

City of Hopkins 2040 Comprehensive Plan Update

Request for Qualifications



Project Scope. The City of Hopkins, Minnesota seeks a qualified consulting firm to assist with preparation of the City’s 2040 Comprehensive Plan Update – [Cultivate Hopkins](#). The City envisions working closely with the selected consultant in a team-based approach. City staff will manage the project by coordinating workflow, leading public meetings and facilitating public engagement. The role of the consultant will include providing technical assistance, conducting research, interpreting and consolidating data, preparing maps and graphic materials and drafting the text of the comprehensive plan to meet all requirements of the [Metropolitan Council Local Planning Handbook](#). The final product should be a living document that meets both Metropolitan Council requirements and the City’s goals to be values driven, collaborative, thematic-based, connecting processes to outcomes and taking full advantage of the use of technology. City staff will work with the selected consulting firm to outline a specific timeline, budget, and requested deliverables.

Project Framework and Public Engagement Process. The City has already taken two important steps to lay the foundation for the 2040 Comprehensive Plan Update. These efforts include establishing the Cultivate Hopkins framework and launching an extensive public engagement process to educate and get feedback from our residents, business owners and community stakeholders.

The Cultivate Hopkins framework is based on the American Planning Association’s [Comprehensive Plan Standards for Sustaining Places](#). This guiding framework includes a set of principles, processes, attributes and best practices that define what the comprehensive plan for sustaining places should do. This values driven, collaborative and thematic-based approach seeks to meet the needs of current and future generations without compromising the ecosystems upon which they depend by balancing social, economic, and environmental resources, incorporating resilience, and linking local actions to regional and global concerns.

In addition to establishing the Cultivate Hopkins framework, the City has also launched its public engagement process. This process is based on the Cultivate Hopkins framework and the City’s existing “[Take It to Them](#)” engagement strategy. The goal of this process is to ensure authentic

participation that actively involves all segments of the community in analyzing issues, generating visions, developing plans and monitoring outcomes. This ongoing process includes development of a website to serve as an information hub, a video to reach stakeholders through social media, an online survey to gather feedback, pop-up meetings at numerous city events and presentations to the City Council, various advisory boards and civic groups.

The City has worked with other consultants to prepare content and completed studies that will serve as important source documents for the comprehensive plan. A partial list of these documents is provided below. The selected consultant will be responsible for ensuring all information and content provided to and written by the consultant is consolidated and satisfies the requirements of both the Metropolitan Council Local Planning Handbook and the City.

A. Qualification Considerations

- Quality and strength of past planning work, specifically in areas of comprehensive plan updates, sustainability, land use studies, redevelopment planning and Transit Oriented Development (TOD).
- Experience in writing and editing language used in comprehensive plans in compliance with Metropolitan Council Local Planning Handbook policies and sustainability best practices.
- Qualifications, experience, and availability of team members.
- Project management experience of proposed consultant team leader(s).
- Demonstrated ability to collaborate with city staff from various departments, other agencies, and community stakeholders.
- Competitive fee schedule and effective management of time and financial resources.
- Absence of actual or perceived conflicts of interest.

B. Timeline and Payment

The City anticipates work to begin within second quarter of 2017 and be completed in the third quarter of 2018. Payment is anticipated to be based upon monthly invoices documenting time and reimbursable expenses of each team member in accordance with the proposed fee schedule and a total “Not to Exceed” amount, to be determined at a later date.

C. RFQ Response, Submittal and Selection

Responses to the RFQ must be submitted on a USB flash drive and received by **March 31, 2017, 4:30pm.**

Please send responses to:
Jason Lindahl, City Planner
City of Hopkins
1010 First Street South
Hopkins, MN 55343

D. Submittal Requirements

1. Names, addresses, and telephone numbers of all firms proposed to be involved with the project. If firms will be partnering and dividing responsibilities of the RFQ, please identify the areas of responsibility for each firm.

2. Identification of key personnel who will manage the project, and who can negotiate and execute a contract.
3. Names and proposed roles of other individual team members.
4. Education and experience biographies of all team members addressing the qualifications and considerations of this RFQ.
5. Describe the qualifications of the firm(s) to perform the work requested. Include information about pertinent prior experience. Specifically, describe the firm's specialized expertise and resources that the firm can bring to this project for comprehensive plan writing, sustainability, land use studies, redevelopment planning, and Transit Oriented Development (TOD).
6. Hourly fees of all team members and support staff and description of reimbursable expenses.
7. Availability to start and willingness to commit to the approximate length of this project.
8. References, including at least two public sector clients for whom the team/firm has conducted similar work as requested for this project. Partnering firms should each identify at least two public sector clients, as described.

E. Interviews

Selected firms may be requested to interview with City staff at Hopkins City Hall on **April 18, 2017**. Please reserve time in your schedules. Firms will receive interview requests by **April 10**.

D. Other Considerations

The City of Hopkins reserves the right to amend, withdraw, and/or cancel this RFQ. The City reserves the right, without qualification, to reject any or all responses to this RFQ at any time prior to entering into an agreement for professional services with the selected team. The City reserves the right to request or obtain additional information about any and all submittals.

E. Links to Resource Materials

- [General Information About Hopkins](#)
- [Hopkins 2009 Comprehensive Plan](#)
- [Metropolitan Council Community Page for Hopkins](#)
- [Metropolitan Council Local Planning Handbook](#)
- [Comprehensive Plan Standards for Sustaining Places](#)
- [City of Hopkins Residential Surveys](#)
- [2017 City Council Goals & Strategic Plan](#)
- [Southwest Light Rail Transit Planning](#)
- [City of Hopkins Park System Reinvestment Plan](#)
- [City of Hopkins Pedestrian and Bicycle Plan](#)
- [The Artery/Eights Avenue South Corridor Reconstruction](#)
- [Blake Road Reconstruction](#)
- [Best Practices for Integrating Sustainability into Long-Range Planning](#)