



# Brainerd City Council Agenda Request

**Requested Meeting Date:**

**Title of Item:**

<input type="checkbox"/> INFORMATION ONLY <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> P&F COMMITTEE <input type="checkbox"/> SPW COMMITTEE <input type="checkbox"/> MAIN AGENDA	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of published hearing notice</i> <input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <input type="checkbox"/> Ordinance 1 <sup>st</sup> Reading
<b>Submitted by:</b>	<b>Department:</b>
<b>Presenter (Name &amp; Title):</b>	<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>	
<b>Alternatives, Options, Effects on Others/Comments:</b>	
<b>Recommended Action/Motion:</b>	
<b>Financial Impact:</b> <i>Is there a cost associated with this request:</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping</i> \$ _____ <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>	

# **CITY OF BRAINERD REQUEST FOR PROPOSALS**

Events and Community Action Programs



The City of Brainerd is requesting proposals for the establishment or maintenance of a program for the benefit of senior citizens or to subsidize a non-profit senior citizen's organization with the city limits of the City of Brainerd.

## **BACKGROUND**

The City Council adopted an ordinance in 1991 adding a contribution of ½ mill levy for a Community Action Program. That language was amended by the City Council on November 15<sup>th</sup>, 2021, which now states that there shall be a levy of 1.5% of the previous year's total City levy for an entity within the city limits of Brainerd to provide community action programs and events.

The City entered into a 10-year agreement with Brainerd Community Action that expires on March 31<sup>st</sup>, 2022. Therefore, the City is issuing a request for proposal to solicit proposals from organizations within the city limits of Brainerd to provide community action programs and events to deliver these services.

The City would be entering into an agreement for these services for a period of 5 years. The City will have \$80,061 available for 2022 and approximately \$93,838 for subsequent years. This amount will vary depending on the previous year's total City levy.

## **SCOPE OF SERVICES**

The City of Brainerd is looking for an organization to provide events and community action programs for a period of five (5) years. The organization selected would be required to present an annual report to the City Council in December of each year.

## **SCHEDULE**

1. Proposals due on March 10, 2022, at 4:30 PM.
2. Proposals to be reviewed by the City Council Subcommittee the week of March 14<sup>th</sup>, 2022.
3. Interviews (if needed) scheduled week of March 14<sup>th</sup>, 2022 with prospective proposers.
4. Recommendations by the Subcommittee will go to the Personnel & Finance Committee for recommendation to the full City Council at the March 21<sup>st</sup>, 2022, City Council meeting.
5. Contractual agreement approved by the City Council on March 21<sup>st</sup> or April 4<sup>th</sup>, 2022.
6. Implementation of services beginning April 1<sup>st</sup>, 2022.

## **PROPOSAL REQUIREMENTS**

1. A narrative describing the organizations mission, vision and goals.
2. Describe the events or community action programs currently conducted by your organization for Brainerd residents
3. Describe future events or community action programs and activities that will be available to Brainerd residents
4. Describe how your organization will market and reach out to Brainerd residents
5. Describe how the funding from the City of Brainerd will be used
6. Provide a narrative describing the organizations experience in events and community action programs
7. Identify the principal staff and team members that will be providing services, their role, and their experience, training, qualifications, and availability
8. Describe the past performance of key team members and firm to deliver quality work within the time constraints and budget
9. Provide a copy of the organizations budget listing revenues and expenses
10. Provide any other specific experience, knowledge, or abilities that uniquely quality your firm and team for providing the selected services

**CONSULTANT SELECTION**

Each proposal will be scored based on the responses to the Proposal Requirements listed above. The City reserves the right to reject any and all proposals if deemed to be in the City's best interest. The City reserves the right to interview prospective firms before recommendation and selection. Interviews, if needed, are anticipated to be performed the week of March 14, 2022.

**PROPOSAL DUE**

If you are interested in submitting a written proposal to perform any of these services, please email your proposal to [JBergman@ci.brainerd.mn.us](mailto:JBergman@ci.brainerd.mn.us) or a paper copy of the proposal to the City Administrator's office no later than 4:30 P.M. on March 10, 2022.

Submitted proposals will be presented to the Personnel and Finance Committee during its regular meeting on Monday, March 21<sup>st</sup>, 2022, p.m. in the 2<sup>nd</sup> Floor Conference Room in City Hall located at 501 Laurel St.

Proposals and any inquiries should be directed to:

Jennifer Bergman  
City Administrator  
501 Laurel Street  
Brainerd, MN 56401  
(218) 454-3404  
[jbergman@ci.brainerd.mn.us](mailto:jbergman@ci.brainerd.mn.us)

# **CITY OF BRAINERD REQUEST FOR PROPOSALS**

Arboretum or Green Space Organization



The City of Brainerd is requesting proposals to fund an arboretum or green space organization within the city limits of the City of Brainerd.

## **BACKGROUND**

The City Council adopted an ordinance in 2001 authorizing a contribution of ½ mill to the Northland Arboretum and Paul Bunyan Conservation Area. That language was amended by the City Council on November 15<sup>th</sup>, 2021, which now states that there shall be a levy of 1.5% of the previous year's total City levy for an arboretum or green space organization within the city limits of the City of Brainerd.

The Agreement between the City and the Paul Bunyan Arboretum (DBA as Northland Arboretum) expires on March 31st, 2022. Therefore, the City is issuing a request for proposal to solicit proposals from arboretum or green space organizations within the City limits of Brainerd to deliver these services.

The City would be entering into an agreement for these services for a period of 5 years. The City will have \$80,061 available for 2022 and approximately \$93,838 for subsequent years. This amount will vary depending on the previous year's total City levy.

