



Request for Proposal (RFP)
2040 Comprehensive Plan Update
2023 Amendment
- UPDATED -

Proposals are due:

February 17, 2023

4:00 p.m.

OVERVIEW OF RFP UPDATE:

We appreciate your patience and understanding for allowing the City of Farmington to take a pause in the 2040 Comprehensive Plan Update amendment process. The City of Farmington is now ready to move forward, but with a slight twist. The City Council and Staff see value in adding a Community Vision component to the project – at the front end – which will then guide and inform the comprehensive plan update. The emphasis of the project will now be on the new Community Vision component (along with its associated process) and the Land Use chapter for the undeveloped areas within the city. The other chapters will be secondary recognizing that it is still necessary to perform a cursory review of the other chapters to ensure there is consistency and an understanding of the city’s housing needs, as well as suitable transportation access and roadway system plans to support future land use designations that reflect any Dakota County 2040 updates. To assist with the review, the City will make available all existing plans that were updated as recently as two (2) years ago.

We have added this change because...

This is the city’s opportunity to define a vision for our community. Focus on where we are going and how we are going to get there. Balance growth pressures with community goals to influence the future of Farmington. Be visionary and forward thinking. And then use the resulting community vision and comprehensive plan update to deliberately align resources and interests to achieve our goals and work to become the best Farmington we can be.

The City Council has approved the revised scope and the following *proposed* timeline:

- February 17, 2023 – Updated RFP proposals due.
- March 1, 2023 – Conduct interviews with finalists.
- March 6, 2023 – City Council Meeting – present recommendation for consideration.
- April 10, 2023 – Project Kick-Off Meeting.
- July/August 2023 – City Council approval of Community Vision.
- March 2024 – City Council approval of 2040 Comprehensive Plan Update.

Please note – this timeline represents the city’s desire to move forward expeditiously, but it is not absolute. It is our desire that interested consultants will propose a timeline and process to accomplish the overall project.

If you are interested in continuing with the RFP process, please review the following RFP (changes from the original RFP are highlighted in yellow) and submit a *new and revised* response that reflects the 2023 updates. Please contact Deanna Kuennen, Community Development Director with any questions:

Deanna Kuennen, Community Development Director

DKuennen@FarmingtonMN.gov

651-280-6820

A. Purpose of Request

The City of Farmington has issued this Request for Proposal (hereinafter, “RFP”) with the sole purpose and intent of obtaining proposals from interested and qualified Firms offering to provide a 2040 Comprehensive Plan: 2023 Amendment (hereinafter “Project”) to *guide the City of Farmington through a community visioning process which will serve as the foundation to build a blueprint for future growth by guiding and informing updates to the comprehensive plan – specifically* updates to the Land Use (Chapter 3) ~~and Transportation (Chapter 5)~~ sections in relation to all major undeveloped land within the City of Farmington. The area of undeveloped land to be studied in the Project consists of approximately 3,883 acres. A map outlining the areas to be studied with their future land use designations can be [found here](#).

Additional chapters within the 2040 Comprehensive Plan may also need reviewing and amending depending on the results of the Project. If additional chapters need review and amendment to create a cohesive document, this RFP and Project will also encompass the work of those additional chapter(s). Additional chapters which may need amending during the Project include, but are not limited to, Housing (Chapter 4) ~~and Transportation (Chapter 5)~~ ~~Water Resources (Chapter 6)~~. Additionally, Figure 7.1 in Parks & Recreation (Chapter 7) and all census data within the entirety of the 2040 Comprehensive Plan shall also be updated during this Project process.

