



**Renville**  
— **COUNTY**  
*Service · Stewardship · Shared Responsibility*

REQUEST FOR QUALIFICATIONS AND PROPOSALS FOR  
ECONOMIC DEVELOPMENT SERVICES

Proposals are due to Renville County by 4 pm CST  
Friday, February 8, 2019

105 S 5<sup>th</sup> Street Olivia, MN 56277

## APPLICATION NOTICE

Due to a vacancy in the Renville County EDA Office, the Renville County HRA/EDA Board (the “HRA/EDA”) is requesting proposals from economic development firms or individuals (hereinafter “vendor”) to provide economic development services. The HRA/EDA expects to select a vendor who will serve the HRA/EDA until December 31, 2020; prior to that time an evaluation will take place to determine the feasibility of continuance. Economic Development services are expected to begin on a date to be determined by the HRA/EDA in coordination with the vendor. The selected vendor will be expected to play a proactive role in assisting the HRA/EDA and County staff, and make appropriate recommendations regarding economic development.

The community desires to select the best-qualified economic development vendor through the Request for Proposal (RFP) process. The ideal vendor should have extensive experience in economic development including management of economic development programs, economic development marketing, and business outreach to foster strong relationships with existing and perspective businesses. The vendor will work closely with the HRA/EDA, a seven-member body.

The HRA/EDA desires a vendor to provide services in lieu of hiring a full time employee engaged in economic development.

## COMMUNITY PROFILE

Renville County is an agricultural community located 80 miles west of Minneapolis, with the Minnesota River comprising its southern border. Renville County has 10 towns, 27 townships, and a population of approximately 14,982. Our mission is to keep and enhance the quality of life for our family of citizens through services, stewardship of resources, and shared responsibility.

- Renville County HRA/EDA website: [www.renville.com](http://www.renville.com)
- Renville County website: [www.renvillecountymn.com](http://www.renvillecountymn.com)

## SUBMITTAL REQUIREMENTS

### INSTRUCTIONS TO PROPOSERS

- All proposals should be sent and all questions and correspondence should be directed to:

Renville County  
Attn: Lisa Herges  
105 S 5<sup>th</sup> Street, Suite 315  
Olivia, MN 56277  
Phone: 320-523-3754  
Email: [lisah@renvillecountymn.com](mailto:lisah@renvillecountymn.com)

- Proposals must be received no later than February 8, 2019 at 4:00pm CST. The copies shall be sealed and clearly identified with “Economic Development Services RFP” by the submittal deadline. Proposals submitted after the deadline will not be considered.
- Each proposal must be signed by an officer of your organization who can be held accountable for the representations.

- The proposer shall designate one contact person who will be the only representative of the economic development services vendor to which the HRA/EDA will respond. Please note that all questions pertaining to the RFP are to be emailed to [Lisa Herges](#); an answer will be formulated as soon as possible and sent to all RFP participants by email for clarification purposes. All questions should be received by February 1, 2019. Questions received after this date will not receive a response.
- Proposals submitted must provide complete information as indicated in this request.
- The HRA/EDA will review the proposals and may schedule interviews for the finalists.

1. Schedule (subject to change based on the needs of the HRA/EDA):

Distribute / Advertise RFP's	January 11, 2019
Due Date for RFP Submittals	February 8, 2019
Staff Finalizes Recommendation for Firms to Interview	February 15, 2019
Selection Committee Interviews	February 27 – March 1, 2019
HRA/EDA Approval	March 7, 2019

REQUIRED CONTENTS FOR PROPOSALS

A. Title Page

- a. Show proposal subject, vendor's name, address, telephone number, name of contact person, and the date.

B. Proposing Vendor Overview

- a. Describe the vendor's background and history, including the number of years in business and the number and breakdown of personnel in the proposing office.
- b. Provide a list of other services offered by vendor that may benefit the HRA/EDA.

C. Identification and Qualification of Assigned Personnel

- a. Describe your staffing proposal for providing economic development services as indicated in the RFP. Describe the training and experience (including years) of the person who would be designated as the principal economic development contact, as well as other principals who will be providing economic development services and the estimated percentage of time each individual will be providing services under the contract. Provide resumes for all key staff that will be providing economic development services.
- b. Describe your workload capacity and the types of work that you would be able to handle.
- c. Describe your staff and resource capacity to respond to time-sensitive or short notice requests and/or short notice requests and/or complicated issues. Include the proposed hours of availability of economic development and support staff.
- d. Describe your philosophy of providing economic development services.

