



REQUEST FOR PROPOSALS CONSULTANT PLANNING SERVICES

The City of Spring Lake Park, Minnesota, is requesting proposals from qualified consulting firms or individuals to provide professional City Planner services. The selected consultant will serve as the City Planner for Spring Lake Park and work closely with City staff, elected and appointed officials, developers, and the public to administer and guide the City's planning, zoning, and land use functions.

CITY OVERVIEW

The City of Spring Lake Park is a fully developed, first-ring suburban community located in southern Anoka County, with small portions extending into Ramsey County. Incorporated in 1953, the City covers approximately 2.2 square miles and is home to roughly 7,100 residents. Spring Lake Park is bordered by the cities of Blaine, Fridley, and Mounds View and is served by major regional transportation corridors including Highway 65 (Central Avenue), Highway 47 (University Avenue) and County Road 10, providing excellent access to downtown Minneapolis and St. Paul.

Land use is primarily residential, with commercial and light industrial areas concentrated along major corridors. As a built-out community, planning activity focuses on redevelopment, infill development, zoning administration, and maintaining neighborhood character.

The City is governed by a Mayor and four Councilmembers and is supported by a professional staff. The Planning Commission consists of seven members who meet monthly (4th Monday of each month, no meeting in December) to review zoning and land use matters.

Additional information about the City is available in the City's 2040 Comprehensive Plan, available at <https://slpmn.org/bc-pc/page/planning-documents>.

SCOPE OF SERVICES

The selected consultant will provide professional planning services to support the City of Spring Lake Park's land use, zoning and development review functions.

1. *Planning and Zoning Administration.* The consultant will interpret and administer the City's Zoning and Subdivision Ordinances, prepare staff reports and recommendations for the Planning Commission and City Council, and respond to inquiries from developers, residents, and the public regarding zoning and land use regulations.

2. *Development Review.* The consultant will conduct site plan, variance, conditional use permit, rezoning, and subdivision reviews; participate in pre-application meetings; and coordinate development review with other City departments including engineering, building, and public works.
3. *Comprehensive Plan Implementation.* The consultant will provide ongoing support for the implementation of the 2040 Comprehensive Plan and propose amendments as necessary to align with evolving community needs and development trends.
4. *Zoning Code Modernization.* The planner will review the City's Zoning Ordinance and recommend updates as required to address inconsistencies, improve usability, and ensure alignment with the Comprehensive Plan. This may include targeted updates to individual sections or recommendations for broader revisions over time.
5. *Economic Development Support.* The consultant will assist with planning efforts that promote commercial corridor revitalization, encourage business retention and attraction, and address signage, aesthetics, and land use compatibility issues that support economic growth.
6. *Meeting participation.* The planner will attend Planning Commission and City Council meetings as needed to present reports and provide planning guidance.

PROPOSAL REQUIREMENTS

Proposals should include the following components:

1. *Cover Letter.* Include a cover letter introducing your firm or yourself, expressing interest in providing planning services to the City of Spring Lake Park. The letter should briefly summarize your understanding of the City's needs and include the name, title, phone number, and email address of the primary contact person.
2. *Firm/Consultant Qualifications.* Provide a summary of the qualifications and experience of the consultant or consulting firm, with a focus on municipal planning. Include a description of the key personnel who would be assigned to work with the City, their relevant experience, and their roles. Attach résumés for all key team members.
3. *Project Approach.* Describe your approach to providing planning services in a built-out suburban community. Address how you would deliver services such as zoning administration, development review, and Comprehensive Plan implementation. Please include your philosophy on collaboration, communication with staff and officials, and responsiveness to the City's needs.

4. *Relevant Experience.* Provide a brief summary of your experience delivering similar planning services to other municipalities. Highlight projects that involved zoning administration, ordinance updates, redevelopment planning, or comprehensive plan implementation. To demonstrate the quality of your work, please include one sample such as a staff report, ordinance amendment, or planning memo from a previous engagement.
5. *Availability.* State your availability and proposed level of commitment to the City. Indicate your capacity to meet deadlines, respond to requests in a timely manner, and attend meetings.
6. *Fee Proposal.* Include your hourly billing rates for all personnel who may perform services for the City. Detail any reimbursable costs, including travel or materials, and the conditions under which they would apply.
7. *References.* Provide the names, titles, and contact information for at least three municipal clients familiar with your work. Briefly describe the services provided for each and the duration of the engagement.

The City of Spring Lake Park reserves the right to waive any irregularity in the submittal or reject any or all proposals. Any costs incurred by candidate firms or consulting teams in preparing the proposals are the sole responsibility of the respondent.

SUBMISSION INFORMATION

Please submit one (1) electronic PDF version of your proposal to:

Daniel R. Buchholtz, Administrator, Clerk/Treasurer
 Email: dbuchholtz@slpmn.org
 Phone: (763) 784-6491

Proposals must be received no later than Friday, May 2, 2025.

ANTICIPATED TIMELINE

Submittals will be reviewed by a selection committee which will make a recommendation to the City Council. The following timeline is subject to change.

RFP Issued	Friday, April 11, 2025
Proposals Due	Friday, May 2, 2025
Evaluation	Week of May 5-9
Interviews	Monday, May 19, 2025 at 5:30pm
Selection of Firm	Monday, May 19 at 7:00pm

Proposals will be reviewed for demonstrated capacity and experience, project approach and organization, cost-efficiency, and project timeline. The selection committee will pare candidate proposals to no more than five consultants for presentation and interview based on the selection criteria.