

**BROWN'S CREEK WATERSHED DISTRICT  
REQUEST FOR QUALIFICATIONS  
FOR AUDITING SERVICES ISSUED BY  
THE BROWN'S CREEK WATERSHED DISTRICT  
FOR CALENDAR YEARS 2019-2020  
NOVEMBER 15, 2018**

## **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.227, Subdivision 5, require BCWD to solicit proposals every two years to provide consulting services. The current auditing services provided to the district include, but are not limited to; 1) auditing the annual financial statements of the BCWD with the result of these audit to be a certified audit in accordance with generally accepted governmental audit standards.

## **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 28, 2018, 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 x26.

## **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. 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.