NOTICE OF REQUEST FOR PROPOSAL

REQUEST FOR PROPOSAL NO. 2024-RFP-13

ORGANIZATIONAL CONSULTING SERVICES FOR CITY COUNCIL RETREAT

RFP Due Date: 12:00 P.M., Thursday, June 13, 2024

Location: City of Joplin
City Manager's Office
602 S. Main Street
Joplin, MO 64801

Staff: Whitney Pachlhofer

Email: WPachlho@joplinmo.org

Phone: (417) 624-0820 ext. 1201

Proposals will be received by the City Manager's office at the specified location until the time and date cited above. Only proposals received by the correct time and date will be recorded.

Proposals must be submitted in an envelope with the Request for Proposal number and the Vendor's name and address indicated on the envelope. All proposals must be completed in ink or typewritten and submitted by the time and date above.

Consultants are strongly encouraged to read the entire Request for Proposal carefully.

May 15, 2024

Issue Date

NOTICE TO BIDDERS

The City of Joplin, Missouri will accept sealed bid proposals until 12:00 P.M., Thursday, June 13, 2024, as set forth in the bid packet to PROCURE the following service:

ORGANIZATIONAL CONSULTING SERVICES FOR CITY COUNCIL RETREAT

The RFP is available from Whitney Pachlhofer, Executive Assistant to the City Manager, by calling 417-624-0820 ext. 1201 or by emailing WPachlho@joplinmo.org. Any bids received after the specified deadline will not be considered.

The City reserves the right to evaluate all bids, to reject any or all bids and re-bid at a later date. The City may waive any irregularities in the bid or negotiate variances from specifications and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of bids and issuance of awards.

The City encourages minority and female-owned businesses to submit bids on all City purchases.

Leslie Haase, CPA, CMA
Finance Director

Publication Date: Wednesday, May 15, 2024

General

The City of Joplin seeks organizational consulting services to facilitate a City Council retreat to be held before August 1, 2024.

Background

The City of Joplin serves approximately 50,000 residents within its city limits and nearly 250,000 people within the regional area. The City operates under a council-manager form of government featuring a nine-member City Council. Four of the community's council leaders are elected from single-member districts and five — including the mayor — in an at-large election. Mayors serve two-year terms and are limited to two terms, while council members serve four-year terms with no term limits.

In 2020, the Mayor and Council held a visioning and goal setting retreat which resulted in setting new direction for the organization. The Council approved resolution #2021-012 adopting a new vision and establishing 6 goals as follows:

1. Improve Community Appearance
2. Address Declining Neighborhoods
3. Increase Economic Opportunities
4. Address Homelessness
5. Reduce Crime and Increase Safety
6. Create and Grow Resilient Revenue

Following the adoption of goals, the use tax was approved by citizen vote for the necessary funding to begin implementation. The implementation plans, or action plans, continue to be a priority for the City with many plans implemented. There are a few action plans that have yet to be implemented but will begin soon.

The City Council and City staff desire to revisit the progress made toward implementing the 2020 goals and determine what, if any, new priorities exist and re-establish new goals and priorities for the next 4 years.

Scope of Work

The consultant will be expected to facilitate and lead discussion or training for the following:

- Future Planning: The consultant should make arrangements for a keynote speaker to help spur conversations about future goals and priorities. The Council would like to hear about the experience from a past Mayor, or Councilmember, from a high growth, larger metro community, in regard to setting and following through on a new vision or goals.
- A goal and priority setting discussion: The consultant should solicit input from the City Council about community strengths, weaknesses, opportunities and threats. Based on this input, the consultant should find common themes and proposed new goal/priority focus. The consultant should find supporting information for proposed goals/priorities using past public engagement efforts such as master plans, studies, assessments, audits, or plans that have a high level of citizen engagement. The consultant, with help from city staff, should facilitate a discussion whereby formal goals/priorities will be formally established.

- Strengthen Relationships: The City Council would like to strengthen the working relationships within the group by learning of each other's personality characteristics and professional approach to leadership and management.
- Organizational Values: High-performing organizations are usually led by shared values embraced by the organization as a whole. The consultant should lead a discussion among the City Council to identify the values necessary for the City of Joplin to be a high-performing organization and a leader in the way municipal services are delivered. The consultant should facilitate a discussion on the habits or traits of effective City Councils or elected leaders.

Deliverables

- The consultant will provide relevant training materials related to effective Board/Council leadership skills.
- The consultant will provide a final report of the discussions and outcomes of the retreat. The intent is to have a report that can be shared with future Council members to help with orientation and also be shared with the public.

Additional Information

The retreat should occur before August 1, 2024. The City Council requests the retreat not require more than 16 consecutive hours (2 days) to finish. For scheduling purposes, proposals may include time on Saturdays. The City budgeted for a complete cost of $14,999 but will evaluate all proposals based upon the merits, timeliness, and cost for services. The City Council suggests that the consultant use a mix of a traditional classroom environment and an unconventional learning environment within the city limit.

Submission Guidelines

Proposals should include details about the proposed format of the retreat and approach to deliver the desired scope of work. Additionally, please provide three references from communities where similar services have been provided, and the complete cost of your proposal, including travel expenses. Please submit written proposals no later than 5:00 p.m. on August 2, 2024. Proposals may be submitted to:

City of Joplin
Attn: City Manager's Office
602 S. Main St.
Joplin, MO 64801

For any questions regarding the project, please contact Whitney Pachlhofer by email at WPachlho@joplinmo.org or by phone at (417) 624-0820 ext. 1201.

CITY OF JOPLIN, MISSOURI

BID PROPOSAL RESPONSE FORM

Description of Item:

BID PRICE: $_____

Please provide an estimated cost for this project.

COMPANY NAME: _____

CONTACT PERSON: _____

EMAIL ADDRESS: _____

PHONE NUMBER: _____

ADDRESS: _____

_____

Signature of Company Representative: _____

Date: _____

MARK BID ENVELOPES: **"#2024-RFP-13; ORGANIZATIONAL CONSULTING SERVICES FOR CITY COUNCIL RETREAT, 12:00PM, THURSDAY, JUNE 13, 2024"**