

MEMORANDUM
Comfort Lake-Forest Lake Watershed District

To: Board of Managers

Date: July 13, 2016

From: Mike Kinney

Subject: Professional and Technical Services Request for Proposals

Background/Discussion

Pursuant to MN Statutes 103B, the District is required to solicit, at least every two years, letters of interest and associated proposals for legal, accounting, and technical consultant services. In order to make selections for 2017-2018, the required notice and RFP is proposed to go out on August 15, 2016 and have a submittal deadline of Friday, September 30, 2016. This deadline will allow staff to send out copies well in advance for the Board to initially review and discuss submitted proposals at its October 27, 2016 board meeting. From here, the Board may elect to make final decisions of some or all professional services, or invite firms in for presentations and interviews at the November 17, 2016 board meeting. In all cases, the goal is to execute contracts the following month at the December 15th board meeting.

Staff is looking for the Board to give direction to proceed with solicitation of services.

Attached:

CLFLWD Solicitation of Interest Notice



44 Lake Street South Suite A, Forest Lake, MN 55025

Phone 651.395.5850 Fax 651.395.5851 www.clflwd.org

COMFORT LAKE FOREST LAKE WATERSHED DISTRICT SOLICITATION OF INTEREST NOTICE

The Managers of the Comfort Lake – Forest Lake Watershed District will be making their biannual decision as to the retention of such professionals as accountants, attorneys, and professional engineers experienced in the work of Watershed Districts.

The solicitation will enable the Managers to identify consultants qualified to supply the professional services needed by the District. Based upon the review of the written information, the Managers will determine whether a personal appearance will be required and, if necessary, will notify each entity as such.

Written proposals (five copies) including water relevant background and profile information on the firm, along with the specific information as to expertise in watershed district matters, hourly billing rates for 2017-2018, and names and qualifications of lead personnel are being sought at this time.

Additionally the District will be using the letters of interest and proposals from engineering firms and other water resource consulting firms to establish an Engineering/Technical Services Pool.

Information should be limited to four pages and received at the District offices no later than Friday, September 30, 2016.

Comfort Lake – Forest Lake Watershed District
Attn: Administrator
44 Lake Street South, Suite A
Forest Lake, MN 55025

For further information, contact Mike Kinney, District Administrator, at 651.395.5855 or Michael.Kinney@clflwd.org.

Board of Managers

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