



## MAYOR AND COUNCIL COMMUNICATION

DATE: 11/15/2016

**CONSENT**

ITEM #: 19

**AGENDA ITEM:** 2040 Comprehensive Plan Update RFP  
**SUBMITTED BY:** Stephen Wensman, Planning Director  
**THROUGH:** Kristina Handt, City Administrator  
**REVIEWED BY:** Cathy Bendel, Finance Director  
Jack Griffin, City Engineer  
Mike Bent, Building Official  
Rob Weldon, Public Works Director

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### **BACKGROUND:**

All cities, within the seven-county metropolitan region must prepare a comprehensive plan and update that plan as needed every 10 years. The City's Comprehensive Plan update is due to be submitted to the Metropolitan Council on December 31, 2018. The intent is to get the Council's approval tonight, in order to advertise the Request for Proposals, to have proposals submitted to the City by the end of the year, and to have a consultant hired by March 1, 2017. Staff has prepared a Request for Proposal for City Council approval.

### **ISSUE BEFORE COUNCIL:**

To approve a Request for Proposal for Comprehensive Planning Services.

### **PROPOSAL DETAILS/ANALYSIS:**

The purposed of the (RFP) Request for Proposal is to solicit professional comprehensive planning services to assist the City in its 2040 Comprehensive Plan update. A primary focus of the RFP is to seek assistance with community engagement and the identification of a shared vision of the long term future design and character of the community. The consultant will also be responsible for updating the required chapters of the Comprehensive Plan: Land Use, Natural Resources Protection, Transportation, Surface Water, Wastewater Facilities, Water Supply, Parks and Trails, Housing and Implementation. The utilities and transportation sections of the Comprehensive Plan update will be coordinated with the City Engineer, Focus Engineering.

### **FISCAL IMPACT:**

The project budget is dependent on the receipt of qualified bids.

**OPTIONS:**

Staff is respectfully requesting that the Council either approve the RFP as part of the Consent Agenda, or move the item to the Regular Agenda and recommend changes as needed.

**RECOMMENDATION:**

Staff respectfully requests that the City Council approve the RFP for the 2040 Comprehensive Plan update as part of tonight's Consent Agenda.

If removed from the Consent Agenda, Staff recommends the following motion:

***“Move to approve the RFP for the 2040 Comprehensive Plan update as amended”***

**ATTACHMENTS:**

- 2040 Comprehensive Plan Update Request for Proposals



## **City of Lake Elmo**

# **2040 Comprehensive Plan Update**

## **Request for Proposal**

### **A. INTRODUCTION**

The City of Lake Elmo is designated as Rural Residential, Emerging Suburban Edge by the Metropolitan Council. The City is located in the center of Washington County bound by Oakdale to the west, State Highway 36 to the north, Interstate 94 to the south and Manning Avenue to the east. The city is 24.36 square miles and has an estimated population of 8,643 (by the State Demographer's estimate in 2015). The City is facing significant development pressure and its population is expected to grow to 18,200 by 2040 according to the Metropolitan Council. The City has long valued its rural character and has sought to preserve open space while it develops. The Comprehensive Plan update is expected to provide a vision for future development, balancing the community's desire to preserve its rural character, while meeting local and regional needs.

### **B. SCOPE OF SERVICES**

The City of Lake Elmo is seeking a consultant (which may be a single firm or a consultant team consisting of individuals and/or firms with specialized expertise) to update the city's Comprehensive Plan. The desired outcome is to update and improve upon the 2030 Comprehensive Plan to reflect the changes in the community since the previous plan was adopted and project future changes based on a community vision for the future. An updated Comprehensive Plan will serve as a guide to the City's decision making and development to the year 2040. The final scope of services will be developed in collaboration with the selected consultant. The components of the plan will, at a minimum, will include:

1. Public Participation Process - Develop, coordinate and conduct a creative public participation process that engages a wide-range of community members to gather input and to establish a community vision for the future development of the City. The interaction and participation of residents (including those unlikely to participate in standard workshop style community engagement), business leaders, elected officials, City commissions and committees and administration is critical for the development and success of the plan and to obtain community ownership of the final product. The public participation process should result in high quality public outreach materials graphically and in writing describing facts, findings, analysis, and alternatives for public meetings, open houses, webpage and hearings.

