



**Request For Proposals
Comprehensive Plan Update**

City of Worthington, Minnesota

**Date Issued: January 26, 2023
Submittal Deadline: 4 p.m. February 23, 2023**

Request for Proposals, City-Wide Comprehensive Plan

The City of Worthington is seeking proposals from experienced consulting firms for professional services to prepare a new, city-wide Comprehensive Plan (hereinafter ‘RFP’). The City seeks a multi-disciplinary team with significant experience in the development of comprehensive plans that incorporate substantial public input in diverse communities. Proposals will be accepted in accordance with the terms, conditions, and instructions set forth in this RFP. Responses are due no later than 4 p.m. February 23, 2023.

Respondents shall submit (1) digital copy of their proposal by email to mselof@ci.worthington.mn.us.

All correspondence and communication regarding this RFP should be directed to Matt Selof, Director of Community Development, at mselof@ci.worthington.mn.us or 507-666-5027. All questions concerning this RFP must be received by February 16, 2023.

Community Background

The City of Worthington is located in the Southwest corner of Minnesota at the intersection of Interstate 90, Minnesota State Highway 60, and US Highway 59. Nestled around Lake Okabena the City is home to research companies and several manufacturing, processing and shipping companies. Just off the east side of the lake is downtown Worthington featuring many small businesses, restaurants, and residential dwellings. The City also boasts an excellent school system, community and technical college, two medical clinics, and a 48-bed hospital. The largest employer in Worthington is JBS, employing approximately 2,000+ full time employees, followed by Independent School District 518 with approximately 540 employees, most of which are also full time.

The City has defied the demographic trends of Greater Minnesota over the last two Census periods, increasing its population by 13.1% from 2000 to 2010 and 9.3% from 2010 to 2020, to a total population of 13,947 in 2020. The City of Worthington is the driver of population and household growth for the area. Additionally, the City is becoming significantly more diverse over time.

Worthington’s 26 parks, with 10 being lakeside parks, are a highlight of the community. In recent years of the City parks have undergone significant improvements ranging from a splash pad to new shelter houses and an inclusive playground.

The City has recently focused much of its efforts on creating amenities and enhancing the quality of life for residents. A city-owned movie theater (rented to an outside operator) and a new Fieldhouse featuring a turf fields, batting cages, indoor playground and more recently opened. The City broke ground on a new aquatics center in 2021 and in 2022 took over management of the Worthington Ice Arena.

The city has been working on housing development in an ongoing effort to address the severe lack of residential housing in Worthington; the current demand exceed availability.

Project Description and Scope of Services

The City's last full comprehensive plan update was adopted in 2004. It has received minor amendments over the last 18 years. The City's current comprehensive plan can be found on the City's website at: <http://www.ci.worthington.mn.us/sites/default/files/comprehensive-plan.pdf> Worthington has grown significantly since 2004 and population forecasts predict additional growth in the coming years.

To ensure that new development meets the City of Worthington's vision for the future, the City finds that a new, updated Comprehensive Plan is needed. The new Plan should be developed with a robust public engagement process. The consultant should seek methods to engage the public, stakeholders, and government officials and staff through various means of communication, including, but not limited to presentations, public hearings, focus groups, online engagement, social media and workshops. The consultant should have expert knowledge of planning for small towns and cities along major highway corridors and significant experience in working with diverse communities. The new comprehensive plan should establish an overall vision, goals and objectives for the City over the next 20 years. These vision, goals, and objectives should be achievable, consideration should be given to the City's capacity to fulfill the goals set.

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

1. Participatory Process - Develop, coordinate and conduct an in-depth public process in coordination with City Staff 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. Engaging with the City's diverse population is a necessity, this will include developing processes to engage with residents who may not read, write, or speak English.
2. Background - Provide and analyze historical background of development in the city.
3. Vision/Overview of the Plan - Develop an overview and vision of the plan to be included.

4. Planning Elements - Include discussion on land use, housing, transportation, community facilities/amenities, natural resources, parks, utilities, and economic development.
5. Short and Long- Term goals – Discuss and incorporate both, short-term and long-term goals for the City into the Plan.
6. Implementation - Develop strategies to implement goals and measures of success.
7. Maps and Graphics - The consultant/team will be responsible for developing and preparing graphics, charts, and maps for presentations, public meetings/engagement and the final report. All GIS work associated with the final plan will be the consultant’s responsibility. The City will provide data and assist as needed.

