

**REQUEST FOR PROPOSALS FOR
EXECUTIVE SEARCH CONSULTING SERVICES
TO SELECT A
SAFETY SERVICES MANAGER/POLICE CHIEF
FOR THE
CITY OF BLAINE, MINNESOTA**

Proposals due by 4:30 p.m., Thursday, April 27, 2017

SECTION I GENERAL INFORMATION

The City of Blaine is seeking a search firm to assist in hiring a dynamic, multi-faceted leader to be the next Safety Services Manager/Police Chief. Chief Chris Olson will be retiring at the end of June 2017 after serving the community for over 27 years, including nearly 9 years as Safety Services Manager/Police Chief.

The City: The City of Blaine is one of the metro area's largest suburbs, centrally located within minutes of both Minneapolis and St. Paul. With a population over 63,000, Blaine is the 13th largest city in Minnesota. The City of Blaine is a full service community offering many opportunities to those that live, work and visit. Since its incorporation in 1964, Blaine has rapidly grown from a small rural community to a booming business and residential center. Nestled in the south-central region of Anoka County with a small portion resting in Ramsey County, Blaine covers 34 square miles of viable business and residential areas.

Approximately 4,500 acres of the community consists of protected wetlands/woodlands to strike a balance between growth and natural resources. With over 60 parks and 70 miles of trails and sidewalks, Blaine offers a variety of leisure and recreational opportunities for all ages. Blaine is also home to Minnesota's Olympic-class training facility, the National Sports Center (NSC). NSC is host to the U.S.A. Cup, the world's 4th largest youth soccer tournament each July. Also located at the NSC is the Schwan's Super Rink, which consists of eight Olympic-size ice sheets located in one facility. The NSC attracts over 3 million visitors to Blaine each year. In 2000, the City saw the opening of the new Tournament Players Club (TPC) of the Twin Cities, an 18-hole PGA championship course.

Over the next 20 years Blaine will continue to grow in a managed fashion with the extension of city utility service in the northeast part of the city to serve future industrial, residential and commercial growth.

Development and Redevelopment: Blaine has a strong and growing industrial and commercial business sector. At approximately 70% developed, Blaine is home to nearly 1,400 businesses, including Aveda Corporation, Infinite Campus, Bermo Inc., Dayton Rogers Manufacturing Company and the Northtown Shopping Mall. Over 24,000 people are employed in the City of Blaine by our businesses. The City of Blaine has 11 industrial parks and excellent freeway and highway access to Interstate 35W and Highways 10, and 65. The Anoka County Airport is located in Blaine, which is the Metro Area's busiest reliever airport.

How the City Operates: The City of Blaine has a City Manager form of government who is responsible for the daily operations of the city. Reporting to the City Manager are the Department Managers (including the Safety Services Manager/Police Chief). The City Council delegates operational authority to the City Manager who, in turn, delegates specific functional authority and budgetary responsibility to his/her department managers and directors in accordance with the City Charter and Council policies. The City has ten departments including Administrative Services, Community Standards, Engineering,

Finance, Information Technology, Inspections, Parks and Recreation, Police, Planning, and Public Works. The Police Department works closely with all departments, including Spring Lake Park Blaine Mounds View (SBM) Fire Department.

Police Department: Serving our community since 1964, the Blaine Police Department currently consists of 63 sworn officers. This includes the Safety Services Manager/Police Chief, Captain, three Lieutenants, eight Patrol Sergeants, six Detectives and 44 Patrol Officers. There is a civilian staff (non-sworn positions) consisting of Crime Prevention Specialists, Community Service Officers, Evidence, and Record Technicians. In addition, the Blaine Police Department also has the Choices Today, Choices for Life program; Explorer Post; Police Reserve Unit; and, Neighborhood and Business Crime Prevention Programs.

The Police Department averages 34,000+ calls for service per year. Police calls to Blaine squad cars are dispatched by Anoka County Central Communications. All patrol vehicles are MDT or Laptop equipped and all Anoka County law enforcement jurisdictions participate in a centralized and shared computer records system.

Police Department Mission: Provide high quality public safety services to the residents, businesses and visitors of Blaine in an effective and efficient manner while working cooperatively with our constituents, promoting the rule of law, and respecting the constitutional rights and human dignity of those we serve and those who serve.

Police Core Values:

- We value the dignity and rights of the citizens we serve, the visitors to our community, and the members of our Police Department.
- We value diversity of persons and ideas in our community and Department, and encourage full participation from both in reaching our stated mission.
- We value integrity, honesty, and ethical behavior on the part of our members and will neither tolerate nor accept less.
- We value interaction, cooperation, and communication with the residents and businesses of Blaine, and within the Police Department itself.
- We value the youth of Blaine and seek to make their lives safe, and to provide education regarding their responsibilities to themselves, their families, and their community.
- We value hard work, professionalism, enthusiasm, and the sense of purpose and humor from the members of our Police Department.
- We value the training, education and professional development of all members of the Police Department.
- We value accountability of our community, Police Department, and Department members in creating and maintaining the positive partnerships that foster a better and safer Blaine.

Policing Strategies: In addition to responding to crime and calls for service, the Police Department concentrates their efforts on prevention and resolving quality of life issues that affect the well being of the community. The Police Department utilizes a number of

operational strategies to deliver police services based on the nature of the incident or problem. More information can be found on the city's website www.ci.blaine.mn.us.

