

REQUEST FOR PROPOSAL

Comprehensive Plan Update for Dakota County Township Officers Collaborative

Townships of: Castle Rock
Douglas
Empire
Greenvale
Hampton
Marshan
Nininger
Randolph
Ravenna
Vermillion
Waterford

And Cities of: Coates
Miesville
New Trier
Vermillion
Randolph

DUE DATE: November 28, 2016
Empire Township
October 25, 2016

Dakota County Township Officer’s Collaborative

REQUEST FOR PROPOSALS FOR CONSULTING SERVICES RELATED TO THE DEVELOPMENT OF COMPREHENSIVE PLAN

The Dakota County Township Officer’s Collaborative, the townships of Castle Rock, Douglas, Empire, Greenvale, Hampton, Marshan, Nininger, Randolph, Ravenna, Vermillion and Waterford and the cities of Coates, Miesville, New Trier, Vermillion, and Randolph (the “Collaborative”), must review and update their comprehensive plans as required by the Metropolitan Land Planning Act. It is intended that this requirement will be met through a collaborative planning process.

I. General

A. The proposer shall initiate the overall study, organize the local participation process, analyze existing conditions and identify needs and opportunities in the Collaborative.

The following is a general list of what is to be studied:

1. Demographic trends and analysis
2. Natural resources
3. Existing and future land use
4. Housing
5. Transportation
6. Public and individual utilities
7. Parks and trails
8. Economic opportunities

B. Collaborative Plan Preparation and Adoption

The proposer shall prepare the 16 community collaborative plan that responds to all applicable provisions outlined for local governments in the Metropolitan Council’s “Local Planning Handbook” and shall ensure that the plan is in conformance with Minnesota Statutes.

C. Collaborative Plan Addenda

Each community within the collaborative will receive an individualized addendum to the Rural Collaborative Plan that will provide individualized mapping and community information.

II. Scope of Services & Responsibilities

Following is a summary of the services required of the consultant. It is not intended to represent the entire scope of work involved, but rather a substantial list of tasks required.

A. The consultant will work with the Collaborative to develop a single long- range plan for the Rural Collaborative communities. Additionally, the consultant will provide addenda to the Rural Collaborative Plan, which includes individual data and

mapping unique to each collaborative member. The consultant shall meet with all collaborative communities during the planning process.

- B. The consultant must analyze and consider economic, demographic and other pertinent data specific to each Collaborative member. The recommendations made in the Plan must be based upon this information. The Plan will include information in the form of maps, tables, charts and graphs in addition to related commentary and analysis relative to the overall goals of the community, as outlined in the Plan.
- C. The final version of the Plan must be provided in written form as well as in electronic form compatible with Met Council.
- D. The Plan will contain information and recommendations in the following areas:
 - 1. Background Conditions Demographics, forecasts
 - 2. Existing and future land use
 - 3. Water resources
 - 4. Transportation
 - 5. Housing
 - 6. Municipal and individual utilities
 - 7. Parks and trails
 - 8. Implementation
- E. The consultant shall complete necessary public hearings, adjacent community/jurisdiction review, and meet Council review.
- F. Upon completion of the process, a final Collaborative Plan and individual addendum shall be furnished to each Collaborative member.

III. Content of Proposal

Proposals shall contain the following information:

- A. Cover letter and introduction including the name of the firm and the name and telephone numbers of the person (s) authorized to represent the company regarding all matters related to the proposals.
- B. Applicants should present their understanding of the requirements of the project and present a description of the work to be accomplished. (include a proposed timeline for the completed Plan)
- C. A budget shall be prepared with sufficient detail to identify hours of participation by key personnel in every relevant task.
- D. Any additional information you feel is pertinent to the Collaborative's decision to select a planning consultant (please do not include non-applicable promotional materials).

IV. Terms and Conditions

- A. The maximum budget available is \$225,000.
- B. The Collaborative reserves the right to reject any or all proposals or to negotiate a contract that is in the best interests of the Collaborative at the absolute and sole discretion of the Collaborative.
- C. The applicant must submit twelve (12) copies of the proposal to the Collaborative members no later than 12:00 p.m. on November 28, 2016. All proposals must be signed by a duly authorized individual.
- D. All proposals shall become the property of the Collaborative and the Collaborative may at its option, request oral presentation prior to selection. No public bid opening will be held.
- E. Proposals in response to this RFP will be valid for sixty (60) days from the proposal due date. The Collaborative reserves the right to request an extension of time if needed.
- F. The selected proposal on acceptance by Collaborative will produce a written contract for services. The Collaborative has the right to modify contracts to fit their needs.

V. Evaluation and Selection Process

The Collaborative will evaluate proposals based on the following criteria:

- A. Familiarity with Collaborative member communities
- B. Demonstrated understanding of the requirements of this project and experience with similar contracts and clients.
- C. Total cost of services and fees charged.
- D. Experience and availability of the applicant.
- E. References provided by past and current clients of the applicant.
- F. Resources of the applicant to conduct and complete this project in a satisfactory manner.
- G. Clarity and organization of the proposal.

VI. Award Notification

- A. The Collaborative will notify in writing the applicant(s) who have not been selected.
- B. The Collaborative will notify in writing the applicant who has been selected.

VII. Compliance

The consultant shall comply with standard assurance and insurance terms.

VIII. Inquiries

Prospective service providers may submit questions by mail, e-mail, fax or telephone to:

Empire Township
Terry Holmes
3385 197th Street W.
Farmington, MN 55024
Phone: 651-463-3091
Fax: 651-463-4620
E-mail: info@township.empire.mn.us

IX. Submittal

Terry Holmes
Empire Township
3385 197th Street W.
Farmington, MN 55024