

ISANTI



COUNTY

Request for Proposals to Update Isanti County's Comprehensive Land Use Plan

Request issued: July 25, 2022

Request deadline: August 26, 2022 @ 4:30 pm (CDT)

Direct All Questions to Trina Bergloff, Zoning Administrator
trina.bergloff@co.isanti.mn.us

Section 1: General Information 3

Point of ContactError! Bookmark not defined..... 3

Acceptance of Proposal Contents 3

Section 2: Background 3

Section 3: Preliminary Schedule, Scope of Services, Deliverables and Project Support 3

Preliminary Project Schedule 3

Scope of Services 4

Anticipated Project Deliverables..... 6

Project Resources and Support 6

Section 4: Proposal Submittal 7

Proposal Submission 7

Proposal Content..... 7

Appendices 8

Section 5: Proposal Evaluation and Selection..... 8

Proposal Review 9

Selection Criteria 9

Section 6: Terms and Conditions..... 10

Section 1: General Information

Isanti County, Minnesota is seeking proposals from qualified, multi-disciplinary firms to participate in the planning process for updating Isanti County's Comprehensive Land Use Plan. The County intends to enter into a contract with a qualified consultant to join with a county appointed task force committee (no consultant responsibility) in updating the current Isanti County Comprehensive Land Use Plan.

Point of Contact

Address all correspondence regarding this RFP to:

Isanti County Environmental Services Division
Zoning Department
Trina Bergloff – Isanti County Zoning Administrator
555 18th Ave SW
Cambridge, MN 55008
trina.bergloff@co.isanti.mn.us

All firms who receive or download this RFP are requested to register their name and email address by sending an email to trina.bergloff@co.isanti.mn.us. Any revisions or corrections to the RFP after the initial posting will be communicated to those registered RFP holders. Failure to register your contact information may result in disqualification of the RFP process. Proposals failing to include all requested information detailed within the RFP, and subsequent updates or modifications, will not be considered.

Proposals will be accepted until 4:30 pm (CDT) on August 26, 2022. Any submittals after this time will not be considered.

Acceptance of Proposal Contents

All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13 - Minnesota Government Data Practices Act

Section 2: Background

Isanti County encompasses an area of 442 square miles and is located 50 miles north of Minneapolis / St. Paul downtown area and 45 miles east of St. Cloud. Cambridge is the County Seat and is the largest of the three incorporated cities, situated on the Rum River and at the crossroads of State Highway 65 and State Highway 95. The two other cities, Isanti and Braham, lie to the south and north of Cambridge on Highway 65. Thirteen townships and two Independent School Districts make up Isanti County. The County Board of Commissioners retains zoning authority over the townships (excluding Athens Township). Based on the 2020 Census Isanti County has a population of 42,500 with an average yearly increase of 1.5% over the past five years.

Section 3: Preliminary Schedule, Scope of Services, Deliverables and Project Support

Preliminary Project Schedule

The County reserves the right to modify the timeline if necessary.

RFP Approval by County Board	July 19, 2022
Final RFP Posted	July 21, 2022
Proposals Due before 4:30 PM (CST)	August 26, 2022
County Staff Review Proposals	August 29, 2022

Isanti County Comprehensive Plan RFP

Interview Selection Notice	August 31, 2022
Interviews	September 7, 2022
Award Notice	September 21, 2022
Contract to County Board for Approval	October 4, 2022
Project Kick-Off	October 5, 2022
Anticipated Project Completion	Apr - May 2023

Scope of Services

Isanti County first adopted zoning regulations in 1971. This original comprehensive plan was updated in 1998 and most recently in 2009. The Isanti County Zoning Office administers the State Building Code, Comprehensive Land Use Planning and Zoning, Wetland Management, Shoreland Management, Flood Plain Management, Land Subdivisions and the Solid Waste Program. Numerous changes have taken place since 2009 to the zoning ordinance with the most recent change of permitting accessory dwelling units in the agriculture/residential zoning,

The County Board, with oversight from county staff, the selected consultant will lead the planning process and develop project deliverables as outlined within this RFP. The entire process involving the consultant is expected to take approximately 12 months to complete.

Isanti County is in need of updating the current Isanti County Comprehensive Plan. The intent of the Scope of Services is to serve as a framework, which consultants can use to develop a more detailed scope of services based on their professional expertise and knowledge. The County asks consultants to present an efficient, effective scope of work, which ensures the project objectives are met. The final Scope of Services will be developed in collaboration with the selected consultant and County Staff prior to contract approval. The following Scope of Services must be incorporated into the consultant proposed scope of work; however, the proposed scope of work is not limited to these services.

