



Memorandum

To: Mayor Nelson and Members of the City Council

From: Daniel R. Buchholtz, MMC, Administrator, Clerk/Treasurer

Date: April 3, 2025

Subject: Consultant Planning Services RFP

City Planner Phil Carlson has announced his upcoming retirement from his position at Stantec this summer. Phil has served the City with dedication and professionalism, and we are grateful for his contributions.

With Phil's retirement, staff is seeking direction from the City Council on how to proceed with planning services moving forward. The City has two options:

1. *Continue with Stantec* – While Stantec has expressed interest in continuing to provide City Planner services, we do not yet know who would be assigned to replace Phil Carlson.
2. *Issue a Request for Proposals (RFP)* – Staff has prepared a draft RFP (attached) for professional planning services. This would allow the City to evaluate multiple firms and select the one best suited to meet the City's needs.

Staff requests City Council input on which direction to pursue. If the Council chooses to issue the RFP, staff recommends the City Council authorize the RFP at its April 7, 2025 meeting with a release date of Friday, April 11, 2025. The RFP deadline would be May 2, 2025. Staff will narrow the list down to 3-5 firms who will interviews with the City Council at the May 19, 2025 City Council Work Session. A final decision could be made on either the May 19 or June 2 meetings.

If you have any questions, please do not hesitate to contact me at 763-784-6491.