

7550 Sunwood Drive NW • Ramsey, Minnesota 55303
City Hall: 763-427-1410 • Fax: 763-427-5543
www.cityoframsey.com

March 15, 2011

Re: Planning Services – Ramsey, MN

To Whom It May Concern:

Thank you for your expressed interest in assisting the City of Ramsey with planning services. The City is requesting that your firm submit a response to our Request For Proposal (RFP). The responses we receive to our RFP will be reviewed beginning April 8, 2011.

The City is expecting that work on the project will begin in the summer of 2011. The consultant will be expected to coordinate with the Senior Planner with the administration of zoning and subdivision regulations. This includes amendments to the City's Zoning Code in order to implement the City's 2030 Comprehensive Plan through updates to the City's Zoning Code and review various land use applications for compliance with the City's zoning and subdivision ordinance on an as needed basis.

Please review the enclosed Request for Proposal and contact the City of Ramsey with any questions. To assist your firm in developing a competitive proposal, City staff will make themselves available for questions, as well as providing copies of any appropriate plans, studies or other materials. The first date of review of the submitted proposals will occur beginning April 8, 2011. The City of Ramsey looks forward to receiving your response.

Sincerely,

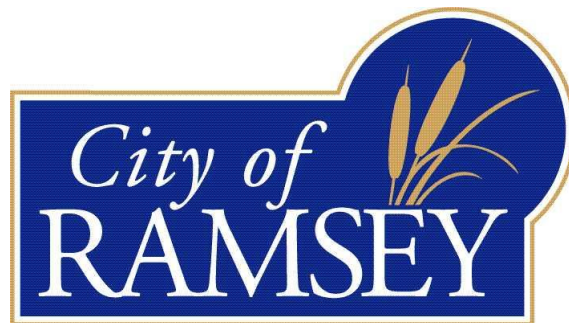
A handwritten signature in black ink that reads "Tim Gladhill".

Tim Gladhill
Senior Planner
Tel. (763) 576-4308, Fax (763) 427-5543
tgladhill@ci.ramsey.mn.us

Request For Proposal

Planning Services

City of Ramsey, Minnesota



City of Ramsey
7550 Sunwood Dr NW
Ramsey, MN 55303

City of Ramsey, Minnesota

PLANNING AND ZONING SERVICES

REQUEST FOR PROPOSAL ("RFP")

The City of Ramsey is seeking a qualified consultant to assist with general planning and zoning support. The City of Ramsey is a developing suburban community with an estimated population of 23,500. Population forecasts estimate a population of approximately 43,000 by the year 2030. The City desires to hire a consultant to assist the City in its effort to balance thoughtful, orderly development that will support continued residential and economic development.

The City of Ramsey intends to select a consultant and enter into a Scope of Services agreement for on-going planning and zoning support. City Staff will review submitted proposals and schedule presentations to City Staff as needed.

RFP Issued:	March 15, 211
First Date of Review:	April 8, 2011
Meetings with Consultants:	April 18-29, 2011
Consideration by City Council:	May 10 or 24 (anticipated)

**These dates are subject to change.*

The City of Ramsey reserves the right to reject any and all consultant responses to the Request for Proposals.

Project Description

The selected consultant will assist the Planning Division in administering the City's Zoning and Subdivision ordinance by providing the following:

- Review of selected land use applications for compliance with the City's Zoning and Subdivision Ordinance as directed by the Senior Planner.
- Process amendments to the City's Zoning Code including, but not limited to:
 - Compliance with the 2030 Comprehensive Plan (required)
 - Residential Architectural Standards (required)
 - Addition of Office Park Zoning District (required)
 - Revisions to existing zoning districts (as needed)
 - Form-based codes or other flexible zoning techniques (potential)
 - Sign Ordinance (potential)

The City of Ramsey intends to utilize consultant experience on a flat-rate, hourly basis for approximately 15-20 hours per week. The number of hours could increase or decrease based upon workload.

We request that you include the following information in your proposal:

I. Organization

- a. Name, address, and telephone number(s) of the main office and contact for this project.
- b. Name, position, qualifications and experience of individuals designated to work on this project.

II. Experience

- a. What percent of the firm's business is related to community planning and zoning?
- b. What percent of the firm's business is from zoning code and development review?
- c. Brief description of your firm's philosophy on residential and economic development and its balance with zoning and subdivision regulations.
- d. Brief description of how your firm will utilize the zoning and subdivision code to foster enhanced economic development and residential growth.
- e. Provide a list of municipalities, counties or public organizations with whom your firm has worked on that were similar projects in the past three years.
- f. Provide three (3) references from municipalities, counties, or public organizations with whom your firm has worked on that were similar projects in the past three years.

III. Planning Projects

Describe representative projects completed by the firm, including three (3) recent planning appropriate projects relevant to an issue experienced by a suburban developing community. Include the following information:

- a. Project name.
- b. Project location.
- c. Year project was completed.
- d. Brief description of the project, including level of responsibility, scope of services, process, etc.

IV. Process and Services

- a. Describe the process to be used by your firm for this RFP.
- b. Identify which elements of the process your firm performs with in-house staff and which elements of the process are contract services (i.e. sub-contracted work).

- c. Describe the level and type of participation required by City staff and officials.
- d. Describe how public participation will be incorporated into the process of zoning code amendments, both formal and informal, including workshops, open houses and focus groups.
- e. Describe the product to be delivered upon completion of the project.

V. Timing

- a. Indicate the proposed start date.
- b. Indicate an end date for the amended zoning code.
- c. Provide a timeline for the amendment to the zoning code.
- d. Provide standard schedule for reviewing land use applications to ensure compliance with Minnesota Statute 15.99 (60 Day Rule) and Minnesota Statute 462.358 Subd. 3b (Review process for Plats).

VI. Cost

Provide an estimated hourly rate for services:

- a. Detailed fee listing.
- b. Detailed billing structure (i.e. bill in 15 minute increments)

Please include any "additional" services offered by your firm that may be relevant to the project and are not specifically included in the estimated total project cost.

VII. Additional Information

Include an attachment of any additional information you consider relevant to the fair evaluation of your firm's proposal.

VIII. RFP Submission Requirements

The first date of review for this Request for Proposal ("RFP") will occur on April 8, 2011. All submissions must be submitted electronically in PDF format to be considered. Please email the submission to tgladhill@ci.ramsey.mn.us or deliver one (1) CD containing a PDF copy of your response to Tim Gladhill at the following location:

Tim Gladhill, Senior Planner
City of Ramsey
7550 Sunwood Drive NW
Ramsey, MN 55303

Tel. (763) 576-4308 Fax (763) 427-5543

Questions concerning this RFP may be directed to Tim Gladhill or Aaron Backman, Economic Development and Marketing Manager at the above-referenced location.

City Staff will review each response to this RFP and may select firms to present their proposals to staff following the first review of submittals.