



## **Request for Proposals (“RFP”) for Professional Services for Lake Winona Common Carp Assessment and Removal Study**

**Overview:** Notice is hereby given that the City of Winona (“City” or “Owner”) seeks bids from qualified firms or individuals to provide the City of Winona by and through the Department of Public Works (“Public Works Department”) with a professional services proposal to prepare a study to assess population levels of common carp (*Cyprinus carpio*) in both basins of Lake Winona. The study will also determine carp movement between water bodies and provide recommendations to reduce and control the carp population.

**Specifications:** All submissions must comply with the specifications listed in this RFP.

**Instructions:** All proposals submitted by proposers/responders must be sent to the City’s Clerk’s office: by either email to [cityclerk@winonamn.gov](mailto:cityclerk@winonamn.gov), or by hard copy to 207 Lafayette St., Third Floor, Winona, MN 55987. **Proposals must be received by Wednesday, April 30, 2025, at 4 pm.** Please include Company name, contact person, title, address, email, and contact phone number with the proposal. The City reserves the right to: reject any or all proposals; to waive irregularities, informalities or technicalities; to request additional information from all responders; to negotiate with proposers/responders; and to select a proposer/responder based upon the best interests of the City in the City’s sole judgment and discretion. The approval of the proposal selected will be made by the City Council in its sole judgment and discretion.

Proposal pricing must be valid for a period of thirty days after the proposal due date. Due to budget constraints, the Owner reserves the right to add or delete from the Contract as required. The City will not reimburse any expenses incurred by proposers/responders in preparing a proposal including, but not limited to, expenses associated with the preparation and submission of the proposal and/or attendance at any interviews, if required.

The City reserves the right to negotiate the final terms and conditions of the contract to be executed. Should the City and a proposer/responder be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another proposer/responder or reject all of the proposals. Upon completion of negotiations agreeable to the City and the proposer/responder selected, a contract shall be executed. The form of the contract for services with the City shall be the City’s standard professional services contract; a copy of which may also be requested from the City Clerk’s office. By

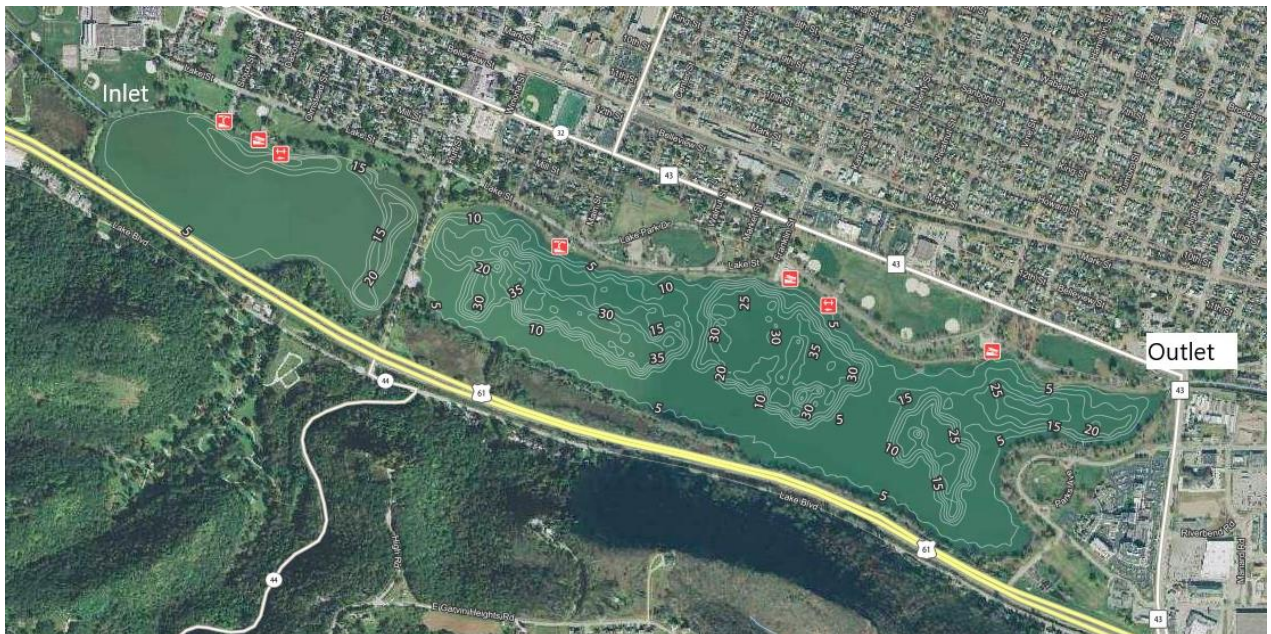
submitting a proposal, all proposers/responders hereby agree to the terms and conditions contained in the City's standard services contract, unless otherwise amended by the City in its sole judgment and discretion.

**Proposal Deadlines:** Proposals to this RFP must be received by no later than Wednesday April 30, 2025, at 4:00 pm. Questions on the RFP are due Friday, April 18<sup>th</sup> at 4:00 pm.