2. Vision/Overview of the Plan – Provide a vision or alternative visions of the long term future design and character of the community. The vision will represent interests of a broad range of citizens rather than a few special interest groups.
3. Background – Provide and analyze the historical background of development in the City. Include current conditions and trends as well as emerging issues that will have long-term implications.
4. Assumptions – Analyze the assumed effects of external forces (physical, social, economic and political) on the future of the city. Issues and forecasts of local and regional growth will be included.
5. Planning Elements - Review, update and revise, as appropriate, the contents of the Comprehensive Plan, along with updating technical and supporting data in order to develop a more concise and usable document that is informative to long range planning.
6. Implementation – Develop an implementation plan with strategies and implementation measures to accomplish the goals and objectives of the plan.

The following describes the specific minimum components which should be included in the scope of work. The City Council and City staff will finalize the scope of work with the selected consultant prior to contract authorization. The City is open to suggestions other than those items listed that the consultant believes will be of value in producing a viable Comprehensive Plan that will have practical applications for day-to-day and long-term planning activities.

#### **Metropolitan Council Requirements**

The consultant will be responsible for ensuring that the comprehensive plan update complies with all Minnesota Statutes and Metropolitan Council requirements, including those contained in the Thrive MSP 2040 system statements as well as the minimum requirements contained in the Local Planning Handbook for Lake Elmo.

#### **Comprehensive Plan Chapters**

Each chapter of the existing comprehensive plan is in need of differing levels of revision. It is anticipated that upon review of the existing plan, each consultant will provide its insight as to the best method to implement these and other revisions. All updates should account for changes in physical development over the past decade and community preferences for future development. The consultant will work with the City to determine to what extent revisions are needed. The chapters include:

1. **Introduction:** Provide an introduction chapter that describes the planning process, the community vision and summarizes the plan revisions and the additional planning that has been put in place since the previous update.
2. **Vision for Lake Elmo:** Provide a vision or alternative visions of the long term future design and character of the community. The vision or visions should clearly provide a vision or visions for the old village, sewer areas and rural areas in the city, balancing

the need for growth and rural preservation. The vision will represent interests of a broad range of citizens rather than a few special interest groups.

3. **Land Use:** Provide an overview of current land use. Review current land use, including amount of undeveloped land for each use, to identify parcels or areas with inappropriate land use designations and provide guidance for their future use and development. Evaluate the land use category designations and their descriptions to determine whether they are suitable or should be broadly reconsidered or slightly revised to better define the intent of each category. Assess whether change to or the establishment of planning districts would be beneficial. Review and update the village land use guidance to reflect the city's vision for the village.
4. **Natural Resources Protection:** Update the current conditions identified in the 2030 Comprehensive Plan.
5. **Transportation:** Update the city's current transportation systems to address changes to future land use patterns. The content in this chapter will be updated in conjunction with the City's engineering consultant.
6. **Surface Water:** Review of the city's current water resources plan to update it to meet the requirements of the State Statutes, the Metropolitan Council, and local Watershed Districts. The content in this chapter will be updated in conjunction with the City's engineering consultant.
7. **Wastewater Facilities:** Update the city's municipal wastewater facilities and subsurface treatment facilities to ensure conformance with our Thrive MSP 2040 and future land use patterns. The content in this chapter will be updated in conjunction with the City's engineering consultant.
8. **Water Supply:** Review and update the city's current water supply plan. The water supply plan needs to integrate water supply planning with land and resource planning. The content in this chapter will be updated in conjunction with the City's engineering consultant.
9. **Parks and Trails:** Work with the City's Parks Commission to update the current conditions as identified in the 2030 Comprehensive Plan. Analyze the availability, usage, and management of the city's current parks, trails, and open space and the future needs based on changes in demographics and land use.
10. **Housing:** Analyze the availability, usage, and future housing needs based on the prior and projected changes in demographics and any proposed changes in land use. The Washington County CDA can serve as a resource for this element.
11. **Implementation:** Updates to this chapter will be necessary to account for how the community has changed since the adoption of the 2030 Comprehensive Plan and to reflect updated goals and policies of the body of the plan.

### **C. REQUIRED PROPOSAL CONTENT**

**The following material must be received by 12:00 noon (CDT) on Thursday, December 22, 2016** for a proposing consultant to be considered. During the evaluation process, however, the City of Lake Elmo shall reserve the right to request additional information or clarifications from a consultant, or to allow corrections of errors and/or omissions.

**Cover Letter/Title Page:** Title page showing the following: request for proposal's subject; the consultant's name, address, telephone and email address of the contact person; and the date of the proposal.

**Transmittal Letter:** A signed letter of transmittal briefly demonstrating the consultant's understanding of the work to be performed, committing to perform the work within requested time periods, explaining why the consultant believes that it is best qualified to perform the services, and stating that the proposal is an irrevocable offer.

