

B.E.S.T. of Waseca County
Request for Proposals for services in developing a Community Vision, Strategic Plan and
Action Plans

I. Introduction

The Business & Entrepreneurial Support Team of Waseca County (BEST), in collaboration with the City of Waseca, Waseca Area Chamber of Commerce, Waseca County, the Waseca Mayo Clinic and Waseca Public Schools, is requesting proposals from qualified organizations or individuals to complete a process to establish a community Vision, along with values, strategic implementation plan and action plans. BEST seeks a consultant to lead the community in this process, including gaining community-wide input and buy-in, organizational commitments and citizen engagement.

The selection process will award the work to the best combination of qualifications, response to scope of services, costs and project approach. BEST and the preferred consultant will negotiate a final scope and terms after selection by a committee, but prior to the BEST Board of Directors approval.

Proposals should be submitted by PDF in a format suitable for emailing and printing copies. This may be emailed to waseca.vision@gmail.com and must be received no later than 4:00 PM on Friday, December 9, 2016 to be considered.

All inquiries about the project or the request for proposal should be directed only to:

Jim Gibson
President, BEST of Waseca County
waseca.vision@gmail.com
507-380-9262

All questions are to be submitted in writing (email is acceptable) and must be received by 4:30 PM on Friday, December 2, 2016. Responses and clarifications to questions will be forwarded to all consultants by the end of the day on Tuesday, December 6, 2016.

The unauthorized communication with any other Committee members or the BEST Board of Directors besides the listed contact is grounds for rejection of the proposal.

BEST reserves the right to reject any or all proposals submitted.

Following a review and ranking of the proposals the Committee will make a recommendation for award to the BEST Board of Directors. A final decision for award of the work will be made by a majority vote of the BEST Board of Directors following successful negotiations of the terms, including costs, with the preferred Consultant. BEST reserves the right to award the work based

on the best combination of qualifications, response to the scope of services, costs and project approach at the sole discretion and in the best interest of BEST.

During the evaluation process, BEST reserves the right to request additional information or clarifications from proposers.

BEST reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the consultant of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between BEST and the consultant selected.

It is anticipated the selection of a consultant will be completed by Friday, January 20, 2017.

II. Description of the Community and Project Background

a. Principle Contact

The principal contact with BEST will be Jim Gibson, at (507) 380-9262 or waseca.vision@gmail.com, who will coordinate the assistance to be provided by BEST to the consultant.

b. Description of Community & Organization

Waseca County was established in 1857, covers approximately 433 square miles and is home to over 19,000 residents. The City of Waseca is both the largest City in the County, at approximately 9,400 residents, and is the County seat. The City is a net importer of jobs, has a strong tourism draw due to its proximity to Clear Lake, boast a hospital, numerous large and small retailers, a high-level of public sector employment, including the Administrative Offices of Waseca Public Schools, and has a public transit system through SMART Transit.

BEST was established in 2003 in order to support a referendum for a water park in the City of Waseca. Since then it has shifted to focus on bringing private business and government together to identify common ground and opportunities to collaborate in order to maintain a strong economy and address challenges in the Community.

c. Background Information

BEST in collaboration with the City of Waseca, Waseca Area Chamber of Commerce, Waseca County, Mayo Clinic Health System-Waseca and Waseca Public Schools have determined that it is critical for the greater Waseca Community to have a common Vision and plan to achieve it for the community. Each of these organizations have their own strategic plans and objectives, but shared vision and values are needed in order to better unify and coordinate efforts, enable better communication about what the community is and where it is going, and provide a unified voice for where the community needs to invest to get it to its destination.

III. Scope of Services

Successful proposals will address the following items at a minimum:

- Provide the following deliverables:
 - Community Vision & Values
 - Strategic Plan for implementing the Vision
 - Detailed Action Plans & Implementation Plans
- Provide a process tailored to the unique characteristics of the Waseca Community
 - Description of how that process will be developed
- Lead a process that engages residents, businesses, key organizations and other stakeholders in the community
 - Expectations from BEST and partner organizations
 - Description of how existing priorities, studies and strategic plans will be incorporated into process
- Getting commitments from stakeholders and community leaders
 - Provide a structure for accountability for implementation
- Develop action plans that accomplish the following:
 - keeps stakeholders engaged, committed and accountable
 - Clearly identifies responsible parties for action items
 - Identifies timelines
 - Identifies performance and outcome measurements
 - Outputs, outcomes, efficiency, etc.
- Moving the community beyond past problems to focus on future goals

IV. Time Requirements

Selection Schedule

RFP Sent to Select Consultants and Posted – November 15th
Last day for questions due to the Committee – December 2nd
Last day for proposals due to the Committee – December 9th
Proposals Reviewed and consultants notified by January 3rd
Interviews with Selected Consultants January 9th – 20th
Approval of Proposal and Contract – February 13th

V. Proposal Requirements

Responses to this Request for Proposal should include the following information in the order prescribed. Submission must be received by 4:00 PM on December 9, 2016 for a proposal/response to be considered by the Committee.

