



## **Request for Proposals to Update the City of Kimball's Comprehensive Land Use Plan**

**Request Issued: October 25, 2024**

**Request Deadline: December 9, 2024 at 4:30pm (CST)**

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Direct all Questions to: Nicole Pilarski, City Clerk/Treasurer  
[nicole.pilarski@ci.kimball.mn.us](mailto:nicole.pilarski@ci.kimball.mn.us)

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**I. GENERAL INFORMATION**

The City of Kimball (the “City”) is requesting proposals from qualified, multi-disciplinary firms to participate in the planning process for updating the City of Kimball’s Comprehensive Land Use Plan. The City intends to enter into a contract with a qualified consultant to update the current Kimball Comprehensive Land Use Plan.

The City of Kimball’s current Comprehensive Plan was written to guide development into the year 2028 and requires a complete rewrite. The current plan was originally adopted in 2008; with one amendment occurring in 2012 to the Urban Design and Framework Development Phasing to account for changes in land ownership for business expansion.

The respective Comprehensive Plan is intended to replace the existing plan, adopted in 2008 for the City of Kimball. While the current plan retains some value, a new plan is needed to accurately reflect present aspirations of the residents as well as address areas of potential residential, commercial and industrial growth. While no portions of the existing plan were rewritten to account for the post 2008 housing decline, growth within the City rebounded in 2021 and continued through 2024. The City must prepare for the next twenty (20) years.

Part 1 of the existing plan includes the following chapters, but the new plan should not be limited to such chapters:

- Introduction
- The Earth
- Built Environment and the Economy
- Demographic Trends and Forecasts
- Community-Identified Issues and Directions
- Land Use, Zoning and Park and Trail Plan
- Implementation

Part 2 of the existing plan includes the following chapters, but the new plan should not be limited to such chapters:

- Introduction
- Observations
- Urban Design Framework and Development Phasing

*A. Point of Contact*

Address all correspondence regarding this RFP to:

City of Kimball  
Attn: Nicole Pilarski – City Clerk/Treasurer  
P.O. Box 238  
Kimball, MN 55353  
[nicole.pilarski@ci.kimball.mn.us](mailto:nicole.pilarski@ci.kimball.mn.us)

*B. Submittal of Proposal*

Proposals will be accepted until 4:30pm (CST) on December 9, 2024. Any submittals after this time will not be considered.

One (1) original and one (1) digital format (.pdf) of the proposal documents should be submitted to the following via mail, email or in person:

City of Kimball  
Attn: Nicole Pilarski – City Clerk/Treasurer  
P.O. Box 238  
Kimball, MN 55353  
[nicole.pilarski@ci.kimball.mn.us](mailto:nicole.pilarski@ci.kimball.mn.us)

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

*C. Conditions of Proposal*

There is no expressed or implied obligation for the City of Kimball to reimburse the responding consultant for any expenses incurred in preparing proposals in response to this request.

*D. Notification of Award*

It is expected that a decision by the City Council to select a consultant will be made within one (1) month from the closing date of the receipt of proposals.

*E. Formal Agreement*

The City will require a formal agreement to effectuate any proposal. The agreement must include, but is not limited to, the following: the time within which the services will be performed, the Consultant's and City's responsibilities and the compensation.

**II. SUBMITTAL, SELECTION AND PROPOSAL**

*A. Discussion with Candidates*

The City of Kimball may conduct discussions and/or negotiations with any Candidate that appears to be eligible for award ("Eligible Candidate") pursuant to the selection criteria set forth in this RFP.

### *B. Submittal Requirements*

Interested firms shall limit their Proposal to a maximum of fifteen (15) pages and are required to submit the following information:

1. A letter of interest, including a brief statement of your firm's understanding of the services to be performed and the name, title and contact information of the person(s) authorized to make representations for your firm.
2. Provide information on the size, location, available resources and business history of your firm.
3. An organizational chart of the project team including identification of project manager, professional support staff, principal in charge and known sub-consultant/contractor relationships.
4. Statements of qualifications for project team members with specific mention of related projects including specific knowledge and experience.
5. A proposed scope of services and project schedule.
6. Include links to a minimum of three (3) completed and adopted Comprehensive Plans for similar municipalities by the proposed project manager. Provide a list of references along with contact information for the municipal officials that were involved with the preparation and implementation of the plans provided.
7. Provide information that demonstrates your firm's understanding of the unique issues facing the City of Kimball and how those issues will impact your methods and approach to the comprehensive plan (i.e. community engagement, citizen and staff roles, facilitation tools and techniques, plan drafting and revision, maps, graphics and anything unique to your firm).
8. Example(s) of when policies and goals were successfully implemented through resources identified in a comprehensive plan.

