

August 29, 2018

The Honorable Mayor Linda Hudson, and Commissioners Rufus J. Alexander, III, Jeremiah Johnson, Thomas K. Perona, and Reginald B. Sessions
c/o Mr. Nicholas Mimms, City Manager
City of Fort Pierce
100 N. U.S. Highway 1
Fort Pierce, FL 34950

RE: Proposal / Engagement Letter to Provide City Attorney Recruitment Services

Dear Mayor Hudson, and Commissioners Alexander, Johnson, Perona, and Sessions:

I would first like to thank you for the opportunity to present this engagement letter to assist the City of Fort Pierce (hereafter the City) in the search for its next City Attorney.

Section A: Work Plan

The following outlines the process Colin Baenziger & Associates will undertake. The process is explained in more detail in Attachment A:

Phase I: Needs Assessment / Information Gathering

- Meet or discuss (by telephone) with key officials and gather the information needed to:
 - Develop a description of the ideal candidate,
 - Learn the issues the next City Attorney will face,
 - Understand what compensation package the City is prepared to offer, and
 - Finalize a project schedule.
- Develop materials we can utilize to recruit candidates.

Phase II: Candidate Recruitment

- Actively search for, identify, and recruit outstanding candidates whom we feel are best suited for the position.

Phase II (continued)

- Distribute the recruiting materials to appropriate publications and websites, including our own.
- Consult our database of strong candidates, contact them and encourage them to apply.
- E-mail the advertisement to our data base of local government attorneys.

Phase III: Candidate Review and Selection of Finalists

- Resumes will be screened and we will narrow the list to the approximately six to ten semi-finalists who we believe are most qualified.
- We will conduct thorough reference and background investigations on the selected semi-finalists. It should be noted that, when we conduct our investigations, we do not simply accept the references the candidates suggest. We tell the candidates whom we want to speak with. These might include elected officials, representatives of the local press, community leaders, peers, and subordinate employees. Our goal is to get comments from six to ten references. We also conduct criminal, civil, driver license, media, and credit checks, and we verify employment history and education. We believe these should be done early in the process to avoid embarrassment after a selection has been made.
- We will verify that the candidates are licensed or can readily obtain a license to practice law in Florida.
- We will recommend three to seven top candidates to the City. We will review these candidates with the Commission. Along with our recommendation, we will provide the results of our background work electronically.
- We will coordinate the process the Commission uses to select the candidates it desires to interview.

Phase IV: Interviews and Selection

- We will coordinate the interview process and attend the actual interviews.
- We will suggest a series of interview questions to assist the Commission in evaluating the finalists.
- Once the interviews are completed, we will provide any additional information the City may wish and assist in any way the City desires in making the final determination.

Phase V: Employment Negotiation

- If requested, we will provide assistance in the negotiation of a contract with the selected candidate.

Our work will be completed within 90 days of the execution of the engagement letter unless the City requests the period be extended.

Section B: Principal Staff to Be Assigned to the Recruiting Effort

- Colin Baenziger, Principal and Owner will serve as the Project Manager for the recruitment effort, and
- David Collier, Senior Vice President, will serve as Assistant Project Manager.
- Rick Conner, Senior Vice President, will serve as the Recruitment Manager.

Section C: Fee

Firm, fixed price of \$23,500, which includes all expenses, except those associated with bringing the candidates for the interviews. Bills will be rendered as the search progresses and due at the end of each phase as follows:

Phase	Cost
I. Needs Analysis / Information Gathering	\$ 500
II. Recruiting	11,000
III. Candidate Screening	9,500
IV: Coordination of Interviews and Attorney Selection	1,500
V: Contract Negotiation & Warranty	1,000

Section D: Warranty

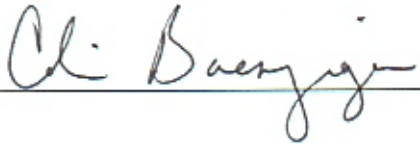
Provided the elected officials select from among the candidates we recommend, we warrant the following:

- We will not approach the selected candidate for any other position as long as the individual is employed as your City Attorney.
- If the selected individual leaves for any reason other than an act of God (for example, total incapacitation or death) within the first year, CB&A will repeat the search for the reimbursement of our expenses only.

- If you are not satisfied with any of the candidates we present, CB&A will repeat the search until you are satisfied.
- Our price is guaranteed and will not be exceeded for any reason, even if conditions change after the contract is executed.

Assuming the City agrees that this letter provides a basic understanding of the work to be performed in this engagement, please indicate the City's acceptance by signing below so that we can begin our efforts

Sincerely,



Colin Baenziger
Principal

For the City:

Signature Title Date

Draft Project Schedule - Fort Pierce City Attorney

Phase I: Needs Assessment / Information Gathering

- September 4, 2018 CB&A begins discussions with the City Officials holders to understand the job and its challenges.
- September 11, 2018 CB&A submits the draft of the full recruitment profile to the City for its review. Comments will be due September 18th

Phase II: Recruiting

- September 21, 2018 CB&A posts the full recruitment profile on its website and submits it to the appropriate publications. It is also e-mailed to over 13,400 local government professionals.
- October 19, 2018 Closing date for submission of applications.
- October 24, 2018 CB&A reports on the results of the recruitment.

Phase III: Screening, Reference Checks and Credential Verification

- November 19, 2018 CB&A forwards its candidate report and materials to the City. These will include the candidates' resumes, the candidate introduction, and the results of our reference, background and Internet/newspaper archives checks.
- November 26, 2018 CB&A meets with the City Commission to select finalists.

Phase IV: Interview Process Coordination and City Attorney Selection

- December 6, 2018 City holds reception for the finalists.
- December 7, 2018 One-on-one and full City Council Interviews and decision.

Phase V: Negotiation, Warranty & Continuing Assistance

CB&A works with City representatives and the selected candidate on an employment agreement.