## **SCOPE OF SERVICES**

The City of Brainerd is looking for a green space or arboretum organization available to Brainerd residents within the City limits of Brainerd. The agreement would be for a period of five (5) years. The organization selected would be required to present an annual report to the City Council in December of each year.

## **SCHEDULE**

1. Proposal submittals due on March 10, 2022, at 4:30 PM.
2. Proposals to be reviewed by the City Council Subcommittee the week of March 14<sup>th</sup>, 2022.
3. Interviews (if needed) scheduled week of March 14<sup>th</sup>, 2022 with prospective proposers.
4. Recommendations by the Subcommittee will go to the Personnel & Finance Committee for recommendation to the full City Council at the March 21<sup>st</sup>, 2022, City Council meeting.
5. Contractual agreement approved by the City Council on March 21<sup>st</sup> or April 4<sup>th</sup>, 2022.
6. Implementation of services beginning April 1<sup>st</sup>, 2022.

## **PROPOSAL REQUIREMENTS**

1. A narrative describing the organizations mission, vision and goals.
2. Describe the green space or arboretum and programs provided by your organization and how it is currently available and will be made available for Brainerd residents
3. Describe the property and facilities and how they are suited to the programs and activities offered
4. Describe how your organization will market and reach out to Brainerd residents
5. Describe how the funding from the City of Brainerd will be used
6. Provide a narrative describing the organizations experience in providing programs
7. Identify the principal staff and team members that will be providing services, their role, and their experience, training, qualifications, and availability.
8. Describe the past performance of key team members and firm to deliver quality work within the time constraints and budget
9. Provide a copy of the organizations budget listing revenues and expenses
10. Any other specific experience, knowledge, or abilities that uniquely quality your firm and team for providing the selected services

## **CONSULTANT SELECTION**

Each proposal will be scored based on the responses to the Proposal Requirements listed above. The City reserves the right to reject any and all proposals if deemed to be in the City's best interest. The City reserves the right to interview prospective firms before recommendation and selection. Interviews, if needed, are anticipated to be performed the week of March 14, 2022.

## **PROPOSAL DUE**

If you are interested in submitting a written proposal to perform any of these services, please email your proposal to [JBergman@ci.brainerd.mn.us](mailto:JBergman@ci.brainerd.mn.us) or a paper copy of the proposal to the City Administrator's office no later than 4:30 P.M. on March 10, 2022.

Submitted proposals will be presented to the Personnel and Finance Committee during its regular meeting on Monday, March 21<sup>st</sup>, 2022, p.m. in the 2<sup>nd</sup> Floor Conference Room in City Hall located at 501 Laurel St.

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# **CITY OF BRAINERD REQUEST FOR PROPOSALS**

## **Senior Citizens Programs**



The City of Brainerd is requesting proposals for the establishment or maintenance of a program for the benefit of senior citizens or to subsidize a non-profit senior citizen's organization with the city limits of the City of Brainerd.



## **BACKGROUND**

The City Council adopted an ordinance in 1982 authorizing a contribution of ½ mill for the establishment and maintenance of a program for the benefit of senior citizens or to subsidize non-profit senior citizen's organizations. That language was amended by the City Council on November 15<sup>th</sup>, 2021, which now states that there shall be a levy of 1.5% of the previous year's total City levy for the establishment and maintenance of a program for the benefit of senior citizens or to subsidize non-profit senior citizens organizations within the city limits of Brainerd.

The City entered into a 10-year agreement with a non-profit organization to deliver these services and that agreement expires on March 31<sup>st</sup>, 2022. Therefore, the City is issuing a request for proposal to solicit proposals from organizations within the City limits of Brainerd to deliver these services.

The City would be entering into an agreement for these services for a period of 5 years. The City will have \$80,061 available for 2022 and approximately \$93,838 for subsequent years. This amount will vary depending on the previous year's total City levy.

## **SCOPE OF SERVICES**

The City of Brainerd is looking for the establishment or maintenance of a program for the benefit of senior citizen's or to subsidize non-profit senior citizen's organization for a period of five (5) years. The organization selected would be required to present an annual report to the City Council in December of each year.

## **SCHEDULE**

1. Proposal submittals due on March 10, 2022, at 4:30 PM.
2. Proposals to be reviewed by the City Council Subcommittee the week of March 14<sup>th</sup>, 2022.
3. Interviews (if needed) scheduled week of March 14<sup>th</sup>, 2022 with prospective proposers.
4. Recommendations by the Subcommittee will go to the Personnel & Finance Committee for recommendation to the full City Council at the March 21<sup>st</sup>, 2022, City Council meeting.
5. Contractual agreement approved by the City Council on March 21<sup>st</sup> or April 4<sup>th</sup>, 2022.
6. Implementation of services beginning April 1<sup>st</sup>, 2022.

## **PROPOSAL REQUIREMENTS**

1. A narrative describing the organizations mission, vision and goals.
2. Describe in detail the programs and activities for senior citizens offered by your organization that will be available to Brainerd residents
3. Describe the facility and how it is suited to the programs and activities offered to senior citizens
4. Describe how your organization will market and reach out to Brainerd residents
5. Describe in detail how the funding from the City of Brainerd will be used
6. Provide a narrative describing the organizations experience in providing programs for seniors.
7. Identify the principal staff and team members that will be providing services, their role, and their experience, training, qualifications, and availability.
8. Describe the past performance of key team members and firm to deliver quality work within the time constraints and budget.
9. Provide a copy of the organizations budget listing revenues and expenses

10. Any other specific experience, knowledge, or abilities that uniquely qualify your firm and team for providing the selected services.

### **CONSULTANT SELECTION**

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### **PROPOSAL DUE**

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