



MINNEHAHA CREEK
WATERSHED DISTRICT
QUALITY OF WATER, QUALITY OF LIFE

Meeting: Board of Managers
Meeting date: 10/9/2025
Agenda Item #: 7.1
Board Consent Item

Title: Authorization to Release Request for Proposals for Government Relations Services

Resolution number: 25-054

Prepared by: Name: Samantha Hoppe
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Recommended action: Authorize release of RFP

Schedule: 10/10/2025 – Release RFP
11/10/2025 – Deadline for Submissions
12/18/2025 – Board selection and contract approval
1/2/2026 – Contract starts

Budget Considerations: Fund name and code: 4-4002-4320 Contract Services
Fund budget 2026: \$69,000

Summary:

Under Minnesota Statute 103B.227 a Watershed District is required to solicit interest via an open request for proposals (RFP) process for professional or technical consultant services at least every two years. The Minnehaha Creek Watershed District's (MCWD or District) current government relations consultant contract expires on December 31, 2025, and requires a new RFP process.

Government Relations RFP Scope of Services:

The RFP describes the services required by MCWD's government relations consultant, including:

1. Provide lobbyist services during the regular legislative sessions and advocacy services for the remaining months of the agreement.
2. Meet annually with MCWD staff and Board Members to develop a legislative policy agenda that supports the District's strategic priorities.
3. Provide legislative research and updates on legislative proposals that may affect the MCWD and its operations.
4. Conduct regular verbal briefings with MCWD staff during the legislative session.
5. Provide monthly written reports to MCWD staff during the legislative session on proposals that may affect the MCWD and its operations.
6. Meet with MCWD staff and Board members to debrief and adjust the policy agenda, after each legislative session.
7. Provide legislative representation for the MCWD by coordinating with others interested in legislation, meeting with legislators, attending appropriate committee hearings, developing written lobbying materials and providing or arranging testimony before legislative committees as needed.

RFP Timeline:

The anticipated timeline for the RFP process is as follows:

Date	Description
October 9, 2025	Board Authorization of RFP Release
October 10, 2025	RFP Posted
November 10, 2025	Proposals Due
November 11 – 28, 2025	Staff Review and interviews
December 18, 2025	Board Consultant Selection and Contract Approval
December 19 – 30, 2025	Contract Negotiation and Execution
January 2, 2025	Contract Start Date
December 31, 2027	Contract Expiration

Supporting Documents:

RFP for Government Relations Consultant



RESOLUTION

Resolution number: 25-054

Title: Authorization to Release Request for Proposal for Government Relations Consultant

- WHEREAS, Minnesota Statutes 103B.227 requires watershed districts to solicit proposals for professional services at least every two years; and
- WHEREAS, the professional services contract for MCWD's current government relations consultant expires on December 31, 2025; and
- WHEREAS, staff has prepared a Request for Proposal (RFP) for government relations services to solicit proposals from interested consultants; and
- WHEREAS, the Board has reviewed the RFP and scope of services.

NOW, THEREFORE, BE IT RESOLVED that the Minnehaha Creek Watershed District Board of Managers hereby authorizes staff to release the Request for Proposals for Government Relations services.

Resolution Number 25- 054 was moved by Manager _____, seconded by Manager _____. Motion to adopt the resolution ___ ayes, ___ nays, ___ abstentions. Date: October 9, 2025.

Secretary Date: _____

REQUEST FOR PROPOSALS

Government Relations Consultant

Overview:

Minnehaha Creek Watershed District (MCWD) seeks a Government Relations Consultant to provide an ongoing process of advancing the interests of the MCWD by assisting in the development and promotion of the District's legislative agenda and by:

- Identifying the legislative consequences of choices;
- Discussing alternatives;
- Educating the Board and District staff about the issues involved; and
- Informing the Board and District staff of potential legislation that might affect MCWD governance, programs, or operations.

In this function the Government Relations Consultant shall possess an understanding of current MCWD programs and priorities; establish and maintain a professional relationship with key legislators and other elected or appointed officials and agency representatives; and seek to advance MCWD priorities in formal and informal settings.

The District Government Relations Consultant shall possess considerable experience in:

1. legislative process
2. watershed/natural resource governance
3. agency and local government, as related to water and natural resource management

In addition, the District Government Relations Consultant will have a working knowledge of the statutes and rules under which watersheds operate.

Background

The District is a regional watershed management organization established under Minnesota Statutes Chapters 103B and 103D. MCWD believes that healthy natural systems are essential components of vibrant, resilient communities and, as land use and water are inextricably linked, the District works in close partnership with the 29 cities and other partners that shape land use across the watershed.

Scope of Services:

General Lobbyist Services on Retainer

- A. The District Government Relations Consultant shall provide lobbyist services, during regular legislative sessions and advocacy services on behalf of the client for the remaining months of the agreement.
- B. Retainage shall also provide for:
 - 1. Meet annually with MCWD staff and Board Members to develop a legislative policy agenda that supports the District's strategic priorities.
 - 2. Provide legislative research and updates on legislative proposals that may affect the MCWD and its operations.
 - 3. Conduct regular verbal briefings with MCWD staff during the legislative session.
 - 4. Provide monthly written reports to MCWD staff during the legislative session on proposals that may affect the MCWD and its operations.
 - 5. Meet with MCWD staff and Board Members to debrief and adjust the policy agenda, after each legislative session.
 - 6. Provide legislative representation for the MCWD by coordinating with others interested in legislation, meeting with legislators, attending appropriate committee hearings, developing written lobbying materials and providing or arranging testimony before legislative committees as needed.

Understanding of State, Regional and Local Government and Watershed Management

The District Government Relations Consultant will:

- A. Demonstrate a current understanding of issues relevant to District governance, projects, or programs.
- B. Maintain a current understanding of MCWD programs and activities.
- C. Be aware of state and regional plans and priorities related to watershed and natural resource management.

Submittal Requirements:

Proposals shall be submitted electronically to Samantha Hoppe, MCWD Outreach Manager, via email at shoppe@minnehahacreek.org by 4:00 p.m. on November 10, 2025. Proposals shall include the following:

- A. A summary of your firm's experience and expertise to meet the requirements outlined in the Scope of Services.
- B. The names and qualifications of consultants working for MCWD.
- C. A list of other staff, their qualifications, and a description of the type of activities they will do on behalf of the MCWD.
- D. A list of sub-consultants, their qualifications, and a description of the type of activities they will do on behalf of the MCWD.
- E. The proposed fee structure including those charged by sub-consultants.

Please limit your response to 5 pages or less.

Submission Timeline:

- **Proposals Due:** November 10, 2025
- **Staff Review:** November 11-28, 2025
- **MCWD Board Consultant Selection and Contract Approval:** December 18, 2025
- **Start Date:** January 2, 2026
- **Contract Expiration Date:** December 31, 2027

Disclosures:

District Policy Relating to Member Communities and Other Governmental Jurisdictions

It is the policy of the District that District Consultants may not simultaneously represent governmental jurisdictions fully or partially located within the District without prior written approval from the District Administrator.

District Policy Related to Non-Discrimination

In performing the Services the District Government Relations Consultant will ensure that no person is excluded from full employment rights or participation in or the benefits of any program, service or activity on the ground of race, color, creed, religion, age, sex, disability, marital status, sexual orientation, public assistance status or national origin; and no person who is protected by applicable federal or state laws, rules or regulations against discrimination otherwise will be subjected to discrimination.

Data Practices

The District will handle proposals and related submittals in accordance with the Minnesota Data Practices Act, Minnesota Statutes §13.591, subdivision 3(b).