

**City of Scandia
Request for Proposal (RFP)**



REQUEST FOR PROPOSAL FOR ON CALL PLANING SUPPORT SERVICES

Issued:

PROPOSALS DUE BY:

Proposals to be submitted to:

City of Scandia, 14727 209th Street North, Scandia, Minnesota 55073 or mail@ci.scandia.mn.us .

I. Executive Summary

A. Explanation of Request

The City of Scandia is requesting professional on-call planning service proposals from a qualified firms or teams of consultants to provide professional city planning services.

The City seeks proposals for selection of on-call or as-needed planning services, including but not limited to, general planning-related development and land use project review, site visits, applicant assistance, technical plan review, survey and site plan review in conformance with Federal, State and local regulations, particularly Scandia's to be adopted Unified Development Code, the Scandia 2040 Comprehensive Plan and general compliance with City Standards, Ordinances, and Regulations.

To control costs and provide a high level of professional services to all City departments and the community, the City believes the interests of the community can be best served by using a private firm for planning services. It is expected that such a firm would be able to contract available resources in response to work flow demands. Work space will be provided at City Hall for the Contract Planner.

The City is seeking a Planning Consultant ("Consultant") that will work remotely and hold on-site office hours at the City Hall according to the city staffing needs as determined by the City Administrator or City Council. Under general direction of the City Administrator and oversight of the City Council, the Consultant will provide the range of expertise necessary to carry out the normal functions of a professional planner and zoning administrator.

B. Community Background

The City of Scandia, Minnesota is a rural community located in northern Washington County, at the edge of the Twin Cities Metropolitan Area. Formerly known as New Scandia Township until its incorporation on January 1, 2007, the City of Scandia is a community with a rich history as the site of the first Swedish immigrants to settle in Minnesota. The historic village center (located around the intersection of Oakhill Road and Olinda Trail) is home to a business community that provides many goods and services and is the focal point of community life. Scandia's 39.7 square miles represent a scenic, rolling landscape dotted with lakes, woodlands, farms and low-density rural development. The St. Croix River, Big Marine Lake, and William O'Brien State Park are three natural gems that are among the community's greatest attractions.

II. Scope of Services

The on-call planning services would include, but are not limited to the ability to perform the following:

- A. When required, be present at City Hall and hold regular office hours as agreed upon by staff and Consultant.
- B. Develops and maintains good working relationships with other city departments, other jurisdictions, and the public.
- C. Analyze projects for compliance with the City's 2040 Comprehensive Plan, the Scandia Development Code, applicable architectural design requirements, applicable specific plans and other policies.
- D. Review and process zoning requests and inquires, including:
- E. Minor and Major Site Plan Review, Variances, Conditional Use Permits (CUPs), Interim Use Permits (IUPs), Administrative Permits, Sign Permits, Architectural Design Review, Rezones, Lot Line Adjustments, Lot combinations, Annexations, and Comprehensive Plan and Development Code amendments.
- F. Compiles and analyzes data on economic, social, environmental, and physical factors affecting land use.
- G. Meets with developers, engineers, property owners, contractors and other individuals to discuss, advice, explain processes and suggest improvements regarding potential projects, pre-applications, development applications, feasibility analysis, conceptual development plans and code interpretation;
- H. Ability to write Planning Commission and City Council staff reports, resolutions, ordinances, conditions of approval, memorandums, public notices and agendas, and give oral presentations.
- I. Attend public hearings and community meetings as necessary.
- J. Review and provide determinations of applications for completeness, including coordinating with the Washington Conservation District for applicability of Wetland Delineation Requirements, the Washington County Subsurface Sewage Treatment Requirement Compliance, to coordinate with City administrative and other City Professional services, and to coordinate with a project's applicable watershed district.
- K. Ability to review projects and provide comments within timelines specified and enacted by Minnesota Statutes, section 15.99, commonly referred to as "the 60-day rule", and the City (shorter timelines may be required for certain projects and staff review).
- L. Answer questions and provide information to citizens and the general public; respond to and resolve routine inquiries.
- M. Assist City Staff with addressing complaints and code violations.

N. Complete zoning and permit compliance checks as directed, including maintaining yearly compliance checks for solar farm installations and other permits as directed.

O. Carryout land use research and other analysis as directed.

III. Minimum Qualifications

All proposals must demonstrate that they have the resources and capability to provide the materials and services as described herein. Successful proposers must demonstrate that the project manager and staff who will be providing services possess at least five years of experience with planning and zoning administration and possess the necessary competencies to carry out the Scope of Work identified in Section II of this RFP. Preference will be given to proposals with project managers with extensive experience with zoning administration and zoning practices in Minnesota and Twin Cities Metropolitan Minnesota.

