

**Request for Proposal for Executive Search Firm for the Recruitment
and Selection of a Full-Time Fire Chief**



Proposal Due Date: August 25, 2023

Estes Valley Fire Protection District
901 N Saint Vrain Ave
Estes Park, CO 80517

Request for Proposals Executive
Search Firm to Recruit the next
Fire Chief of the Estes Valley Fire Protection District
Issued August 9, 2023
Proposals due 5pm MST August 25, 2023

Summary: The Estes Valley Fire Protection District (EVFPD) is issuing this Request for Proposals for the services of an Executive Search Firm (ESF) to assist in the recruitment of a Fire Chief. The ESF shall assist the EVFPD Board of Directors and Search Committee in attracting, interviewing, and hiring a Fire Chief. Services include development of recruitment plan, conducting a nationwide search, vetting of qualified candidates, and decision assistance in final selection. The ESF will coordinate its efforts with the Chair of the EVFPD Search Committee.

Background: The Estes Valley Fire Protection District covers 66 square miles of the Town of Estes Park and surrounding unincorporated Larimer County. We protect a mix of urban municipality, suburban neighborhoods, rural homesteads, and forest. This includes critical infrastructure for the Bureau of Reclamation, National Park Service, and U.S. Forest Service. The region had been protected since 1907 by the Estes Park Volunteer Fire Department. Once incorporated in 1917, the Town of Estes Park brought this organization on as a Town department. In 2009, voters approved the formation of the Special District and in 2010 the Estes Valley Fire Protection District began. The District is considered “combination,” currently served by eight employees and nearly 45 volunteers. We border Rocky Mountain National Park to our west, and the 100% volunteer fire agencies of: Glen Haven, Loveland (Canyon Battalion), Pinewood Springs, Big Elk, and Allenspark. Our nearest career fire agencies are Loveland (Masonville station) and Lyons. Per 2020 Census data, our community includes 11,504 full-time residents, up nearly 2,000 people in the past 10 years. Summer visitation can bring as many as 40,000 overnight guests and up to 80,000 daytime visitors.

Fire Chief Position: The Fire Chief shall have the responsibility for the overall management of the Fire District. This includes but is not limited to: Administration, Support Services, Training, and Operations. They shall be responsible for complete fire prevention, provide response in firefighting as necessary, and shall be answerable to the Board of Directors.

ESTES VALLEY FIRE PROTECTION DISTRICT MISSION STATEMENT:

- The mission of the Estes Valley Fire Protection District is to provide the residents of and guests to the Estes Valley with superior fire protection, fire prevention, and emergency services in a safe and efficient manner.

ESTES VALLEY FIRE PROTECTION DISTRICT STRATEGIC OBJECTIVE:

- **Make the Estes Valley a safer place.**
 - **Administration** – Support our personnel through strategic direction and management of all resources (human, physical, and financial).
 - **Prevention** – Proactively increase safety through reduction or elimination of risk.
 - **Training** – Support our personnel so that they are consistently competent.
 - **Operations** – Reliably respond to fires and emergencies in a professional manner.

Services Requested: The EVFPD Board of Directors is seeking proposals from qualified firms or consultants to assist in the recruitment and selection of its next full-time Fire Chief. It is anticipated that the selected firm or consultant shall perform the following work efforts during this hands-on process:

1. Meet with the EVFPD Board of Directors and the EVFPD search committee to ascertain the expected talent, abilities, education, and experience of the selected candidate.
2. Review the goals and objectives of the Fire Chief job description and the EVFPD Strategic Plan
3. Develop a plan to advertise nationally, recruit and select an applicant who will meet the leadership expectations of the EVFPD.
4. Develop and distribute recruitment materials that will encourage qualified candidates to apply for the position.
5. Receive and review all resumes and applications from applicants.
6. Conduct a preliminary screening of applicants preparing a short list of 6-10 qualified and skilled candidates—submit that list to the EVFPD Search Committee with a written report of each candidate’s background noting strengths and weaknesses. EVFPD Board of Directors may request the ability to review all applications.
7. Assist the EVFPD Board and Search Committee with the selection of 3-4 semifinalists that will interview with the EVFPD Board of Directors and search committee.
 - a. Concurrently develop a series of evaluation tools or tests that will better allow additional insight into the talents and abilities of each candidate and recommend those evaluation tools to the EVFPD Board and search committee.
8. Coordinate with the search committee and the applicants to set up an interview date and time. Set up evaluation tools and tests and coordinate schedules with all parties. Concurrently conduct appropriate background checks including but not limited to work related references and criminal background checks.
9. Assist and provide guidance in the final selection of the candidate.
10. It is desired that the entire search process be concluded in four to six months from execution of the contract.

RFP Selection Process Timeline:

Proposals are due August 25th at 5pm MST. Start of work should begin within 30 days.

RFP Submission Requirements

Proposals should be no more than 15 pages, not including references, and cover the following:

1. Organization Description: Brief history and summary of your firm and expertise.
2. Recruitment Approach: Describe the process to be used to find a successful candidate for the EVFPD Fire Chief. Detail how you will accomplish the above scope of work, including a clear delineation of the firm's responsibilities and the expectations of EVFPD. Include any networks to be used on behalf of this search.
3. Deliverables: Delineate how success be measured throughout the process.
4. Proposed Timeline: Estimate the start and end dates for each phase of the search process.
5. Budget: Proposed cost along with narrative description of what is included in this cost.
6. References: Provide at least four references:
 1. Two successful Executive Director searches, where the Executive Director has been with the organization more than three years. Please provide contact information for both the Executive Director and, if possible, the board member contact with whom the firm contracted.
 2. Two recent (within the past 12 months) Executive Director placements. Please provide contact information for the Executive Director as well as the board or staff contact with whom the firm worked most closely.

Proposals must be sent electronically in a single PDF file to: info@estesvalleyfire.org *Subject Line:* *Fire Chief Search RFP.* By submitting a proposal, the firm authorizes Estes Valley Fire Protection District to contact references to evaluate the firm's qualifications for this project.

Evaluation Criteria: All proposals will be evaluated based on the following key criteria:

- Performance capability—the extent to which the proposal demonstrates the firm's ability to provide the depth and breadth of experience, skills, knowledge and creativity generally required by this project
- Understanding of and commitment to EVFPD's mission, values, programs, and strategic objectives
- Demonstrated experience with similar-sized combination fire districts
- Completeness and quality of response, including clear deliverables and reasonable approach
- Proposed cost and timeline
- References

While the order of these factors does not generally denote relative importance, EVFPD acknowledges that selecting best value providers primarily requires a balanced combination of (1) reasonable rates, (2) strong experience and demonstrated expertise in providing Executive Search Services, and (3) a demonstrated commitment to diversity and inclusion through ownership or existing collaborative relationships.

Disclaimer: This RFP does not commit EVFPD to select any firm, award any work order, pay any costs incurred in preparing a response, or procure or contract for any services or supplies. EVFPD reserves the right to accept or reject any or all submittals received, cancel or modify the RFP in part or in its entirety, or change the RFP guidelines, when it is in the best interests of the EVFPD to do so.