

**RENVILLE COUNTY HOUSING & REDEVELOPMENT AUTHORITY and
ECONOMIC DEVELOPMENT AUTHORITY
REQUEST FOR PROPOSALS
MANAGEMENT OF THE WEST WING APARTMENTS**

INTRODUCTION

The Renville County HRA/EDA is seeking proposals from qualified vendors to provide management of its West Wing, 609 Main Street South, Renville, MN. This includes seven (7) workforce housing units (one 2-Bedroom unit, and six 1-Bedroom units). The facility also contains four 1-Bedroom units that the HRA/EDA will be providing as subsidized special childcare units with two (2) common spaces that will be utilized by the childcares and managed directly by the HRA/EDA. Coordination and oversight of maintenance for all eleven (11) units is to be included in this management proposal.

BACKGROUND

The Renville County HRA/EDA is a public housing and economic development authority with its administrative office located at 105 South 5th Street, Suite 311 in Olivia, Minnesota. The HRA/EDA coordinates Housing Choice Voucher and Public Housing Programs, home improvement and housing development programs, and economic development programs. In 2025 the HRA/EDA was awarded a grant from the Minnesota Department of Employment and Economic Development that was used to purchase the wing of a former assisted living facility in the City of Renville, for the purpose of creating four (4) subsidized childcare units and to provide the remaining seven (7) units as workforce housing.

TERM OF CONTRACT

The Renville County HRA/EDA is seeking proposals to provide management of the West Wing for a period of three (3) years beginning January 1, 2026 and ending December 31, 2028. The HRA/EDA is proposing an automatic renewal clause allowing an additional two (2) one-year periods which would go into effect unless one of the parties had given notice of termination prior to July 1st of the final year of the contract period. The vendor would have the option of terminating the contract during the term of the contract subject to a six-month notice period. The HRA/EDA would have the option of terminating the contract with a one-month notice in case of inexcusable failure to perform any of the contract provisions, negligence or malfeasance.

SCOPE OF SERVICES

Services to be provided pertaining to the West Wing will include, but not be limited to:

- Coordinate and supervise all maintenance and housekeeping services.
- Conduct all required inspections.
- Provide timely service and response and excellent customer service to all.
- Market the workforce housing units, show the units to prospective renters, vet prospective renters, and ensure timely payments are made by renters.
- Coordinate all activities related to turnover of workforce housing units.
- Report and make recommendations to the Renville County HRA/EDA Board on operations and capital needs.
- Prepare and submit budgets to the Renville County HRA/EDA, comply with accounting services, ensure timely completion of accounts receivable and payable administration, and provide general fiscal oversight.
- Participate in the annual audit of the Renville County HRA/EDA by providing documents

and information required to accomplish the audit.

- Administer Capital Improvements as approved by the Renville County HRA/EDA Board.
- Draft and recommend to the Renville County HRA/EDA Board policy changes necessary to provide prudent management.
- Provide office space, furnishings, equipment, and software required to operate the West Wing. The Renville County HRA/EDA will provide office space for use by the vendor as needed in the West Wing.

PROPOSAL REQUIREMENTS

Proposals must contain the following information:

- Description of the contracting entity including current service area, current staffing levels and programs and services provided.
- Requested financial compensation for services to be provided under the contract.
- Plan for providing physical management of the West Wing.
- Copy of the vendor's most recent audit (if applicable).
- Insurance coverage with a minimum liability coverage of \$1,500,000 per occurrence and Worker's Compensation as required by MN Statute 176.182.

SELECTION CRITERIA

Selection of a vendor will be based on the following criteria:

- Applicability of vendor's experience to operation of the West Wing.
- Proposed cost of services.
- Proposed plan to provide physical management of the West Wing.
- Past performance of vendor in management of workforce housing units.
- Financial soundness of vendor.

QUESTIONS PERTAINING TO THIS REQUEST FOR PROPOSALS

Questions or requests to view the property should be directed to Stefanie Ryan, Communications and Grant Coordinator, Phone number 320-522-4817, e-mail Stefanie.Ryan@renvillecountymn.gov

DUE DATE FOR PROPOSALS

Proposals must be submitted to the Renville County HRA/EDA, 105 South 5th Street, Suite 311, Olivia, Minnesota 56277 no later than 4:30 p.m. on Monday, November 10, 2025.

TIMELINE

October 23, 2025:	RFP issued
November 10, 2025:	Deadline for proposals
November 20, 2025:	Vendor selected
December, 2025:	Contract negotiated
December 18, 2025:	Contract executed by HRA/EDA Board
January 1, 2026:	Services begin

**Renville County HRA/EDA reserves the right to reject any or all proposals and modify timeline at its discretion.*