**Statement of Qualifications:** Submitted materials should demonstrate the qualifications of the consultant's and of the particular staff to be assigned to this engagement.

**General Information:** Provide general information and a brief history of the consultant's firm. Include similar information on key sub-consultants, if any, proposed for the project.

**Introduction and Executive Summary:** Provide the following information concerning your firm:

- Firm name and business address, including telephone number, fax number, and email address.
- Year established (include former names and year established, if applicable)
- Type of ownership and parent company, if any
- Project manager's name, mailing address, and telephone number, if different from Item 1. In the Executive Summary, highlight the major facts and features of the proposal, including any conclusions, assumptions, and recommendations you desire to make.

**Project Understanding:** Include a summary of the consultant's understanding of this project as described in the Scope of Services. Discuss and clearly explain the methodology that your firm proposes to use to satisfactorily achieve the required services on this project. The respondent must document their clear understanding of the RFPs entire scope of work and project intent for the City of Lake Elmo Comprehensive Plan Update, data requirements, and public participation process. Include all aspects of technical analysis, projections, advanced technology and software, and public participation processes. Address any unique situations that may affect timely, satisfactory completion of this project.

**Personnel Qualifications** – For each member of the professional staff proposed to be assigned to this engagement, please provide the following information:

- Identification of key personnel who will manage the project and who can negotiate and execute a contract.

- Names and proposed roles of other individual team members.
- Education and experience biographies of all team members addressing the qualifications and considerations of the RFP.
- Describe the qualifications of the consultant to perform the work requested. Include information about pertinent prior experience.
- An outline of the proposed functions of the individuals and their back-up as well as their experience in the specific assigned functions.

**References:**

Include a list of municipal clients where similar services were (or are currently being) provided by the professional staff proposed along with the name and telephone number of a person who may be contacted at that municipality.

Include a list of private clients for whom work has been or is being performed within Lake Elmo, the type of project, the specific activities performed, and the name of a person who may be contacted at the private client.

**Proposal:** The purpose of the technical proposal is to demonstrate how the consultant, as a team and as individuals, will contribute to the comprehensive planning effort. The substance of the proposal will carry more weight than form or manner of presentation; the proposal should be complete and concise.

**Proposed Work Plan and Tasks:** Provide specific approaches, methods, and assumptions that will be utilized to accomplish each work item in the Scope of Services.

**Schedule:** Provide a proposed schedule from project initiation (March 1, 2017) to final completion. The schedule should include a listing of key tasks within each phase, key milestones and approximate dates, and deliverables.

**Additional Information:**

- Include any other information that is believed to be pertinent, but not specifically requested elsewhere in this RFP.
- Describe the consultant's use of technology to enhance client services or reduce costs, including how the consultant leverages technology to do so.
- Describe research capabilities and references utilized.
- Provide a statement on the consultant's capacity to perform the work and what kind of priority it would be given, including capability to maintain reasonable response times.

**Compensation/Fee Schedule:** Identify pricing for each segment of the scope listed below:

The consultant shall break out the cost as follows:

- Proposed cost for each scope of work listed in Section B - Scope of Services.

- Hourly rates for all consultant employees who are expected to work on the project. These rates shall be the agreed upon rates for any additional services requested by the City of Lake Elmo above what is detailed in the RFP.
- Reimbursable costs include detail of service or item and applicable charge per unit.
- Not to exceed cost for the Project.

If multiple consultants are collaborating on the RFP submittal, please identify the specific segment of the scope for each assigned consultant and the associated pricing. Provide a fee schedule for incidental/disbursement services and any other costs the city will be charged in addition to those previously noted.

#### **D. PROPOSAL SUBMISSION INSTRUCTIONS**

**Inquiries:** All responses, questions, and correspondence should be directed to Stephen Wensman, Planning Director for City of Lake Elmo, using the contact information below. In the interest of fairness to all respondents, please do not contact other staff or elected or appointed officials unless instructed to do so.

Stephen Wensman  
City of Lake Elmo  
3800 Laverne Avenue N.  
Lake Elmo, MN 55042  
[swensman@lakeelmo.org](mailto:swensman@lakeelmo.org)  
651.747-3911

**Proposal Submission:** One electronic copy of the proposal, in Adobe PDF format, and six paper copies of the proposal shall be submitted to the addresses above. The submission deadline is 12:00 noon (CDT) on December 22, 2016

**Timeline:** Lake Elmo's anticipated timeline for the consultant team selection process is as follows, although the dates may be subject to change as the City deems necessary.

