



City of Grand Island

Tuesday, August 22, 2017

Council Session

Item G-8

#2017-227 - Approving External Search Firm for WWTP Engineer Position

Staff Contact: Aaron Schmid, Human Resources Director

Council Agenda Memo

From: Aaron Schmid, Human Resources Director

Meeting: August 22, 2017

Subject: Approval to use external search firm for Wastewater Plant Engineer position

Presenter(s): Aaron Schmid, Human Resources Director

Background

The Wastewater Treatment Plant Engineer position will become vacant in October of 2017. This position is responsible for the overall management of the plant. Marv Strong, who has held the position for five years, will be retiring.

Recruiting efforts to find a replacement began in June. Multiple candidate sourcing methods have been used, but applicant response has been low and not produced a finalist candidate.

A Request for Proposal was conducted in July for an external recruiting firm to source candidates for the position.

Discussion

The Administration is seeking approval to utilize Mid-America Placement Service, Inc. to assist with filling the Wastewater Plant Engineer position. Mid-America was the only search firm to submit a proposal.

Mid-America would work on a contingency basis. The client (City) does not pay a fee unless a placement is made. Mid-America agrees to not exceed a fee of 20% of the candidate's estimated first year's annual compensation. Based on the current wage scale for the Wastewater Treatment Plant Engineer position, a 20% fee would range from \$13,985 - \$20,702. Furthermore, should a candidate leave, through no fault of the City within 90 calendar days of initial employment, the search firm would agree to locate and present additional candidates of comparable qualifications at no additional charge.

Alternatives

It appears that the Council has the following alternatives concerning the issue at hand. The Council may:

1. Move to approve
2. Refer the issue to a Committee
3. Postpone the issue to future date
4. Take no action on the issue

Recommendation

City Administration recommends that the Council approve the request to utilize Mid-America Placement Service, Inc. for the Wastewater Treatment Plant Engineer position.

Sample Motion

Move to approve the request to utilize Mid-America Placement Service, Inc. for the Wastewater Treatment Plant Engineer position.



Stacy Nonhof, Purchasing Agent

*Working Together for a
Better Tomorrow, Today*

**REQUEST FOR PROPOSAL
FOR
RECRUITING FIRM FOR SEARCH TO FILL WASTEWATER
PLANT ENGINEER POSITION**

RFP DUE DATE: July 27, 2017 at 4:00 p.m.

DEPARTMENT: Human Resources

PUBLICATION DATE: July 11, 2017

NO. POTENTIAL BIDDERS: 9

SUMMARY OF PROPOSALS RECEIVED

Mid-America Placement Service, Inc.
Omaha, NE

cc: Aaron Schmidt, Human Resources Director
Marlan Ferguson, City Administrator
Stacy Nonhof, Purchasing Agent

Jennifer Hansen, HR Recruiter
Renae Griffiths, Finance Director

P1985

MID - AMERICA PLACEMENT SERVICE, INC.

1941 S. 42nd Street, Suite 520, Omaha, NE, 68105 402-341-3338, f 402-341-6266

This Contractual agreement is entered into on this 21st day of July, 2017 with **Mid-America Placement Service Inc.** ("Mid-America") and **City of Grand Island** located at 100 E. First St. Grand Island, NE 68801

City of Grand Island will pay the placement fee set forth herein for the services of Mid-America if a referred candidate is hired by the Employer, or by any of its subsidiaries, franchisees or affiliates, within one (1) year of a referral.

The agreed upon fee for the hiring of one (1) individual for the position of **Wastewater Plant Engineer** is 20% of the candidates estimated first years income.

The Placement Fee is due and payable within twenty (20) days of the hired candidates start date.

Free Replacement Promise Per Paid Invoice: If the employer has paid the placement fee within twenty (20) days of the hiring of a referred candidate, and on or before his/her ninetieth (90th) day of employment the candidate quits or is terminated for any reason, Mid-America will make its best effort to find and refer to the employer a qualified replacement candidate with no additional fee being charged to the employer.

Notification of termination is required within 5-10 calendar days in order to enact the Free Replacement Promise.

City of Grand Island will be invoiced for the agreed upon fee amount subject to the hiring of a qualified candidate from Mid-America. Should any background checks, references, or motor vehicle checks be requested or required from Mid-America the employer will be invoiced accordingly for those services.

Mid-America will:

- If requested by the employer the identity of the employer will not be disclosed to a potential candidate without the consent of the employer.
- Pre-qualify all potential candidates to ensure their positive desires are to be employed by employer.
- Provide progress reports to the employer.
- Establish candidate interviews and share feedback from the candidate.

City of Grand Island will provide to Mid-America:

- A complete job description.
- A salary range.
- A written memo regarding how bonuses (if any) are figured and how often they are paid out.
- A complete list of benefits.

City of Grand Island may not disclose the identity of a referred candidate to any third-party. A referral fee is earned in the event the Employer discloses the identity of a candidate to a third party who then hires the Candidate within one year of the date of this contract.

If City of Grand Island learns of a potential employee directly through the efforts of Mid-America, including the disclosure of such potential employee by a referred candidate of Mid-America, a fee is earned if that disclosed employee is hired within one (1) year of the date of this contract.

Referrals are on a confidential basis and any breach of this confidence is strictly prohibited. A referral shall mean an introduction of an individual directly by Mid-America to the employer.

Mid-America subscribes to the Equal Opportunity practices of the Federal and State government. We refer all qualified candidates without regards to race religion, color, national origin, sex, age, marital status or physical handicap.

Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Nebraska. If any provision of this Agreement is held unlawful or unenforceable in any respect to the extent possible, all the remaining provisions of this Agreement shall remain in full force and effect and shall be binding upon the parties hereto.

Modification of Agreement. Modifications of this Agreement or additional obligations assumed by either party in connection with this Agreement shall be binding only if evidenced in writing, signed by each party, or an authorized representative of each party.

No Waiver. The failure of either party to this Agreement to insist upon the performance of any of the terms and conditions of this Agreement, or the waiver of any breach of any of the terms and conditions of this Agreement shall not be construed as thereafter waiving any such terms and conditions, the same shall continue and remain in full force and effect as if no such forbearance or waiver had occurred.

IN WITNESS WHEREOF, each party to this Agreement has caused it to be executed on the day and date written above.

City of Grand Island

Name & Title _____ Date: _____

Mid-America Placement Service Inc.

Name & Title _____ Date: _____

RESOLUTION 2017-227

WHEREAS, the Wastewater Treatment Plant Engineer position for the City of Grand Island will become vacant in October of 2017; and

WHEREAS, this position has been advertised using multiple sources; and

WHEREAS, no candidates have progressed to the finalist stage; and

WHEREAS, the City has exhausted its recruiting methods; and

WHEREAS, the City conducted a Request for Proposal to find suitable firms to aid in the search for a Wastewater Treatment Plant Engineer; and

WHEREAS, the estimated cost of this service is between \$13,985 and \$20,702.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF GRAND ISLAND, NEBRASKA, that City staff be directed to utilize Mid-America Placement Services, Inc. to source candidates for the Wastewater Treatment Plant Engineer position vacancy is hereby approved.

Adopted by the City Council of the City of Grand Island, Nebraska, August 22, 2017.

Jeremy L. Jensen, Mayor

Attest:

RaNae Edwards, City Clerk

Approved as to Form	☐ _____
August 18, 2017	☐ City Attorney