

REQUEST FOR PROPOSALS

HUMAN RESOURCES CONSULTING

The Riley Purgatory Bluff Creek Watershed District (RBPCWD) is soliciting a Request for Proposal from firm or firms qualified to provide Human Resource (HR) Consulting Services.

Project Overview:

Riley Purgatory Bluff Creek Watershed District (RPBCWD, District) seeks proposals for a vendor to provide Human Resources Consulting to RPBCWD over a period of two years beginning September 2021 and ending August 2023. Following the initial term, there is a possibility to renew the contract for an additional two-year term. Proposals are requested from companies capable of providing the District and its staff with Human Resources Consulting Services. Upon review of the proposals, the District will make a final decision as to which specific services will be performed and the timeline of performance. The specific services are listed in the Scope of Work.

Organization Overview:

The Riley Purgatory Bluff Creek Watershed District is a local unit of government charged with protecting, managing, and restoring Riley Creek, Bluff Creek, and Purgatory Creek, and encompasses the 50-mile area that drains into these creeks. Spanning Hennepin and Carver Counties, RPBCWD includes parts of seven cities - Bloomington, Chanhassen, Chaska, Deephaven, Eden Prairie, Minnetonka, and Shorewood. In addition to the three creeks, RPBCWD manages over a dozen lakes and numerous wetlands within this geography. Since 1969, the RPBCWD has collected and maintained extensive water resource data which have supported implementation of dozens of capital projects resulting in the conservation and restoration of land and water throughout the District. RPBCWD employs a dedicated professional staff of eight permanent fulltime staff and up to four seasonal employees/interns who specialize in natural resource planning, project development, water quality monitoring, permitting, and outreach.

Background: The District has approximately 8 full-time employees and 2-4 contract or part-time staff.

Scope of Work:

Below is a list of specific services that may be sought by the District.

1.) Employee Relations

- a. Mitigating personnel issues as they are brought to consultant
- b. Conflict management training and on-going guidance as needed

- d. Employee satisfaction surveys
- e. Termination and exit interviews

2.) HR Compliance Review

- a. Develop and modify personnel handbook as needed in tandem with Personnel Committee consisting of two board managers
- b. Personnel Files
- c. Job Descriptions
- d. Job classifications (Exempt vs Non-Exempt Status)
- e. Mandatory training needs, such as unlawful harassment

3.) Benefits Package Review

- a. Competitiveness
- b. Comparison to other public agencies

4.) Training and Organizational Development

- a. Team building
- b. Customer service
- c. Conflict management
- d. Management & supervisory skills
- e. Competency building (learning new skills)
- f. Coaching & Counseling
- g. Online education and training opportunities
- h. Personal development topics
- i. Listening skills
- j. Time management
- k. Diversity management
- l. Long-term HR considerations
 - i. Succession Planning
 - ii. Contingency/Emergency Planning and Process

Also, for each of the specific projects or services listed, please provide:

- a) Three references that can attest to your approach to the above four categories.
- b) The staff from your firm who would be assigned to this project
- c) Rate schedule

In addition to showing how you will meet the requirements outlined above, Proposers should also provide information regarding the following:

- Provide an overview of how you meet all State & Federal rules and regulations

Timeline:

All dates are tentative Except proposal due date

Request for Proposals Released: June 3, 2021

Proposals Due: July 2, 2021 by 5:00pm

RPBCWD Board of Managers for Approval Aug 4, 2021

Contract developed and executed: August 18 -25, 2021

Questions should be sent to Terry Jeffery, tjeffery@rpbcd.org, 952-807-6885