



## **Request for Proposals to Rewrite Becker County's Comprehensive Land Use Plan & Zoning Ordinance**

**Request issued: April 12th, 2023**

**Request deadline: May 15<sup>th</sup>, 2023 @ 4:30 pm (CDT)**

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Direct All Questions to Kyle Vareberg – Zoning Director  
[kyle.vareberg@co.becker.mn.us](mailto:kyle.vareberg@co.becker.mn.us)

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## Section 1: General Information

Becker County, Minnesota is seeking proposals from qualified, multi-disciplinary firms to participate in the planning process for rewriting Becker County's Comprehensive Land Use Plan and codifying the Becker County Zoning Ordinance. The County intends to partner with a qualified consultant, or team of consultants, to join with County staff in replacing the current Becker County Comprehensive Land Use Plan.

### Contract Administration

Address all correspondence regarding this RFP to:

Kyle Vareberg  
Becker County Planning & Zoning  
915 Lake Ave  
Detroit Lakes, MN 56501  
kyle.vareberg@co.becker.mn.us

All firms who receive or download this RFP are requested to register their name and email address by sending an email to kyle.vareberg@co.becker.mn.us. Any revisions or corrections to the RFP after the initial posting will be communicated to those registered RFP holders. Failure to register your contact information may result in disqualification of the RFP process. Proposals failing to include all requested information detailed within the RFP, and subsequent updates or modifications, will not be considered. All requests for additional information needed for preparation of the proposal should be sent to Zoning Director, Kyle Vareberg (218) 846-7314 or kyle.vareberg@co.becker.mn.us. All questions must be received before 4:30pm (CDT) on April 26<sup>th</sup>, 2023. Any questions received after this time will not be answered.

### Proposal Submittal

Address submittals to:

Kyle Vareberg  
Becker County  
915 Lake Ave  
Detroit Lakes  
MN, 56501

All submittals will be accepted until 4:30 pm (CDT) on May 15<sup>th</sup>, 2023. Any submittals after this time will not be considered.

### Acceptance of Proposal Contents

All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13 - Minnesota Government Data Practices Act

## Section 2: Background

Becker County is located in Central Northwest Minnesota. The County encompasses an area of 1,445 square miles and contains 7 cities, 12 unincorporated communities, 37 townships and 11 school districts. The 2020 Census population of the County was 35,183. The County Board of Commissioners retains zoning authority over most of the County and shares zoning authority with a few townships.

Becker County is home to over 400 lakes, fertile farm ground, forested areas and a growing industrial atmosphere providing a very diverse economy. This provides a very appealing location for business to establish and expand providing countless opportunities for its citizens. The County also includes the U.S. Highway 10 corridor that provides residences access to the workforce in the Fargo, ND and Moorhead, MN area.

## Section 3: Preliminary Schedule, Scope of Services, Deliverables and Project Support

### Preliminary Project Schedule

The County reserves the right to modify the timeline if necessary.

Final RFP Posted	April 12 <sup>th</sup> , 2023
Questions Due before 4:30 PM (CST)	April 26 <sup>th</sup> , 2022
Question Responses Posted	May 1 <sup>st</sup> , 2023
Proposals Due before 4:30 PM (CST)	May 15 <sup>th</sup> , 2023
Planning Commission Review Proposals	May 31 <sup>st</sup> , 2023
Interview Selection Notice	June 1 <sup>st</sup> , 2023
Interviews	June 6 <sup>th</sup> , 2023.
Award Notice	TBD
Contract Due	TBD
Contract to County Board for Approval	TBD
Project Kick-Off	June, 2023
Anticipated Project Completion	August-September, 2024

## Scope of Services

The Becker County Board of Commissioners authorized County staff to begin the process of replacing the County's Comprehensive Land Use Plan which was adopted in 2003. The Board and staff are committed to developing a new Plan that will guide growth and development over the next 20 years. With oversight from County staff, guidance from key stakeholders, and County Board, the selected consultant(s) will lead the planning process and develop project deliverables as outlined within this RFP. The entire process involving the consultant is expected to take about roughly 12-16 months to complete.

The intent of the Scope of Services is to serve as a framework, which consultants can use to develop a more detailed scope of services based on their professional expertise and knowledge. The County asks consultants to present an efficient, effective scope of work, which ensures the project objectives are met. The final Scope of Services will be developed in collaboration with the selected consultant(s) and County Staff prior to contract approval. The following Scope of Services must be incorporated into the consultant(s) proposed scope of work; however, the proposed scope of work is not limited to these services.

Project Management - The consultant(s) will take the lead in managing their time, staff, resources, budget, and any related activities to ensure that the project objectives are met. The consultant's project manager and County staff are expected to be in regular communication and to jointly lead project management tele/videoconferences at least twice per month; others will participate as requested/required. The consulting team will provide meeting documentation and track/report on progress as well as issues and challenges that require attention. County staff and the consultant(s) will collaborate and decide on appropriate plans and procedures for disseminating all applicable project information to the public.

