

City Of Cleveland - Department Of Public Utilities

Request For Proposal

Executive Search Firm for the Commissioner Of Cleveland Public Power

Addendum No. 2

September 10, 2020

The proposal due date is Friday, September 18, 2020 by 12:00 p.m.

As a reminder:

The method of submittal of proposals is being changed from delivery to 1201 Lakeside Avenue, Cleveland, OH 44114 to the following:

Electronic submission of proposals is to be to Simon Mastroianni at simon_mastroianni@clevelandwater.com.

Proposals should be submitted as PDF's in two separate format as below:

1. Technical Proposal – maximum 25 pages.
2. Fee Proposal including all required City Forms.
3. The due date and time is as stated above.

Answers to questions received by the last day for questions (September 10, 2020):

1. What is the salary/compensation for this position?

Answer: The salary range is \$140,000-\$185,000 plus benefits.

2. The Proposal Contents section, E. Proposed Services, i.d. requests at least three (3) examples of work performed at similarly sized utilities. Can the samples be included as an addendum due to proposal size limitations?

Answer: Proposal will not be disqualified based on exceeding the 25 page limitation, however, our preference is for firms to limit their proposals to 25 pages.

3. Can you clarify the expectations for how the fee is presented? Are you requesting that it be presented as a flat amount (inclusive of the search fee + expenses, itemized as indicated), or, is it also acceptable to present the fee as a percentage of the selected candidate's salary plus an estimated amount for anticipated expenses?

Answer: The fee should not be a percentage of the selected candidate's salary since part of the scope of services is to assist with compensation negotiations. It can be a flat fee or an hourly rate with an estimate of anticipated hours plus an estimate for expenses.

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The Department of Public Utilities will have the right to negotiate the final fee structure prior to execution of contract.