Items to consider include but are not limited to the review of the three acre maximum lot size in the Agriculture/Residential Zoning District. To allow for more density within close proximity to the city limits of Braham, Cambridge and Isanti. Updating definitions within the Comp Plan to be clear and concise.

Project Management - The consultant will take the lead in managing their time, staff, resources, budget, and any related activities to ensure that the project objectives are met. The consultant's project manager and County staff are expected to be in regular communication and to jointly lead project management tele/videoconferences at least once per month; others will participate as requested/required. The consulting team will provide meeting documentation and track/report on progress as well as issues and challenges that require attention. County staff and the consultant will collaborate and decide on appropriate plans and procedures for disseminating all applicable project information to the public.

Public Process - The consultant will facilitate participation and interaction of county staff, task force, elected County and Township officials, business owners, leaders, residents, and other stakeholders who are key to the development and success of the plan. The consultant shall be responsible for developing a comprehensive participation program that encompasses the public and stakeholders, incorporating local knowledge and experience. The participatory process must be creatively designed to seek out and involve residents and other stakeholders that are unlikely to participate in a standard workshop style community engagement process. Additionally, the process must ensure that participation is reflective of

Isanti County Comprehensive Plan RFP

both the current and future community. The overall goal of the participatory process is to increase the ownership of the final product.

Background - The consultant shall analyze the historic background of the development of Isanti County. The consultant shall gain a firm understanding of the context, trends and related information that have shaped development in the County. This information and data will be used to inform the study and ground it in objectivity. County staff will assist in providing historical documents and information where needed.

Assumptions - The consultant shall analyze the assumed effects of external forces (physical, social, economic and political) and trends on the future of the local community. Issues and forecasts of local and regional growth shall be included. Include discussion on such planning elements as demographics, land use, transportation, housing, community facilities, natural resources, utilities, parks and open space, trails, image and opportunities, etc.

Intergovernmental Communication and Cooperation – Evaluate existing relationships between governmental units in the broader region of Isanti County. The consultant will evaluate the strength, weakness, opportunities and threats that are shaping the current conditions of the broader region.

Vision and Goals Setting - The consultant will work with the County and project stakeholders in developing a broadly supported and achievable vision or alternative vision(s) of the long-term future design and character of the community along with related goals that help accomplish the same.

Review Current Zoning and Subdivision Ordinances – The consultant will review current County Zoning and Subdivision Ordinances and develop recommendations how to ensure these regulations are in alignment with the vision and goals developed in the Plan.

Presentations - The consultant will present a draft Plan to various boards including all required public hearings, and a final draft to the Planning Commission and County Board for approval.

Optional and Preferred Component: Online Interactive Module - In addition to the physical Comprehensive Land Use Plan document, Isanti County desires a creative way for residents, stakeholders and other interested parties to participate online in the Comprehensive Land Use Plan process. The interactive module will also inform the public on the current status of the project and provide notice for upcoming meetings and events.

Additionally, below is a list of plans and studies that have been recently completed by the County. These shall be incorporated into the following scope of services.

- Isanti County Transportation Plan
- Isanti County Solid Waste Management Plan
- Current and past Land Use Comprehensive Plan
- Athens Township Comprehensive Land Use Plan
- City Comprehensive Land Use Plans
- 1W1P Rum River / 1W1P Lower St. Croix
- Isanti County Parks and Recreational Plans

Anticipated Project Deliverables

It is anticipated that the project will result in the following primary deliverables, although the consultant and/or County may identify additional intermediate deliverables when the final scope of work is negotiated. Within their proposal, consultants are encouraged to include any additional or alternative deliverables that they feel would be necessary, based on their professional expertise and knowledge.

- A broadly supported planning document, which details the planning process and outlines any results, conclusions and recommendations
- An innovative plan implementation strategy, which may include such things as timelines, roles and responsibilities, necessary resources, anticipated funding mechanisms
- Presentations to the County's Staff, County Board, Planning Commission, and other applicable committees
- Other mid-term deliverables identified during the final project scoping process

Deliverables prepared by the consultant must be provided electronically in editable formats using common software, and any maps must be in both shapefiles and PDFs.

Project Resources and Support

County staff will lend assistance in completing data analysis, data gathering or other necessary tasks, where needed, in order to facilitate accurate and timely completion of the project. Additionally, County staff will assist in facilitating interactions with appropriate County staff members, County Commissioners, Planning Commission Members, and other key stakeholders.