RFP Invitations Sent	November 18, 2016
Proposals Due	December 22, 2016
City Council Review of proposal Invitation of selected	January 3, 2017
Schedule Consultant Interviews	January 4-10, 2017
Selection of Consultant	January 17, 2017
Negotiation and finalization of contract	January-February 2017
Commencement of new contract	March 1, 2017

#### **E. PROPOSAL REVIEW**

**Qualification Based Selection:** The City of Lake Elmo intends to select and award a contract to the consultant (or consultant team) evaluated to be best qualified to perform the work in the Scope of Services based on extent and quality of consultant's resources,

cost, communication and presentation skills, compatibility, and quality and extent of experience. Other performance factors may also be considered.

Qualified consultants will have:

- demonstrated experience in municipal comprehensive planning;
- well-developed skills and experience in designing and facilitating a thorough, effective public engagement strategy;
- familiarity with the Metropolitan Council's comprehensive planning requirements and recommendations; and
- expertise in land use planning, urban design, landscape architecture, housing, and economic development.

**Review and Recommendation Process:** Based upon review of the submitted proposals a selected number of consultants will be asked to interview by the City Council for final selection.

**Financial Liability Limitations:** The City shall not be liable for any expenses incurred by the applicant in connection with this solicitation, including but not limited to expenses associated with the preparation of the statement, attendance at interviews, preparation of compensation fees schedule, or final contract negotiations.

**Rights of Review:** The City reserves the right to reject any and all proposals or to request additional information from any and all applicants.

**Selection Criteria:** The Lake Elmo City Council will evaluate the written proposals based on, but not limited to, the following ranking criteria:

1. **Understanding the Scope-of-Work and Proposed Project Approach-** a maximum of 50 points.
  - Does the consultant demonstrate an understanding of the study objectives?
  - What is the consultant's approach to performing the scope-of-work effectively and efficiently?
  - What is the consultant's proposed public input plan?
2. **Related Experience on Similar Projects –** a maximum of 25 points.
  - Demonstration of personal and leadership skills necessary to navigate the project through the social and political issues.
  - Description of a proven track record in successfully completing similar projects on time and within budget. Successful experience of both the firm and the individual team members will be considered. What will be the assigned role of each team member?
  - How familiar is the consultant with this kind of work in communities with similar demographics? Does the consultant have a history of successfully completing similar kinds of studies?
  - What experience does the consultant have with effective community/public engagement?

3. **Schedule** – a maximum of 10 points.

- What is the consultant's proposed project schedule and the staffing plan that will facilitate completion of the Plan in a timely manner. How many on-site visits/meetings are planned?
- Does the consultant and team members devote the time and resources per scope of work category necessary to successfully complete this project on time?

4. **Cost** – a maximum of 15 points.

- Does the consultant demonstrate successful budget performance and experience meeting project budgets?
- Description of approach to budgeting.
- Presentation of the consultant's best offer – "not to exceed"

Each proposal will be evaluated on the above ranking criteria. After RFP review, the Council will schedule oral interviews. The City Council will determine which firm would best provide the services requested by the RFP.

**Equal Employment Opportunity:** In connection with this proposal and any subsequent contract, the consultant shall not discriminate against any employee or applicant for employment because of race, color, creed, religion, national origin, disability, sex, or status regarding public assistance. The consultant will take action to ensure that its employees are fairly treated during employment without regard to their race, color, creed, religion, national origin, sex, marital status, disability, status with regard to public assistance, sexual orientation, and age in accordance with Minnesota Statute 363A. Such actions shall include, but not be limited to the following: employment, promotion, demotion, or transfer; recruitment or recruitment advertising, layoff or termination; rate of pay or other forms of compensation; and selection for training, including internship and/or apprenticeship. The consultant further agrees to insert a similar provision in all subcontracts, except subcontract for standard commercial supplies or raw materials. The consultant will furnish all necessary information and reports and federal agencies, for purpose of investigation to ascertain compliance with non-discrimination provisions or any resultant contract.

