



REQUEST FOR PROPOSALS (RFP)
FOR CONSULTING SERVICES TO CREATE A COMPREHENSIVE PLAN
(Amended 9/6/22)

General Information

This document is a Request for Proposals (RFP) for consultant services to create a new Comprehensive Plan for the City of New Prague, Minnesota.

All firms who receive or download this RFP are requested to register their name and e-mail address by sending an e-mail to kondich@ci.new-prague.mn.us. Any revisions or corrections to this RFP after posting will be communicated to those registered. Failure to register may result in nonparticipation of the RFP process. A proposal will not be considered if it fails to include all requested information as detailed in this original RFP and any subsequent modifications.

Any requests for additional information needed for preparation of the proposal should be directed to Planning / Community Development Director Ken Ondich at 952-758-1136 or kondich@ci.new-prague.mn.us. All questions must be received before 4:30 pm, September 28, 2022. Questions received after that time will not be addressed.

Submittal of proposal

The firm shall submit an electronic PDF copy of the proposal to:

Ken Ondich
Planning / Community Development Director
E-mail: kondich@ci.new-prague.mn.us

Closing Submission Date

Proposals must be submitted no later than 4:30 pm on Wednesday, October 5, 2022.

Inquiries

Inquiries concerning this RFP should be directed to Ken Ondich, Planning / Community Development Director, at (952) 758-1136, or kondich@ci.new-prague.mn.us. A digital version of the current Comprehensive Land Use Plan is available on the City's website at www.ci.new-prague.mn.us/comprehensive_plan

Conditions of Proposal

All costs incurred in the preparation of a proposal responding to this RFP will be the responsibility of the submitter and will not be reimbursed by the City of New Prague.

Right to reject

The City of New Prague reserves the right to reject any and all proposals received in response to this RFP.

Notification of Award

It is expected that a decision of selecting a successful consulting firm will be made within one month from the closing date of the receipt of proposals.

Formal Agreement

The City will require a formal agreement to effectuate any Proposal. The agreement will include, but is not limited to, the following: the time within which the services will be performed; the Proposer's and City's responsibilities and the compensation.

Background Information

New Prague is located just 45 miles southwest of Minneapolis/St. Paul and in close proximity to Interstate 35 and U.S. Highway 169. Our residents and businesses enjoy New Prague's small-town feel, outstanding amenities and quick access to the Twin Cities.

New Prague's motto is "A Tradition of Progress" and it shows. New Prague has a unique identity as a bridge between rural and suburban/metropolitan areas.

According to statistics from the Minnesota State Demographer, New Prague's 2021 estimated population is 8,221 with 3,059 households. The city is growing and currently covers 3.94 square miles. New Prague is split between Scott County and Le Sueur County and is not under Metropolitan Council jurisdiction. More information can be found on the City's website at www.ci.new-prague.mn.us.

The City of New Prague's current Comprehensive Plan was written to guide development into the year 2030 and requires a complete rewrite. The current plan was originally adopted in 2005, but various chapters were updated between the years 2012 and 2015 to account for the changes seen in the city during the post-2008 housing slump. Growth has since rebounded and the City is preparing for growth for an additional 25 years. Official 2020 Census data for New Prague must be incorporated into the new plan. A community engagement process must be part of the new plan.

The existing plan includes the following chapters, but the new plan should not be limited to these chapters:

- Introduction
- Planning Framework
- Demographics
- Natural Resources
- Land Use
- Housing
- Transportation
- Parks, Trails, and Recreation
- Community Facilities and Public Services
- Public Utilities
- Implementation

The updated Plan will guide the development of the City through the year 2047 (25 years).

