

ZONING CODE UPDATE

Request for Proposals For
Professional Services



RESPONSES DUE MARCH 29, 2024

SECTION I: GENERAL INFORMATION

A. OBJECTIVE

The City of Hastings, Minnesota seeks professional services to update the city's Zoning Code (Section 155 of the Hastings City Code). With assistance from City Staff, the selected consultant will craft a new zoning code for the City of Hastings. The Zoning Code should provide guidance on the varying type of development in Hastings including areas developed prior to the adoption of Zoning regulations, property redevelopment, and annexation and development of new land. The scope of services is limited to the Zoning Ordinance only and not other land use ordinances such as subdivision, shoreland management or flood plain.

B. CONTRACT ADMINISTRATOR

This RFP has been issued by the City of Hastings Community Development Department. All communications concerning this RFP should be directed to John Hinzman, Community Development Director at (651) 480-2378 or jhinzman@hastingsmn.gov.

City of Hastings

Attention: John Hinzman AICP, Community Development Director

101 East 4th Street

Hastings, Minnesota 55033

C. QUESTIONS ABOUT AND CLARIFICATIONS OF THE REQUEST FOR PROPOSAL

All questions regarding this RFP shall be submitted via e-mail to John Hinzman at jhinzman@hastingsmn.gov. Questions will be answered within 1-2 business days and posted on the City's website.

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 by the due date above.

All interpretations, corrections, or additions to this RFP will be made only as an official addendum and it shall be the respondent's responsibility to ensure they have received all addenda before submitting a proposal. Any addendum issued by the City shall become part of the RFP, and must be incorporated in the proposal where applicable.

D. INCURRING COSTS

The City is not liable for any costs incurred by perspective 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 solely the 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 120 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

Responses to the RFP are due on March 29, 2024 at 4:30 p.m. and shall be submitted in electronic PDF file format and sent to John Hinzman at jhinzman@hastingsmn.gov (150MB Limit). The PDF file may also be loaded onto a flash drive and hand delivered or mailed. Please see Section III Submittals and Requirements for further information.

Proposals submitted must be clearly marked either on the packaging or within the email content: **"City of Hastings Zoning Ordinance Update"** along with the Consultant's name, primary contact, address, and phone number.

Hand delivered proposals must be dropped off during normal business hours which are Monday through Friday, 8:00 a.m. to 4:30 p.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.

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 committee will review all proposals and make a recommendation to the Mayor and City Council for contract approval.

After a review of proposals, the selection committee will then determine which, if any, firms will be interviewed. If the City chooses to interview any respondents, the interviews will be tentatively held the week of April 22, 2024. During interviews, the selected firms will be given the opportunity to discuss their proposal, qualifications, past experience, and their fee proposal in more detail.

Proposals will be evaluated on the following criteria:

- Adherence to the submittal requirements of the RFP.
- Experience in preparing municipal zoning codes that regulate new development and redevelopment in other communities similar to Hastings.
- Experience in incorporating the essential qualities of community design and character into a zoning code.
- 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 within 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 no later than seven (7) calendar days before the due date of the proposals.

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.
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 any proposal that it determines to be unresponsive and 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. 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. Hastings is a dynamic, historic community of 23,000 residents located 20 minutes southeast of St. Paul in Dakota County. The City contains a thriving historic downtown centered along the Mississippi River and surrounded by walkable neighborhoods. Demand for mixed use growth within the city's core is strong. Hastings is also growing through new development of land within the City and annexation of adjacent rural properties. Residents have a strong sense of pride and identity of being "from Hastings" despite being a part of the larger Twin Cities metropolitan area.

Comprehensive Plan. Hastings is part of the Twin Cities Metropolitan Area and required to update its Comprehensive Plan every ten years. The most recent update was completed in December of 2020. [The 2040 Comprehensive Plan](#) will serve as a guiding document to update the City's Zoning Code.

Current Zoning Ordinance. The City's current Zoning Ordinance ([Chapter 155](#) of the City Code) was adopted in 1996 and has been amended several time since adoption.

Community Plans. Hastings has adopted the following plans to guide growth and development:

- [Heart of Hastings Plan \(2003\)](#) – Guides development within the downtown area and surrounding neighborhoods. Although 20 years old, plan is still actively used today.
- [Vermillion Street Corridor Plan \(2018\)](#) – Guides development along the TH 61 – Vermillion Street Corridor.
- [People Movement Plan \(2021\)](#) – Guides future improvements to sidewalks, bike routes, trails, and road crossings.

