

# **PLANNING AND LAND USE REGULATIONS UPDATE**

## **Request for Proposals for Professional Services**

**CITY OF ORONOCO  
August 28, 2023**

## **SECTION I: GENERAL INFORMATION**

### **A. OBJECTIVE**

The City of Oronoco, Minnesota seeks professional services to update the City's planning and land use regulations and advise the Oronoco Planning & Zoning Commission in ongoing zoning matters. The selected consultant will work closely with the Commission and City staff to review the comprehensive plan, review the existing City Code for code improvements, and conduct a public process to craft and implement revised planning and land use regulations for Oronoco. It is anticipated that the revised regulations will be a "hybrid" zoning ordinance incorporating form-based standards for established neighborhoods with more conventional zoning standards for built-out districts. The final product must be an innovative, adaptive, user- friendly, and highly illustrative code that will implement the vision of the Oronoco Planning & Zoning Commission, Economic Development Authority, and City Council.

The City of Oronoco is in the final stage of completing a major infrastructure project (Phase 1A) that includes both water utility improvements and the commissioning of its first wastewater treatment facility (WWTF). A major water utility project was completed in 2009 and the Phase 1A project expands the utility to new users within the city. Residential and non-residential users for these water and sewer system improvements will come online in stages, with a requirement of one year to connect to city services. The availability of and access to the new facility and infrastructure opens the potential for significant growth for the city. City staff are already experiencing an increase in interest from developers and seeing an increase in building permit applications. In preparation of this phased onboarding for existing properties and potential growth in the city, the City is looking at a code review, revision, and implementation guidance.

### **B. CONTRACT ADMINSTRATOR**

This is a Request for Proposals (RFP) for Professional Services. It has been issued by the City's Planning & Zoning Commission, which serves in an advisory capacity to the Oronoco City Council. The City Council must approve any contract award. All communications concerning this RFP must be directed to:

**Sunny Bjorklund Schultz, City Administrator**  
**City of Oronoco**  
**115 2<sup>nd</sup> Street NW**  
**Oronoco, MN 55960**  
**[sunny@oronoco.com](mailto:sunny@oronoco.com) or (507) 367-4405**

### **C. INQUIRIES ABOUT AND CLARIFICATIONS OF THE REQUEST FOR PROPOSAL**

All requests for clarifications or interpretations regarding this RFP shall be submitted in writing via email to the Contract Administrator as cited above.

Inquiries shall contain:

- the firm's name.
- the firm's address.
- contact person.
- contact person's email address.

- Subject line titled “**Planning and Land Use Regulations Update**”

**DEADLINE FOR INQUIRIES IS SEPTEMBER 13, 2023 @ 3:00 PM**

Should any prospective respondent be in doubt as to the true meaning of any portion of this RFP, or should the respondent find any ambiguity, inconsistency, or omission therein, the respondent shall make a written request for an official interpretation or correction to the Contract Administrator by the deadline cited above.

Responses to the inquiries, if any, will be posted as addenda to the RFP on the City’s website, [www.oronoco.com](http://www.oronoco.com), on or before **September 22, 2023 @ 11:00am**. All interpretations, corrections, or additions to this RFP will be made only as official addenda and it shall be the respondent’s responsibility to ensure they have received all addenda before submitting a proposal. Any addenda issued by the City shall become part of the RFP and must be incorporated into the proposal where applicable.

**D. INCURRING COSTS**

The City is not liable for any costs incurred by prospective firms prior to the signing of a contract. Expenses incurred in the preparation of submittals, presentations, and other incidental activities related to this solicitation are the sole responsibility of the respondent.

**E. PROPOSAL FORMAT**

To be considered, each firm must submit a response to this RFP using the format provided in Section III. No other distribution of proposals is to be made by the respondent. Each proposal must remain valid for at least ninety (90) days from the due date of this RFP. Proposals should be prepared simply and economically providing a straightforward, concise description of the respondent’s ability to meet the requirements of the RFP.

**F. PROPOSAL SUBMISSION**

Respondents shall submit one (1) electronic PDF file via email to the Contract Administrator at [sunny@oronoco.com](mailto:sunny@oronoco.com) and ten bound copies to:

**Sunny Bjorklund Schultz, City Administrator  
City of Oronoco  
115 2<sup>nd</sup> Street NW  
Oronoco, MN 55960**

Proposals submitted must be clearly marked either on the packaging or within the email content: “**City of Oronoco Planning and Land Use Regulations Update**” along with the firm’s name and address, contact person, email address, and phone number.

