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CITY OF WASECA
REQUEST FOR PROPOSAL FOR ON CALL PLANNING SERVICES
Issued: 1/27/2017

SUMMARY

The City of Waseca is accepting Requests For Proposals (RFP) to provide professional on call planning services. Please submit proposals electronically to Mike Anderson, Assistant to the City Manager at MikeA@ci.waseca.mn.us

Notwithstanding any other provisions of the RFP, the City reserves the right to reject any or all proposals, to waive any irregularity in a proposal, and to accept or reject any item or a combination of items, when to do so would be to the advantage of the City or its taxpayers. It is further within the right of the City to reject proposals that do not contain all elements and information requested in this document. The City shall not be liable for any costs or losses incurred by any responders throughout this process.

CRITICAL DATES

Identified below are the critical dates associated with this Request for Proposal. Further details and requirements are contained in the specific sections or attachments included in this package.

Request for Proposals Issued: 1/27/2017

Proposal Due Date: 2/17/2017

Interested parties are encouraged to **submit questions** regarding the Request for Proposal **via email** to Mike Anderson at MikeA@ci.waseca.mn.us **responses to questions will be provided directly by email.**

GENERAL INFORMATION

The City of Waseca was incorporated in 1868, and is organized under the Home Rule Charter in accordance with applicable Minnesota State Statutes. The Council is composed of six members and the Mayor. The City is divided into three specific areas known as wards, and two Council members are elected from each Ward. The Mayor is elected by the voters at large. As the policy-making body of the City, the City Council is responsible for the overall operation of the City; however, the City Council does not become involved in the day-to-day administration. The City Manager, Danny Lenz, is responsible for carrying out the Council's policies and for the administration of all City business.

The City encompasses approximately 6.7 square miles. The City has a population of approximately 9,711 and is the largest City in Waseca County containing nearly half of the County's population. The City has approximately 40 miles of streets, is home to three significant water bodies: Clear Lake, Loon Lake and Gaiter Lake and has an active lakes association.

More information about the City of Waseca can be obtained on our website at www.ci.waseca.mn.us

SCOPE OF SERVICES

The City of Waseca wishes to contract with an outside consulting firm or individual to provide as needed, on call planning services. The consultant, working closely with the City's Planning and Zoning Coordinator and City Manager, will assist in the performance of such duties as may be set forth within the City's Municipal Code, Comprehensive Plan, Zoning Ordinance, Subdivision Regulations, other City codes and ordinances related to planning and zoning; provide both short-term and long term planning recommendations; coordinate and process various land use applications; or any additional planning matters as requested by the City.

RESPONSIBILITIES

1. Available to provide planning services on an as needed, on call basis.
2. Maintain an accurate understanding of the City's comprehensive plan, zoning ordinances, subdivision regulations and other City codes and policies;
3. Assist City staff in organizing the application process in a manner that provides critical information to applicants so that they can gain an understanding of the procedures they must follow and the information they must provide with land use applications;
4. When applications are more complex than can be conveyed with standard informational materials, meet with applicants to review their proposal and identify the proper submittal guidelines to assure that there is a clear understanding of what is required for a complete application;
5. Review and prepare reports on Preliminary, Tentative, and Final Subdivision Maps with input from appropriate consultants and/or departments, to ensure code compliance and to ensure that timely information is delivered to the Planning Commission and City Council so that they can comply with statutory decision deadlines;
6. Review and prepare reports on zoning and land use applications;
7. Make appropriate presentations before the Planning Commission and /or City Council as needed;
8. Coordinate permit review with appropriate commissions, committees, consultants and/or departments;
9. Prepare written records and reports of investigation and violations of zoning codes; provide on-site field verification or direct others to perform inspections documenting compliance; encourage

voluntary compliance and, when necessary, coordinate enforcement of zoning ordinances through communication with land owners and cooperation with the City; order the issuance of citations where appropriate; testify in court concerning inspection results if necessary;

10. Assist in providing administrative support to the Planning Commission as needed by preparing reports, maintaining records, and completing directives of the Planning Commission;

11. Coordinate with staff and monitor recording of legal documents relating to land use;

12. Represent the City to residents and applicants in a respectful manner and make reasonable efforts to accurately estimate the cost of application related services.