B. **PURPOSE OF ZONING REVISIONS** The City seeks to revise the zoning ordinance to ensure rules balance the following items:

- Industry standards for commercial and residential development.
- Existing development pattern of Hastings.
- Future market and urban development changes.
- Ordinance clarity for equitable administration
- Ensure legal compliance

C. GENERAL EXPECTATIONS OF SERVICES

It is expected that the Zoning Ordinance update will incorporate the following items and principles:

- Review existing zoning districts and offer revisions to the uses, standards, and densities , and or reclassification/reorganization of zoning districts
- Review existing zoning definitions. Revise, add or remove definitions/uses as necessary and then make corresponding changes within zoning districts.
- Review and revise parking standards.
- Review existing Planned Residential Development Ordinance. Revise with Planned Unit Development language.
- Review existing Landscape Ordinance and offer revisions.
- Review existing Architectural Standards Ordinance and offer revisions.
- Establish standards for regulating Group Homes.
- Prepare public engagement strategy to solicit input on code changes.
- Create concise zoning language.
- Utilize figures and illustrations to convey zoning regulations.

D. 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. The City will provide staffing and data as indicated herein. The project will include the following components:

This contract will result in a new Zoning Code, meant to supersede (either entirely or in part) the existing Zoning Code. Generally, the scope of work should include the items listed below. However, City staff will work with the selected consultant to establish specific timelines, budget, and deliverables for the project.

- Comprehensive 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 2040 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.
- Drafting the Document. The consultant will prepare drafts of the planning and land use regulations, including graphics, culminating in a final version to be presented to and acted upon by the Planning Commission and the City Council.
- Planning Commission. The Planning Commission will serve as the advisory body for review of the Zoning Ordinance. The consultant should prepare an engagement schedule for Planning Commission review.

- 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 general public of the benefits of a new Zoning Code and demonstrates a proven method of soliciting and incorporating public feedback.

E. TENTATIVE PROJECT TIMELINE & PAYMENT

The timeline below represents the City’s best estimates for the completion of major milestones regarding this project. Dates are subject to change as needed to best fit the City’s needs. However, consideration of input from the selected consultant will be used to develop a final schedule to be used in the award of contract.

- Distribution of RFPFebruary 29, 2024
- Submission of proposals to City.....March 29, 2024
- Interviews.....Week of April 22, 2024
- Council considerationMay 6, 2024
- Project KickoffMay 13, 2024
- Plan Review, Zoning Diagnosis & Directions ReportJune 21, 2024
- Initial Draft of the Zoning Districts and Uses.....August 30, 2024
- Initial Draft of Development StandardsNovember 29, 2024
- Initial Draft of Process and Administration StandardsFebruary 28, 2025
- Complete ProjectApril 30, 2025

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

F. BUDGET

The City has allocated \$65,000 for completion of the project..

SECTION III: SUBMITTALS AND REQUIREMENTS

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

A. COVER PAGE

1. Identify the name of the project.
2. Company name, address, and main telephone number.
3. Name and title of lead contact person with their direct telephone number and email address.

B. BUSINESS ORGANIZATION AND HISTORY

1. Provide a brief history and structure of the firm.
2. Identify services the firm presently provides that will be beneficial to the project.
3. Identify anything that makes the firm uniquely qualified to complete the work.

C. PAST INVOLVEMENT IN SIMILAR PROJECTS AND KEY STAFF

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

D. APPROACH & WORK PLAN

1. Written narrative based on the understanding of the project scope, 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 and City staff, and the firm's general philosophy in regards to providing the requested services.
2. Detailed work plan identifying major project tasks, scope of work, City responsibilities, and deliverables for each task.
3. Draft project schedule.

E. FEE QUOTATION

1. Provide a fee proposal based on the project tasks outlined in Section II. 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.
2. Proposed fees should include all overhead.
3. Detail any reimbursable costs for the project.
4. Proposed fees should include all sub-consultants as necessary to complete the work as described herein.
5. If any additional services are included for consideration, please list them separately and do not include them in the overall total for the project.
6. Provide fee proposal in a table format and try to keep to one page for ease of review.
7. Provide name of authorized negotiator/expeditor with contact information.

F. PROJECT EXAMPLES AND SUPPLEMENTAL INFORMATION

1. Utilize this portion of the proposal to briefly identify the “value-added” qualities, conditions, services or attributes that enhance or support the proposal.
2. Identify examples of similar projects that highlight the firm’s ability to successfully complete work of this type.
3. Provide up to three references for similar projects that your firm and/or proposed team have completed.

G. 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

A. CONTRACT AWARD

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