



**CITY OF BERLIN
REQUEST FOR PROPOSALS**

**JOB SEARCH FOR THE CITY ADMINISTRATOR/CLERK-
TREASURER POSITION**

SUBMISSION DEADLINE: September 6, 2024 AT 4:30PM

City of Berlin
108 N. Capron St
Berlin, WI 54923
(920) 361-5400 / mayor@cityofberlin.wi.gov
www.cityofberlin.net

SECTION I: SUMMARY

The City of Berlin, a government entity, is currently accepting proposals for your services on a Job Search for the City Administrator/Clerk-Treasurer position. The desired start date for the project is September 10, 2024 with a tentative duration of 3 months and ending on or about November 29, 2024.

SECTION II: SCOPE OF SERVICES

The purpose of this Request for Proposal (RFP) is to solicit proposals from various candidates, conduct a fair evaluation based on the prescribed criteria, and select the candidate(s) who is/are the best fit for the position for the City Administrator/Clerk-Treasurer position. The City of Berlin reserves the right to award contract(s) as it sees fit and to the bidder or bidders of its choosing when and how it deems appropriate.

SECTION III: SELECTION CRITERIA

The proposal should outline what steps will be taken to find a new City Administrator/Clerk-Treasurer for the City of Berlin; this should include a cost estimate and timeframe of expected progress with detailed milestones. All offer submissions that meet the requirements of this RFP and are submitted by the deadline will be considered based upon the materials provided. The following criteria will be used for selecting the winning bid(s):

- a. Use of correct format
- b. The proposal's ability and likelihood of achieving the desired outcome of the project
- c. Past performance of bidder's similar services
- d. The experience and expertise of the bidder's management and staff
- e. The proposed budgeted costs of the project.

The City of Berlin reserves the right to suspend or terminate acceptance of proposals at any time as it sees fit, for any reason, without notice or obligation to any bidder.

SECTION IV: BIDDER QUALIFICATIONS

Bidders should provide the following items as part of their proposal for consideration:

- a.** Description of relevant experience
- b.** List, title, and employment status of your organization's management and employees
- c.** References, testimonials, or samples of your work (as applicable)
- d.** Resources you will assign to this project (number, title, experience)
- e.** Full plan of action
- f.** Timeframe for project completion
- g.** Project management methods and details

SECTION IV: REQUIRED FORMAT

The proposal should be in the following format and address, in detail, the needs and requirements of the proposed project.

- a.** Contact Information. Provide the name, title, phone number, and email for the best contact for follow up questions and/or to notify of bid status.
- b.** Summary & Qualifications. Use this section to introduce yourself, your company, and provide information on your relevant experience and qualifications.
- c.** Methods and Plan. Describe your methodology and capabilities for meeting project deliverables and detail your plan of action for executing and completing this project. Include a detailed milestone timeline in this section.
- d.** Expectations and Results. Explain your expectations for the project and summarize the results you anticipate achieving. Include a summary of your anticipated timeline for completion in this section.
- e.** Management and Staff. List all applicable personnel that would be involved with this project, along with their titles, roles, and qualifications. Include the estimated costs associated with this personnel in this section.
- f.** Communications. Provide a communication plan for how you intend to communicate internally and with project managers to ensure progress and completion of the project.
- g.** Equipment and Resources. List all necessary equipment and associated costs. Include details of any outsourced or contracted work here.
- h.** Budget and Costs. Provide a detailed breakdown of all anticipated expenses, as well as a summary of the total proposed costs of the project.
- i.** Licensing and Bonding. If applicable, list any and all required licenses and/or bonds and include copies of your licensure and/or bond.
- j.** Insurance. If applicable, provide details of your insurance coverage related to this project.
- k.** References. Provide three (3) references for previous work of a similar nature.

SECTION IV: DELIVERABLES

Proposals will be accepted until 4:30 pm on September 6, 2024. Any proposals received after this date and time will be returned to the submitting bidder. The proposal must be signed by an official agent or authorized representative of the bidder.

Any outsourced or contracted work is subject to the requirements of this RFP and must be clearly disclosed in the proposal. Any and all costs must be listed in the proposal, including any outsourced or contracted work. Proposals that include outsourced or contracted work must provide a name and description of the individuals and/or organizations being contracted. All costs must be itemized and include a detailed explanation of all fees and associated costs.

Terms and conditions will be negotiated upon selection of the winning bidder(s) and will be subject to review by the City of Berlin and/or its legal advisors, including but not limited to scope, costs, timeline, and anything else applicable to the project.

Send proposals to:

Via mail to 108 N. Capron St.; P.O. Box 272, Berlin, WI 54923

Via email to mayor@cityofberlin.wi.gov

For any questions about this RFP, please contact Sara Rutkowski at (920) 361-5400 or srutkowski@cityofberlin.wi.gov.

SECTION IV: TIMELINE

Proposals in response due: September 6, 2024

Review of proposals: September 7, 2024

Winning Bidder selected: no later than September 7, 2024

Contract negotiations with the winning bidder will begin immediately following notification of selection.

Contract negotiations will be completed by September 10, 2024

Bidders who were not selected will be notified by September 10, 2024