**Ownership, Publication, Reproduction, and Use of Materials:** All work products of the contractor, which results from this contract, are the exclusive property of the City of Lake Elmo. No material produced in whole or part under the negotiated contract shall, during the life of the negotiated contract, be subject to copyright in the United States or in any other country. Permission and approval must be obtained from the City of Lake Elmo before any report, handbook, manual, interim data, or results are published in any medium. Draft copies of all deliverables must be prepared by the consultant, and reviewed for approval by the City of Lake Elmo before publication. The consultant, subject to the approval by the City of Lake Elmo, shall have the authority to publish, disclose, distribute, and otherwise use in whole and part, any reports, data, or other materials prepared under the negotiated contract. All maps provided for each item identified in the scope of work to clarify findings, data, projections, and trends must be clear and concise in their purpose and delivery. When available, GIS information shall be provided to the City in electronic form compatible with or easily converted to ArcGIS software.

**Conflicts of Interest:** No official or employee of the City of Lake Elmo who is authorized in his official capacity to negotiate, accept, or approve, or to take part in negotiating, accepting, or

approving any contract or subcontract in connection with a project shall have, directly or indirectly, any financial or other personal interest in any such contract or subcontract. No engineer, attorney, appraiser, inspector, or other person performing services for the City of Lake Elmo in connection with the project shall have, directly or indirectly, a financial or other personal interest other than his employment or retention by the City of Lake Elmo in any contract or subcontract in connection with such project. No officer or employee of such person retained by the City of Lake Elmo shall have, directly or indirectly, any financial or other personal interest in a project unless such interest is openly disclosed upon the public records of the City of Lake Elmo.

**Subcontracting:** The contractor may, with prior approval from the City of Lake Elmo, subcontract as necessary to accomplish the contract objectives. Subcontracts shall contain all applicable provisions of the agreement, and copies of the subcontract must be filed with the City of Lake Elmo.

**Responsibility for Acceptance:** The City of Lake Elmo will, in all cases, determine the quality, acceptability, and fitness of the deliverable products that are to be paid for and will decide all questions that may arise as to the fulfillment of the contract. The City Council will ultimately make the decision for acceptance/rejection of any submitted proposals. The Planning Commission's role shall be recommendatory in nature. The City of Lake Elmo will have the right to correct any clerical, mathematical, or minor errors or omissions in the technical specifications when such corrections are necessary for the proper fulfillment of this document.

**Assignment:** The contractor shall not assign or transfer the contractor's interest in the negotiated contract without the express written consent of the City of Lake Elmo.

**Termination:** The right is reserved by either party to terminate the negotiated contract with or without cause at any time if the recipient does not comply with the provisions of the negotiated contract or its attachments. If the City of Lake Elmo terminates the negotiated contract, it reserves the right to take such action, as it deems necessary and appropriate to protect the interests of the City of Lake Elmo. Such action may include refusing to make any additional reimbursements of funds and requiring the return of all or part of any funds that have already been disbursed.

**Amendments:** The terms of the negotiated contract shall not be waived, altered, modified, supplemented, or amended in any manner whatsoever, except by written instrument signed by the parties.

**Successors in Interest:** The provisions of the negotiated contract shall be binding upon and shall ensure to the benefit of the parties hereby, and their respective successors and assigns.

**Waivers:** The failure of the City of Lake Elmo to enforce any provisions of this contract shall not constitute a waiver by the City of Lake Elmo of that or any other provision.

**Notice:** All notices, certificates, or other communications shall be sufficiently given when delivered or mailed, postage prepaid, to the parties at their respective places of business as designated hereafter in writing by the parties.

**Hold Harmless:** The contractor shall save and hold harmless the City of Lake Elmo, its officer, agents, employees, and members from all claims, suits, or actions of whatsoever nature resulting from or arising out of the activities of the contractor or its subcontractors, agents, or employees under the negotiated contract. It is hereby understood and agreed that any and all employees of the contractor and all other persons employed by the contractor in the performance of any of

the services required or provided for under the negotiated contract shall not be considered employees of the City of Lake Elmo and that any and all claims that may arise under the Worker's Compensation Act on behalf of said employees while so engaged and any and all claims by and third parties as a consequence of any act or omission on the part of said contractor's employees while so engaged in any of the services to be rendered under the negotiated contract by the contractor shall in no way be the obligation or responsibility of the City of Lake Elmo.

#### **AVAILABLE RESOURCES**

The following documents are available on the City's website ( [www.lakeelmo.org](http://www.lakeelmo.org) ):

- 2030 Comprehensive Plan
- City of Lake Elmo Code of Ordinance

The City of Lake Elmo has GIS parcel level data from Washington County available in addition to Pictometry imagery, Bee-Hive infrastructure data. Washington County data is available for some traffic data.

Firms are encouraged during the proposal preparation process to contact the City of Lake Elmo to determine exactly what resources will be available.