

REQUEST FOR PROPOSALS (RFP)

Highway 3 Corridor Plan For the City of Farmington

- Client:** City of Farmington
430 Third Street, Farmington, MN 55024
- RFP Deadline:** August 22nd (4:30 p.m.)
- Study Deadline:** ~4-6 months to complete study
- Background:** Farmington is located in west-central Dakota County roughly 30 minutes south of the Minneapolis - St. Paul International Airport and the Mall of America. Buffeted by both growth communities and rural townships, Farmington is in a transitional period of growth and development.
- Farmington currently has an estimated population of 22,958 and boasts an above average median household income. With a median age of 33.1, Farmington is demographically one of the youngest communities in Dakota County.
- A more detailed history of Farmington can be found at http://www.ci.farmington.mn.us/community/about_our_city/history
- Study Purpose:** Craft a vision for the Highway 3 corridor that illustrates unique redevelopment opportunities.
- Farmington is embarking on a planning effort that will result in a Highway 3 Corridor Plan. Highway 3 is a state highway with many existing land use incompatibilities with a mix of residential homes and businesses. Several smaller redevelopment efforts and projects involving new construction or redevelopment of existing buildings have occurred in recent years.
- Scope of Service:** The proposed Highway 3 Corridor Plan at a minimum must review and make recommendations on the following topics and issues.
1. Review and make recommendations regarding the existing land use designations for the Highway 3 corridor from County Road 66 to the

southern border, one block on either side of Highway 3 (see project area map).

2. Review and make recommendations regarding the current zoning ordinance requirements for the project area.
3. Identify the type, scale and possible locations for additional residential, commercial and/or mixed-use projects and their preliminary market feasibility.
4. Incorporate future transportation improvements and/or pedestrian connections that may be needed or required to facilitate additional redevelopment.
5. Identify and recommend various financing tools and programs that could be considered to facilitate future redevelopment efforts.
6. Review and make recommendations on current architectural design guidelines, current streetscape design standards, signage standards and other development tools or standards currently in place.
7. Establish short, mid, and long-term goals from the recommendations made within the corridor plan.

The firm that is selected will be working with city staff, the Planning Commission, Empire Township, Castle Rock Township, MNDOT and Dakota County. The final study will be presented to the Economic Development Authority for approval.

Existing Reports: The following studies, plans and reports can be reviewed and incorporated, as needed, into the Highway 3 Corridor Plan:

- Information from the 2040 Farmington Comprehensive Plan Update
- Downtown Redevelopment Plan (April 2016)
- Farmington Zoning Map:
http://gis.co.dakota.mn.us/maps/farm_zoning.htm
- City Zoning Code for the various zoning designations
http://www.ci.farmington.mn.us/government/open_government/codes_fees_and_polices

Proposal: A written or emailed proposal submitted to the city shall include the following information:

Letter of Transmittal. Address the letter of transmittal to the address set forth on the cover page to this RFP and include, at a minimum, the following:

- a. Identification of the offering firm(s), including name, address, and telephone number of each firm;
- b. Acknowledgment of receipt of RFP addenda, if any;

- c. Name, title, address, telephone number, and email address of contact person during period of proposal evaluation;
- d. A statement to the effect that the proposal shall remain valid for a period of not less than 120 days from the date of submittal; and
- e. Signature of a person authorized to bind the offering firm to the terms of the proposal.

Team Organization. In this section provide an organization chart showing the interrelationship of the team members and key personnel. Identify the team members' areas of responsibility. Provide subcontractors' company name, address, contact person, and telephone number. Describe your previous experience working with each subcontractor. For the purposes of this proposal, prior experience with all subcontractors is required to ensure that no major problems will occur to delay, complicate, or otherwise hamper the steady, reasonable progress of the study.

Qualifications & Experience. Identify similar studies undertaken by the team within the last five (5) years. Document the team members' actual responsibility on each project. For each study, provide the client's name, address and telephone number for a contact person currently available who is familiar with the firm's performance on each study listed. The contact person should be familiar with the firm's key personnel as references may be contacted.

Key Personnel. For each of the key personnel shown in the organization chart, provide a résumé, and include in the project manager's résumé a summary of experience with similar studies.

Work Plan & Budget. The proposal should demonstrate the proposer's understanding of study goals. The proposal must include a clear description of the methods or process to be used to complete the scope of services. In addition, a project schedule should detail tasks, timelines and work products. The proposer should provide a detailed budget for the study within four (4) categories:

- Data collection and compilation.
- Mapping.
- Findings, priorities and recommendations.
- Meetings and presentations (describe type, number and location).

Provide overall cost information as follows:

- a. professional fees including hourly rates and number of hours worked by person;
- b. direct expenses (equipment, supplies, etc.);
- c. contract labor;
- d. travel and lodging; and
- e. other as appropriate.

Conflict of Interest. The proposer must identify any potential conflict of interest it may have providing the services contemplated by this RFP.

Evaluation:

Proposals will be evaluated on the following factors. The city has the right to reject any or all proposals without explanation.

Experience of Firm(s)

- The comprehensiveness, appropriateness, and quality of experience of the member firms;
- Response of references; and
- The presence of the appropriate disciplines.

Experience of Personnel

- Level of effort and participation of key personnel;
- Experience, education and qualifications of key personnel with similar roles and projects;
- Experience and interpersonal skills of project manager;
- Demonstrated ability to successfully lead the study; and
- Access/availability of project manager and key personnel.

Work Plan for Scope of Services

- Completeness and clarity of proposal;
- Scope of work approach, timing and substance;
- Understanding the study objective and work tasks;
- Proposed level of detail, documentation, and back-up material; and
- Ability to complete the study in a timely manner.

Cost Allocation

- Cost relative to proposed level of effort and products;
- Allocation of resources among work tasks (including person-hours);
- Ability to perform the study within budget; and
- Reasonableness of costs.

Other Factors

- Any other factors deemed relevant by the city.

Project Budget: A planning grant has been secured and matching funds identified for a study up to \$40,000.

Deadline: Proposals may be submitted via email or directly to the city no later than 4:30 p.m. on August 22nd to:

Adam Kienberger
Community Development Director
City of Farmington
430 Third Street
Farmington, MN 55024
E-mail – akienberger@ci.farmington.mn.us

The city of Farmington intends to review all proposals and execute a contract by early September. Further information may be obtained from Adam Kienberger at 651-280-6820 or by e-mail.