



## **Request For Quotes (RFQ) Notice**

**Date of Request Notification:** January 5, 2026

### **RFQ for Purposes of: Southeast Minnesota Transit Management Organization (TMO) Pre-Launch Activities**

**The City of Chatfield** is requesting quotes for the purpose of determining the preferred vendor that provides the best value for meeting our project needs. All vendors who submit a proposal in accordance with this Notice will be considered for this project.

**The City of Chatfield** is considering the following project;

**Project Overview:** As the recipient of a legislative grant to further the establishment of a transit management organization (TMO) to serve southeast Minnesota, the City of Chatfield (City) seeks a contractor to complete the pre-launch activities as stated in the Southeast Minnesota TMO Feasibility Study Final Report published June 2025.

This phase focuses on foundational steps to advance the TMO. This includes the essential functions of administration and governance, including securing funding, formalizing partnerships, and laying the groundwork for staffing, leadership, and early support structures. It also includes intentional outreach and visibility for the purpose of regional awareness building, and communications which will require brand identity, and development and distribution of collateral materials.

The primary focus at the outset will be to develop and launch a compelling roadshow presenting study findings. This is intended to foster the continued engagement of the TMO Feasibility Study's Steering Committee members, promote and maintain momentum, and leverage the collective knowledge and expertise of partners and providers. These advocates can also help facilitate the next steps to gain support for a TMO, assist with advocacy and funding applications, and further guide TMO service priorities.

**In order for a vendor to be qualified for this project, the following requirements must be addressed in the Proposal.**

#### Qualifications:

- Demonstrated relationships with local governments.

- Demonstrated ability to develop and manage logistics related to convening stakeholder meetings.
- Demonstrated ability to develop and distribute informative and educational documents, websites, public presentations, social media tools, and the like.
- Demonstrated ability to provide organizational support including but not limited to personnel management, technical support services, organizational development, payroll and benefit management, etc.
- Demonstrated ability and desire to support and/or host the on-going operation of a Transit Management Organization.

Specific Tasks & Deliverables:

Hire, appoint someone within your organization or otherwise perform the duties of Startup Project Coordinator (SPC), responsible for the fulfillment of the following tasks:

Engage with interested TMO Steering Committee members to maintain momentum and leverage their collective knowledge and expertise. Steering committee members can help facilitate the next steps to gain support for a TMO, assist with advocacy and funding applications, and further guide TMO service priorities.

- Roadshow Outreach: (The purpose of the Roadshow is to share the findings of the TMO Feasibility Study with stakeholders and to build support for the establishment of a TMO. SE MN Together has committed to scheduling and convening three public meetings throughout the region. Alta Planning + Design has developed a slide deck summarizing the Feasibility Study results.)
  - Coordinate logistics for the roadshow outreach, including the scheduling of presentations at existing meetings of city councils, regional governmental and nonprofit organizations, MnDOT representatives, and employers to share study findings and gain support. (SE MN Together will provide leadership and support to schedule and host the regional events.)
  - Develop a slide presentation and handout to share with stakeholders during roadshow outreach. (Alta Planning + Design is available as a resource.)
  - Present at three convenings hosted by SE MN Together and at the meetings referenced above to gather input and garner support.
  - Create resolutions to obtain commitments of support from transit agencies, municipal partners, and other stakeholders.

- Enhance relationships with transit providers, employers, workforce agencies, human service organizations, MnDOT, local governments, and chambers.
- Using documentation developed during the Feasibility Study, determine priority levels for potential funders, develop funding requests, and track and manage applications.
- Finalize the TMO Manager job description, post, recruit, interview, select, hire, and onboard a part-time TMO Manager to lead the work plan activities.
- Draft functional goals for a regional transportation tool and website (including data needs, accessibility requirements, and integration needs).
- Develop a Memorandum of Understanding which outlines the expectations and responsibilities for the TMO Host organization.
- Recruit members to serve on the TMO's Executive Committee or Advisory Board and actively engage in future Working Groups. The Executive Committee will be the TMO decision-making body while the Advisory Board will be a larger group of individuals representing local, regional, and state government, transit agencies, employers, human services organizations, and other stakeholders who will guide TMO staff and the Executive Committee.
- Develop a logo and brand identity.
- Develop a contact database and create an account to organize audiences using an email platform.
- Creative alternatives to accomplishing the essence of this Request for Quotes are welcome.
- **All activities are expected to be completed within 180 days of the contracts being fully executed.**

**The proposal must contain the following information, presented in the order shown:**

**1. Cover Letter**

2. An **Executive Summary** of not more than three pages.

**3. Project Personnel Profile**

- Identify key project personnel.
- Describe experience with similar type projects in scale and function.

4. **Description of Proposer's Overall Approach** to the Project, including a general description of methods used in achieving the required deliverables outlined in the Priority Pre-Launch Activities described above.

5. **Base Work Plan** with a breakdown of project by phases or tasks.

6. **Budgets and Cost Proposal**

- An itemized Cost Proposal for the Project must be included within the Proposal. The proposal should be broken down by personnel cost, cost of activity, supplies & reimbursables, etc.

The project timeline will begin one business day after full execution of the Contract and all aspects of work will be completed no later than 180 days after execution of the Contract. Payments to the Contractor will be made monthly, based on detailed invoices provided by the Contractor as described in the forthcoming Contract for Professional Services. The final payment will be made upon the satisfaction of the City of Chatfield. The eventual contract between **the City of Chatfield** and the preferred vendor will outline any agreed upon conditions.

Submit all questions related to specific project requirements in writing by **4:00 PM on Monday, January 26, 2026**. All questions should be submitted via email to **Joel Young** at **Joel.Young@cedausa.com**. All questions regarding this RFQ are to be directed only to **Joel Young**. Proposers may be disqualified if any unsolicited contact related to this RFQ is made with an employee or representative of other than the RFQ Administrator during the proposal process.

Submittal of Quote/Proposal is to be sent to:

City of Chatfield, Minnesota  
Attn: Beth Carlson, City Clerk  
21 Second Street Southeast  
Chatfield, MN 55923  
bcarlson@cityofchatfieldmn.gov  
507-867-1513

The deadline for RFQ submittals is by 4:00 PM on January 26, 2026.

Attachments:

- A: Non-Collusion Form
- B: Debarment and Suspension