



CLFLWD
WATERSHED DISTRICT

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

**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.

Jackie Anderson, President O Jim Schottmuller, Vice President
Dave Bakke, Secretary O Steve Schmaltz, Treasurer O Doug Toavs, Assistant Treasurer

- **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.