- Cover letter and introduction including the name of the consultant, address, and the name and contact information for the person(s) authorized to represent the company regarding all matters related to the proposal.
- Name and contact information of the consultant's project manager that would be assigned to the project.

- A statement of qualifications of the consultant and the project manager and other key team members assigned to perform the work including 1-page resumes of key individuals.
- A statement of the consultant's understanding of the work required and the manner in which the consultant plans to approach it. Describe how the consultant will approach project and implementation related to meeting deadlines, developing project layout, use of social media and communication media, approach to evaluating existing strategic plans, studies, priorities, etc. and expectations of the Committee and partner organizations.
- Proposed work plan that identifies the task necessary to respond to the Scope of Services and to meet the project requirements as described in this RFP. A final work plan will be developed following selection of the Consultant.
- Identification of the deliverables.
- References from at least three (3) clients from similarly sized and situated communities with similar projects within the last five (5) years, that are familiar with the consultant's quality of work and the consultant's performance including schedule and budget control. Include contact name and telephone number. Include a copy of the final product of the work.
- Schedule: A thorough and detailed schedule should be presented outlining key milestone completion dates and proposed deliverables. Details on the number of meetings, forums, presentations, etc. should be included as well.
- Proposals are not limited to the items outlined in this RFP, which should be considered the minimum requirements. Provide any additional information you feel is pertinent to a successful project and the Committees decision on selecting a Consultant.
- Demonstrated results are of critical importance for the selection of this consultant and implementation of this RFP process.

VI. Selection Criteria

Evaluation of proposals will be based on the following criteria:

- Thoroughness and understanding of the tasks to be completed;
- Background and experience in community visioning and strategic planning process;
- Staff expertise and overall experience of personnel assigned to the work;
- Time required to accomplish the requested services;
- Responsiveness to requirements of the project;
- Recent relevant experience in a similarly sized and situated community conducting similar processes;
- Cost

VII. Evaluation Procedures

a. Review of Proposal

All proposals will be reviewed by the Committee. The Committee reserves the right to select a consultant(s) to present to the selection committee prior to selecting a preferred Consultant

A single consultant will be selected for their services. The consultant will enter into a professional services contract with BEST. BEST reserves the right to negotiate and further refine the scope of work which may affect the final contract amount. BEST reserves the right to retain all proposals submitted and uses any idea in a proposal regardless of whether that proposal is selected.

b. Proposal Expiration Date

Proposals in response to this RFP will be valid for ninety days from the proposal due date. The Committee reserves the right to ask for an extension of time if needed.

c. Award Notification

The Committee will notify in writing (which includes email) each consultant submitting a proposal the results of the selection process.

d. Ownership of Materials

All materials submitted in response to the RFP become the property of BEST and supporting materials will not be returned. BEST is not responsible for any costs incurred by any consultant in the preparation of the proposal including, but not limited to, expenses associated with the preparation of the proposal, attendance at interviews, preparation of a cost statement of any future contract negotiations.

e. Disclaimer

This request for proposal is only a solicitation for information. BEST is not obligated for any part of the project described. Notwithstanding any other provisions of the RFP, BEST reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or combination of items, when to do so would be to the advantage of BEST. It is further within the rights of BEST to reject proposals that do not contain all elements and information requested in this documents. BEST shall not be liable for any losses by any consultants throughout this process.

f. Contracting Ethics

It is a breach of ethical standards for any person to offer, give or agree to give any BEST member or advisor, or for any BEST member or advisor to solicit, demand, accept or agree to accept from another person or consultant a gratuity or an offer of employment whenever a reasonable, prudent person would conclude that such consideration was motivated by an individual, group or corporate desire to obtain special, preferential or more favorable treatment than is normally accorded to the general public.

The consultant shall not assign any interest in this contract and shall not transfer any interest in the same without the prior written consent of BEST.

To remove any potential or actual conflict of interest a consultant representing any private party client submitting a project or activity to BEST shall not represent or review the project or activity on behalf of BEST.