SECTION II CITY/CONSULTANT RESPONSIBILITIES

Advertising

The consultant will arrange for advertisements in a wide variety of publications and online tools. This will include, but not limited to, public safety professional associations, ICMA, League of MN Cities and other postings nationwide.

Accepting Applications

The consultant will accept and acknowledge applications. At each stage, and upon completion of the search, the consultant will notify applicants who were eliminated from further consideration of their status.

The consultant will abide by all MN Government Data Practices Act requirements when responding to any inquiries from any source. The consultant will respond to media inquiries about the progress of the search, after discussing with the City Manager.

Data

City staff will cooperate with the selected consultant in providing requested information and scheduling meetings.

SECTION III PERFORMANCE SPECIFICATIONS

1. Develop a written position "profile" for use in the applicant recruitment and screening process. Position profile to be developed and approved by the City Manager or his designee. Profile should include:
 - Information about the position, the city, department, other staff and governing board;
 - Information about the requirements of the position, including areas of expertise and the competencies;
 - Major steps in the recruitment process and an associated timeline for completing each step;
 - Highlights of some of the position's benefits and a general statement about the salary for the position.
2. Recruit and recommend a diverse list of candidates who are highly qualified professionals with leadership and vision for the department and community. We expect that there will be both internal and external candidates interested in filling the Safety Services Manager/Police Chief position.
3. Narrow the candidate pool down to a group of between 10 to 20 qualified candidates and work with the City Manager or his designee to develop the list of candidates for first round interviews:
 - Explain to the City Manager the criteria used by the consultant for including each candidate. This includes providing a list of the names of all candidates who applied for the position and the reasoning behind the

selection of the top candidates versus those who were not chosen to proceed in the process.

- Provide advice and assistance to the City Manager with further narrowing the candidate pool down to those who will be interviewed.
 - Handle first round interviews. Contact candidates, make arrangements, secure panel members, provide interview questions and prepare for the interviews (including a brief primer on legal issues associated with interviewing).
 - Arrange for a method by which feedback can be received by others (as determined) on each candidate.
4. After #3 is successfully completed, move to the next phase. Schedule interviews with 3-5 top candidates and others who are involved in the process. Provide interview questions, determine panel(s) and process for this step and prepare others for the interviews (including a brief primer on legal issues associated with interviewing.) As a result of the work on step 4, work with City Manager to determine designation of finalists. This could also include additional interview with City Manager and others if needed and/or open meeting to allow other staff, elected officials and some community members to meet and greet top candidates.
5. Check references and perform a detailed background check on the finalist candidate(s).
- Explain the psychological assessment and help each finalist schedule his/her appointment.
 - This step includes criminal history, credit history, at least five references from employers, board or council members, colleagues and subordinates. Additionally includes verification of education, work history and other information deemed necessary.
6. We expect to maintain a timeline that allows this process to move ahead in a timely manner. A successful outcome would be to have the position filled by a highly qualified leader on or before the end of summer. The search firm may be asked to assist with some aspects of the job offer.
- At the second and/or final round of interviews.
 - The consultant will attend City Council or Department meetings as needed to answer questions about the process steps being presented at that time.
 - The consultant will proceed with the project with expeditious timing of the entire process. This item must be addressed in the proposal.
 - The consultant may be asked to provide input on the six month performance evaluation of the successful candidate.

SECTION IV INSTRUCTIONS ON SUBMITTING PROPOSALS

Proposals must be submitted by 4:30 pm on Thursday, April 27, 2017 to:

Sheri Chesness, Human Resources Coordinator

City of Blaine

10801 Town Square Drive

Blaine, MN 55449

schesness@blainemn.gov

763.717.2624

Electronic proposals are acceptable.

The proposal shall include the following information:

- A statement of your understanding of the work, description of the approach, explanation of the procedures to be used and timetable to be followed.
- Provide your recruitment work plan. Describe your proposed strategy to complete the recruitment efforts. Provide a detailed proposed project schedule and confirm that your firm can meet the project schedule.
- Qualifications of the proposed personnel to supervise and perform the work. This should include biographies, including experience of the individuals who will be assigned to the process and relevant experience of each in working with municipalities.
- A listing of cities that your firm has provided consulting services to in the past three years along with the contact names, emails and telephone numbers.
- Listing of public safety positions your firm has successfully completed recently and the contact persons and emails.
- The City is interested in working with the consultant on a successful process and is interested in expertise that can be brought in and used in Blaine. The consultant should submit recommendations for a successful process, that may include changes to Section III.
- The not-to-exceed fee for performing the work, including out-of-pocket expenses. Include an expense breakdown showing the hours to be worked by category of personnel, hourly billing rate, estimated out-of-pocket expenses and total cost.
- Include the fee payment schedule (e.g., 50% at selection; 50% at completion of project or other).
- Include services offered by your firm should the chosen candidate leave prior to the end of the City's six-month probationary period.

SECTION V SELECTION PROCEDURE

The proposals will be primarily evaluated upon the following factors, however, other factors may also be used:

- Relevant experience of the firm.
- Reputation and quality of work based on references or other information.
- Qualifications of personnel to be assigned.
- Agreement to meet or exceed the performance specifications.
- Commitment to complete the process in a timely manner.
- Ability to communicate the work plans in an organized, clear and convincing manner.
- Estimated cost of the process.

The City Manager may conduct interviews with some or all of the firms that submit proposals. The City reserves the right to reject any or all proposals.