

**CITY KNOWN AS  
THE TOWN OF BRIDGEWATER**

**Town Manager  
Academy Building  
66 Central Square  
Bridgewater, MA 02324**

**REQUEST FOR PROPOSALS # 25-01  
SEARCH FIRM TO ASSIST WITH TOWN MANAGER RECRUITMENT**

**OVERVIEW**

The Town of Bridgewater is seeking the services of a search firm or consultant to assist with the recruitment of a new Town Manager. The current Town Manager has accepted another position in Massachusetts after serving the Town for twelve years. The Town Manager reports to a nine-member Town Council and is assisted in their work by an Assistant Town Manager and a dedicated team of department heads and employees. Bridgewater, a community of 29,000 residents, has had a Council-Manager form of government since 2011.

**SCHEDULE AND TIMELINE**

This Request for Proposals (RFP) is being issued through the Town Manager's Office, 66 Central Square, Bridgewater, MA 02324, after 10:00 AM on July 18, 2024. This RFP will also be available on the Town's webpage at <https://www.bridgewaterma.org/Bids.aspx>. Updates, amendments, or answers to questions to the RFP will be posted to the website, and proposers should check the website prior to submitting proposals.

Inquiries involving procedural or technical matters, and or questions related to the Request for Proposals shall be submitted in writing and received no later than three (3) business days prior to the time the proposals are due and must be addressed to:  
[Procurement@BridgewaterMA.org](mailto:Procurement@BridgewaterMA.org).

Proposals will be received until Noon (EST) on Thursday, August 1, 2024.

Projected timeline:

- Interviews with selected proposers may be scheduled August 2 - 9, 2024 (via Zoom).
- Contract award is anticipated by the Town Manager on or before August 12, 2024.
- Town Manager Candidate interviews with Screening Committee are anticipated in September and October, 2024.
- Finalist interviews with the Town Council are anticipated in October and November, 2024.
- Town Manager job offer anticipated in November, 2024.