Hand delivered proposals must be dropped off during normal business hours which are Monday through Thursday 7:00 a.m. to 4:00 p.m. and Friday 7:00 a.m. to 11:00 a.m.

Respondents are responsible for submission of their proposal. Additional time will not be granted to a single respondent. However, additional time may be granted to all respondents at the discretion of the City.

**RESPONSES TO THE RFP ARE DUE ON OCTOBER 2, 2023, AT 4:00 PM**

#### **G. SELECTION CRITERIA**

Responses to this RFP will be evaluated by a selection committee based upon the Respondent's proposal and information provided as outlined in Section III of this document. The Oronoco Planning & Zoning Commission, acting in its advisory capacity, will submit a recommendation to the Mayor and City Council for contract consideration and approval.

The selection committee will consist of a subcommittee of the Oronoco Planning & Zoning Commissioners and city staff. The subcommittee will review all proposals to determine which firms, if any, the full Planning & Zoning Commission will interview. Should a commissioner be unavailable for the review of proposals, then the Commission Chair will fill any open subcommittee seat from other members of the Commission.

If the Commission chooses to interview any respondents, the interviews will be tentatively held the **week of October 9, 2023**. Respondents must be available on proposed dates as scheduled. During interviews, the selected firms will be given the opportunity to discuss their proposal, qualifications, previous experience on similar projects, and their fee proposal in more detail.

Proposals will be evaluated on the following criteria:

- Overall quality of the response to this RFP
- Experience in preparing municipal hybrid codes that regulate development and redevelopment in other communities
- Experience in building community consensus to support innovative regulatory structures
- Experience in identifying, evaluating, codifying, and explaining the essential qualities of community design and character
- Experience in writing and implementing municipal planning and land use regulations
- Experience of the proposed project team with similar projects
- Strong graphic skills
- Strong skills in written and oral communication
- Consultant's workload, staff availability, and ability to complete the project within the schedule outlined herein
- References
- Fees

All proposals submitted may be subject to clarifications and further negotiation. All agreements resulting from negotiations that differ from what is represented in the RFP or in the consultant's response shall be documented and included as part of the final contract.

## **H. CHANGES IN THE RFP**

Any changes to this RFP will be put in writing to each prospective Consultant, and posted on the City's website, **no later than September 25, 2023 @ 4:00 p.m.**

## **I. RESERVATION OF RIGHTS**

1. The City reserves the right in its sole and absolute discretion to accept or reject any or all proposals, or alternative proposals, in whole or in part, with or without cause.
2. The City reserves the right to waive, or not waive, informalities or irregularities in terms or conditions of any proposal if determined by the City to be in its best interest.
3. The City reserves the right to request additional information from any or all respondents.
4. The City reserves the right to reject all or any portion of any proposal that it determines to be unresponsive and/or deficient in any of the information requested within RFP.
5. The City reserves the right to determine whether the scope of the project will be entirely as described in the RFP, a portion of the scope, or a revised scope be implemented.
6. The City reserves the right to waive any requirement or condition of the RFP upon finding that it is in the public's best interest to do so.
7. Submission of a proposal indicates acceptance by the firm of the conditions contained in this RFP, unless clearly and specifically noted in the proposal submitted.

## **J. DISCLOSURE**

All information in a Respondent's proposal, except for fee analysis, is subject to disclosure under the provisions of Minnesota Statute Chapter 13 - Minnesota Government Data Practices Act.

## **SECTION II: PROJECT DESCRIPTION**

### **A. BACKGROUND**

#### **Community Profile.**

The City of Oronoco, currently a small-sized community where two forks of the Zumbro River merge, is located just nine miles north of Rochester in Olmsted County and only 67 miles south of the Twin Cities metro area. Residents and businesses have the advantage of living within proximity to the amenities of a larger metropolitan area while enjoying the distinct charm of a small town. The City's rich history, its strong spirit of volunteerism, and its future-focused approach to identifying opportunities and challenges makes Oronoco a great place to live and work.

The City's overall appeal in combination with the upcoming completion of the wastewater treatment facility creates a wide range of opportunities for orderly growth and ongoing expansion. The City of Oronoco does have an Orderly Annexation Agreement with Oronoco Township. Oronoco's census population was 883 in 2000; 1,300 in 2010; and 1,802 in 2020.