13. When needed attend the regular monthly meetings of the Planning Commission which are held on the second Tuesday of the month at 7 p.m. Attend City Council meetings which are on the First and Third Tuesdays of the month if planning issues are to be discussed and decisions made.

CONTENT OF PROPOSAL

Proposals shall contain the following information:

1. Cover letter and introduction including the name of the firm or individual and the name, telephone numbers and email address of the person(s) authorized to represent the company regarding all matters related to the proposal;
2. Prospective providers should indicate how they envision being able to provide services to the City of Waseca, and how those services will fit within the goals and policies of the City.
3. Experience working with other communities with similar geographic profiles and demographics.
4. Representative list of current clients with references contacts at three clients;
5. Resumes of key personnel to be performing the planning functions for the City, including education and professional certifications;
6. Samples of reports to be submitted to the City which may address one or more of the following:
 - a. corrections (“comments”) to an initial submittal of a map or site plan
 - b. a concept review
 - c. responses to inquiries from the public, developers, etc.
7. Preferred method for receiving submittals.
8. Provide any additional information that you feel is pertinent in the City’s decision on selecting a planning consultant.
9. A fee schedule identifying specific rates for services and meeting attendance including sample invoice detail, billing schedule and mileage charges.

EVALUATION CRITERIA

The City’s consultant evaluation and selection process is based upon “Best Value” for professional services. The following criteria will be used in evaluating the proposals:

1. Proposal Content
2. Understanding of Background and Project Summary
3. Approach & Work Plan
4. Qualification and Experience of firm, principle planner and other team members
5. Clarity of proposal
6. References
7. Costs

The City may also solicit information from any available source concerning any aspect of a proposal, and seek and review any other information deemed pertinent to the evaluation process. The evaluation committee shall not be obligated to accept the lowest priced proposal, but shall make an award in the best interests of the City of Waseca.

SELECTION PROCESS

A committee will be selected to evaluate all proposals. After written proposals have been reviewed, the top three firms selected for final evaluation, may be required to make a presentation of their proposal to the City's Selection Committee. If scheduled, the interview will be a question/answer format for the purpose of clarifying the intent of any portions of the proposal and to see samples of previous work products. The City will schedule the times and location for this meeting. If awarded, an individual from your firm who is directly responsible for carrying out the contract should be present at the interview. Disclosure of a Proposer's fee(s) to another and any information derived from competing proposals is prohibited.

OFFER EXPIRATION DATE

Proposals in response to this RFP will be valid for 60 days from the proposal due date. The City reserves the right to ask for an extension of time if needed.

CONDITIONS FOR PROPOSAL ACCEPTANCE

This RFP does not commit the City to award a contract or to pay any costs incurred for any services. The City, at its sole discretion, reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with any qualified source, or to cancel this RFP in part or in its entirety.

OWNERSHIP OF MATERIALS

All materials submitted in response to the RFP become the property of the City of Waseca and supporting materials will not be returned. The City of Waseca is not responsible for any costs incurred by the company in the preparation of the proposal or for presentation or related meeting time.

SERVICE AGREEMENT AND INSURANCE

The successful service provider will be asked to enter into a service agreement and to provide a certificate of insurance showing coverage for liability, workers compensation, and automobile. The service agreement will contain a provision specifying a deadline for submitting invoices. Any invoices submitted for services not billed in accordance with the deadline may, at the sole discretion of the City, be considered invalid and payment may be refused. Any future relationship between the City Planner and the City will be an “at will” relationship and may be terminated by either party, for any reason, following a 30 day notice.

INDEPENDENT CONTRACTOR STATUS

The selected consultant will not be an employee of the City and must meet the IRS requirements for designation as an independent contractor or firm.

CONFLICT OF INTEREST

The City of Waseca requires that service providers disclose conflicts of interest when they may occur. The City, at its discretion, may arrange for alternative third party support in such cases. In general, the City will not allow a service provider to review applications from a client of the service provider. Past or pending client relationships may or may not be determined to be conflicts, but should always be disclosed and discussed with the City.

The City of Waseca is an Equal Opportunity Employer