

**CITY OF REDMOND  
RESOLUTION NO. 1429**

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 Parks Director as  
a result of the retirement and;

WHEREAS, the City has experience in recruitment for director  
positions and most recently a Deputy Parks Director which was  
unsuccessful; and

WHEREAS, the City is aware of several successful experiences  
with the recruitment of similar positions by Karras Consulting,  
a firm with extensive experience in the area of executive  
recruitment in Puget Sound cities, in particular within the area  
of Parks administration; and

WHEREAS, the timing of the retirement and the need to  
recruit for a Parks 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.

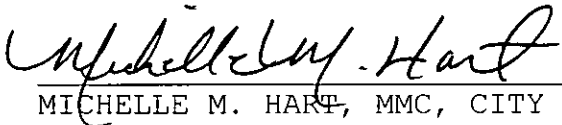
Section 2.      Authority to Contract.      The City Council authorizes the Mayor or his designee to negotiate and contract with Karras Consulting to carry out the work necessary for purposes of this recruitment pursuant to this single source justification and pricing information, as set forth in Exhibit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

ADOPTED by the Redmond City Council this 15<sup>th</sup> day of  
September, 2015.

APPROVED:

  
JOHN MARCHIONE, MAYOR

ATTEST:

  
MICHELLE M. HART, MMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK: September 1, 2015  
PASSED BY THE CITY COUNCIL: September 15, 2015  
RESOLUTION NO: 1429

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

**EXHIBIT A**  
**Scope of Work**

City of Redmond Parks Director Recruitment

- 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. Interviews:** Establish interview panel in partnership with the City. Coordinate interview of semi-finalists. Prepare questions and oversee process.
- H. Comprehensive Background Checks:** Perform reference checks and conduct criminal background inquiries for finalists. Present candidate profiles and confidential reference reports for all finalists.
- I. Employment Offer:** Advise the City during the development and delivery of the employment offer. Facilitate the extension of the offer and conduct any negotiations to ensure the most favorable outcome.

## **EXHIBITS B & C**

### **Work & Payment Schedule**

#### ***Associated Fees and Billing Schedule***

##### **Rate**

Karras Consulting's executive search fee is a flat rate of \$29,000.

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, preparation of interview booklets, delivery and postage expenses, consultant travel and related expenses and criminal checks are included in this cost.

##### **Project Expenses**

**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 candidates will be billed to and paid directly by the City of Redmond, subject to the City's travel and expense reimbursement provisions outlined in Exhibit D and incorporated into this agreement by this reference.

##### **Timeline for Completion**

Consultant shall perform all tasks outline within 90– 120 days from execution of the agreement.

##### **Billing Schedule**

**Phase 1 Billing: 1/3 of total fee after completion of the following tasks:**

- ✓ Initial Meeting with Mayor and project manager
- ✓ Review job description and job announcement
- ✓ Discuss core-competencies
- ✓ Discuss timeline
- ✓ Develop advertising plan and timeline
- ✓ Design job announcement
- ✓ Place job advertisements

**Phase 2 Billing: 1/3 of total fee after the completion of the following tasks:**

- ✓ Target potential candidates
- ✓ Assess candidate pools – monitor diversity (ongoing)
- ✓ Karras Consulting conducts videoconference and in-person interviews
- ✓ Provide and review candidate list with Mayor and project manager
- ✓ Recommend A and B list candidates
- ✓ Develop interview questions

**Phase 3 Billing: 1/3 of total fee after the completion of the following tasks:**

- ✓ City of Redmond panel conducts semi-finalist interviews (Karras facilitates)
- ✓ Panel recommends finalists candidates
- ✓ Conduct background and reference checks

- ✓ Public forum with finalists
- ✓ Mayor interviews finalists
- ✓ Present candidate profiles and confidential reference reports for all finalists
- ✓ Selection of new Parks Director