**Proposal Content, Terms, and Conditions:**

**A. BACKGROUND**

Lake Winona (ID # 85001100) consists of two basins: an 85 acre northwest basin and a 220 acre southeast basin. Both basins are presumed to have substantial carp populations, and are connected by a single 12 foot diameter culvert. The southeast basin drains to a ditch with intermittent connection with the Mississippi River.



Carp control efforts were tried in the early 1970s by killing all fish species in the lake with rotenone. Success was short lived as carp were well established again within a decade.

The lake was classified as impaired for nutrients in 2016, with phosphorus being the main concern. This carp study will be used to further efforts to meet water quality standards and be an integral piece of grant applications to fund those efforts.

The City of Winona has approximately \$42,000 budgeted for the study.

**B. SCOPE OF SERVICES / WORK**

The proposals shall include a scope of services/work consisting of studying the population of common carp in Lake Winona and providing recommendations for managing the population. A brief description of

the methodology and timeline for achieving the objectives should be included in the proposal. Specifically, the proposer/responder will:

- Estimate the populations of common carp within each basin, including but not limited to age cohorts and biomass of lbs./acre.
- Determine movement of carp between the lake basins and other interconnected waterways.
- Identify carp nursery areas, and methods to limit recruitment.
- Propose actions to reduce carp populations and limit movement/repopulation.
- Field test control methods as budget permits.

The proposer will conduct this work and prepare reports in formats that meet Minnesota state standards for rough fish feasibility studies.

**C. EQUIPMENT & METHODOLOGY**

The City is open to a variety of methods to monitor and assess the carp population. The methodology will need to be approved by the state BWSR office to ensure compliance with their policies.

**D. TIMELINE**

The City would like work to begin as soon as practicable and be completed no later than December 31, 2027 or as otherwise provided in the contract.

**E. PROFESSIONAL QUALIFICATIONS**

The proposer/responder shall at all times maintain a force of qualified personnel to sufficiently and effectively provide the services/work required hereby. Personnel descriptions of experience and credentials are welcomed in the proposal.

**F. BASIS OF PAYMENT**

Payment will be based on services/work completed and shall be invoiced on a monthly basis. An itemized cost for each major service/work task must be included in the proposal.

**G. INSURANCE**

At the time the executed contract is delivered to the City, the selected proposer/responder must also furnish a certificate of insurance ("COI"). The COI must specifically state and verify that the proposer has the required insurance coverage and meets all requirements for the same as provided in the City's standard services contract as shown below:

Worker's Compensation	Statutory Limits
Employer's Liability	\$500,000 bodily injury by accident \$500,000 bodily injury by disease aggregate \$500,000 bodily injury by disease per employee

Commercial General Liability	\$2,000,000 property damage and bodily injury per occurrence \$4,000,000 annual aggregate \$2,000,000 annual aggregate Products – Completed Operations
Automobile Liability	\$1,000,000 per occurrence combined single limit for Bodily Injury and Property Damage (shall include coverage for all owned, hired and non-owned vehicles
Umbrella or Excess Liability	\$1,000,000 or Meets minimum requirements above without umbrella or excess liability policy

Coverages under umbrella or excess liability policies may be combined with primary policies to meet the above stated insurance coverage requirements. The City reserves the right to adjust the above insurance requirements based on project risk in its sole judgment and discretion.

**H. INDEMNIFICATION**

The Contractor must indemnify and hold harmless the City and meet all requirements for the same as provided in the City's standard services contract.

**J. CONTRACT FORM**

The contract form of agreement will be furnished by the City of Winona. A copy will be provided free to any proposer who wishes to see it upon request.

**K. PROPOSAL SELECTION**

The City will select a proposal, in the City's sole judgment and discretion, based on the City's evaluation of the proposer's experience, quality of services, proposal content, availability, and price (which may or may not be the lowest price in the City's discretion), among other relevant factors. The City reserves the right to reject any and all proposals and to add or delete from the Contract to meet the allocated budget. The City also reserves the right to seek clarification and interview proposers prior to selecting a proposer.

**L. NON-DISCRIMINATORY PRACTICES**

The proposer/responder agrees during the life of the contract not to discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistant, familial status, disability, sexual orientation, or age. The Contract may be cancelled or terminated by the City, and all money due or to become due hereunder may be forfeited, for a second or subsequent violation of the terms and conditions of this paragraph.

**M. CONTRACT PERIOD AND PROJECT COMPLETION DATES**

The contract will commence on the date specified in the contract award, which is anticipated to be in May 2025 and conclude by December 31, 2027, or upon completion of all services/work – whichever occurs first. The contract may be terminated sooner in accordance with the provisions contained in the contract.

Prior to beginning services/work under the contract, the contractor must arrange for a kickoff meeting with the City.

**N. SUBCONTRACTOR**

The qualifying contractor may utilize subcontractors to complete the services required hereby. The prime contractor will need to provide an IC134 form before final payment if using any subcontractors.

**O. CONTACT INFORMATION/QUESTIONS**

Questions about the project should be directed to project coordinator John Howard: [Jhoward@winonamn.gov](mailto:Jhoward@winonamn.gov).