

REQUEST FOR PROPOSALS

Government Relations Consultant

Overview:

Minnehaha Creek Watershed District (MCWD) seeks a Government Relations Consultant to assist 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 support the following activities:
 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).