent to the project and submit all information requested.

B. Presentation or Teleconference

- At the City's request, respondents may be selected for in-person presentations.
- The Mayor and members of the City Council may require selected firms to be available to attend a City Council meeting or engage in a conference telephone call, or both, to respond to questions from the Mayor, City Council, and appropriate City staff.

VII. Guarantee

The consultant must agree to continue to provide the services listed above until a City Administrator has been appointed. In addition, should the City Administrator be terminated for cause or resign within twelve (12) months, the replacement recruitment shall be repeated by the consultant with no additional professional fee.

VIII. Standard Professional Services Contract

The selected respondent will be required to enter into a contractual relationship with terms and conditions pursuant to standard contracting procedures of the City of Balcones Heights.

IX. Submission of Responses

A. Due Date

All proposers shall submit one (1) unbound original and six (6) bound copies of proposal documents, along with one (1) electronic version of the submission in a PDF format on a DVD/CD or Flash Drive. All documents shall be received no later than **Friday, July 19, 2024, at 3:00 p.m.** at the following address:

**City of Balcones Heights
Human Resources Department
3300 Hillcrest Avenue
Balcones Heights, Texas 78201**

ATTN: EXECUTIVE SEARCH FIRM-CITY ADMINISTRATOR

Proposals received after the closing time will be returned unopened. The proposal will be date/time stamped in the Human Resources Department when received, and this will be considered to be the official time of receipt. Facsimile transmittals and electronic transmittals will not be accepted.

B. Acceptance/Rejection/Modification to Responses:

The City of Balcones Heights reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive informalities or irregularities in a proposal or in the proposal process.

C. Economy of Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.

D. Cost of Preparation:

The City shall not be liable for any costs incurred by the respondent in preparing or submitting a proposal.

E. Ownership:

Submitted materials become the property of the City and will not be returned.

F. Public Records:

Until award of contract is made, per section 252.049 (b) of the Texas Local Government Code, there will be no disclosure of contents to competing respondents. All proposals will be kept confidential during the negotiating process. All proposals will be open for public inspection after the contract is awarded, or as otherwise required by the Texas Public Information Act.