



Office of the City Manager

CONSENT CALENDAR

October 29, 2019

To: Honorable Mayor and Members of the City Council

From: Dee-Williams Ridley, City Manager

Submitted by: Henry Oyekanmi, Director, Finance

Subject: Recommendation and Contract: Management Partners for Management Consultancy Services

RECOMMENDATION

Adopt a Resolution accepting the recommendation of the City Council Agenda & Rules Committee authorizing the City Manager or her designee to execute a contract and any amendments or extensions with Management Partners in an amount not to exceed \$45,500 for the period from November 12, 2019 through July 31, 2021 to provide management consultancy services to the City Council of the City of Berkeley to conduct a performance evaluation of the City Manager.

POLICY COMMITTEE RECOMMENDATION

On October 1, 2019, the Agenda & Rules Committee adopted the following action: M/S/C (Wengraf/Arreguin) to recommend to the City Council that Management Partners be selected to perform the City Manager Evaluation with the request that Management Partners assign a consultant that has not previously worked with the City. Vote: All Ayes.

FINANCIAL IMPLICATIONS

Funding for this contract is provided in the approved fiscal year 2020 budget and will be included in the fiscal year 2021 budget as part of the Annual Appropriations Ordinance. Each fiscal year contract amount is estimated at \$22,750 and to be budgeted to account code 011-21-201-000-0000-000-412-612990.

CURRENT SITUATION AND ITS EFFECTS

On May 14, 2019, the City Council unanimously voted to have the City Manager issue a Request for Proposal (RFP) to contract with an experienced management consulting firm to assist and inform the City Council and City Manager in an evaluation assessment of the City Manager's performance. The Council also directed that the corresponding RFP be reviewed by the City Council Agenda and Rules Committee ("Council Committee") prior to issuance; and that responses received be reviewed by the Council Committee (Councilmembers: Arreguin, Harrison, and Wengraf) and that the members of the Council Committee are directed to make a recommendation for consultant selection to the entire City Council for approval.

The Council Committee met on July 8, 2019 and approved for the City Manager to publicly solicit RFP Specification No. 20-11354-C release dated Wednesday, August 14, 2019; and of which closed on Thursday, September 12, 2019 with two responses received.

Prior to initiating RFP Specification No. 20-11354-C the last facilitated evaluation process of the (prior) City Manager was conducted in October of 2013. This process included an Ad Hoc Committee of the City Council and was facilitated by an experienced firm.

#### BACKGROUND

RFP Specification No. 20-11354-C was issued on August 14, 2019 seeking qualified firms or individuals to assist and inform the City Council and City Manager in an evaluation assessment of the City Manager's performance. On Thursday, September 12, 2019, the RFP closed with two proposals being received and responses subsequently evaluated by the Council Committee to select the proposal best meeting the criteria and scope of services stated in the RFP. On October 1, 2019, the Council Committee recommended Management Partners to the City Council.

#### ENVIRONMENTAL SUSTAINABILITY

There are no identifiable environmental effects or opportunities associated with the subject of this report.

#### RATIONALE FOR RECOMMENDATION

RFP submittals were competitively reviewed and scored by the three member Council Committee. On October 1, 2019, the subcommittee selected for recommendation to the full City Council the proposal determined to best demonstrate breadth and extent of professional experience and resources, as well as, meet the scope of services as stated in the RFP.

#### ALTERNATIVE ACTIONS

None. The City Council is committed to conducting an evaluation process of the City Manager.

#### CONTACT PERSON

Dennis Dang, Acting General Services Manager, (510) 981-7329

Attachments:

1: Resolution

RESOLUTION NO. ##,##-N.S.

CONTRACT AGREEMENT: MANAGEMENT PARTNERS FOR MANAGEMENT  
CONSULTANCY SERVICES

WHEREAS, the City Council of the City of Berkeley is committed to conducting an evaluation process of the City Manager; and

WHEREAS, the last facilitated evaluation process of the (prior) City Manager was conducted in October of 2013; and

WHEREAS, on May 14, 2019, the City Council unanimously voted to have the City Manager issue a Request for Proposal (RFP) to contract with an experienced management consulting firm to assist and inform the City Council and City Manager in an evaluation assessment of the City Manager's performance; and

WHEREAS, the City Council Agenda and Rules Committee met on July 8, 2019 and approved for the City Manager to publicly solicit RFP Specification No. 20-11354-C release dated Wednesday, August 14, 2019; and

WHEREAS, RFP Specification No. 20-11354-C closed on Thursday, September 12, 2019 and two qualified proposals were received; and

WHEREAS, the three member City Council Agenda and Rules Committee, a subcommittee of the City Council, evaluated the proposals and on October 1, 2019, selected the proposal that best demonstrated breadth and extent of professional experience and resources, as well as, met the scope of services as stated in the RFP; and

WHEREAS, funding is approved in the fiscal year 2020 budget and will be included in the fiscal year 2021 budget as part of the Annual Appropriations Ordinance to accounting budget code 011-21-201-000-0000-000-412-612990.

NOW THEREFORE, BE IT RESOLVED by the Council of the City of Berkeley that it accepts the recommendation of the City Council Agenda and Rules Committee to authorize the City Manager or her designee to execute a contract and any amendments or extensions with Management Partners in an amount not to exceed \$45,500 for the period from November 12, 2019 through July 31, 2021, to provide management consultancy services to the Council to conduct a performance evaluation of the City Manager, subject to the City's annual budget appropriation process.