The role of County staff will include but not be limited to:

1. Compile background data and information needed to update the plan. Should more research needs arise through the planning process, levels of staff and vendor responsibility shall be determined based on the scope of work required.
2. Provide access to all GIS and electronic data as needed. All GIS data will be distributed to the selected vendor in ESRI file geodatabase format in the Isanti County Coordinate System.
3. Assist with all public meetings, including coordination of legal notices and securing meeting space.
4. Review draft documents.
5. Conduct public communications.

Section 4: Proposal Submittal

Proposal Submission

Proposals should be submitted electronically to the email address below and ONE hard copy of the proposal should be mailed or delivered to the following address and labeled “Proposal to Update the Isanti County Land Use Comprehensive Plan”:

Isanti County Environmental Services Division
Zoning Department
Attention: Trina Bergloff, Zoning Administrator
555 18th Ave SW
Cambridge, MN 55008

And emailed to: trina.bergloff@co.isanti.mn.us

All proposals must be received in completed form by August 26, 2022 at 4:30 p.m. (CDT) Proposals received after that time will not be accepted.

Proposal Content

Below are the minimum requirements for the proposal. Consultants are encouraged to add context and sections as needed to fully explain your proposal.

1. Cover Letter

Succinctly explain the firm’s interest in the project and key credentials. Include contact information for the firm and project manager, who is expected to be the principal contact and authorized to make presentations on behalf of the firm. Include your firm’s understanding of the work to be performed and why your firm believes it to be the best qualified to perform the services requested. Include similar information for sub-consultants, if any, for the proposed project.

2. Project Understanding

Include a summary of your understanding of this project.

3. Approach/Work Program

Provide a conceptual work program and specific approaches, methods and assumptions for the project that you believe are appropriate based on your understanding of the County’s needs, as well as the outcomes, deliverables, and the scope of work elements outlined within this RFP. Submittal of a draft project schedule is required as part of the conceptual work program.

4. Project Team

Describe your core team -- the people who will actually be working on this project. Include their proposed roles and responsibilities and organizational structure. Provide

summary information about their expertise and contributions to this project within the proposal body.

5. Schedule

Provide a proposed project schedule from initiation to project completion. The preliminary project schedule of 7 - 8 months was set on by staff; however, the consultant should determine, based on the scope of services, if the period needs to be longer and submit a schedule accordingly.

6. Total Consultant Cost

List the complete cost for the proposal.
Breakdown of the costs shall be as follows:

1. Proposed costs for each scope of work as listed in Section 3.
2. Hourly rates for all consultant employees who are expected to work on this project. The rates shall be the agreed upon costs for any additional services requested by the County, above and beyond what is detailed in the RFP.
3. Reimbursable costs including details of services or items and the applicable charge per unit.

It is the responsibility of the proposing firm to accurately predict the amount of time and resources that they will need to spend on the project and their associated total cost. Again, please see the scope of services including the recent planning documents that have been completed that are to be incorporated into the plan.

Appendices

Below are the minimum requirements for the Appendices.

1. **Experience / Work Samples**

Provide 2-3 project examples including descriptions, visuals and deliverables that highlight and showcase previous work that is similar or related in nature to what this RFP is asking. Additionally, please include key contacts, (ie., name, email, phone numbers, etc.) for the client each project was done for.

2. **References**

List all of the projects your firm has worked with, in a similar capacity, for the past three years. List names of organizations along with appropriate and applicable contact information (ie., name, email, phone numbers, etc.) for each reference listed that can be contacted regarding the services you have provided them.

Section 5: Proposal Evaluation and Selection

Proposal Review

Proposals will first be reviewed by County staff for completeness. Only proposals that have been properly completed and meet the minimum content requirements will be considered in the evaluation.

Isanti County Comprehensive Plan RFP

The County will review each completed proposal to identify the consultant that most closely meets the County's needs. Although cost will be considered in the award process, cost will not be the sole determining factor. Emphasis will be placed on the demonstrated quality of the services to be offered, demonstrated relevant experience and the availability of the consultant in a timely manner to complete the services. After review of the proposals, a recommendation will be made to the County Board of Commissioners for a contract award.

Selection Criteria:

Proposals will be evaluated based on the following review and selection criteria.