#### **Comprehensive Plan.**

The most recent in-depth update completed is dated July 17, 2006, and is currently under review. The Comprehensive Plan serves as the primary guiding document to update the City's planning and land use regulations. The existing Plan includes nine chapters:

1. Community Profile

2. Community Values and Vision
3. Community Character and Appearance
4. Land Use
5. Housing
6. Parks, Recreation, and Open Spaces
7. Transportation
8. Infrastructure
9. Implementation – including economic development initiatives

Based on concepts of aesthetics, balance, sustainability, resilience, and connectivity within the community, the Plan provides a strong and healthy framework for the city's future growth. Overall, the Plan emphasizes the preservation and protection of valued history and natural resources, while proactively welcoming thoughtful change.

### **Current Planning and Land Use Regulations.**

The City's current planning and land use regulations (zoning and subdivision regulations) are not unusual.

- They were adopted years ago and have had periodic updates over the years.
- The regulations are primarily Euclidian in nature and contain design standards that are outdated and difficult to administer.
- They include a basic Central Business District which governs Oronoco's historic downtown and Shoreland regulations that govern riparian areas.
- The planning and land use regulations have been amended numerous times, sometimes resulting in inconsistency with the rest of the Code and an intensive and cumbersome development review process.
- The regulations are inflexible, particularly as we start bringing phases of the new wastewater treatment facility online. We will have pockets within the city that will not have immediate access to water and/or wastewater treatment.
- Current ordinances lack modern user-friendly elements such as a streamlined development review and application process, and illustrative graphics.

The existing code can be accessed on the City's website at [www.oronoco.com](http://www.oronoco.com).

## **B. GENERAL EXPECTATIONS OF SERVICES**

The City of Oronoco is seeking proposals to prepare new planning and land use regulations. At a minimum, these regulations should:

- Establish modern development standards and review processes
- Balance the preservation of the community's hometown feel with the need to adapt to changing market conditions and to expand its tax base
- Encourage creative and efficient redevelopment of underutilized properties, blending the existing land use environment with the transitions that will make Oronoco a more complete, resilient, and sustainable community
- Incorporate forward-looking parking and complete street standards that recognize the

community's historic land use pattern and changing markets

- Acknowledge the accessibility of public city water and sewer utilities and address how it will impact various properties as the services are phased into the community
- Create highly illustrative zoning regulations that reinforce the community's unique identity and sense of community through high quality design

### C. SCOPE OF SERVICES

The firm selected through this RFP will enter into a contractual agreement with the City to provide professional services related to the project. Based on the requirements of the City, the consultant shall anticipate any other professional services necessary to complete the project as described. Engineering and all other professional services necessary to complete the project as described will be cited in the proposal as coming from the same consulting firm or as a cooperating partner to be considered by the City or as contracted by the City under a separate RFP/contract. The City will provide staffing and data as indicated herein.

The proposed project will result in a new hybrid code, meant to supersede Chapter XV of the City Code: Land Usage, in whole or in part. This includes land and subdivision development. The Scope of Work should include the items listed below. However, the Contract Administrator and the Commission Chair will collaborate with the selected consultant to establish specific timelines, budget, and deliverables for the project.

- **Plan Review.**  
The consultant will review and identify plan goals, objectives, and recommendations to ensure the new code will be consistent with the City's Comprehensive Plan and other planning documents
- **Current Zoning Ordinance Diagnosis.**  
The consultant will work closely with City staff to produce a diagnosis of the existing Code
- **Public Outreach.**  
The consultant will develop a public outreach strategy consistent with the city. This process must include authentic participation that informs community stakeholders and the public of the benefits of a hybrid code and demonstrates a proven method of soliciting and incorporating community feedback, and fostering community buy-in
- **Evaluation of Existing Neighborhoods, Corridors and Districts.**  
Oronoco contains many unique areas that will warrant context-sensitive regulations. The consultant will engage with stakeholders, residents, and city staff to identify these areas and create a place-type map on which to base the new zoning map
- **Drafting the Document.**  
The consultant will prepare drafts of the planning and land use regulations, including graphics, and culminate in a final version to be presented to the Planning Commission and City Council for consideration and action
- **Integration of the New Code into User-Friendly Formats.**  
The consultant will work with City staff to make the new interactive code accessible to the public
- **Staff Training.**  
The consultant shall provide resources to assist City staff with training and implementation

of the new code through a “start-up” period not to exceed one year

**D. TENTATIVE PROJECT TIMELINE & PAYMENT**

The following timeline represents the Planning & Zoning Commission’s best estimates for completion of major milestones regarding this project. Dates are subject to change as needed to best fit the City’s and the Commission’s needs. However, consideration of input from the selected consultant may be used to develop a final schedule to be used in the award of contract. Comments can be submitted via email to the Contract Administrator.