B. Background

a. Community Background

- i. The City of Farmington is located within west central Dakota County with an estimated population of 23,654. Farmington is approximately 15 square miles and is located 30 minutes south of MSP International Airport and downtown Minneapolis and St. Paul.
- ii. Farmington is currently experiencing a transitional period of growth and development and is buffered by both suburban communities and rural townships.
- iii. The housing stock within the city consists of approximately 8,134 housing units – 72% of which are single-family detached dwellings.
- iv. Farmington boasts an average of 2.92 people per household, an above average median household income, and a median age of 34.9 which makes Farmington the youngest community within Dakota County.
- v. Farmington is home to 956 acres of parks and open space and over 50 miles of trails.
- vi. The Future Land Use map in the 2040 Comprehensive Plan has 20.38% of its land guided Agriculture, 35.78% guided Residential, 12.94% guided Parks/Open Space, 6.25% guided Industrial, 2.89% guided Commercial, and 21.76% guided Public/Semi-Public, Right-of-Way, or Non-Designated (Township land in Orderly Annexation Areas).

b. Project Specific Background and Goals

- i. The City has participated in the execution of a 2040 Comprehensive Plan which outlines among other chapters, future land use (FLU) and transportation within the City through 2040. As development patterns change within Farmington, it is important to identify FLU designations and create a more detailed plans ~~for future transportation networks within~~ the undeveloped areas of the City.
- ii. The Project shall consist *of guiding the community through a community vision process that will help the community articulate its vision and then capitalize on opportunities to create a roadmap to achieve the best Farmington for our future. The visioning process will help Farmington tell its story, align its goals, and utilize the comprehensive plan update to propel the community forward.*
- iii. The Project shall consist of updating and amending Chapters 3 (Land Use) ~~and 5 (Transportation)~~ regarding all major undeveloped land within the City of Farmington *based on the outcomes from the community vision process.*
 1. This area consists of approximately 3,883 acres.
 2. Additional areas of the 2040 Comprehensive Plan will be incorporated into the Project as needed.
- iv. *Secondarily, the Project needs to conduct a cursory review to ensure that Farmington's systems, natural resources, and landscape are integrated. Farmington's current natural resources and landscape to dictate appropriate FLU designations as well as the location of our future transportation network.*
 1. The Project should use our topography and waterways to our advantage when designating FLU and transportation networks rather than letting it be a hindrance when development wants to occur in these areas. (i.e., There should be higher density in areas with higher infrastructure costs in future development areas).
 2. This project should include identifying transportation river crossings and use Dakota County transportation spacing and access guidelines to our advantage when planning FLU along their current and future roadways.
- v. This Project shall allow the City to set clear guidelines and expectations to better direct developers who are interested in building in Farmington, landowners when they are interested in selling, and continue to meet the needs of our community.
- vi. In the Future Land Use map, the Project area has 57.03% of its land guided Agriculture, 22.71% of its land guided Residential, 3.99% guided Parks/Open Space, 1.53% guided Commercial, 12.56% guided Industrial, and 2.18% guided Public/Semi-Public or Right-of-Way.

C. Major Roles and Responsibilities

a. Firm

- i. Project management – research, analysis, drafting, and managing the tasks within the scope of service;
- ii. Assist with the review, preparation, and presentation of text and map amendments for the Project;
- iii. Prepare and assist city staff with the formulation of a consistent Project message and identity;
- iv. Review city, adjacent cities, Dakota County, and regional plans to ensure consistency with the Project amendments to those plans;
- v. Assist with the review, preparation, organization, and presentation of internal, public, and property owner meetings for the purposes of the Project;
- vi. Assist in working with Dakota County and Metropolitan Council staff regarding the Project needs including identifying possible issues and multi-agency Project review;
- vii. Ensure the Project is consistent with Metropolitan Council data and policies, so we do not grossly overestimate population growth projections; and
- viii. Recommend measures to implement the Project amendments to city staff.

b. City of Farmington

- i. Provide a staff project manager and additional city staff time and knowledge;
- ii. Provide information regarding current practices, processes, and policies;
- iii. Generate and provide the Firm with a list of topics and items that should be considered and reviewed for the Project;
- iv. Providing all paper copies of agendas and materials for meetings and handling content, mailings, and distributions for public hearings;
- v. Review the Firm's work products for the purpose of providing comments and suggestions for improvements and/or changes;
- vi. Providing legal review of the Project if necessary; and
- vii. Work with the selected Firm on GIS and digital needs.

D. Scope of Service

Addition of a Community Vision process. Process to be proposed by consultant but should include community engagement. The Community Vision will serve as the foundation for the updates to the comprehensive plan.

