



MEMORANDUM

Comfort Lake-Forest Lake Watershed District

Date: September 28, 2026
To: CLFLWD Board of Managers
From: Mike Kinney, District Administrator
Subject: 2027-2028 Professional Services RFP – Initial Review



District Wide

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 engineering/technical consultant services. The District added human resources (HR), information technology (IT), and insurance agent services to the request for proposals this biennium. The District released the RFP on August 14th and set a deadline of September 28th for proposals. The District received 22 proposals, which is the most the District has ever received.

Over the past few years, the District has been evaluating upgrading its accounting and payroll software for many reasons including switching to a cloud-based solution and improving District staff access to the information, which would save on costs long-term. Staff recommends the Board review accounting proposals first, as selection of the accounting firm will determine options for accounting software. Software transition takes several weeks to implement, and the sooner a firm is selected, the sooner staff can begin working on the transition with an objective of being transitioned for fiscal year 2027 as of January 1st.

Note that only one firm, Abdo, has submitted a proposal for the annual audit. Abdo has also submitted a proposal for accounting and payroll services. If selected, Abdo has advised that it would have sufficient capacity to perform all of these services without conflict of interest.

Proposals Received (in alphabetical order by area of expertise and firm name)

Area of Expertise	Firm Name
Accounting/Payroll	Abdo
	Eide Bailly
	Redpath & Company*
Audit	Abdo*
Engineering/Technical	Bolton & Menk
	Emmons & Olivier Resources (EOR)*
	Inter-Fluve
	Kimley-Horn
	Moore Engineering
	Young Environmental



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Human Resources	Chandler Henley Consulting
	Optima HR Solutions
Insurance Agency	Corporate Four Insurance Agency
	NFP
	North Risk Partners*
IT Services	Metro Sales Inc.
	Procellis
	Rymark IT*
	Sentinel Technology Services
Lake Surveys	Blue Water Science*
Legal	Fafinski Mark and Johnson
	Smith Partners*

*Firms with which the District contracted for 2025–2026 are marked with an asterisk.

2027 Budget

Budget line items related to these proposals are listed below. View the 2027 budget online at <https://clflwd.org/plans-reports-and-audits/>.

- Accounting/Payroll
 - 1-004-4330 CPA/bookkeeping: \$40,000
 - 1-002-4203 Computer Supplies/Software/IT Support: \$63,002 (\$18,002 of this is earmarked for accounting transition and software in FY27. Additionally, \$15,316 was earmarked for the same in FY26 which may be carried over to 2027.)
- Audit
 - 1-003-4330 Annual Audit: \$20,500
- Engineering
 - 1-004-4500 Consulting engineer: \$12,000 (For board meeting attendance/general admin)
 - Note that the majority of costs are billed directly to permitting and project line items and are funded by fees or grants.
- Human Resources
 - 1-004-4337 Consultant/Professional Services: \$40,000 (This line item is shared with other general professional services depending on the District's needs, such as new office space consulting)
- Insurance Agency
 - 1-003-4270 Insurance (LMCIT): \$26,000 (Insurance agents typically operate on commission structure as a percentage of premiums)
- IT Services
 - 1-002-4203 Computer Supplies/Software/IT Support: \$63,002 (\$24,300 of this is earmarked for IT professional services)



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- Lake Surveys
 - Several line items under 3-011 Aquatic Invasive Species (AIS) Prevention & Management. Staff will bring forward a detailed AIS plan and proposal in early 2027.
- Legal
 - 1-004-4410 Legal: \$42,000
 - Note that many costs are billed directly to permitting and project line items and are funded by fees or grants.

Recommendations

Staff have reviewed the proposals and have spoken with the associated firms as appropriate. Staff would recommend the following firms for 2027-2028 services based on budget, experience, and level of service required:

Review on October 8th:

- Accounting/Payroll: Abdo
- Audit: Abdo
- Human Resources: Optima (discuss shared service across other government entities)

Review on October 22nd, or begin reviewing on October 8th if time allows:

- Engineering: Emmons & Olivier Resources (and keep other proposals on file as part of the engineering pool for certain projects/tasks)
- Insurance Agency: North Risk Partners
- IT Services: Rymark IT
- Lake Surveys: Blue Water Science
- Legal: Smith Partners

Potential Action

Staff recommends the Board begin with reviewing accounting firms first. If the Board is comfortable selecting one or more professional service firms at the October meeting, it may take the following action.

Manager _____ moves to authorize the administrator, on the advice of counsel, to enter into professional services agreements for the next biennium with **[name each firm]**. Seconded by Manager _____.

Service proposals will be available to be distributed to the Board of Managers on October 2nd, and additional copies can be made available at the District office.