### *C. Selection of Candidate*

The Candidate selected for award will be the Candidate whose vision, as presented in response to this RFP, would be the most advantageous to the City as determined by the City Council. Candidates acknowledge that the City is not bound to accept the lowest-priced consultant.

### *D. Evaluation of Proposals*

The City Council will review and evaluate all proposals.

The City of Kimball reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the consultant of the conditions contained in this request for proposals, unless clearly and specifically noted in the proposal submitted and confirmed in the contract between the City of Kimball and the consultant selected.

### *E. Cost Proposal*

A schedule of billing rates for personnel involved must be included. The proposal shall contain a “not to exceed” cost for the project to include travel and material expenses for each phase. Proposals that do not include a “not to exceed” cost will be disregarded. It is the responsibility of the proposing firm to accurately predict the amount of time they will need to spend on the project.

A breakdown of costs by phase shall also be included as follows:

1. Proposed costs for each scope of work as listed in Section 3.
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 City, above and beyond what is detailed in the RFP.
3. Reimbursable costs including details of services or items and the applicable charge per unit.

Fees shall be paid based on the percentage completion throughout the project. Payments shall be made by the City as submissions are received periodically from the consultant’s firm.

### **III. SCOPE OF SERVICES AFTER SELECTION OF CONSULTANT**

The City of Kimball is in need of updating the current City of Kimball Comprehensive Plan. 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 City 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 and the City 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.

The selected consultant is expected to use visualization techniques to graphically depict pertinent information for each element as the Comprehensive Plan is developed. Techniques may include, but are not limited to GIS mapping, photographs, illustrations, story mapping, heat mapping and digital renderings.

Potential partners are welcome to suggest creative or innovative addition/modifications to these elements. Such suggestions should be listed and explained in the submitted RFP. New elements may be generated during the initial phase of community engagement and should also be addressed.

The ability to adapt is critical.

#### *A. Project Management*

The consulting team 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 City Staff are expected to be in regular communication and the consultant's project manager will lead project management meetings at regular intervals; 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. The City Council, City Staff and the consulting team will collaborate and decide on appropriate plans and procedures for disseminating all applicable project information to the public.

#### *B. Public Process*

The City considers citizen participation essential to a successful Comprehensive Plan. The Comprehensive Plan process shall be structured to efficiently maximize citizen involvement and participation. The consultant shall be responsible for designing a public engagement strategy, including an online platform, which incorporates effective and innovative participation techniques and encourages participation throughout the development of the Comprehensive Plan. Participation by residents, businesses, agencies, organizations and officials is necessary throughout the planning process. The proposed public engagement strategy must include the latest technologies and be creative, inclusive, efficient and reliable with the goal of channeling this input into realistic alternatives for consideration by the public and the City Council. The consultant team must demonstrate extensive expertise and experience in the public participation and facilitation processes. In regard to public participation, the consultant team must have strong leadership and creativity to provide clear direction in participation techniques that result in inclusive yet timely decisions.

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 community. The overall goal of the participatory process is to increase the ownership of the final product.

#### *C. Background*

The consultant shall analyze the historic background of the development of the City of Kimball. The consultant shall gain a firm understanding of the context, trends and related information that have shaped development within the City. This information and data will be used to inform the study and ground it in objectivity. City Staff will assist in providing historical documents and information where needed.

#### *D. Assumptions*

The consultant 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 also be included. Discussions shall include



planning elements such as: demographics, land use, transportation, housing, community facilities, natural resources, utilities, parks and open space, trails, image and opportunities, etc.

#### *E. Intergovernmental Communication and Cooperation*

Evaluation of existing relationships between governmental units in the broader region of the City of Kimball. The consultant will evaluate the strength, weakness, opportunities and threats that are shaping the current conditions of the broader region.

#### *F. Development of Goals, Objectives and Policies*

The goals, objectives and policies of the Comprehensive Plan should be developed with significant public participation in order to develop an acceptable and viable vision and guide for the community regarding future development, redevelopment and growth. The development of goals should contain specific recommendations for possible development of the two-mile extra-territorial zone (potentially including ghost platting/build out plans in this specific area). Gaps or conflicts between current codes and ordinances and the new Comprehensive Plan should also be identified. Where applicable, a statement of needs and reasonableness (SONAR) should be incorporated into the recommendations; where there is discussion of the issue, alternatives considered, why the option was chosen and why the other alternatives dismissed.

The consultant will work with the City and project stakeholders in developing a broadly supported and achievable vision of the long-term future design and character of the community along with related goals that help accomplish the same.

