



City of *Princeton, Minnesota*

A GROWING COMMUNITY ON THE RUM RIVER

Greetings Consultants;

August 1st, 2016

The City of Princeton is accepting bids until **3:00 PM Friday September 16th, 2016** from qualified firms to complete a Comprehensive Plan Update.

The City of Princeton intends to proceed with an update of its 2008 Comprehensive Plan during 2016 and 2017. The 2018 update will focus largely on inspiring a new vision for the community while simultaneously addressing the needs of a healthy community of all age groups and abilities in the areas of housing, transportation, education, employment, commercial and industrial growth, healthcare, public safety and services, and access to healthy living opportunities .

The 2018 Comprehensive Plan update will revisit prior plans and recent accomplishments within downtown, core neighborhoods, commercial corridors, and business parks to fuel those discussions.

The Comprehensive Plan update will engage residents, businesses, and stakeholders in a process defining a progressive and exciting vision of the future, as well as fostering support and partnerships that will implement the plan recommendations.

The consultant should be aware of the following:

- The lowest proposal will not necessarily be accepted. The City reserves the right to award the contract, negotiate the specific terms of the contract, and make other adjustments as required in consultation with the successful bidder.
- The City reserves the right to reject any or all proposals, to waive any nonmaterial irregularities or information in any RFP, and to accept or reject any item or combination of items.

PLEASE GO TO <http://www.princetonmn.org/> FOR THE COMPLETE REQUEST FOR PROPOSAL.

I look forward to hearing from you! Thanks,

Jolene Foss

Jolene Foss
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REQUEST FOR PROPOSALS
2018 COMPREHENSIVE PLAN UPDATE

The City of Princeton is requesting proposals from qualified firms with considerable experience in community design, land use and environmental planning, economic analysis, and citizen involvement/participation to update its Comprehensive Plan. Interested consultants must submit proposals as described by this request no later than 3:00 PM September 16th, 2016.

1. BACKGROUND INFORMATION

Princeton is a small and vibrant city located in the heart of Central Minnesota along the banks of the Wild and Scenic Rum River. Just 50 miles north of the Twin Cities and 30 miles east of St. Cloud at the intersection of US Highway 169 and MN State Highway 95, Princeton offers many of the conveniences of a larger city while providing the hometown support and tranquility of small-town living. The 4,727 residents who call Princeton home treasure the community as an excellent place in which to live, work, raise their families, and do business. Although the population within the city may seem small, there is a population of over 18,430 within a 7 mile radius around the City of Princeton.

2. PROJECT DESCRIPTION

The City of Princeton intends to proceed with an update of its 2008 Comprehensive Plan during 2016 and 2017. The 2018 update will focus largely on inspiring a new vision for the community while simultaneously addressing the needs of a healthy community of all age groups and abilities in the areas of housing, transportation, education, employment, commercial and industrial growth, healthcare, public safety and services, and access to healthy living opportunities . The 2018 Comprehensive Plan update will revisit prior plans and recent accomplishments within downtown, core neighborhoods, commercial corridors, and business parks to fuel those discussions. The Comprehensive Plan update will engage residents, businesses, and stakeholders in a process defining a progressive and exciting vision of the future, as well as fostering support and partnerships that will implement the plan recommendations.

3. PROJECT COMPONENTS

The 2018 comprehensive plan update will address the following matters and others to be identified through community engagement and discussion:

- **Vision and Goals.** The City of Princeton desires an extensive community engagement process to formulate current goals and objectives for the community and focus areas. The current vision statement was developed in 2003. A new vision statement and considerable changes to the existing comprehensive plan will be expected.