Required Review by Firm:

- a. Chapter 3 (Land Use)
 - i. Introduction
 - ii. Overview of Plan Requirements
 - iii. Goals and Policies
 - iv. Existing Land Use Conditions
 - v. Future Land Use
 - vi. Staging of Development
 - vii. Neighborhood Planning Districts
 - viii. Environmental Resource Conservation
 - ix. Special Resources
- The main focus points for this chapter amendment include, but are not limited to:
 - Review of all FLU designations within the Project area to ensure it is guided appropriately to meet the future needs of the community;
 - Amend FLU designations to follow parcel lines and eliminate areas with split FLU designations where applicable;
 - Align FLU designations with transportation distance requirements to limit development hurdles and conflict in the future for both developers and property owners; and
 - Ensure amending FLU designations doesn't grossly overestimate our population growth.

Cursory/Secondary Review by Firm:

- b. Chapter 4 (Housing)
 - i. Introduction
 - ii. Goals & Policies
 - iii. Current Housing Conditions
 - iv. Community Housing Needs
 - v. Anticipated Housing Needs
 - vi. Housing Implementation
- c. Chapter 5 (Transportation)
 - i. Introduction
 - ii. Existing Roadway Conditions and Context
 - iii. Roadway System Plan
 - iv. Transit
 - v. Bicycling and Walking
 - vi. Aviation

vii. Freight

The main focus points for this chapter amendment include, but are not limited to:

- Identifying suitable transportation networks which follow access management requirements and take Farmington’s natural resources into consideration to meet the needs of the FLU designations;
- Expand the roadway system plan and increase planned local road locations within the overall City transportation network; and
- Align our transportation plan with the regional Dakota County 2040 Transportation Plan.

d. Chapter 6 (Water Resources)

- i. Introduction
- ii. Comprehensive Sanitary Sewer Plan
- iii. Water Supply and Distribution Plan
- iv. Surface Water Resources

e. Other areas within the 2040 Comprehensive Plan as needed

- i. Figure 7.1 (Existing and Proposed Park, Trail, and Open Space Plan)

E. Existing Reports

The following studies, plans, and reports can be reviewed and incorporated into the Project as needed.

- a. Farmington Zoning Map (2022)
- b. Dakota County 2040 Transportation Plan (2021)
- c. Trunk Highway 3 Small Area Master Plan (2020)
- d. Fairhill Estates at North Creek Master Plan and Planned Unit Development (2008, 2011, & 2019)

F. Project Schedule and Timeline

It is anticipated that the Project will be completed in **eleven (11) months**.

G. Written Proposal Submission

All Project questions regarding this updated RFP shall be directed to **Community Development Director Deanna Kuennen at DKuennen@FarmingtonMN.gov or 651-280-6820. Proposals should be submitted no later than 4:00 p.m. on February 17, 2023.**

Electronic submission of proposals is required.

Electronic Submission:

Subject Line: RFP Submittal – 2040 Comp Plan Update: 2022 Amendment UPDATE

DKuennen@FarmingtonMN.gov

Proposals shall include at least the following information:

Firm

- a. Identification of the offering firm(s), including name, address, and telephone number of the offering firm(s);
 - a. If a portion of the Project cannot be met by the applicant's Firm, please list the outside Firm(s) which will be used by the applicant.
- b. Name, title, telephone number, and email address of the contact person during the Project proposal evaluation; and
- c. Conflict of Interest Statement – The Firm must identify any potential conflict of interest it may have providing the services outlined in the Project RPF.

Project Approach and Understanding

- a. The proposal shall include a clear understanding of the study goals and a description of the methods to be used to complete the services required;
- b. The proposal shall include the processes to complete the Project and the products the Project provides; and
- c. The approach should discuss the roles of the Firm, City Council, Commissioners, city staff, Dakota County and Metropolitan Council staff, local property owners within the study area, and the public.

