**CITY OF DASSEL**

**ZONING ORDINANCE & COMPREHENSIVE PLAN UPDATING**

The City of Dassel is currently accepting proposals from qualified firms with expertise in zoning for leading a process resulting in the preparation of updating the zoning ordinance and comprehensive plan for the City.

Proposals received via the competitive RFP process will be reviewed by the Selection Committee comprised of the Planning Commission and City Staff.

**METHOD**

This solicitation is a Request for Proposals (RFP). Proposals will be reviewed by a Selection Committee that will evaluate each proposal according to the selection criteria outlined in the RFP. Interviews may be requested with one or more firms responding to the RFP.

Award of this contract, if any, will be to the firm deemed best qualified, in accordance with the selection criteria, to perform the services outlined in this RFP and other services as deemed necessary by the City. Pricing, while an important factor; will be only one criterion used to evaluate the responses to the RFP.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements and may reject any or all proposals.  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.

**INQUIRIES**

All inquiries to the RFP should be directed to Terri Boese, Clerk/Treasurer, City of Dassel, 460 THIRD ST, PO BOX 391, DASSEL. MN.

**PROPOSALS DUE**

Proposals will be accepted until noon, Thursday, July 23, 2020**.**  Proposals must be submitted via mail or email. Other methods of delivery are not acceptable.

**BACKGROUND**

The City’s current Zoning Ordinance and Comprehensive Plan are available online at: [www.dassel.com](http://www.dassel.com).

**SCOPE OF WORK**

The final work program will be developed in conjunction with City staff but the scope of work should include the following:

* Current Zoning Ordinance Analysis. The consultant will work closely with City staff in conducting an analysis of the existing code and recommend updates.
* Review of Comprehensive Plan. The consultant will review and identify Plan Goals, Objectives and Recommendations to ensure the new plan will be consistent with proposed updates to the zoning ordinance.
* Public Outreach. The consultant will develop a public outreach strategy designed to inform community stakeholders and the general public, as well as conducting regular meetings and web/social media interaction throughout the process.
* Evaluation of Existing Neighborhoods and Districts
* Drafting the Documents. The consultant will prepare drafts of the comprehensive plan including maps and the zoning ordinance including graphics, for review by staff and the Selection Committee, culminating in final version to be acted upon by the Planning and Zoning Commission and the City Council.

Consultant should plan to begin the process and have a final document complete by July 23, 2021.

**SELECTION CRITERIA**

Finalists shall be scored on a 100 point scale based on criteria that include:

* Relevant Experience of Firm (30 pts)
* Relevant Experience of Project Team (30 pts)
* Public Process (15 pts)
* Understanding of the Issues (15 pts)
* Clarity of Presentation (10 pts)

**PROPOSAL REQUIREMENTS**

Proposals should contain the following information:

1. An introduction to the contractor submitting the proposal.
2. A listing of References of similar projects completed by your firm and the name, address, phone number and email of the contact person for whom the project was completed. The City of Dassel reserves the right to contact these references to discuss their project experience with your firm.
3. A completed pricing form for the project.