

**CITY OF REDMOND
RESOLUTION NO. 1464**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, WAIVING COMPETITIVE BIDDING REQUIREMENTS FOR THE PURCHASE OF EXECUTIVE SEARCH SERVICES FROM KARRAS CONSULTING, AND AUTHORIZING THE MAYOR OR HIS DESIGNEE TO NEGOTIATE AND EXECUTE CONTRACTS TO PERFORM THE WORK

WHEREAS, the City needs to recruit for a Planning Director as a result of the retirement; and

WHEREAS, the City has experience in recruitment for director positions and has not been able to attain a robust Director applicant pool; and

WHEREAS, the City has had a successful experience with the recruitment of the Parks Director position by Karras Consulting, a firm with extensive experience in the area of executive recruitment in Puget Sound cities, in particular within the area of Planning administration; and

WHEREAS, the timing of the retirement and the need to recruit for a Planning Director in a timely fashion requires an immediate recruitment.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Waiver of Competitive Process. The Redmond City Council finds that the facts set forth in the recital paragraphs of this resolution are true and justify exempting the acquisition of executive search services from competitive bidding procedures. Pursuant to RCW 39.04.280, the City can exempt the purchase from the ordinary process because the purchase is clearly and legitimately limited to a single-source supply. Any bidding or selection requirements in State law or City ordinance are hereby waived due to the nature of the product.

Section 2. Authority to Contract. The City Council authorizes the Mayor or his designee to negotiate and contract with Karras Consulting to carry out the work necessary for purposes of this recruitment pursuant to this single-source justification and pricing information, as set forth in Exhibit 1 in this resolution.

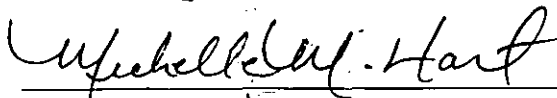
ADOPTED by the Redmond City Council this 17th day of January,
2017.

APPROVED:



JOHN MARCHIONE, MAYOR

ATTEST:



MICHELLE M. HART, MMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK: January 3, 2017
PASSED BY THE CITY COUNCIL: January 17, 2017
RESOLUTION NO: 1464

YES: ALLEN, BIRNEY, CARSON, MARGESON, MYERS, SHUTZ, STILIN

KARRAS
CONSULTING

Exhibit A
City of Redmond Planning Director Recruitment
Scope of Work

- A. City Meetings:** Meet with Mayor, City leadership and project manager to solicit input on recruitment strategy and specific position knowledge, skills and abilities essential to success.
- B. Other Meetings:** Meet with key stakeholders as appropriate and City staff as recommended by City of Redmond.
- C. Position Assessment:** Review job description. Design recruitment announcement.
- D. Advertise and Network:** Recruit a targeted pool of qualified, proven candidates, using networking, web and printed media.
- E. Candidate Screening:** Screen candidates for appropriate fit, considering both the objective criteria and the subjective requirements of the organization.
- F. Candidate Presentation:** After identifying, assessing and screening potential candidates present the best-qualified candidates (A & B list) for consideration. The City will pare down on paper to semi-finalists.
- G. Comprehensive Background Checks:** Perform reference checks and conduct criminal background inquiries for finalists. Present candidate profiles and confidential reference reports for all finalists.

Exhibit B & C
Associated Fees and Billing Schedule

Rate

Karras Consulting's fee for the City of Redmond Planning Director recruitment is a flat rate of \$24,000. All related tasks required to successfully complete this recruitment including: on-site visits; client correspondence; targeted recruiting; interviewing; coordinating candidate travel; professional reference checks; printing of documents and materials; delivery and postage expenses; consultant travel and related expenses and criminal checks are included in this cost.

It is our practice to bill in installments for work performed. In the event that more than one executive is hired as a result of the work performed by Karras Consulting, 50% of the original fee will be due for each additional individual hired.

Billing Schedule

Phase 1 Billing: 1/2 after completion of the following tasks:

- ✓ Meet with City of Redmond leadership
- ✓ Review job descriptions
- ✓ Design job announcement
- ✓ Commence national recruitment
- ✓ Target potential candidates (ongoing)
- ✓ Place job advertisements

Phase 2 Billing: 1/2 after the completion of the following tasks:

- ✓ Assess candidate pools (ongoing)
- ✓ Conduct videoconference and in-person interviews
- ✓ Provide and review candidate list with City of Redmond
- ✓ Recommend A and B list candidates
- ✓ Comprehensive background check of finalists

Exhibit D

Candidate Travel and Advertising Expenses

Project Expenses Paid by the City of Redmond

Advertising: E-recruiting, print media, trade journals will be billed to and paid by the City of Redmond.

Candidate Expenses: Travel and related expenses for out-of-state candidates.

Exhibit E Guarantee

Guarantee

Karras Consulting guarantees every placed candidate for a period of twelve months from his/her start date. If a candidate is released by the client organization for performance-related issues during the first twelve months of his/her employment, Karras Consulting will conduct a new search to replace the candidate for no additional recruitment fee, except for expenses. This excludes candidates who leave for reasons other than job performance, such as departing to accept employment for another organization or organizational realignment and restructuring.