Project Schedule and Personnel

- a. Submittal of a project schedule including the detailed task(s), timeline(s), work product(s) and associated personnel with their associated breakdown of costs shall also be submitted and include items such as:
 - i. Research and analysis;
 - ii. Initial amendment recommendations and draft forms of Project deliverables;
 - iii. Meetings and presentations with city staff;
 - iv. Meetings and presentations with property owners;
 - v. Meetings and presentations with public boards such as the Planning Commission and City Council;
 - vi. Meetings with outside agencies like Metropolitan Council or Dakota County;
 - vii. Timeframe for potential additional chapter review; and
 - viii. Final amendment revisions.
- b. For each Firm personnel listed, please list the ability and willingness to commit the key personnel.
- c. Any additional information the offering Firm wishes to submit.

Relative Experience

- a. The submittal shall include a list of past similar studies and projects; and
- b. For each similar study and project provided, please provide the client's contact person who is familiar with the Firm's performance on that project. References may or may not be contacted.

The City of Farmington reserves the right to expand the period for submittal of proposals or release modifications to the RFP in the form of a written addendum. After the deadline for submission, submitted proposals will be opened and reviewed for consideration.

Firms who choose to submit a proposal are doing so at their own risk and expense. The City of Farmington will not reimburse any expense incurred by the Firm(s) submitting proposals, including, but not limited to, expenses associated with preparation and submission of the response, submission of additional information requested by the City, or attendance at interviews or consultation meetings.

Nothing in the proposal shall be deemed to commit the City of Farmington to select the proposer. The City of Farmington reserves the right to reject any and all proposals, in whole or in part, to waive any and all informalities, to disregard all non-conforming, non-responsive or conditional proposals, or to request additional information from a proposer.

H. Selection Process & Evaluation

The City of Farmington will evaluate proposals and conduct interviews of Firms who submit completed Project proposals and display adequate qualifications for the Project. The City of Farmington has the right to reject any or all Project proposals without explanation.

Proposals will be evaluated on the following factors.

- a. Experience of Firm(s)
 - i. The quality, comprehensiveness, and appropriateness of the experience of the Firm and its personnel;
 - ii. List of past similar studies and projects. References may or may not be contacted; and
 - iii. Familiarity of Farmington plans, studies, and issues.
- b. Experience of Personnel
 - i. Experience and qualifications of key personnel with similar roles and projects specifically in comprehensive plans and comprehensive plan amendments;
 - ii. Access and availability of the project manager and key personnel during proposed Project timeline;
 - iii. Experience conducting meeting with large landowners; and
 - iv. Working knowledge of and experience with the Metropolitan Council.
- c. Work Plan for Scope of Services
 - i. Completeness and clarity of Project proposal;
 - ii. Scope of service approach, timing, and deliverables;
 - iii. Understanding the study objective and work tasks;
 - iv. Proposed level of detail, documentation, and back-up material;
 - v. Ability to complete the study in a timely manner; and
 - vi. Ability to work as a team with other city consultants, city staff, Metropolitan Council staff, Dakota County staff, City Commissions, and City Council.
- d. Cost Allocation
 - i. Cost relative to proposed level of effort and products;
 - ii. Allocation of resources and amount of work tasks; and
 - iii. Reasonability of costs.
- e. Other Factors
 - i. Other factors deemed relevant by the City of Farmington.

I. Other Information

The proposer shall understand and acknowledge that a submitted proposal is subject to the Minnesota Governmental Data Practices Act. Proposals are private or nonpublic until they are opened by the City. Once the proposals are opened, the name of the proposer becomes

public. All other data in the proposal is private or nonpublic data until the completion of the evaluation process. After the City has completed the evaluation process, all remaining data submitted by all proposers is public with the exception of trade secret data as defined and classified in Minnesota Statutes Section 13.37. Data will at all times be governed by the Minnesota Governmental Data Practices Act, Minnesota Statutes Chapter 13. The proposer agrees to maintain all data obtained from the City consistent with the requirements of the Data Practices Act. The proposer agrees to defend or indemnify the City from any claim, liability, damage, or loss asserted against the City as a result of the proposer's failure to comply with the requirements of the Data Practices Act.

Submittals shall be submitted by 4 p.m. on February 17, 2023.

The City of Farmington intends to conduct interviews the week of March 1, 2023, with a contract executed with the selected Firm shortly after that, and an anticipated project kick-off occurring in early April.