

## **Request for Proposals**

### **Project Background**

The Bassett Creek Watershed Management Commission (BCWMC) is a joint powers organization formed by these member cities: Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park. Initially organized to provide flood control, the BCWMC's primary emphasis is focused now on improving surface water quality.

The BCWMC is governed by a nine-member Board of Commissioners with a representative appointed by each member community. Technical matters are addressed with assistance from a nine-member Technical Advisory Committee (TAC) with each member community appointing a staff representative to the committee.

The Board functions as a "working" board with subcommittees responsible for administration, education, and other BCWMC activities. Two consultants work at the board's direction: Barr Engineering, which provides engineering services and Kennedy & Graven, which provides legal services. The BCWMC also has a contract with an independent contractor who provides recording and administrative support services.

In 2008, the BCWMC completed an organizational analysis and is now moving forward with the implementation of recommendations coming out of that study. These recommendations include:

- Increasing the organization's administrative capacity to provide assistance in strategic planning and implementation, establishing effective administrative procedures, providing project oversight, and facilitating communications among the Commission's members and stakeholders
- Clarifying roles, responsibilities, and relationships of the Board, TAC, contractors and consultants
- Reviewing the Commission's committee structure
- Ensuring alignment between the Commission's mission and strategic plan and annual work plans
- Defining processes and procedures to ensure effective communications between the Board, the TAC, and consultants.

The BCWMC is preparing to implement these recommendations beginning with retaining an independent contractor who can provide increased administrative capacity. The Board has set aside \$35,000 in its 2010 budget to start the development and implementation of processes and procedures to establish an administrative framework to accomplish the Commission's work.

### **Scope of Services**

The Commission is seeking proposals from independent contractors to provide administrative direction and coordination services for the Bassett Creek Watershed Management Commission.

The services to be provided by the independent contractor are listed below:

- Facilitate the development and implementation of a strategic organizational plan
- Establish processes to increase the organization's efficiency and to reduce duplication of effort
- Serve as the primary point of contact for Commission business and coordinate activities among consultants
- Provide coordination with representatives of City, County, State and Federal agencies and other stakeholder groups
- Coordinate the implementation of the Commission's Watershed Management Plan with member cities
- Identify opportunities to secure grant funding and develop partnerships to accomplish the Commission's Watershed Management Plan
- Track implementation of Watershed-funded annual water quality projects and activities to ensure that established objectives, project budgets, and schedules are met
- Other duties or activities as mutually agreed upon.

Services are to be accomplished based on an estimated hour per month level of effort. The successful independent contractor will be asked to develop an annual work plan and reporting system in consultation with the Executive Committee.

## **Proposal Requirements**

Proposals must contain the following information:

1. Your name, address, telephone number and e-mail and experience working as an independent contractor
2. A statement detailing your understanding of this project and the approach you would use to provide the requested services
3. A summary of comparable projects and relevant experience in the following areas:
  - a. providing administrative direction and coordination services for a governing body
  - b. interacting with local government agencies on matters involving water management, planning, and civil engineering
  - c. developing and implementing administrative and financial processes
  - d. securing and managing grant funding
4. The resumes of the individual(s) who will be providing the requested services, noting any special or unique experiences and/or qualifications that the proposer brings to this assignment
5. Your availability to start this project and the resources you have available to take on this contract. Please comment on other projects currently under contract and your ability to commit to a 12-month service contract with the BCWMC
6. The names and contact information for four professional references and a statement for each reference explaining how this individual is familiar with your work.
7. The hourly rate that will be in effect for the *12-month* term of a contract.
8. A professional writing sample

## **Evaluation and Selection Criteria**

1. The BCWMC reserves the right to reject and/or award any or all proposals or parts thereof and to waive any technicalities or formalities according to the best interests of the Commission.
2. The BCWMC reserves the right to interview any or all proposers at its discretion.
3. The BCWMC reserves the right to negotiate an agreement with the selected proposer, including refining the scope of services to be provided and hourly rate.
4. The BCWMC will review the proposals based on the following criteria:
  - a. The proposer's understanding of the scope of services requested
  - b. The proposer's experience and qualifications
  - c. Experience with similar projects, especially watershed-related work
  - d. Ability to meet project requirements as outlined in this Request for Proposals.

## **Timeline and Submission Procedures**

The deadline for proposals is Friday, January 15, 2010, by no later than 4:30 p.m.

All proposals must be submitted electronically to Sue Virnig [svirnig@ci.golden-valley.mn.us](mailto:svirnig@ci.golden-valley.mn.us) in a single PDF document.

## **Questions**

Please direct all questions to:

*Ms. Ginny Black, Vice Chair  
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