- **Demographics.** The comprehensive plan update will compile the latest demographic information on a broad-range of social and economic topics and forecasted population of households, population of residents and employment. Forecasted data shall be used consistently throughout plan including transportation, water, wastewater and land use. Density calculations are requested.
- **Community Inventory and Designation**– The comprehensive plan will update relevant background information regarding community facilities, assets, and systems.
- **Mapping.** The City of Princeton has experienced moderate physical expansion since 2008. The comprehensive plan update will create a series of maps depicting existing conditions and an existing land use table. A future land use map and future land use table as well as future planning objectives for areas including floodplains, wetlands, watersheds and regional parks will be required. Additionally, expected employment locations, special resources and airport will be addressed. The City of Princeton would like to implement desktop and mobile access to a state-of-the-art geographic information system.
- **Affirmation of Recent Economic Development and Planning Initiatives.** The input and guidance of recently completed planning efforts will be reviewed and incorporated as appropriate into the Comprehensive Plan update. Examples include: the April 2016 Industrial Park Expansion Study completed by WSB, the Housing Needs Analysis for East Central Regional Housing Collaborative prepared by Maxfield Research Inc., the Princeton Market Area Profile completed by University of Minnesota Extension MN Design Team, public engagement regarding the Sherburne and Mille Lacs Counties Master Parks and Trail Plans, City of Princeton Parks, Trails and Open Space Comprehensive Plan 2016, 2016 City Council Goals, Economic Development Authority (EDA) Strategic Plan 2012, EDA 2016 Goals, Comprehensive Economic Development Strategy (CEDs) 2016 and additional data as needed.
- **Destination Location.** The City of Princeton has a desire for greater community, connectivity, livability, activity, environment, and opportunity. The comprehensive plan update must build-upon the principles of place-making philosophies in creating new community-wide vision. Examples include: capitalizing on a local community's assets, inspiration, and potential, with the intention of creating public spaces that promote people's health, happiness, and well-being. A focus on place-making for each distinct type of land use will be addressed.
- **Transportation.** (A transportation plan is a desired addendum to be completed within 2-5 years) Forecasted growth table will be requested for the transportation corridors of US Highway 169 and MN State Highway 95, as well as Rum River Drive and other thoroughfares that have potential to significantly increase. This will include addressing roadways, transit, bicycling, walking, and the needs of specific groups that include seniors, persons with disabilities, children and economically disadvantaged communities.
- **Infrastructure.** (A wastewater infrastructure and comprehensive sewer plan is a desired addendum to be completed in 2-5 years.) A wastewater and comprehensive sewer plan that specifies areas to be sewered by the public wastewater system, sets standards of operation for private systems, and identifies areas that are not suitable for public or private systems.

- **Downtown Master Plan.** Engagement of downtown businesses and stakeholders utilizing innovative participation techniques is essential. The Downtown Master Plan will reference the Downtown Historic Building Inventory 2014 and protection elements for these sites. A business and property inventory will be completed. Areas of possible redevelopment will be addressed. Focus on ongoing economic development processes will be essential to this section of the plan.
- **Economic Development Strategic Plan.** A strategic plan for the City's Economic Development Authority will be integrated with the Comprehensive Plan. An assessment of retail, office, and industrial markets will be required of the consultant to fuel discussion of economic development and land use policies and strategies. Also addressed will be opportunities and challenges associated with development sites that are declining in value, viability, and marketability.
- **Housing and Neighborhoods.** The City's neighborhoods may create a unique identity and set of objectives for each neighborhood including opportunities for healthy living, healthy eating opportunities, routes that are safe for recreation and active transportation options. These core neighborhood objectives will be reflected in the 2018 goals and strategies. Existing and future residential housing needs will be addressed along with ways to implement needed changes.
- **Natural Resources.** The City of Princeton is embracing and focusing more closely on the Rum River following the adoption of a Wild and Scenic designation. The plan will address priorities and goals to preserve, conserve or restore natural resources including lakes, rivers, wetlands prairies and woodlands. The plan's guiding principles and focus areas establish a sound foundation for rethinking the ways in which visitors and residents interact with Princeton's natural resources, including an element for protection and development of access to direct sunlight for solar energy systems.
- **Parks, Trails and Open Spaces.** The City will provide the 2016 Parks, Trails and Open Space Comprehensive Plan for incorporation. Additional content regarding future park, trail and open space planning will be addressed.
- **Inclusive Public Engagement.** The comprehensive plan update will engage residents through focus groups, public open houses, and steering committees to gain input from and shape a community vision that benefits from and provides for Princeton's growing population.
- **Future Development and Implementation.** Identify and locate potential infrastructure impacts, demonstrate capability of provision and staging plan. Identify and locate areas that include future growth boundaries, communities with orderly annexation agreement potential, areas of redevelopment, infill development and provide a table showing predicted timeline for development. The implementation portion addresses how the city intends to make changes and when infrastructure investments will occur. The implementation plan needs to describe the local ordinances, policies, public programs, and capital improvement plans for local systems that ensure implementation of your comprehensive plan and protection of public infrastructure.