Scope of Services and General Duties

The final scope of services will be developed in collaboration with the selected firm. Components of the Plan, at a minimum, will include:

1. Participatory Process – Develop, coordinate and conduct an in-depth public process to encourage citizen input. The interaction and participation of residents, business leaders, elected officials, and administration is critical for the development and success of the plan. A participation program shall be developed to incorporate local knowledge and experience.
2. Background – Provide and analyze the historical background of development in the city. Include current conditions and trends as well as emerging issues that have long-term implications.
3. Assumptions – Analyze the assumed effects of external forces (physical, social, economic, and political) on the future of the local community. Issues and forecasts of local and regional growth will be included.
4. 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. Cost/benefit implications of each alternative shall be included.
5. Planning Elements – Include discussion on land use, transportation, community facilities, utilities, and urban service area (city water and sanitary sewer), natural resources, parks and open space, urban design, image, and opportunities, etc.
6. Short and Long-Term Goals – Discuss and illustrate the potential short and long-term impacts of the plan on the community.
7. Implementation/Action Steps – Develop a list of strategies and implementation measures to accomplish the goals and objectives of the plan.

In addition to the components identified above, the following issues are priorities of the City of New Prague, and shall be addressed in the Comprehensive Plan:

Enhance quality of life and support land values

- Downtown New Prague is the historic heart of the City and its preservation and enhancement with redevelopment opportunities shall be explored. The City has a Historic Context Study from 2013 and a historic Reconnaissance Survey of Downtown completed in 2015 as references.
- Philipps Creek, Raven Stream, Sand Creek, and nearby Cedar Lake are natural features of the city. Identify strategies to maximize the potential of these features.
- The City of New Prague completed a 2018 Sanitary Sewer Collection System Comprehensive Plan. The Comprehensive plan shall incorporate this plan.
- The City of New Prague and New Prague Utilities Commission manage the city's sanitary sewer, storm sewer, water, and electric infrastructure. Evaluate opportunities for expansion of the existing service area to facilitate growth and development.

- The City and New Prague Area School District (721) plan to have completed an Athletic Facility Use Assessment before the end of 2023 which will include information regarding the City and School District athletic facilities within the city, how they are used, their conditions and national level of service standards which can be incorporated into this plan.

Mitigate environmental factors that may diminish quality of life

- New Prague is served by Highways 13/19/21 and has several county highways which can create obstacles to safe non-motorized and pedestrian travel. The Comprehensive Plan will establish strategies and potential resolutions to address this conflict.
- Identify opportunities utilizing stormwater management features as tools for water quality, managing municipal growth, economic development, quality of life and urban design.
- New Prague is a Minnesota GreenStep City (Step 1) but seeks to achieve higher steps in the program so opportunities to reach these steps should be explored.

Support Economic Development

- The City desires to increase land available for job growth and the growth of the tax base, primarily in the light industrial and business park districts. Identify appropriate opportunities, while also identifying market constraints to this growth.
- The Economic Development Authority (EDA) owns and is selling lots in the City's Industrial Park to create jobs and increase the tax base. However, once those lots are sold, the EDA may need to focus on other efforts such as purchasing additional land for industrial development, revolving loan fund programs for downtown building improvements and similar projects.
- Identify public investments and city standards required to support the desired community image and associated development goals.
- The Scott County CDA will have a Commercial/Industrial Demand Analysis completed by the end of 2022 which will include information for all New Prague which must be incorporated into this plan.

Evaluate Adequacy and Relevance of existing ordinances

- Review current city ordinances and policies in relationship to achieving the desired outcomes envisioned by the Comprehensive Plan. Outline strategies for accomplishing consistency.

Housing

- The Scott County CDA recently completed an Assessment of Housing Needs for Scott County which includes information for all the City of New Prague which must be incorporated into this plan to determine the appropriate housing levels necessary to support the desired local commerce and industry.
- Forecast how Elk River will be affected by the aging of the population, in terms of housing demand and services.

Other

- It is the intent of City Staff to be included in and assist with mapping updates utilizing the City's existing GIS mapping data.

- It is important to note that the City of New Prague is not part of the Metropolitan Council's planning jurisdiction. Please keep this in mind when preparing your scope of services.
- The City is currently completing a Facility Space Needs Assessment (to be completed by the end of 2022) to determine if city facilities (such as City Hall) are adequate for the continued operation of the City.

Proposal Form and Content

The proposal must, at a minimum, include the following:

Scope of Work Defined

The firms should present their understanding of the requirements of the project and present a task-by-task description of the work to be accomplished. Do not simply restate the scope of services.