Project Work Approach, Deliverables, and Organization

- Firm grasp of the project scope and objectives
- Quality and organization of response to proposed work program and proposed deliverables
- Quality of creative approach to both the deliverables and to public engagement
- Completeness of proposed deliverables
- Quality and creativeness of plan to facilitate, encourage and implement public participation
- Amount of time budgeted for interaction with key community stakeholders

Communications

- Organization and completeness of the response
- Writing skills, as shown through the submission and any other submitted work examples

Related Experience, References, and Work Examples

- Demonstration of leadership skills necessary to navigate the social and political issues that invariably come with a project of this nature
- Description and demonstrated ability (proven track record), of the firm as a whole and individual team members, in successfully completing similar projects, and producing quality deliverables, on time and within a budget
- Experience and demonstrated ability of consultant in the community / public planning process
- Ability of the consultant to conduct productive meetings and demonstrated experience in doing so
- Ability of the consultant to work with staff, stakeholders, and elected officials and demonstrated, direct experience in doing so
- Direct and demonstrated experience of consultant assigned to the project in working with a diverse group of stakeholders in developing community or neighborhood plans and initiatives
- Quality of submitted work examples
- Current workload and availability of consultant team members for virtual and in-person

Schedule

- Proposed consultant project schedule and the staffing plan that will facilitate completion of the Plan in a timely manner

- Number of visits / meetings planned

Cost

- Demonstration of successful budget performance and previous experience in meeting project budgets
- Description of the approach to budgeting
- Presentation of the consultant’s best offer; “not to exceed” cost

Additional Information Requests

The County reserves the right to request additional information or clarification from Proposers during any phase of the proposal evaluation process. During the evaluation and selection process, the County has the right to request the presence of Proposer's representatives and answer specific questions. Notification of any such requirement will be given as necessary.

Disqualification

Any one or more of the following may be considered as sufficient for the disqualification of a Proposer and the rejection of the proposal or proposals:

1. Incomplete Proposal Submittal
2. Conflict of interest with the County or its agents
3. Lack of qualifications or experience
4. Unsatisfactory performance record; judged from the standpoint of references
5. Any other reason to be determined in good faith to be in the best interests of the County
6. Failure to comply with any qualification requirements of the County

Contract Award

Issuance of this RFP and receipt of proposals does not commit the County to selecting a consultant or otherwise awarding a contract, nor does it obligate the County to pay for any costs incurred in preparing and submitting proposals in anticipation of a contract. The County reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected Consultant, should negotiations with the selected consultant be terminated, to negotiate with more than one consultant simultaneously, or to cancel all or part of this RFP.

Section 6: Terms and Conditions

County Rights

Isanti County Comprehensive Plan RFP

The County may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by the Consultant, and require additional evidence of qualifications requested in this RFP. The County reserves the right to:

- a. Reject any or all proposals if such action is in the public interest
- b. Cancel the entire RFP
- c. Issue a subsequent RFP
- d. Remedy technical errors in the RFP process
- e. Establish a short list of proposers eligible for interview after evaluation of written proposals
- f. Extend the deadline or accept late proposals under extenuating circumstances at its discretion
- g. Negotiate with any, all, or none of the proposers

Pre-Contractual Expenses

Pre-contractual expenses are defined as expenses incurred by the proposer in: 1) preparing its proposal in response to this RFP; 2) submitting that proposal to the County; 3) negotiating with the County on any matter related to this RFP; 4) any other expenses incurred by the proposer prior to the date of execution of the proposed agreement. The County shall not, in any event, be liable for any pre-contractual expenses incurred by the proposer in the preparation of their proposals.

Contract and Insurance Requirements

The selected consultant will be required to enter into a contract with the County defining the parties' roles and duties. The County will use its standard contract terms and conditions, which will be available on request. The consultant will be required to maintain, at a minimum, the following insurance coverages, with the County listed as an additional insured:

- (a) Commercial General Liability Coverage in the amount of \$1,500,000 each occurrence and \$3,000,000 annual aggregate.
- (b) Workers' Compensation Insurance as required by Minnesota law and Employer's Liability Coverage.

Independent Contractor Status

The selected consultant will be an independent contractor and nothing contained in any contract awarded shall be construed to create the relationship of employer and employee between County and the Consultant.

Public Information

Data submitted to the County in response to an RFP are private or nonpublic data until the responses are opened. Once the responses are opened, the name of the responder becomes public. All other data in a responder's response to an RFP are private or nonpublic data until completion of the evaluation process. "Completion of the qualification process" means that the County has entered into a contract with the selected Consultant. After the County has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a responder that submitted data are copyrighted or otherwise

Isanti County Comprehensive Plan RFP

protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFP become the property of the County and will not be returned.

REQUEST FOR PROPOSALS MUST BE RECEIVED PRIOR TO 4:30 P.M. (CDT) AUGUST 26, 2022. LATE SUBMITTALS WILL NOT BE CONSIDERED.