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|--|-------------------------|
| Distribution of RFP.....   | August 28, 2023         |
| RFP Inquiries to City..... 3:00 PM.....                          | September 13, 2023      |
| Response to any inquiries posted on or before..... 11:00 AM...   | September 22, 2023      |
| Changes to RFP posted on website no later than..... 4:00 PM..... | September 25, 2023      |
| Submission of proposals to City..... 4:00 PM .....               | October 2, 2023         |
| Interviews.....  | Week of October 9, 2023 |
| Zoning consideration and recommendation to council.....          | October 12, 2023        |
| Council consideration.....                                       | October 17, 2023        |
| Contract Negotiation to begin.....                               | October 18, 2023        |
| Project Kickoff.....   | 4th Quarter 2023        |
| Plan Review, Zoning Diagnosis & Directions Report.....           | March 31, 2024          |
| Initial Draft of the Planning and Land Use Regulations.....      | September 30, 2024      |
| Complete Project.....  | December 31, 2024       |

Payment to the selected consultant is anticipated to be based upon monthly invoices submitted to the Contract Administrator documenting time and reimbursable expenses of each team member in accordance with the proposed fee schedule.

**SECTION III: SUBMITTALS AND REQUIREMENTS**

The following structure is to be followed for the proposal submitted to the city:

**A. COVER PAGE**

- Identify the name of the project.
- Provide firm name, address, and main telephone number.
- Provide the name and title of lead contact person with their direct telephone number and email address.

**B. TRANSMITTAL LETTER**

- A written commitment by the Firm, signed by an Officer, indicating that if selected, the Firm is prepared to enter good faith negotiations.

**C. BUSINESS ORGANIZATION AND HISTORY**

- Provide a brief history and structure of the firm.
- Identify services the firm presently provides that will be beneficial to the project.



- Identify anything that makes the firm uniquely qualified to complete the work.

#### **D. PAST INVOLVEMENT IN SIMILAR PROJECTS AND KEY STAFF**

- Identify the firm's past involvement in similar projects.
- Identify any proposed sub-consultant's past involvement in similar projects.
- Identify key staff, including sub-consultants, for each aspect of the proposed scope of service. Include a brief résumé focusing on project experience that enhances qualifications for this work.
- Identify project availability of staff and sub-consultants during the work and any project conflicts based upon other work or project commitments.

#### **E. APPROACH & WORK PLAN**

- Written narrative based on the understanding of the project scope, and goals and objectives. This discussion shall include but not be limited to:
  - how the project(s) will be managed and scheduled
  - how and when data will be delivered to the City
  - communication and coordination
  - the working relationship between the consultant(s) and City staff
  - the firm's general philosophy about providing the requested services
- Detailed work plan identifying major project tasks, scope of work, City responsibilities, and deliverables for each task
- Draft project schedule

#### **F. FEE QUOTATION**

- Provide a fee proposal based on the project tasks outlined in Section II. The fee proposal shall include position titles, hourly rate, and estimated hours. Please provide an hour and fee breakdown by task along with a total fee for the project.
- Proposed fees should include a plan for invoicing based on measurable contract milestones.
- Proposed fees should include all overhead.
- Detail any reimbursable costs for the project.
- Proposed fees should include all sub-consultants as necessary to complete the work as described herein.
- Provide fee proposal in a table format and try to keep to one page for ease of review.
- Provide the name of authorized negotiator/expeditor with contact information.

#### **NOTE: Optional Services**

If any additional services are included for consideration, please list and define the services and the proposed cost separately. Do not include them in the overall total for the project.

#### **G. PROJECT EXAMPLES AND SUPPLEMENTAL INFORMATION**

- Utilize this portion of the proposal to briefly identify the "value-added" qualities, conditions, services, or attributes that enhance or support the proposal.
- Identify examples of similar projects that highlight the firm's ability to successfully complete work of this type.

- Provide references for similar projects that your firm and/or proposed team have completed.

#### **H. RIGHTS RESERVED**

The City reserves the right to waive any irregularities in any proposal and to select the proposal evaluated to be the most advantageous to the City. The City reserves the right to disqualify any proposal or to reject all proposals if it is deemed to be in the best interest of the City.

Furthermore, the City and its representatives reserve the right to reject any and all proposals or to request additional information from any respondent or from all respondents.

#### **SECTION IV: CONTRACT AWARD**

It is the City and Commission's intent to review all respondent qualifications and proposals thoroughly and to select a candidate based upon selection criteria. Should the City and Commission believe it would be in their best interest, it may enter negotiations with any of the firms until a contract sum can be finalized with the successful candidate.