Participatory Process - The consultant(s) will facilitate participation and interaction of County staff, elected County and Township officials, business owners, leaders, residents, and other stakeholders who are key to the development and success of the plan. The consultant(s) shall be responsible for developing a comprehensive participation program that encompasses the public and stakeholders and incorporates local knowledge and experience. The participatory process must be creatively designed to seek out and involve residents and other stakeholders that are unlikely to participate in a standard workshop style community engagement process. Additionally, the process must ensure that participation is reflective of both the current and future citizenry. The overall goal of the participatory process is to increase the ownership of the final product.

Background - The consultant(s) shall analyze the historic background of the development of Becker County. The consultant(s) shall gain a firm understanding of the context, trends and related information that have shaped development in the County. This information and data will be used to inform the study and ground it in objectivity. County staff will assist in providing historical documents and information where needed.

Assumptions - The consultant(s) shall analyze the assumed effects of external forces (physical, social, economic and political) and trends on the future of the local community. Issues and forecasts of local

and regional growth shall be included. Include discussion on such planning elements as demographics, land use, transportation, housing, parks and recreation, community facilities, natural resources, utilities, parks and open space, trails, image and opportunities, etc.

Intergovernmental Communication and Cooperation – Evaluate existing relationships between governmental units in the broader region of Becker County. The consultants will evaluate the strength, weakness, opportunities and threats that are shaping the current conditions of the broader region.

Vision and Goals Setting - The consultant(s) will work with the County and project stakeholders in developing a broadly supported and achievable vision or alternative vision(s) of the long-term future design and character of the community along with related goals that help accomplish the same.

Review and Codify Current Zoning and Subdivision Ordinances – The consultant (s) will review and codify current County Zoning and Subdivision Ordinances and develop recommendations how to ensure these regulations are in alignment the vision and goals developed in the Plan.

Presentations - The consultant(s) will present a draft Plan to various boards including all required public hearings, and a final draft to the Planning Advisory Commission and County Board for approval.

Optional and Preferred Component: Online Interactive Module - In addition to the physical Comprehensive Land Use Plan document, Becker County desires a creative way for residents, stakeholders and other interested parties to participate online in the Comprehensive Land Use Plan process. The interactive module will also inform the public on the current status of the project and provide notice for upcoming meetings and events.

Additionally, a list of plans and studies that have been recently completed by the County can be found on the County website under the notice of the RFP. These shall be incorporated into the following scope of services.

### **Anticipated Project Deliverables**

It is anticipated that the project will result in the following primary deliverables, although the consultant(s) and / or County may identify additional intermediate deliverables when the final scope of work is negotiated. Within their proposal, consultants are encouraged to include any additional or alternative deliverables that they feel would be necessary, based on their professional expertise and knowledge.

- A broadly supported planning document, which details the planning process and outlines any results, conclusions and recommendations
- An innovative plan implementation strategy, which may include such things as timelines, roles and responsibilities, necessary resources, anticipated funding mechanisms
- Presentations to the County’s Staff, County Board, Planning Advisory Commission, and other applicable committees
- Other mid-term deliverables identified during the final project scoping process

Deliverables prepared by the consultant must be provided electronically in editable formats using common software, and any maps must be in both shapefiles and PDFs.

### **Project Resources and Support**

County staff will lend assistance in completing data analysis, data gathering or other necessary tasks, where needed, in order to facilitate accurate and timely completion of the project. Additionally, County staff will assist in facilitating interactions with appropriate County staff members, County Commissioners, Planning Advisory Commission Members, and other key stakeholders.

The role of County staff will include but not be limited to:

1. Compile background data and information needed to rewrite the plan. Should more research needs arise through the planning process, levels of staff and vendor responsibility shall be determined based on the scope of work required.
2. Provide access to all County GIS and electronic data as needed. All GIS data will be distributed to the selected vendor in ESRI file geodatabase format in the Becker County Coordinate System.
3. Assist with all public meetings, including coordination of legal notices and securing meeting space.
4. Review draft documents.
5. Conduct public communications.

## **Section 4: Proposal Submittal**

### **Proposal Submission**

Proposals should be submitted electronically to the email address below and two (2) hard copies of the proposal should be mailed or delivered to the following address and labeled “Proposal to Rewrite the Becker County Land Use Comprehensive Plan”:

Becker County Planning and Zoning  
Attention: Kyle Vareberg, Zoning Director  
915 Lake Ave  
Detroit Lakes, MN 56501  
And emailed to: [kyle.vareberg@co.becker.mn.us](mailto:kyle.vareberg@co.becker.mn.us)

All proposals must be received in completed form by May 15<sup>th</sup>, 2023 at 4:30 p.m. (CDT) Proposals received after that time will not be accepted

## Proposal Content

The following are the minimum requirements for the proposal. Consultants are encouraged to add context and sections as needed to fully explain your proposal.

