

REQUEST FOR QUALIFICATIONS

EXECUTIVE SEARCH FIRM – [FOR RECRUITMENT AND HIRING OF A CITY MANAGER]

SUBMISSION DEADLINE: Wednesday, August 5, 2026 at 5:00pm (CST). Proposals will be accepted in electronic format only.

SUBMISSION CONTACT AND ADDRESS:

Laura Arnold, Mayor, City of Webster Groves, Missouri
4 E. Lockwood Ave., Webster Groves, Missouri 63119
arnoldl@webstergrovesmo.gov
314-963-5300

DIVERSITY, EQUITY AND INCLUSION STATEMENT

Webster Groves values Diversity, Equity, and Inclusion. We seek to create a communitywide culture in which we appreciate differences; provide equitable access to services, facilities, opportunities, housing, and employment; promote an environment of respect and dignity; and strive to be a place where all residents, employees, businesses, organizations, and visitors are valued, respected, and supported.

PURPOSE

The City of Webster Groves is seeking qualifications from qualified executive search firms to assist the Mayor and City Council of Webster Groves, Missouri in the recruitment and hiring of a City Manager.

BACKGROUND

The City of Webster Groves has a population of approximately 24,214 and operates under the Council/Manager form of government. The City provides general municipal services and employs 140 full-time employees and approximately 100 part-time employees.

The City of Webster Groves is an inner-ring suburb of the greater St. Louis, Missouri area. Webster Groves is predominantly a residential community situated about 10 miles southwest of downtown St. Louis. Originally, the area was comprised of five separate communities along adjacent railroad lines and was known as the “Queen of the Suburbs”, offering residents a swift commute to downtown St Louis employment opportunities. The five communities were known as Webster, Old Orchard, Webster Park, Tuxedo Park, and Selma. As a result, the five communities merged in 1896 in order to implement public services and to develop a unified city government. In 1914, the City of Webster Groves was designated as a 3rd class city and the official City Charter, with a Council/City Manager form of government, was adopted in 1954.

Since formation as a City, Webster Groves has been recognized as a leader within the St. Louis region for education and the arts. Webster Groves was named as Missouri’s 2013 Creative Community by the Missouri Arts Council. The City is known for its long-standing foundation in the arts, with cultural anchors such as The Repertory Theatre of St. Louis, Opera Theatre of St. Louis, The Community Music School and Webster University.

SCOPE

The City of Webster Groves is seeking a firm to perform the full range of services related to the recruitment process including, but not limited, to:

1. Development of recruitment strategy and content – Collaborate with the Mayor and City Council to develop the qualifications, skills, and experiences of the ideal City Manager candidate. Develop job announcement, position profile, and related material for approval by the Mayor and City Council.
2. Develop a suggested “preferred candidate” profile based on community needs and culture, as well as workplace needs and culture, which should be part of the job announcement.
3. Candidate search – publicize job announcement in various employment websites and distribute to targeted candidates; oversee nationwide search for qualified candidates.
4. Identify and submit candidates for consideration – Summarize the qualifications of top candidates for the Hiring Committee’s review. Provide an explanation as to why they were ranked in that order.
5. Interview process – Coordinate, in conjunction with the City Council and Mayor multiple rounds of interviews with candidates to include an array of interview panels:
 - a. Utilizing Zoom technology for initial interview(s) is allowed/preferred.
 - b. Final interviews are expected to be in-person. Prepare evaluation criteria and coordinate with interview panels.
 - c. Collect writing samples and other candidate materials as deemed appropriate.

6. Coordinate a thorough background employment search, beyond references, and credit check for preferred candidate. This should include, but should not be limited to:
 - a. Reference Check
 - b. Credit Check
 - c. Criminal History Check
 - d. Interview, if applicable, previous supervisors and/or elected officials; previous colleagues and subordinates from previous communities.
 - e. Complete check of social media for any pertinent information
7. Assist with contract negotiation and make recommendations regarding the terms of employment.

SCHEDULE

It is desired to retain a qualified search firm by August 18, 2026, Job Posting by September 1 and to identify a final candidate for hire by October, 2026.

SUMMARY

The firm should submit by email the following information:

- Letter of interest containing general information on the firm;
- Firm's brochure;
- Resume for key personnel;
- Information regarding the consultant's experience conducting similar executive searches;
- A description of the recruitment process;
- References; and
- Detailed proposed cost.

ELECTRONIC SUBMISSIONS

Please direct submissions to Mayor Laura Arnold arnoldl@webstergrovesmo.gov no later than 5:00pm on August 5, 2026.

The City intends to "short-list" firms responding to this RFQ and may interview one or more firms to better assess their qualifications. The City may choose to proceed without interviewing any firms and reserves the right to proceed in the manner that it deems most efficient to the needs of the City of Webster Groves. The City will negotiate a scope of services and a fee

proposal with the selected firm. The City will evaluate and select the firm based on qualifications, experience and performance with similar projects, references, ability to provide timely services, awareness of project issues, opportunities and constraints, and detailed estimated fees and expenses. The selected firm must be able to meet all municipal, state and federal equal employment opportunity practices and guidelines.

The City will not reimburse responding firms for any expenses incurred in preparing submissions in response to this request. The City reserves the right to reject any or all submissions, to select a firm in a manner that is advantageous to the city and to waive all formalities in the bidding.

Please address any questions related to this RFQ to Mayor Laura Arnold
arnoldl@webstergrovesmo.gov.