



**REQUEST FOR PROPOSALS
CITY OF FOND DU LAC
EXECUTIVE SEARCH CONSULTANT FOR
FIRE CHIEF
APRIL 1, 2022**

Introduction:

Chief Peter O’Leary will be retiring from the City of Fond du Lac Fire Department following a forty-two year firefighting career in April 2022. Below are the principles that have guided the Fond du Lac Fire Department during Chief O’Leary’s career.

Vision Statement: To be the agency that sets the standard of professional excellence in firefighting and rescue.

Mission Statement: Fond du Lac Fire/Rescue is a professional, highly skilled organization that provides an efficient response to all emergencies and improves public safety for those we serve.

Core Values: The members of the Fond du Lac Fire Department serve our community with HONOR by holding true our core values of INTEGRITY and PROFESSIONALISM while being accountable for our actions to ourselves, our department, and our community.

Here’s a link to the Fire Department’s website:

<https://www.fdl.wi.gov/fire/>

About Fond du Lac:

It has been said time and again that Fond du Lac has many of the attributes of a big city conveniently nestled in a small Wisconsin town. It could not be truer. From the world-class Thelma Sadoff Center for the Arts in our resurging Downtown to our stunningly beautiful Lakeside Park on Lake Winnebago, the Fond du Lac area has a lot to offer locals and visitors alike. Consistently recognized as one of the country’s safest communities, Fond du Lac also has a lot of fun, exciting, even quirky aspects. (Courtesy Destination Lake Winnebago Region website <https://www.fdl.com/districts.html>)

The Fond du Lac Police and Fire Commission has elected to request proposals from Executive Search firms to assist in the recruitment process.

Scope of Work & Deliverables:

The City is seeking a consultant to assist the PFC in completing the selecting and hiring of a new Fire Chief on or before June 15, 2022. Components of the process are as follows:

- Interview PFC members to obtain feedback for desired characteristics and qualifications of a Fire Chief;
- Coordinate stakeholder input, upon the direction of the PFC, to include the City Manager, City Council President and City Council members, City Fire Department Staff, City Department Heads as well as Community representatives;
- Review and provide recommendations for revisions to the job description for the position as appropriate.
- Develop recruitment materials;
- Conduct a comprehensive outreach campaign, with aggressive marketing and recruitment, aimed at producing the highest quality candidate pool;
- Review and screen candidates with the goal of understanding candidates' professional experience, leadership and management style, and motivation for pursuing the opportunity;
- Recommend and coordinate processes to effectively evaluate skills and leadership abilities of candidates;
- Assist the PFC in making determinations regarding the inclusion of administrative assessment, psychological testing, a public involvement/input component, Community tour, and other testing mechanisms as determined by the PFC as part of the final interview round;
- Assist the Commission with the interview process, as directed;
- Conduct extensive background checks on final candidate(s) and coordinate a comprehensive background investigation of finalist(s) to meet requirements for the State of Wisconsin or by a law enforcement background investigator approved by the PFC; and

RFP Submittal Requirements:

Proposals are to follow the format and contain information listed in this section:

1. A cover letter/statement of interest indicating the Consultant's interest in the project.
2. A brief overview and history of the company.
3. A proposed approach to the project in order to complete the enclosed Scope of Work including how this process is consistent with the Handbook for Wisconsin Police and Fire Commissioners authored by the League of Wisconsin updated as of 2019.
4. Related Wisconsin or Midwestern experience with similar types of projects, specific qualifications and resumes of key team members. The roles and qualifications of key project team members, both in-house and sub-consultant/contractor. Identify the project lead and that person's availability to start work on the project and to complete the work pursuant to their timeline.
5. Project schedule shall be included showing when the Consultant is able to commence work on the recruitment and outlining the steps in their process to complete this work in order for the Police and Fire Commission to select a new Fire Chief on or before June 15, 2022.
6. At least three (3) references including entity name, contact person, telephone number, and email address which led to the successful recruitment of a Fire Chief. References from Wisconsin would be preferred.
7. Completion of a Fee Proposal outlining the costs necessary to complete this work.

The City of Fond du Lac specifically reserves the right to reject any or all proposals, to waive any proposal requirements, to investigate the qualifications of any proposal, to obtain new proposals, or to proceed to have the service provided in any way the City of Fond du Lac deems appropriate.

Deadline for proposal submission is 2:00 P.M. CST, Friday, April 22, 2022. Please submit six (6) copies of your proposal and 1 copy of the pricing proposal to:

City of Fond du Lac
Deputy Procurement Officer
P.O. Box 150
160 South Macy Street
Fond du Lac, WI 54936-0150

Questions and requests for additional information may be submitted to Cameron Fails at cfails@fdl.wi.gov, phone (920) 322-3453. Email questions are preferred and questions will be responded to by email to all potential consultants. The last day to submit questions is April 20, 2022.

Evaluation and Selection Process:

The Police and Fire Commission will review the qualifications of the respondents and uniformly evaluate them, with some assistance from City Staff. Evaluations will focus on identifying the relative strengths, weakness, deficiencies and risks associated with each submittal. Interviews with prospective Consultants will be held at the sole discretion of the Police and Fire Commission. The City reserves the right to obtain clarification or additional information from any firm regarding its proposal as is needed.

Scoring criteria are:

1. Staff strength.
2. Similarity of past projects.
3. Program of work and overall approach to this project.
4. The capacity to perform the work within the time limitations contained within this proposal.
5. Longevity of past successful recruitments (length of placement) presented as references within the State of Wisconsin or the Midwest.
6. Proposed completeness and effectiveness at addressing the needs of the City for the project.
7. What sets you apart from other consultants?
8. Price.