#### *G. Future Land Use Plan (FLUP) and Map*

Develop realistic population projections and build out scenarios utilizing preferred land use patterns. The build out scenarios shall include projections of uses and infrastructure improvements required. The land use maps should reflect the desired future development pattern for the identified area, while the zoning maps should define and regulate usage allowed for the identified parcels of land. The FLUP and Map, as well as the existing land use components shall be presented in an interactive format if possible.

#### *H. Review of Current Zoning and Subdivision Ordinances*

The consultant will review current City Zoning and Subdivision Ordinances and develop recommendations on how to ensure these regulations are in alignment with the vision and goals developed in the Plan.

#### *I. Growth Management Plan*

The consultant will review the outlying areas of the City of Kimball and provide locations for potential future growth, including annexation, future infrastructure needs (water, gas, electricity, sanitary sewer, roads), a response to the housing trends and impacts on infrastructure.

#### *J. Transportation*

To guide investment in transportation systems that modernize infrastructure, expand access and mobility for people across all communities, improve public health and safety, and boost local economies, the City of Kimball would like to incorporate ideas that explore pedestrian facilities and complete streets. The consultant should review existing modes of transportation within the City and the option to expand access to the St. Cloud Regional Area.

#### *K. Water*

Review ways to incorporate goals, objectives and policies as recommended by the Clearwater River Watershed District. In addition, integrate the recommendations regarding watershed protection, stormwater and waste management into components of the Comprehensive Plan.

#### *L. Infrastructure*

Review water supply and sanitary sewer facilities and recommend any future modifications to those plans that will be required in order to achieve the overall community vision or to support the approved build-out scenarios for future land use mixes. Include recommendations for Well Head Protection and Drinking Water Supply Management Areas.

#### *M. Economic Development*

Include the economic impacts for major components of the Plan and consider the influence of revitalization of the core downtown district and the potential redevelopment of other areas within Kimball. The plan should indicate the biggest opportunities for the growth/enhancement in Kimball and outline the main roadblocks and recommend strategies on how they can be overcome.

#### *N. Parks, Trails and Open Space*

Incorporate existing parks, trails and open space into the new Comprehensive Plan while exploring new opportunities.

#### *O. Neighborhood Revitalization*

Identify areas that are in need of innovative redevelopment strategies and provide goals, objectives and strategies for revitalization. Incorporate goals for walkability, bike-ability, safety and access to food and services in relation to other aspects of the Comprehensive plan.

#### *P. Sustainability and Resiliency*

Integrate the latest best practices the City should pursue and policies that are recommended to achieve a sustainable and resilient community. (A community that is prepared to deal with both natural and human-caused disasters as well as economic

shifts.) The current emergency operations plan and hazard mitigation plan should be reviewed and integrated with this element of the plan. Any gaps that may exist should be identified.

#### *Q. Healthy Community*

Incorporate healthy community principles into all pertinent recommendations of the Comprehensive Plan. Specific principles to be incorporated with the major components of the Plan are safe, accessible, active lifestyles for all populations and a clean, natural environment.

#### *R. Community Character and Urban Design*

The Plan, through community input and review of the existing plan, shall have a set of policies that address community image and preservation of community attributes and character. The consultant should consider density, aesthetic design guidelines, historic character and design guidelines, sign regulations, building types and transportation corridors. Retention of the youth of the community and talent of the employment base should be key considerations incorporated into the plan.

#### *S. Implementation Plan*

The Plan should update short-, mid-, and long-term strategies relative to the identified elements. An implementation plan should include potential funding sources for recommendations, responsible parties for implementation of each recommendation, and a timeframe. Benchmarks, priorities and measures of accountability should be established.

#### *T. Capital Improvement Plan*

Identify and forecast capital improvement needs in the City of Kimball. The projects selected should provide a vital link between visions articulated by the Comprehensive Plan and the City of Kimball's annual capital expenditure budgets. All projects proposed should be proposed over a five (5) year period, ten (10) year period and fifteen (15) year period. An emphasis should be placed on projects that promote safety and quality of life for the community.

#### *U. Alternatives*

Provide a Downtown Master Plan for the Central Business District for the City of Kimball as a supplement to the Comprehensive Plan. Elements may include:

1. Parcel level planning and design along with business strategies.
2. Ten (10) year municipal improvement investment plan.
3. Public and private project opportunities.
4. Implementation plan.
5. Recommendations for updated development codes to achieve the overall vision.
6. Parking plan.

7. Streetscaping and traffic management.
8. Signage and wayfinding.
9. Green space addition and/or utilization.
10. Organization and management plan.

#### *V. Other*

The consultant shall determine if City facilities (i.e., City Hall, Fire Hall, etc.) are adequate for the growth and continued operation of the City.

#### *W. Presentations*

The consultant will present a draft Plan to the City Council, including all required public hearings, and a final draft to the City Council for approval.

