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Request for Proposals Economic Development Professional Services

Introduction

The City of Lanesboro, Minnesota, is seeking proposals from qualified individuals or firms to provide professional economic development services. The selected consultant will serve as the City's primary economic development resource and work collaboratively with the Economic Development Authority (EDA), City Council, city staff, local businesses, community organizations, housing stakeholders, and regional partners.

The City anticipates approximately six (6) hours of service per week, with the potential for additional hours depending upon project workload, grant opportunities, special initiatives, and competitive pricing proposed by the consultant.

Submittals

The City of Lanesboro invites qualified individuals and firms to submit proposals for Economic Development Professional Services.

Proposals must be received no later than **Wednesday, November 4, 2026, at 3:00 p.m.** Late submissions will not be considered. Proposals may be submitted electronically or by mail.

Electronic Submissions

Mitchell Walbridge
City Administrator
Email: MWalbridge@lanesboro-mn.gov

Mailed Submissions

City of Lanesboro
Attn: Mitchell Walbridge, City Administrator
P.O. Box 333
202 Parkway Avenue South
Lanesboro, MN 55949

Proposals should include the following information:

1. Cover letter introducing the individual or firm and summarizing qualifications.
2. Description of relevant experience providing economic development services to municipalities, economic development authorities, nonprofit organizations, or similar entities.
3. Qualifications and experience of the individual(s) who would be assigned to provide services.
4. Description of the proposed approach to providing economic development services to the City of Lanesboro and its Economic Development Authority.
5. Proposed fee structure, including hourly rates and any additional charges or reimbursable expenses.
6. Estimated availability and ability to provide approximately six (6) hours of service per week, with capacity to expand services as needed.
7. A minimum of two (2) and maximum of three (3) professional references, including contact name, organization, title, phone number, and email address.

Objectives

The City seeks a proactive and results-oriented partner to:

- Promote sustainable growth and community vitality.
- Support retention and expansion of existing businesses.
- Recruit and attract new business investment.
- Advance housing development opportunities.
- Identify and secure funding opportunities.
- Provide professional support to the Economic Development Authority.
- Coordinate strategic initiatives that align with City goals and priorities.

Scope of Services

The selected consultant shall provide services that may include, but are not limited to, the following:

1. Economic Development Planning and Strategy
 - a. Lead and facilitate strategic economic development initiatives and projects.
 - b. Identify opportunities to enhance economic growth, workforce development, tourism-related commerce, housing, and business investment.
 - c. Assist in the development and implementation of short- and long-term economic development goals.
 - d. Monitor economic trends and recommend programs, policies, and initiatives that support community development objectives.
2. Business Development and Retention
 - a. Serve as a point of contact for prospective and existing businesses.
 - b. Meet with prospective business owners, entrepreneurs, developers, and investors regarding business plans, expansion opportunities, relocation inquiries, and development proposals.
 - c. Coordinate business retention and expansion efforts through outreach and relationship-building.
 - d. Research and provide information on available commercial properties, financing tools, incentive programs, and development opportunities.
 - e. Evaluate proposed projects and provide recommendations regarding feasibility, economic impact, and community benefit.
3. Housing and Community Development
 - a. Coordinate housing development and housing retention initiatives.
 - b. Assist with identifying housing needs and potential development opportunities.
 - c. Support housing-related funding applications and development partnerships.
 - d. Collaborate with local, regional, and state organizations to advance housing objectives.
4. Grant Writing and Funding
 - a. Research, identify, and pursue federal, state, regional, and private funding opportunities.
 - b. Prepare grant applications and supporting documentation.
 - c. Administer awarded grants and ensure compliance with applicable reporting requirements.
 - d. Assist the City and EDA in leveraging funding to support economic and community development projects.
5. Economic Development Financing Programs

- a. Provide expertise regarding economic development financing tools, including but not limited to:
 - i. Tax Increment Financing (TIF)
 - ii. Community Development Block Grants (CDBG)
 - iii. Revolving Loan Funds
 - iv. State and regional development incentives
- b. Assist with administration, compliance, reporting, and coordination of financing programs as assigned.

6. EDA Administration and Support

- a. Attend and provide professional support for EDA meetings.
- b. Assist with preparation of agenda materials, reports, recommendations, and presentations.
- c. Advise the EDA regarding economic development policies, programs, and project opportunities.
- d. Track and report progress toward established goals and initiatives.
- e. Assist with budget preparation and monitoring for economic development activities.

7. Community Outreach

- a. Maintain and update EDA-related web content.
- b. Develop outreach materials promoting business, housing, and development opportunities.
- c. Foster collaboration with business owners, community organizations, residents, developers, and regional economic development partners.

8. Reporting and Regulatory Compliance

- a. Prepare and submit required annual reports and filings to state and federal agencies.
- b. Maintain project records and documentation.
- c. Ensure compliance with applicable regulations, grant requirements, policies, and reporting obligations.
- d. Provide periodic written activity reports to the City and EDA.

Deliverables

At a minimum, the selected consultant shall provide:

- Monthly activity reports summarizing completed work and ongoing initiatives.
- Quarterly economic development progress updates.
- Professional support for EDA meetings.
- Annual work plan and year-end accomplishments report.
- Required state and federal program reporting.

Desired Qualifications

The City seeks proposals from individuals or firms with demonstrated experience in:

- Municipal economic development.
- Business retention and expansion programs.
- Housing and community development.
- Grant writing and grant administration.
- Tax Increment Financing (TIF)/Community Development Block Grant (CDBG) administration.
- Economic development finance and incentive programs.
- Public sector collaboration and stakeholder engagement.

- Minnesota economic development programs and resources.

Program Evaluation Criteria

Proposals may be evaluated based upon:

- Relevant experience and qualifications.
- Understanding of the City's needs and goals.
- Demonstrated success securing grants and funding.
- Experience working with local governments and economic development authorities.
- Proposed approach and work plan.
- Availability and responsiveness.
- References.
- Cost and hourly rate structure.