



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: July 15, 2026
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: Biennial Professional Services RFP



District Wide

Background/Discussion:

Pursuant to [Minnesota Statutes §103B.227](#), the District is required to solicit, at least every two years, letters of interest and associated proposals for legal, accounting, and technical consultant services. To make selections for 2027-2028, the required notice and RFP are proposed to go out on August 14, 2026, and have a submittal deadline of September 28, 2026.

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 22 regular board meeting. From there, the Board may elect to make final decisions about some or all professional services or invite firms in for presentations and interviews at the November 19 regular board meeting. In all cases, the goal is to execute contracts before year end.

In addition to past requests for legal, accounting, and technical consulting services, staff proposes to expand the solicitation to include human resources, IT, and insurance agent services. This represents a more complete profile of the various professional services in which the District engages regularly. While these services aren't required to be part of the RFP, staff recommends including it as an optional practice moving forward.

Additionally, the District plans to update its accounting software by year end, which is expected to drastically improve efficiency and reduce the time it takes to process monthly financials. Changeover to a new, cloud-based software will eliminate much of the manual data entry that is currently required by both District staff and accounting staff. It will allow District staff to directly enter monthly financials into the accounting software and produce reports directly from the accounting software, as opposed to manually typing data into multiple different Excel workbooks. We have written the accounting firm portion of the RFP with this improved efficiency (and expected cost savings) in mind.

Recommended Motion:

Manager _____ moves to direct the Administrator to publish and post solicitation for 2027-2028 professional services. Seconded by Manager _____.

Attached

Draft CLFLWD Solicitation of Interest Notice



**COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT
SOLICITATION OF INTEREST NOTICE
2027-2028 SERVICES**

Pursuant to Minnesota Statutes §103B.227, the Board of Managers of the Comfort Lake–Forest Lake Watershed District is soliciting interest proposals for accounting, legal, engineering, human resources, information technology (IT), and insurance agent professional services from firms experienced in the work of watershed districts.

Based upon review of proposals, the managers will determine whether an interview is required.

All respondents include the following in your proposal:

- Background and profile information on the firm, including any specific experience working with Minnesota watershed districts. Include statement on what makes your firm unique in its field.
- Billing rates and/or cost structure for 2027-2028
- Names and qualifications of lead personnel. Indicate those who will be assigned to our District.

Engineering firms include the following additional information in your proposal:

- Specific information as to your firm's expertise in watershed district matters including:
 - Lake management, including aquatic plants
 - Wetland restoration
 - Conservation easements and land acquisition
 - MS4 permits and urban storm water management
 - Grant program knowledge and proposal writing
 - Community outreach support

As in previous years, the District may use proposals received from engineering and other water resource consulting firms to establish an Engineering/Technical Services Pool.

Accounting firms address the following additional points in your proposal:

- List of accounting software types that your team is experienced working with
- Cost structure for accounting personnel to review District finances on a monthly basis. District staff will prepare accounting entries and produce monthly financial reports directly using accounting software. The accounting firm will be asked to review financials monthly for quality assurance, quality control, and compliance with Governmental Accounting Standards Board (GASB) guidance.
- Cost structure for accounting firm to prepare all necessary financial records for annual financial audit.
- Separate rates and hours estimates for processing regular payroll reports, associated tax reports, and all required state and local forms, per employee.

- **Submittal Instructions**

Proposals should be limited to four (4) pages. Six (6) hard copies must be received at the District offices, and electronic copies must be submitted to info@clflwd.org no later than 5 p.m. Monday, September 28, 2026.

Mail to:

Comfort Lake-Forest Lake Watershed District

Attn: Administrator

44 Lake Street South, Suite A

Forest Lake, MN 55025

Email to:

info@clflwd.org

Deadline:

5 p.m. Monday, September 28, 2026

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



CLFLWD
WATERSHED DISTRICT

651-395-5850 

info@clflwd.org 

www.clflwd.org 

44 Lake St. South, Suite A
Forest Lake, MN 55025 

August 14, 2026

Sent via e-mail

To: Comfort Lake-Forest Lake Watershed District Official Newspapers
Chisago County Press
and
Forest Lake Times

RE: Comfort Lake-Forest Lake Watershed District Professional Services RFP

The Comfort Lake-Forest Lake Watershed District (CLFLWD) is requesting its official newspapers publish the attached "Solicitation of Interest Notice." Please publish this notice in your next scheduled publication.

Please provide the CLFLWD with an Affidavit of Publication subsequent to publication. If you have any questions or need additional information, please call me at 651.395.5850.

Sincerely,
Comfort Lake-Forest Lake Watershed District

/s/Mike Kinney

Mike Kinney
Administrator

**COMFORT LAKE-FOREST LAKE WATERSHED DISTRICT
SOLICITATION OF INTEREST NOTICE
2025-2026 SERVICES**

Pursuant to Minnesota Statutes §103B.227, the Board of Managers of the Comfort Lake-Forest Lake Watershed District is soliciting interest proposals for accounting, legal, and engineering, human resources, information technology (IT), and insurance agent professional services from firms experienced in the work of watershed districts. Proposals should be limited to four (4) pages. Six (6) hard copies must be received at the District offices, and electronic copies must be submitted to info@clflwd.org no later than 5 p.m. Monday, September 28, 2026. Visit www.clflwd.org for more information and submittal instructions.

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Dated: August 14, 2026

/S/Mike Kinney
Mike Kinney, Administrator