IV. Required Proposal Submittals and Presentation

A. Submittals. The project should supply the City with a final report that includes the following components:

1. Cover Letter: Maximum of two pages serving as an executive summary which shall include an understanding of the scope of services.
2. Brief Company Profile. General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualification of the firm as they relate to the work proposed with this RFP.
3. Organization and Staffing. Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional Planning level of work to be performed by each individual.
4. Identify all subcontractors utilized. The City will retain under its agreement with the successful Consultant the right of approval of all persons performing under the agreement.
5. Description and Approach. The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFP.

6. Cost Proposal. The cost proposal shall include the hourly rate for services. Include any subconsultant's fee schedule, if applicable. This should include hourly billable costs of each team member; Senior Planner, Associate Planner, etc.
7. Résumé, Relevant Projects/Services with References. Provide résumés of the individual(s) from the Proposer's firm or entity that will be directly responsible for carrying out the contract, three references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services.
8. Identify all subcontractors proposed to be utilized.
9. Demonstrate capacity to secure and maintain such insurance as will protect you firm from claims under the Minnesota Workers Compensation Act and from claims for bodily injury, death, property damage, and errors and omissions which may arise from the performance of services under this Agreement. Such general liability insurance shall be written for amounts not less than the following:

Bodily Injury

General & Automobile	\$2,000,000 Each Person
General & Automobile	\$2,000,000 Each Occurrence

Property Damage

General & Automobile	\$2,000,000 Each Occurrence
General	\$2,000,000 Aggregate

Errors, omissions, neglect

\$1,000,000 Minimum Aggregate

- B. Copies of deliverables shall be provided to the City in electronic form, but two print copies of the proposal and visual aids used as part of the final presentation shall be also supplied. Contractors must note that all materials in final project materials and those used in the course of this project may be subject to Minnesota Data Practices Laws.
- C. Presentation to the City Council. The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking.

V. Selection Process Timeframe

<u>Date/s</u>	<u>Event</u>
August 4, 2022	Date of issue of the RFP
4:00 pm, September 23, 2022	RFPs due

October 5, 2022	Potential Interviews of Select Respondents by the City Council.
October 18, 2022	City Council selects a consultant and authorizes staff to draft service contract agreement with consultant
November 2, 2022	Council approves service agreement with consultant.

VI. Contact Information:

Inquiries and questions concerning this RFP should be directed to the Project Manager:

Ken Cammilleri, City Administrator
14727 209th Street North
Scandia, MN 55073
(651) 433-2274
k.cammilleri@ci.scandia.mn.us

VII. PROPOSAL EVALUATION.

- A. The City of Scandia will evaluate all complete proposals received by the deadline. Incomplete proposals, late proposals, or proposals sent to any other address will not be considered. In some instances, an interview or demonstration may be part of the evaluation process.
- B. The City will conduct an evaluation of all proposal deriving the “Best Value” for the City of Scandia. Best Value means achieving an appropriate balance between price and other factors that are key to the delivery of satisfactory service deliverables. A proposal that obtains a low price but does not include other necessary qualities and features as specified in this RFP does not meet the Best Value criterion. Factors upon which the proposals will be judged include the following:
 - a. Understanding of the work to be performed: 15 points
 - b. Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance and Approach: 25 points
 - c. Familiarity with City and State Procedures: 20 points
 - d. The firm’s and Professional Staff References/Satisfaction of Clients: 15 points
 - e. Completeness and Quality of Proposal: 15 points
 - f. Cost Approach to performing this type of service. 10 Points

Total Points: 100

VIII. Submission Instructions

Completed proposal Submissions should be emailed to mail@ci.scandia.mn.us and the 2 paper copy submissions should be mailed to:

City of Scandia
Attn: On-Call Planning Services Selection Process
14727 209th Street North
Scandia, Minnesota 55073

IV. Additional Terms and Conditions

- A. The City Council of the City of Scandia reserves the right to determine, at its sole and absolute discretion, whether any aspect of a proposal satisfactorily meets the criteria established in this RFP. This RFP does not commit the City to select a consultant, to pay any costs incurred in the preparation of a proposal for this request, or to produce or contract for services. The City reserves the right to accept or reject any or all proposals received as a result of this request, or to modify or cancel in part or in its entirety, this RFP/Q if the City determines it is in the best interest of the City to do so.
- B. All submitted Proposals/Qualifications become the property of the City upon submission.
- C. The City of Scandia reserves the right to request additional information from Vendors during any phase of the proposal evaluation process. During the evaluation and selection process, the City may require the presence of Vendor's representatives. Vendors are required to travel at their own expense for the demonstration of the product and answer questions; or vendors may be asked to participate in a video conference or a conference by telephone. Notification of any such requirements will be given as necessary.
- D. The City of Scandia will not pay for the information solicited or obtained. The information obtained will be used in determining the alternative that best meets the needs of the City.
- E. City will notify all of the proposers of the City Council's selection and award. Consultants desiring a debriefing will be allowed to make an appointment with the City. Debriefings will not be scheduled until the City Council has acted on selecting a proposal.