

THE CITY OF BREEZY POINT, MN



REQUEST FOR PROPOSALS (RFP)
FOR
ORGANIZATIONAL ASSESSMENT

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ORGANIZATIONAL INFORMATION

With 12% growth over the last 5 years and a staggering 184% growth since 2000, the City of Breezy Point, MN is currently the fastest growing community in Crow Wing County. Seeing as a municipalities ability to maintain a high level of service is dependent upon its organizational needs, the City of Breezy Point desires to assess those needs to better fit our growing community.

The City is currently comprised of 17 full-time employees, 1 seasonal employee, and 2 contract employees making up administration, public works, police, planning/zoning, and building inspections. The City receives fire service from the Pequot Lakes Fire District of which the City is a governing member.

The City has a 2023 General Fund budget of \$3,250,115 with a total budget of \$4,410,293.

SCOPE OF SERVICES AND DELIVERABLES

The City of Breezy Point is seeking proposals for a qualified consultant to conduct an assessment on the organization to identify the City's immediate and future human capital needs. Such an assessment should include but not be limited to:

- Analysis of current staffing levels
- Analysis of current service provisions
- Analysis of future projects' impact on staffing levels and service provisions
- Recommendations for immediate and future staffing needs
- Recommendations for reorganization
- Recommendations for service delivery improvements

SCHEDULE

It is the City's desire that the services described in this document be delivered no later than December 31, 2023. The Consultant shall include intermediate deadlines in the proposal for all project deliverables defined in this document.

Response to Proposals Due/RFP Receival:	September 15, 2023
Potential Consultant Interviews:	September 20, 2023
Final Consultant Selection:	October 2, 2023
Notice to Proceed:	October 5, 2023
Delivery of Final Report:	December 31, 2023

COMPENSATION FOR SERVICES

It is the intention of the City of Breezy Point to enter into a professional service contract for the scope of work provided in this document. The Consultant developed compensation schedule shall be in direct alignment with the stated deliverables and project deadlines.

The City of Breezy Point reserves the right to administer and issue all notices to proceed in a manner that is in the best interest of the City.

GENERAL REQUIREMENTS FOR PROPOSALS

I. Inquiries and Submittal

Please submit final RFP documentation and direct questions regarding this proposal to:

David Chanski
City Administrator
8319 County Road 11
Breezy Point, MN 56472
(218) 562-4441
dchanski@cityofbreezypointmn.us

All firms submitting a proposal shall identify a single point of contact to correspond with the City. The preferred method of communication is by email.

II. Contractual Responsibility

Consortia, joint ventures, or teams, although encouraged, will not be considered responsive unless the proposal explicitly establishes that all contractual responsibility rests solely with one firm.

At all times during the term of the contract, the Consultant shall be required to have and keep in force the following insurance policies:

- **Workers Compensation:** Insurance covering all employees meeting statutory limits in compliance with applicable state and federal laws.
- **Comprehensive General Liability:** A single limit or combined limit or excess umbrella general liability insurance policy of an amount not less than \$500,000 per claim and \$1,500,000 for any number of claims arising out of a single occurrence. If the claim arises out of the release or threatened release of a hazardous substance, the insurance must be for an amount no less than \$1,000,000 per claim and \$3,000,000 for any number of claims arising out of a single occurrence.
- **Business Auto Liability:** A single limit or combined limit or excess umbrella automobile liability insurance policy for all vehicles used regularly in the provision of services under this contract for an amount no less than \$500,000 per accident or

property damage, \$500,000 for bodily injury and/or damage to any one person, and \$1,500,000 for total bodily injuries and/or damage arising out of a single occurrence.

III. Addenda and Supplements to this RFP

In the event it becomes necessary to revise any part of this RFP, or if additional information is necessary to enable proposers to adequately respond to this request, a supplemental to the RFP will be issued.

IV. Owners' Rights

The City of Breezy Point reserves the right to reject any or all proposals if deemed (under its sole discretion) to be in the best interest of the City.

V. Proposal Content

Please submit one electronic copy of the proposal no later than September 15, 2023, by 4:00 p.m. The City reserves the right to request hard copies of proposals at any time in the review process. These documents must be signed by a duly authorized representative of the respondent. At a minimum the proposal shall:

- Include a narrative that describes the responder's understanding of the project, goals, objectives, and any known challenges to be overcome.
- The proposal should include a summary of the project management measures required to ensure that the project is completed on time, within budget and in accordance with applicable laws, policies, standards, and good engineering practice. Include a graphical timetable that identifies achievable milestones.
- Include an itemized list of anticipated objects, goals, and sub-tasks for all deliverables, assign the number of hours required by each team member, and indicate the maximum not to exceed fee amounts for each sub-task. Identify any tasks not outlined in the deliverables that the respondent deems are critical to the success of the project. Include detailed cost breakdowns for these tasks as "alternate" options that we may review and/or consider as part of the contract. Provide and explain new technology and/or innovative strategies within these tasks to provide additional quality to this project.
- Provide and elaborate on key tasks this RFP may not include. Provide costs to each as alternative options.
- Identify anticipated involvement required by the City.
- Summarize the firm's relevant qualifications and experience related to similar projects. List all personnel who will conduct the project, detailing their training, work experience and job title. The project manager assigned to the project must be stated in the proposal and shall continue as such throughout the project, as long as he/she is still employed by the firm.

PRE-CONTRACT COSTS

All costs related to the preparation of the proposal will be the sole responsibility of the respondent and will not be reimbursed by the City of Breezy Point. Likewise, no reimbursement will be made for costs incurred prior to a formal written notice to proceed.

EVALUATION CRITERIA

Selection of the Consultant will be based on the best quality of services provided. Proposals will be primarily evaluated on the Scope of Services defined in this document. All respondents will be graded on a 100-point scale to determine the best overall value for this project. Project manager and team members experience in providing similar services or projects will strongly influence evaluation scores. Consideration will be given based on the following factors and corresponding scale:

1. Expressed understanding of project scope/objectives:	20%
2. Quality and technical evaluation of the proposal, project approach, methodology, and the use of technology/innovation:	20%
3. Experience and qualifications of the project manager and team members:	20%
4. Quality of the work plan and project schedule:	20%
5. Overall not to exceed cost:	20%
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Total	100%

The City of Breezy Point will not automatically award a contract to the respondent with the lowest overall cost. The City reserves the right to interview any, all, or none of the respondents at its discretion. If necessary, interviews will be held at the Breezy Point City Hall on September 15, 2023.