



733 Marquette Avenue, Suite 1000, Minneapolis, MN 55402

Proposal (Revised)

DATE: August 20, 2020

TO: Dan Buchholtz, City Administrator, City of Spring Lake Park

FROM: Phil Carlson, AICP, Stantec

RE: Revised Proposal for Professional Planning Services Related to the Impact of Rental Housing in Single Family Zoning Districts

INTRODUCTION

The Spring Lake Park City Council is exploring the issue of rental housing in single family zoning districts and has asked for Stantec's assistance. We presented a proposal last month that was discussed by the City Council. We agreed we would focus on improving Spring Lake Park's current programs and policies for rental properties, and not on researching other cities' ordinances or on research and studies on the impact of rental housing. This is our revised proposal for this study.

PROPOSAL

Stantec proposes to assist the City of Spring Lake Park in conducting a study of the impacts of rental housing in the City's single family residential zoning districts as follows:

- 1) Meet with City staff to discuss and agree on the issues, schedule, and deliverables.
- 2) Research and summarize available information on Spring Lake Park's current policies and regulations dealing with rental properties, including if applicable, rental licensing, housing maintenance codes, enforcement policies and practices, and other information to be provided by the City.
- 3) Research and summarize available information provided by the City on complaints, police calls, or other documented problems with Spring Lake Park rental properties, as well as similarly situated owner-occupied properties for comparison.
- 4) Meet with City staff to discuss the results of the research.
- 5) Prepare a memorandum summarizing the preliminary findings of the research for the Planning Commission and City Council.
- 6) Meet with the Planning Commission and City Council, separately or jointly, to discuss informally the preliminary findings of the research.



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- 7) Based on the results of the discussion with the Planning Commission and City Council, summarize our findings and recommendations, with modifications as requested.
- 8) Meet with the Planning Commission and City Council, separately or jointly, to discuss the recommendations.
- 9) Phone calls, emails, online meetings, and other typical communication over the course of the work.
- 10) We cannot know in advance what the findings and recommendations will be, and whether additional research, ordinances, or other work may be requested. Such work would be an additional service above the cost estimate for this study, to be estimated and negotiated at the time.

COST OF SERVICES

The above tasks will be performed on an hourly basis in accordance with Stantec's hourly rates referenced in our master services agreement with the City.

There are numerous variables in the proposed scope of work and we cannot know the full extent of our research and work on this matter, but we estimate that the cost of the scope outlined here to be \$10,700 (Ten Thousand Seven Hundred Dollars). We will work diligently and efficiently and only perform work that is necessary to accomplish the goals of the study. The actual cost may be more or less than this estimate, but we will not exceed this estimated cost without specific authorization from the City. Additional services described above in item (10) above are beyond this cost estimate and will be negotiated later if needed.

SCHEDULE

Stantec will proceed immediately upon acceptance and approval of this proposal, in writing or by email. We will work at your direction but do not guarantee a specific schedule for completion.

Sincerely,

Stantec

A handwritten signature in black ink, appearing to read "Phil Carlson".

Phil Carlson, AICP

Associate
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