

# Metropolitan Mosquito Control District Request for Proposals (RFP)

## Consulting Services for Operational Process Review and Improvement



**Issue Date:** August 13, 2025

**Submission Deadline:** August 29, 2025

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FOR

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## 1. Introduction

The Metropolitan Mosquito Control District (MMCD) is seeking proposals from qualified consultants to evaluate and provide recommendations for improvements to the District's operational processes. The goal is to enhance safety, increase process efficiency, and promote sustainability across field operations, laboratory activities, materials handling, and related support systems.

## 2. Background

MMCD is a local government agency serving the seven-county Twin Cities metropolitan area in Minnesota. The District's mission is to promote health and well-being through effective and environmentally sensitive mosquito and tick control services. Operations include seasonal fieldwork, laboratory testing, maintenance and storage of equipment and materials, and various support functions. The District is committed to continuous improvement and is seeking external expertise to align with current best practices in safety, operational efficiency, and environmental sustainability.

## 3. Scope of Work

The selected consultant will be responsible for:

- **Assessing Current Processes:** Reviewing standard operating procedures and workflows for field operations, laboratory operations, sampling and identification processes, helicopter-supported operations, bulk material storage and handling, equipment and vehicle use, chemical handling, and waste management practices.
- **Evaluating Safety:** Identifying areas to improve staff and public safety, focusing on hazardous material handling, equipment operation, storage practices, and regulatory compliance.
- **Assessing Process Efficiency:** Evaluating workflows for effectiveness and opportunities to reduce redundancy or delay.

- **Assessing Sustainability:** Examining practices related to chemical use, energy consumption, materials transport and storage, and waste generation, with an emphasis on long-term environmental responsibility.
- **Providing Recommendations:** Delivering a comprehensive report with key findings, prioritized recommendations, suggested performance metrics, and phased implementation strategies.
- **Facilitating Stakeholder Engagement:** Conducting interviews, site visits, and process walkthroughs with staff and management.

#### 4. Deliverables

The consultant will provide:

- Project kickoff and schedule.
- Interim check-in(s) to review findings and progress.
- A final report summarizing findings, recommendations, and implementation guidance.
- An executive summary presentation to District leadership.

#### 5. Qualifications

Ideal consultants will have:

- Demonstrated experience in operational assessments for public agencies or similar field-based service delivery organizations.
- Expertise in occupational safety, process improvement (e.g., Lean, Six Sigma), and environmental sustainability.
- Experience with aerial operations, hazardous material logistics, or public-sector field services is preferred.
- Strong communication and facilitation skills.

#### 6. Timeline

- **RFP Issued:** August 13, 2025
- **Proposals Due:** August 29, 2025
- **Selection and Notification:** September 5, 2025
- **Project Start:** September 15, 2025
- **Project Completion Target:** December 15, 2025

#### 7. Proposal Submission Requirements

Submissions should include:

- A letter of interest and proposed approach.
- A description of relevant experience and qualifications.
- Names and resumes of key personnel.
- A proposed project timeline and availability.
- A cost estimate with itemized pricing.
- References from similar work.

## 8. Submission Instructions

Proposals must be submitted in PDF format via email to:

- **Maria Mancilla-Diaz, Business Administrator**
- **Email:** mmancilla-diaz@mmcd.org
- **Subject line:** RFP – Operational Process Improvement
- **Submissions must be received by:** August 29, 2025

## 9. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant qualifications and experience.
- Clarity and effectiveness of the proposed approach.
- Cost competitiveness.
- References and past performance.
- Availability and ability to meet the project timeline.

## 10. Reservation of Rights

MMCD reserves the right to reject any or all proposals, to waive any informalities, and to accept the proposal deemed most favorable to the District.