4. SCOPE OF WORK AND BUDGET

The project budget is \$40,000. Interested consultants must provide a scope of work, methodology, and a practical budget for undertaking the project. The scope of work will be finalized once a consultant is selected. Interested consultants shall account for the following factors in submitting their proposed methodology and budget:

- No less than 2 open houses for the collection of public input through interviews, surveys, etc.
- No less than 2 focus groups to collect information (seniors, youth, industry, etc.)
- No less than 5 meetings/presentations with other groups including City Council, Planning Commission, EDA, Park Board, Public Works, Townships, etc.
- The final plan will be reviewed by the City Council, Planning Commission and EDA. Final adoption will occur by City Council action.
- City staff will be available to assist in meeting facilitation, data collection, technical support, research, preparation, etc.

5. DELIVERABLES

- a. New vision, mission statements and goals;
- b. Demographic information;
- c. Community inventory including maps;
- d. Suggested place-making actions and future development options for each distinct type of land use;
- e. Downtown Master Plan that includes an inventory, redevelopment plans and economic development actions;
- f. Economic development plan including an assessment of retail, office, and industrial markets;
- g. Neighborhood and residential identity and objectives;
- h. Future implementation plans for natural resources including Wild and Scenic Rum River, parks, trails and open spaces including healthy living opportunities for each distinct type of land use, and infrastructure investments;
- i. Public engagement activities and data collection;
- j. The consultant will be responsible for reproduction of the final plan document and provision of 15 copies to the City of Princeton;
- k. The consultant will be responsible for providing the draft and final documents in electronic formats allowing reproduction, revision, and web posting by City staff.

6. PROJECT TIMELINES

Every effort will be made to adhere to the following schedule:

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| • Distribute RFP | August 1, 2016 |
| • Proposal Submission Deadline | September 15, 2016 |
| • Consultant Selection | October 15, 2015 |
| • Present Draft Report | October 1, 2017 |
| • Present Final Report | January 31, 2018 |

7. REVIEW OF SUBMISSIONS

The City requests that consulting firms utilize the following structure in preparing their proposals. The City will consider these criteria in selecting the successful consultant.

- The consultant's understanding of the assignment and familiarity with the community,
- The consultant's proposed methodology and schedule,
- The consultant's experience and past performance with similar comprehensive planning initiatives,
- The consultant's experience working in concert with City staff on similar initiatives,
- Adequacy of project personnel in number, availability, professional and academic qualifications and experience to perform the proposed work and to provide the proposed services,
- The budget estimate, and
- References (minimum of three)
- 6 paper copies and one digital copy (email or CD) of the proposal are required.
- The proposal will be retained by the city and will not be returned.
- Sealed envelopes marked "Request for Proposals, 2018 Comprehensive Plan Update", with the proponents name and address on the upper left hand corner of the envelope will be received at City Hall at 705 2nd Street North Princeton MN 55371 prior to 5:00 PM September 15th, 2016. Faxed or emailed proposal will not be accepted.

8. GENERAL INFORMATION

The consultant should be aware of the following:

- The lowest proposal will not necessarily be accepted. The City reserves the right to award the contract, negotiate the specific terms of the contract, and make other adjustments as required in consultation with the successful bidder.
- The City reserves the right to reject any or all proposals, to waive any nonmaterial irregularities or information in any RFP, and to accept or reject any item or combination of items.

9. ADDITIONAL INFORMATION

If you have questions regarding this RFP, please contact:

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Community Development Director
City of Princeton
705 2nd St. N.
Princeton, MN 55371

Phone: 763-389-2040

Email: jfoss@princetonmn.org