Project Deliverables

The Consultant is expected to provide the following deliverables after adoption:

1. Electronic format(s) of final product, which becomes the property of the City for future use and modification.
2. All other data and information that was collected throughout the process in digital copy.
3. All public participation materials.

Primary topics and components to be addressed in Plan

- Land Use and Zoning
- Housing
- Transportation
- Parks
- Public buildings and Recreation
- Economic Development
- Natural Resource Management
- Utilities

Submission Requirements:

Specific Requirements - At a minimum, each submission must be arranged according to the following outline:

1. Title Sheet: The title sheet must provide the name(s) of the team submitting with the name of the primary contact clearly identified.
2. Cover Letter: The cover letter must indicate the composition of the entire team including the principal in charge, project manager and support team.
3. Table of Contents.

4. Current Active Projects: Including the name, type of project, location, firm's role in the project and status of the project.
5. Background: Summary of firm's background and focus.
6. Past Projects: Provide a minimum of three (3) and a maximum of five (5) representative completed projects. Each past performance project description should also contain:
 - a. Location
 - b. Client
 - c. Date of project involvement
 - d. Project description including illustrative materials and a written description of why this example is relevant to this comprehensive planning project
 - e. Probable cost and scope of the project
 - f. Specific services performed by the firm
7. Public engagement approach: List at least three innovative public engagement activities utilized in past projects.
8. Team Composition: Provide names, titles and qualifications of individuals who will be assigned to the project. This section of the response should include descriptions of the respective roles that will be played by team members. Discuss the experiences of team members on the example projects referred to above. A resume (no more than one-page in length) should be included for key team members in an addendum to the response. Preference will be given to teams with bilingual members.
9. Professional References: List a minimum of three (3) references for each firm. List references for the example projects. For each reference list the contact's name, address, phone number, email, and relationship to the firm.
10. Approach to Project: Briefly describe the approach the firm would take to develop a new comprehensive plan, including background research and review of relevant plans, a public participation and visioning program, development of new land use and transportation, and housing plans and development of implementation strategies. The consultant should demonstrate a solid understanding of Worthington and its long-term growth challenges and interests.
11. Fee Structure: Proposed fee structure for the project. Include anticipated travel costs associated with the project.
12. Estimated Time for Completion: Provide an estimated time frame for completion of the comprehensive plan update and the capacity of the project team to fulfill the scope of services.

Criteria for Consideration of Qualifications:

The following factors will be used to evaluate consultant's qualifications:

- Technical approach/understanding of comprehensive planning for a unique city with a diverse population.
- Experience and knowledge in developing similar plans with multiple plan elements by consultant personnel who will be directly involved with the project.
- Ability to complete the plan within a reasonable timeframe.
- Ability to maintain communication on plan development.
- Ability to involve partners and stakeholders in the planning process.
- The ability of the firm to perform the proposed work.
- The proposed fees.
- References.

Tentative Timeline (To Be Negotiated with Firm Selected)

RFP Release Date: January 26th, 2023.

Responses Due: 4 p.m. February 23rd, 2023.

Interviews: Beginning week of March 20th – 24th, 2023.

Project Start: May, 2023.

Project End Date: May, 2024.

Budget

The City presently has \$100,000 budgeted for this project.

Conditions and Limitations

1. The City reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any responses deemed to be in the best interest of the City. A response to this RFP should not be construed as a contract or an indication of a commitment of any kind on the part of the City, nor does the City commit to pay for the costs incurred in the submission of a response to this request or for any costs incurred prior to the execution of a final contract.
2. Upon selection, a Professional Services Contract shall be prepared, negotiated, and fully executed and a notice to proceed shall be issued before work is initiated.

3. The City shall retain ownership of all documents, reports, maps, or plans prepared under contract.
4. The City reserves the right to terminate the contract by written notice if, in the City's opinion, the consultant is unable to fulfill the obligations under the contract.
5. The consultant shall not assign or transfer any interest in the contract without prior written consent of the City.