



## **REQUEST FOR QUALIFICATIONS**

The City of Norwood Young America (City) seeks qualification responses from firms interested in providing planning and related technical services to the City of Norwood Young America. The City expects to select a Planning Consulting firm to serve the city for an indefinite period.

As the Planning Consultant, the firm will assist city staff, Planning Commission, and the City Council in making appropriate planning and zoning decisions.

As the City Planner, the firm will perform a direct role in helping the City Council and staff make appropriate city planning, zoning, and land-use policies. The City Planner will collaborate with applicants on various planning and zoning requests (i.e., plat review, development review, CUP/IUP review, variance review, and zoning review concurrent with building permit applications beyond over-the-counter permits).

### **Submittal Requirements:**

All proposals, questions, and correspondence should be directed to:  
City of Norwood Young America; Attn: Andrea Aukrust, City Administrator; PO Box 59, 310 Elm Street West, Norwood Young America, MN 55368.  
952-467-1800; [cityadmin@cityofnYA.com](mailto:cityadmin@cityofnYA.com).

1. All proposals must be delivered electronically and received no later than 4:00 p.m. on Friday, February 4, 2022. The subject line must be identified with "City Planner Proposal."
2. Each proposal must be signed by an authorized company representative.

The City reserves the right to reject any or all proposals, waive any irregularity in a proposal, and accept or reject any item or a combination of items.

## I. Background

The City of Norwood Young America, Minnesota, is a growing, small-town community in western Carver County. In 1997, Young America and Norwood merged into one community to become the city known today as Norwood Young America. This semi-rural town is located on the edge of the Twin Cities Metropolitan Area, approximately thirty-five miles west of Minneapolis. Home to 3,900 residents, population growth, is expected to continue for years to come. Norwood Young America proudly celebrates its German heritage, as it was originally settled by German immigrants who brought their traditions and customs to the area. This heritage is celebrated every August at Stiftungsfest, “A Founder’s Day Celebration,” and Minnesota’s oldest festival.

Norwood Young America’s urban amenities and small-town character, along with its proximity to a wide variety of transportation routes, make this City an attractive place to live and work. It is an easily accessible community that is a prime location for new business and industry. The City is unique in that it has three business districts – Historic Downtown Norwood, Historic Downtown Young America, and the Highway 212 Business Corridor. All three areas are home to thriving businesses as well as available sites for future businesses. The City has been fortunate as many new companies have opened their doors in the last five years.

This suburban locale offers closeness to the services, employment opportunities, and recreational activities the Twin Cities Metropolitan Area provides, yet it still maintains its rural character.

The City of Norwood Young America employees strives to fulfill their respective positions' purpose while always supporting each other. They work hard, treat each other with respect, and have fun. The city employees enjoy strong support from the city council and the community.

The work at the city is varied and exposes the employees and professional consultants to all aspects of the community. The work that we do has a tangible impact on the community’s residents – what we do and how we do it have an effect.

Each member of the city staff is committed to their own continued self-development. Together as a group, they strive to work in such a way as to provide a foundation of trust to underpin all the functions of the Norwood Young America city government.

We pursue our Purpose when we:

- Treat all people with respect, good faith, and a friendly manner
- Proactively communicate with and transparently provide unbiased information to all interested parties
- Build trust
- Build on our successes and failures
- Provide friendly and timely service to the residents of Norwood Young America

## II. Scope of Services

- a. Review, evaluate, and make recommendations on development/site plans, conditional use permit applications, rezoning/zoning amendment applications, variance requests, and requests for subdivision approval;
- b. Advise builders, developers, and property owners on ordinance requirements and provide technical design assistance as directed;
- c. Revise, update, and develop new ordinances relating to land use planning and property subdivision if directed;
- d. As directed, implement policies, strategies, plans, programs, and regulations related to future development & redevelopment (planning); existing & proposed uses of land (zoning); platting of property (subdivision & resubdivision); and annexation that encourage and guide the City's growth and development;
- e. Serve as professional staff for Planning Commission by attending all meetings, preparing reports, presentations, and resolutions as directed/warranted;
- f. Prepare and present reports for City Council meetings regarding recommendations by the Planning Commission;
- g. Conduct research and develop policies related to City planning activities if requested/directed;
- h. Coordinate development review process with City Staff, the City Engineer, and Building Official;

- i. Assist with other parks, trail, and recreation planning efforts as directed;
- j. Assist with other planning and zoning-related duties as assigned or apparent;
- k. Coordinate the subdivision development process.

### III. Content of Proposal

Proposals shall contain the following information (not limited to):

- 1. Name of the firm and the name and contact information for the person(s) authorized to represent the company regarding all matters related to the proposal.
- 2. Qualifications of the consultant, including prior experience and references from other cities.
- 3. Description of the services provided.
- 4. Proposed fee schedule and not to exceed the fee amounts for services to be provided.
- 5. Any other pertinent information the consultant feels is relevant to the City's decision to select a consultant.

### IV. Proposal Evaluation and Appointment

- 1. The City intends to retain the firm's services evaluated to be the best qualified to perform the work for the City, with experience, compatibility, cost, and other performance factors considered.
- 2. The City shall not be liable for any expenses incurred by the proposer, including, but not limited to, expenses associated with the preparation and submission of the proposal, attendance at interviews, or final contract negotiations.

3. The City reserves the right to reject any proposers or request additional information from any proposers for clarification purposes and to accept or negotiate any modification to any proposal received by the posted deadline.

V. Proposed Timeline

- January 11, 2022, Publish Request for Qualifications (RFQ)
- February 1, 2022, Proposals Due (4:00 p.m.)
- February 2-4, 2022, Review of Proposals
- February 8, 2022, Conduct interviews
- February 14, 2022, Appointment

VI. Terms and Conditions

1. The City reserves the right to reject any or all proposals or negotiate a contract that is in the City's best interest at the absolute and sole discretion of the City Council.
2. The contract for services will require that the individual or firm selected as City Planner maintain and provide proof of general liability, automobile, worker's compensation, and errors and omissions insurance.
3. The contract will also contain provisions requiring the selected individual or firm to indemnify the City and provide that the City Planner are independent contractors serving at the will of the City Council and the City Council has the right to terminate the agreement, at its sole discretion, upon the provision of notice.