



Bassett Creek Watershed Management

REQUEST FOR PROPOSAL (RFP) FOR PROFESSIONAL ACCOUNTING SERVICES FOR FISCAL YEAR FEBRUARY 1, 2021 – JANUARY 31, 2022

1. Introduction

The Bassett Creek Watershed Management Commission (BCWMC) is the governmental unit with primary responsibility for protecting the water resources of the Bassett Creek Watershed and was established in 1969. The Commission covers approximately 40 square miles and includes all or portions of the Cities of Crystal, Golden Valley, Medicine Lake, Minneapolis, Minnetonka, New Hope, Plymouth, Robbinsdale, and St. Louis Park. The BCWMC does not have an office or employees, but instead uses consultants and contractors for its administration, engineering, legal, and other needs. Therefore, no payroll tasks are included within its accounting needs.

The BCWMC has an annual administrative budget of approximately \$670,000. Most of the administrative funds are collected from its member cities in the form of assessments based on land area in the watershed and tax valuation of that land.

Additionally, the BCWMC collects tax funds through levy by Hennepin County utilizing Minnesota Statute Section 103B.251. These funds are collected for specific capital projects and, although they fluctuate, they generally total approximately \$1.5M annually.

Finally, the BCWMC collects fees for project reviews and has income from local, state, and federal grants. For additional information about the BCWMC, you may visit www.bassettcreekwmo.org.

2. Solicitation/Overview of Services

The City of Golden Valley has performed the accounting services of the BCWMC for several decades and has assisted with coordination of the annual financial audit by an outside firm. The BCWMC now seeks the services of an independent accounting professional for 1) monthly accounting services, and 2) assistance with its annual financial audit by a separate outside firm. The monthly accounting services include but are not limited to: preparing monthly checks and financial statements, including administrative and program/project budget reports; depositing review fee checks; posting receipts from grant funding to appropriate accounts; monitoring and managing investment funds; and submitting all reporting requirements to the Office of the State Auditor.

3. General Instructions

Firms interested in providing professional accounting services to the BCWMC shall submit a proposal, which must be received by the BCWMC on or before 3:00 P.M. on January 8, 2021. Thirteen (13) paper copies and one electronic PDF copy must be sent to:

Bassett Creek Watershed Management Commission
Attention: Laura Jester
c/o 16145 Hillcrest Lane
Eden Prairie, MN 55346
Laura.jester@keystonewaters.com (for the electronic copy)

4. Proposal Content

Firms are requested to include in their proposal the following information in the order listed below. Submittals may not exceed 10 pages in length; longer submittals may not be considered.

- a. A brief summary of the firm's qualifications;
- b. A list of at least three professional references, which to the extent possible should be governmental or watershed clients;
- c. Name and phone number of the person designated to answer questions about the proposal;
- d. A specific list of those individuals who would be assigned to work on and manage BCWMC projects, their proposed responsibilities, background, years of experience, and their previous experience in servicing watershed organizations or other government entities;
- e. Rates and/or fee schedules, and an estimated monthly and/or annual cost for work with BCWMC;
- f. A summary of the firm's insurance coverage (if selected, a firm will be required to maintain certain levels of insurance coverage throughout its relationship with the BCWMC, including general commercial liability, professional liability (E&O), and statutorily required workers' compensation).

5. Selection Process

The BCWMC Board of Commissioners (Board) anticipates making a decision within 30 days based upon the submittals and the proposer evaluated to be best qualified to perform services for the BCWMC, cost, and any other factors deemed relevant, in the Board's sole discretion. However, the Board may choose to conduct interviews after reviewing the proposals, which could result in a longer evaluation process.

The BCWMC will not reimburse a proposer for any expenses incurred by the proposer as it relates to responding to this RFP, including, but not limited to, expenses associated with the preparation and submission of the proposal and attendance at any interviews. The BCWMC reserves the right to reject any and all proposals or to request additional information from any and all proposers.

Following a selection decision by the Board, the chosen firm will be expected to enter into a written professional services agreement with the BCWMC. Should the BCWMC and the selected proposer be unable to mutually agree to terms and conditions, the BCWMC reserves the right to discontinue negotiations, select another proposer, or reject all of the proposals. Upon completion of negotiations agreeable to the BCWMC and any selected proposer, an agreement will be executed.

Proposals received after the deadline of 3:00 p.m. January 8, 2021 will not be considered. To ensure fairness and uniformity, prospective responders who have any questions regarding this RFP may only contact the BCWMC Administrator, Laura Jester, at 952-270-1990 or laura.jester@keystonewaters.com.