- e. Describe the approach you would use to communicate and coordinate with the HRA/EDA, County employees, the public and the media.

D. Related Experience

- a. Describe your organization's experience and current practice in providing economic development services to government entities, including the names of current government clients. Describe your experience in providing advice and services to County management, staff and policy-making boards. Include a discussion of how your current and past experience will enable you to effectively represent the HRA/EDA.
- b. Describe your experience and expertise as it specifically relates to fostering real estate development and redevelopment.
- c. Provide at least two examples of complex issues your organization has successfully handled for clients, including the names of staff members who worked on those projects.
- d. Please provide your organization's experience and working relationship with economic development agencies including Chambers of Commerce, Minnesota Department of Employment and Economic Development (DEED), and regional economic development agencies (e.g., Southwest SBDC).
- e. Provide any other information that you believe is relevant to the RFP.

E. Proposer's Detailed Approach to the Scope of Services

- a. The proposal shall address in detailed fashion the approach of the firm to the Scope of Services.

F. Basis for Compensation

- a. Provide a proposed fee schedule and include a detailed description and explanation of all other fees and/or charges that may arise for economic development services.

G. List of References, Potential Conflicts and Claims

- a. Provide a reference from a client for whom similar services have been provided during the past 3 years.
- b. Describe the procedure employed by your firm for identifying and resolving conflict of interest issues. State any potential conflict(s) of interest (i.e., real estate developers, other units of government, etc.) you may have in providing county economic development services as outlined in the RFP.
- c. Provide a statement of any insurance claims and/or ethics complaints taken against you or your personnel over the past five years and the status or outcomes of such actions. Indicate whether the action is pending or is currently under review by the State Ethics Board.

H. Disclosures and Assurances

- a. Applicant Authority. Assurance that the signatory making representation in the proposal on behalf of the vendor has the authority to do so.
- b. Insurance Coverage. Provide documentation of current insurance coverage and limits, including professional liability.

#### GENERAL ECONOMIC DEVELOPMENT SERVICES DESCRIPTION

The HRA/EDA is searching for a vendor that will provide professional services for economic development. The current focus of the HRA/EDA is daycare, broadband, housing & workforce development, as well as ongoing promotion of Renville County. The general work elements shall include, but are not limited, to the following:

##### A. General Duties and Responsibilities

- a. Takes direction from the HRA/EDA.
- b. Be available to attend regular meetings of the HRA/EDA, generally occurring on the 4<sup>th</sup> Thursday of the month at 1:00pm at the Government Services Center in Olivia, MN.
- c. Provide work direction to County Staff; there is an office available at the Renville County Government Services Center for use by the vendor, as well as a 0.5 FTE Administrative Assistant.
- d. Proactively communicate with the HRA/EDA, County staff, and the public.

##### B. Essential Duties and Responsibilities

- a. Renville County Strategic Goal assigned to the HRA/EDA:
  - i. Conduct an economic development needs assessment
- b. 2019 Renville County Economic Development Authority Work Plan Goals:
  - i. Build a foundation for growth within the communities, organizations and current and future residents of Renville County
  - ii. Build relationships with local businesses, local leaders and community members. Identify their needs and expand on their goals in an effort to proactively and positively shape the future of Economic Development in Renville County.
  - iii. Find new opportunities, audiences and resources to leverage and ultimately grow the tax base.
  - iv. Utilize, implement, and expand technology to become more efficient and effective.
  - v. Utilize available resources to assist with Economic Development efforts in the county, explore new opportunities and anticipate future needs and gaps in programming.
  - vi. Promote natural features, rural living, small town atmosphere and amenities to

current and future residents and businesses.

c. General economic development goals:

- i. Provide a leadership role in the preparation and implementation of plans and strategies for promoting and assisting economic and community development.
- ii. Develop and implement strategies to successfully market the County to perspective businesses, visitor and residents.
- iii. Act as a primary contact for business inquiries and assist businesses in meeting requirements of County codes and the development processes.
- iv. Develop and implement strategies for businesses to successfully locate or expand in the County by providing necessary guidance, including demographics, sites, incentive programs, and financing options.
- v. Assist in the negotiation and implementation of development agreements and redevelopment projects, including tax increment financing, tax abatement contracts, and other state and federal programs.
- vi. Administer and market local economic development assistance programs, including loan and grant programs.
- vii. Identify funding opportunities for economic development; prepare and submits applications to secure funding.
- viii. Conduct regular reviews on County development-related policies, regulations and fees to ensure the County's competitiveness in the marketplace. Recommends changes to process to reduce complexity.
- ix. Build relationships with the Chambers of Commerce and businesses through visits, outreach and communication.
- x. Monitor legislative changes relating to economic development or redevelopment.
- xi. Attend and make presentations at HRA/EDA, County Board, and other meetings as necessary.
- xii. Work with County staff on marketing strategies and dissemination of information through the HRA/EDA website and other communication mediums.

C. Knowledge, Skills, and Abilities

- a. Thorough knowledge of marketing strategies for industrial and commercial properties.
- b. Thorough knowledge of financing techniques and programs for economic development and redevelopment including the ability to apply creativity to each situation.
- c. Knowledge of business location and expansion considerations and ability to address concerns using tact, sensitivity and diplomacy.

- d. Ability to apply for and prepare grant applications.
- e. Ability to communicate effectively both verbally and in writing, using proper spelling and grammar.
- f. Ability to develop and maintain effective working relationships with all co-workers, county staff, the public, and other agency personnel.
- g. Ability to communicate effectively in person and in writing.
- h. Possess solid communication and presentation skills.
- i. Ability to work independently with minimal supervision.

#### PROPOSAL EVALUATION AND APPOINTMENT

- A. Qualification Based Selection. The HRA/EDA intends to retain the economic development services of the proposer evaluated to be the best qualified to perform the work for the County, with cost, compatibility, and other performance factors considered. Qualification for the top candidate will be verified and references checked.
- B. Review and Recommendation Process. Based upon the evaluation of the applications and possible interview, the HRA/EDA will determine the finalists who are judged to be the most responsive and responsible proposer for the services requested.
- C. Financial Liability Limitations. The HRA/EDA shall not be liable for any expenses incurred by the proposer including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, the preparation of a cost statement, or final contract negotiations.
- D. Rights of Review. The HRA/EDA reserves the right to reject any and all proposals or to request additional information from any and all proposers for purposes of clarification, and to accept or negotiate any modification to any proposal following the deadline for receipt of all proposals.
- E. Selection Criteria to Finalize Candidates for Interview. In reviewing the proposals, the HRA/EDA will carefully weigh the following items:
  - o The vendor's approach to and understanding of the Scope of Work.
  - o The vendor's experience and performance with similar contracts and clients.
  - o The experience and qualifications of the proposed staff in providing similar services.
  - o The vendor's demonstrated ability to deliver work on time and within budget.
  - o The extent of involvement by key vendor personnel
  - o Cost of services.
- F. Process for Final Selection. Up to four firms and/or individuals may be invited to interview with the Selection Committee. One firm or individual from that group may be recommended to the HRA/EDA for approval.

## CONTRACT EXECUTION

- A. The contract will require that the vendor selected to provide economic development services shall maintain liability, automobile, worker's compensation, and errors and omissions insurance and shall indemnify the HRA/EDA.
- B. The contract will provide that the Economic Development Services vendor is an independent contractor serving at the will of the HRA/EDA. Economic development services representative(s) shall not be an employee of the County and will acquire no rights to tenure, workers' compensation benefits, unemployment compensation benefits, medical and hospital benefits, sick and vacation leave, severance pay, pension benefits or other rights or benefits offered to employees of the County, its departments or agencies. Those engaged in providing economic development services will not act as the agent, representative or employee of the County except as expressly authorized by the contract.
- C. Other required provisions will include the HRA/EDA's right to terminate the agreement, at its sole discretion, upon the provision of notice. The vendor would have the option of terminating the contract during the term of the contract subject to a six (6) month notice period.
- D. Those providing economic development services shall not accept any private client or project that places it in ethical conflict during its representation of Renville County and shall immediately notify the HRA/EDA upon learning of the existence of any potential conflict of interest.