

# WINNESHIEK COUNTY, IOWA

## REQUEST FOR PROPOSAL

### INTEGRATED ROADSIDE VEGETATION MANAGEMENT FINANCIAL EVALUATION

#### **Overview**

Winneshiek County, Iowa (“the County”) is issuing a Request for Proposal (RFP) for interested and qualified consultants to conduct a financial analysis of the County’s Integrated Vegetation Management Program. The consultant should be able to demonstrate the success of previous financial analysis projects and provide satisfied references.

In 2019 Winneshiek County adopted an Ordinance to implement a County integrated roadside vegetation management program (the “Program”) to supplement the County obligation under Iowa Code § 314.22 and related chapters. Implementation of the Program resulted in hiring two employees and the purchase of equipment, seed and other supplies needed to implement and support the Program. The County Board of Supervisors is considering shifting the Program responsibilities to County Road department.

County is seeking a Consultant capable of conducting a financial analysis of the relative costs of maintaining the program in current (2022) form versus shifting the program to the road department workers as an additional responsibility.

#### **Proposal Deadline**

Friday, June 30, 2023, at 11:00 am.

#### **Desired Scope of Services**

The selected consultant will be responsible for the following scope of services:

- Understand the County budgeting process and desired fiscal analysis.
- Develop a strategy with detailed action steps and timelines.
- Review historical financial information and make cost projections under two proposed scenarios for Program implementation moving forward.
- Utilize County data and data from other entities with similar Programs to identify potential financial gains or losses for current, short term, and long term Program implementation.

### **Submittal Process and Details**

Proposals are sought from firms with expertise in county, city, state, or other public sector processes. Proposals should include the following:

- 1) Consultant's name, address, and names of the primary contact. A brief description of the organization.
- 2) A description of the specific staff that will comprise the project team, including their qualifications.
- 3) A detailed description of the services and strategy by which the project will be performed, including methodology for conducting the financial analysis.
- 4) A description of the process that will be used to conduct the analysis and evaluate the fiscal impact.
- 5) List of three recent client references including address, phone, and emails.
- 6) Estimated timeline for completing the process.
- 7) A proposed fee structure including the maximum total cost as well as an itemized breakdown of the cost to perform the tasks outlined in the proposal.
- 8) A sealed proposal should be mailed or delivered to the mailing address below:

Benjamin Steines  
Winneshiek County Auditor  
201 W Main Street  
Decorah, IA 52101

Questions or requests for further information may be made to the County Auditor at [bsteines@co.winneshiek.ia.us](mailto:bsteines@co.winneshiek.ia.us).

All qualified Proposals will be evaluated, and an award will be made to the firm whose proposal is deemed to be in the best interest of the County, all factors considered. A contract will be entered into with the selected firm.

The County reserves the right to reject any or all proposals if determined in its best interest. This request for information does not, under any circumstance, commit the County to pay any costs incurred by any proposer in the submission of qualifications. The proposer is responsible for all costs associated with responding to this request.