### 1. Cover Letter

Succinctly explain the firm's interest in the project and key credentials. Include contact information for the firm and project manager, who is expected to be the principal contact and authorized to make presentations on behalf of the firm. Include your firm's understanding of the work to be performed and why your firm believes it to be the best qualified to perform the services requested. Include similar information for sub-consultants, if any, for the proposed project.

### 2. Contact Summary Sheet

This section of the proposal must be a completed copy of the Contact Summary Sheet (Appendix A) included with this RFP.

### 3. Project Understanding

Include a summary of your understanding of this project.

### 4. Approach/Work Program

Provide a conceptual work program and specific approaches, methods and assumptions for the project that you believe are appropriate based on your understanding of the County's needs, as well as the outcomes, deliverables, and the scope of work elements outlined within this RFP. Submittal of a draft project schedule is required as part of the conceptual work program.

### 5. Project Team

Describe your core team -- the people who will actually be working on this project. Include their proposed roles and responsibilities and organizational structure. Provide summary information about their expertise and contributions to this project within the proposal body. (Provide details in the Appendices).

### 6. Schedule

Provide a proposed project schedule from initiation to project completion. The preliminary project schedule of 12-16 months was set on by staff after researching the time it took other communities to complete similar processes; however, the consultant(s) should determine, based on the scope of services, if the period needs to be longer and submit a schedule accordingly.

### 7. Total Consultant Cost

List the complete cost for the proposal. Proposals that exceed the allocated budget amount will not be considered.

Breakdown of the costs shall be as follows:

1. Proposed costs for each scope of work as listed in Section 2
2. Hourly rates for all consultant employees who are expected to work on this project. The rates shall be the agreed upon costs for any additional services requested by the County, above and beyond what is detailed in the RFP.



3. Reimbursable costs including details of services or items and the applicable charge per unit.
4. "Not to Exceed" cost for the project.

It is the responsibility of the proposing firm to accurately predict the amount of time and resources that they will need to spend on the project and their associated total cost. Again, please see the scope of services including the recent planning documents that have been completed that are to be incorporated into the plan.

### Appendices

Below are the minimum requirements for the Appendices.

1. Resumes:  
Include detailed resumes for key project personnel, focusing on how their experience and expertise will support the work for this project.
2. Experience / Work Samples  
Provide 2-3 project examples including descriptions, visuals and printed deliverables, that highlight and showcase previous work that is similar or related in nature to what this RFP is asking. Additionally, please include key contacts, (ie., name, email, phone numbers, etc.) for the client each project was done for.
3. References  
List all of the projects your firm has worked with, in a similar capacity, for the last three years. List names of organizations along with appropriate and applicable contact information (ie., name, email, phone numbers, etc.) for each reference listed that can be contacted regarding the services you have provided them.

## **Section 5: Proposal Evaluation and Selection**

### **Proposal Review**

Proposals will first be reviewed by County staff for completeness. Only proposals that have been properly completed and meet the minimum content requirements will be considered in the evaluation. The County will review each completed proposal to identify the consultant that most closely meets the County's needs. Although cost will be considered in the award process, cost will not be the sole determining factor. Emphasis will be placed on the demonstrated quality of the services to be offered, demonstrated relevant experience and the availability of the consultant in a timely manner complete the services. After review of the proposals, a recommendation will be made to the County Board of Commissioners for a contract award.

## Selection Criteria:

Proposals will be evaluated based on the following review and selection criteria.

### Project Work Approach, Deliverables, and Organization

- Firm grasp of the project scope and objectives
- Quality and organization of response to proposed work program and proposed deliverables
- Quality of creative approach to both the deliverables and to public engagement
- Completeness of proposed deliverables
- Quality and creativeness of plan to facilitate, encourage and implement public participation
- Amount of time budgeted for interaction with key community stakeholders

### Communications

- Organization and completeness of the response
- Writing skills, as shown through the submission and any other submitted work examples

### Related Experience, References, and Work Examples

- Demonstration of leadership skills necessary to navigate the social and political issues that invariably come with a project of this nature
- Confirmation that consultant(s) has performed similar work in the recent past and quality and applicability of submitted work examples
- Description and demonstrated ability (proven track record), of the firm as a whole and individual team members, in successfully completing similar projects, and producing quality deliverables, on time and within a budget
- Experience and demonstrated ability of consultant(s) in the community / public planning process
- Ability of the consultant(s) to conduct productive meetings and demonstrated experience in doing so
- Ability of the consultant(s) to work with staff, stakeholders, and elected officials and demonstrated, direct experience in doing so
- Direct and demonstrated experience of consultant(s) assigned to the project in working with a diverse group of stakeholders in developing community or neighborhood plans and initiatives
- Quality of submitted work examples
- Past performance of consultant(s) on similar projects
- Current workload and availability of consultant team members for virtual and in-person