Timeline

The firms are required to include a timeline for the project which will contain the approximate dates that portions of the project will commence and conclude. The timeline shall include substantially the following items: list of key tasks within each phase, key milestones with approximate dates and deliverables (ideally prior to December 31, 2023).

Resumes

Identify person(s) with key responsibilities who will be assigned to work on the project, describe their role and duties for the project. If more than one person is to be assigned, identify the person who will have senior-level responsibility or manage the engagement, and the approximate time commitment (as a percent) of total time on the engagement of each person. If portions of the project are to be "subcontracted" out to other firms, be sure to disclose that information in the proposal.

Experience

Discuss demonstrated experience of the firm and the project team with projects of similar scope and magnitude as this project. Experience must be related to projects completed within the past five years.

Time and Budget Constraints

Demonstrate the ability of the firm to manage the project in a timely and cost-effective manner. Although a specific deadline for the process has not been established (ideally the process would be wrapped up by the end of 2023), it is the objective of the City of New Prague to complete the updates as soon as it may be practical to do so.

References

List of references relating to the projects completed for local governments over the last five years, with comparable characteristics to the project proposed by the City of New Prague.

Fees

A schedule of billing rates for personnel involved must be included. The proposal shall contain a "not to exceed" cost for the project. Proposals that do not include a "not to exceed" cost will be disregarded. It is the responsibility of the proposing firm to accurately predict the amount of time they will need to spend on the project.

Selection Process

City staff will evaluate, and rank all submitted proposals and will recommend the most qualified firms to the City Council. The decision will be based on a combination including, but not limited to ranking and other qualifications.

Interviews

Staff will schedule interviews with select firms.

Schedule of Events

The City of New Prague has developed the schedule of events listed below for selection of the firm; the schedule is subject to change.

Send Request for Proposals to Consulting Firms	August 31, 2022
Deadline for Receipt of Proposals from Firms	October 5, 2022
Interviews (if necessary)	October 10-12, 2022
Approve Proposal by City Council	October 17, 2022

Evaluation of proposals

City staff will evaluate proposals and shall evaluate the proposals based on the following criteria.

1. Both the fees that shall be charged and the total cost of the consulting services for this project. The City of New Prague is interested in selecting that firm which professionally provides the City with optimal services, yet also meets the City's concern with cost. (15 pts)
2. Demonstrated understanding of the requirements of this project and the concerns of the City. (15 pts)
3. Experience and availability of staff assigned to serve the City. (10 pts)
4. Testimony provided by past clients of the firm; i.e., references. (10 pts)
5. Relevance and suitability of the project approach and schedule. Even though a deadline or schedule for the completion of the Plan update has not been established, the City will very carefully consider the timeframe and schedule proposed by the consultant in making its decision with a preference to be completed by 12/31/23. (10 pts)
6. Qualifications and expertise of the key personnel to be assigned and their proven ability to work together as a team on similar projects. (10 pts)
7. Resources of the firm to conduct and complete this project in a satisfactory manner. (10 pts)
8. Factors to be considered include size of the firm, current workload, ability, and willingness to commit the key personnel. (10 pts)

9. Clarity, conciseness, and organization of the proposal. (10 pts)

Contract Terms and Conditions

Upon selection of a consultant, an Agreement or Contract for Services shall be entered into by the City and consultant. It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis with the following conditions. The contract will be amended as appropriate for each successive phase.

1. Deletion of specific components, such as individual project meetings, will be at the discretion of the city. Services are to be billed to the city monthly with a detailed invoice of tasks, time, rates and respective amounts as well as reasonable reimbursable expenses. Payment or reimbursement shall be made based on actual hours worked on the various tasks required for the project plus necessary subcontractor work (as applicable) and out of pocket expenses. Billing more than 'not to exceed' amount will not be compensated unless a contract extension has been approved in advance by the City Council.
2. The City shall retain ownership of all documents, plans, maps, reports, and data prepared under this proposal. In addition to being provided hard copy and digital documents throughout the project, the consultant shall supply the City with a fully scanned (Laserfiche) file upon project completion.
3. If, for any reason, the consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the city reserves the right to terminate the contract by written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory work completed to that point at the discretion of the City Council.
4. The consultant shall not assign or transfer any interest in the contract without prior written consent of the city.