

**REQUEST FOR QUALIFICATIONS
FOR
ACCOUNTING SERVICES**

**ISSUED BY
THE BROWN’S CREEK WATERSHED DISTRICT
FOR CALENDAR YEARS 2025-2026**

November 17, 2024

1. Introduction

The Brown’s Creek Watershed District (BCWD) is the governmental unit with primary responsibility for protecting the water resources of the Brown’s Creek Watershed. The District was established in 1997 under the Minnesota Watershed District Act.

The District covers approximately 18,000 acres that drain into Brown’s Creek, which then enters the St. Croix River. The watershed includes Brown’s Creek; a DNR designated trout stream and several small tributaries. The watershed includes twelve major lakes and numerous wetlands. The District includes portions of the Cities of Oak Park Heights, Grant, Hugo, Lake Elmo, and Stillwater along with May and Stillwater Townships.

2. Solicitation

Minnesota Statutes, Section 103B.277, Subdivision 5, require BCWD to solicit proposals every two years to provide consulting services. The current accounting services provided to the district include, but are not limited to; 1) preparing monthly checks and financial statements using QuickBooks Accounting software; 2) assist District auditor in preparation of certified audit; 3) preparing other financial reports as the District may require.

3. General Instructions

Firms interested in providing services to BCWD shall submit electronic qualifications. The Brown’s Creek Watershed District on or before 3:00 P.M., December 31, 2024, will accept qualification statements.

Submittals should be sent to:	Brown’s Creek Watershed District
	Attention: Karen Kill
	Karen.kill@mnwcd.org

Qualification statements received after this time will not be considered. Prospective responders who have any questions regarding this “Request for Qualifications”, may contact Karen Kill, (651) 330-8220.

4. Qualification Statement Content

Firms are requested to include in their qualification statement, the following information in the order listed:

- a. A brief summary of the firm's qualifications.
- b. Name and phone number of the person designated to answer questions about the qualification statement.
- c. A specific list of the individuals who would be assigned to work and manage BCWD projects, their proposed responsibilities, background, years of experience, and their previous experience in servicing watersheds.
- d. Fee schedules
- e. BCWD encourages participation by minority, women, and veteran-owned businesses as prime consultants, and encourages all prime consultants to make a significant commitment to use minority, women, veteran owned and other disadvantaged business entities as subcontractors and suppliers. If applicable, please list any information regarding how these categories of disadvantaged business entities are included in your submission.
- f. Submittals may not exceed 10 pages in length. Submittals that exceed 10 pages in length may not be considered.

5. Selection Process

The BCWD Board of Managers anticipates making a decision, within 30 days, based upon the submittals. However, at their discretion, they may choose to conduct interviews after reviewing the proposals.