### Schedule

- Proposed consultant(s) project schedule and the staffing plan that will facilitate completion of the Plan in a timely manner
- Number of visits / meetings planned

### Cost

- Demonstration of successful budget performance and previous experience in meeting project budgets

- Description of the approach to budgeting
- Presentation of the consultant(s) best offer; “not to exceed” cost

### **Additional Information Requests**

The County reserves the right to request additional information or clarification from Proposers during any phase of the proposal evaluation process. During the evaluation and selection process, the County has the right to request the presence of Proposer's representatives and answer specific questions. Notification of any such requirement will be given as necessary.

### **Disqualification**

Any one or more of the following may be considered as sufficient for the disqualification of a Proposer and the rejection of the proposal or proposals:

1. Incomplete Proposal Submittal
2. Conflict of interest with the County or its agents
3. Lack of qualifications or experience
4. Unsatisfactory performance record; judged from the standpoint of references
5. Any other reason to be determined in good faith to be in the best interests of the County
6. Failure to comply with any qualification requirements of the County

### **Contract Award**

Issuance of this RFP and receipt of proposals does not commit the County to selecting a consultant or otherwise awarding a contract, nor does it obligate the County to pay for any costs incurred in preparing and submitting proposals in anticipation of a contract. The County reserves the right to postpone opening for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected Consultant, should negotiations with the selected consultant be terminated, to negotiate with more than one consultant simultaneously, or to cancel all or part of this RFP.

## **Section 6: Terms and Conditions**

### **County Rights**

The County may investigate the qualifications of any consultant under consideration, require confirmation of information furnished by the Consultant, and require additional evidence of qualifications requested in this RFP. The County reserves the right to:

1. Reject any or all proposals if such action is in the public interest
2. Cancel the entire RFP
3. Issue a subsequent RFP
4. Remedy technical errors in the RFP process
5. Establish a short list of proposers eligible for interview after evaluation of written proposals
6. Extend the deadline or accept late proposals under extenuating circumstances at its discretion
7. Negotiate with any, all, or none of the proposer

### **Pre-Contractual Expenses**

Pre-contractual expenses are defined as expenses incurred by the proposer in: 1) preparing its proposal in response to this RFP; 2) submitting that proposal to the County; 3) negotiating with the County on any matter related to this RFP; 4) any other expenses incurred by the proposer prior to the date of execution of the proposed agreement. The County shall not, in any event, be liable for any pre-contractual expenses incurred by the proposer in the preparation of their proposals.

### **Contract and Insurance Requirements**

The selected consultant will be required to enter into a contract with the County defining the parties' roles and duties. The County will use its standard contract terms and conditions, which will be available on request. The consultant will be required to maintain, at a minimum, the following insurance coverages, with the County listed as an additional insured:

- (a) Commercial General Liability Coverage in the amount of \$1,500,000 each occurrence and \$3,000,000 annual aggregate.
- (b) Workers' Compensation Insurance as required by Minnesota law and Employer's Liability Coverage.

### **Independent Contractor Status**

The selected consultant will be an independent contractor and nothing contained in any contract awarded shall be construed to create the relationship of employer and employee between County and the Consultant.

### **Public Information**

Data submitted to the County in response to an RFP are private or nonpublic data until the responses are opened. Once the responses are opened, the name of the responder becomes public. All other data in a responder's response to an RFP are private or nonpublic data until completion of the evaluation process. "Completion of the qualification process" means that the County has entered into a contract with the selected Consultant. After the County has completed the evaluation process, all remaining data submitted by all responders are public with the exception of trade secret data as defined and classified in Minn. Stat. § 13.37. A statement by a responder that submitted data are copyrighted or otherwise protected does not prevent public access to the data contained in the response. Proposals submitted in response to an RFP become the property of the County and will not be returned.

**REQUEST FOR PROPOSALS MUST BE RECEIVED PRIOR TO 4:30 P.M. (CDT) May 15<sup>th</sup>, 2023 . LATE SUBMITTALS WILL NOT BE CONSIDERED.**

## Appendix A: Contact Summary Sheet

Firm Name: \_\_\_\_\_

Firm Parent Company or Organization: \_\_\_\_\_

Firm Address: \_\_\_\_\_

Firm Telephone Number: \_\_\_\_\_

Person responsible for direct contact with Becker County and services required for this Request for Proposal (This is typically the project manager or primary point of contact throughout the life of this project):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Person responsible for day-to-day servicing of the account (This is typically an Administrative or financial staff member who coordinates billing and payments):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Types of services provided by the firm: \_\_\_\_\_