#### *X. Optional and Preferred Component*

In addition to the physical Comprehensive Land Use Plan document, the City of Kimball 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 of the current status of the project and provide notice for upcoming meetings and events.

### **IV. DELIVERABLES**

It is anticipated that the project will result in the following primary deliverables, although the consultant and/or City 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 and anticipated funding mechanisms
- Presentations to the City Council, and other applicable committees
- Other mid-term deliverables identified during the final project scoping process

The FLUP and other maps along with existing land use components must be delivered in GIS format (.shp file format) as well as .pdf format.

Ten (10) bound, color copies of the final plan in 8 ½ x 11 portrait format. Maps and illustrations shall be reproducible in 11 x 17 format.

Digital copies of final plans should be available in .docx format, as well as .pdf format. Maps and graphics should be in .jpg format. The formats must allow for amendments,

reproductions and direct web posting via the city website. Products produced as part of the plan process, including but not limited to GIS layers, studies, documents, drawings, etc. shall be the property of the City of Kimball.

## **V. RFP REQUIREMENTS AND PROCEDURES**

### *A. Right to Modify, Rescind or Revoke RFP*

The City reserves the right to modify, rescind or revoke this RFP, in whole or in part, at any time prior to the date on which the City executes a Contract with the selected Candidate.

### *B. 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 City 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 City
6. Failure to comply with any qualification requirements of the City

### *C. City Rights*

The City 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 City 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 proposers

### *D. Signature and Certification*

The Proposal must be signed and dated by a representative of the Firm who is authorized to bind the Firm to the terms and conditions contained in this RFP and to compliance with the information submitted in the Proposal. Each Firm submitting a Proposal certifies:

1. The completeness, veracity, and accuracy of the information provided in the Proposal, and
2. The authority of the individual whose signature appears on the Proposal to bind the Firm to the terms and conditions set forth in this RFP. Proposals submitted without the required signature shall be disqualified.

#### *E. Contract and Insurance Requirements*

The selected Consultant will be required to enter into a contract with the City defining the parties' roles and duties. The Consultant will be required to maintain, at a minimum, the following insurance coverages, with the City listed as an additional insured:

1. Commercial General Liability Coverage in the amount of \$1,500,000 each occurrence and \$3,000,000 annual aggregate.
2. Workers' Compensation Insurance as required by Minnesota State Statute and Employer's Liability Coverage.

#### *F. 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 City and the Consultant.

#### *G. Recission of Proposal*

A Proposal can be withdrawn from consideration at any time prior to expiration of the deadline for Proposals, pursuant to a written request sent to the Kimball City Clerk.

#### *H. Questions by Candidates and Addenda*

Any updates, revisions or modifications to this RFP shall be posted on the City of Kimball's website at: [www.ci.kimball.mn.us](http://www.ci.kimball.mn.us) during the advertising period and it shall be the responsibility of the Candidate to review the website during the advertising period to verify any changes.

Any changes resulting from questions submitted affecting specifications, the scope of work or which may require an extension to the proposal due date will be in the form of an addendum to the RFP. Addenda will be posted on the City of Kimball website. It is the Candidate's responsibility to check the website to determine if the City has issued any addenda and/or schedule changes.

Each Candidate shall carefully examine all proposal documents and all addenda thereto and shall thoroughly familiarize themselves with the detailed requirements thereof prior to submitting a proposal. Should a Candidate find discrepancies or ambiguities in, or omissions from documents, or should they be in doubt as to their meaning, they shall,

notify the City of Kimball. The City of Kimball will not be responsible for any oral instructions. All inquiries shall be directed to Nicole Pilarski, City Clerk/Treasurer for the City of Kimball: [nicole.pilarski@ci.kimball.mn.us](mailto:nicole.pilarski@ci.kimball.mn.us).

*I. Communications with the City of Kimball*

Except as provided in this RFP and as is otherwise necessary for the conduct of ongoing City of Kimball operations, Candidates are expressly and absolutely prohibited from engaging in communications with City of Kimball personnel who are involved in any manner in the review and/or evaluation of the Proposals; selection of a Candidate; and/or negotiations or formalization of a Contract. If any Candidate engages in conduct or communications that the City of Kimball determines are contrary to the prohibitions set forth in this Section, the City of Kimball may, at its sole discretion, disqualify the Candidate and withdraw the Candidate's Proposal from consideration.

*J. Evaluation of Proposals*

The City Council will review Proposals in accordance with the procedures and criteria set forth in the RFP.

**REQUESTS FOR PROPOSALS MUST BE RECEIVED PRIOR TO 4:30 P.M. (CST) DECEMBER 9, 2024. LATE SUBMITTALS WILL NOT BE CONSIDERED.**