

St. Francis Comprehensive Plan Update Scope of Work – DRAFT

Phase One: Create the 2050 Comprehensive Plan

June 2026 – August 2027

TASK 1 – ORGANIZE THE EFFORT & UNDERSTAND THE CONTEXT

Task 1 is focused on establishing the foundation for the 2050 Comprehensive Plan. While the plan is not intended to be a complete rewrite, the community has changed since the 2040 Plan was adopted, and there are new requirements from state statutes and the Metropolitan Council to be considered as part of this plan update.

Task 1 will begin the project by developing an understanding of the community's current context, including any updates or changes since the 2040 Plan, gathering input on the current community needs, and confirming the vision and guiding principles. In addition to updating base mapping and demographic data, the planning process will include an audit of the 2040 Comprehensive Plan, and a review of Metropolitan Council's Imagine 2050 policies and requirements that will need to be incorporated into the 2050 Comprehensive Plan.

- 1.1 Conduct a preliminary kick-off meeting with City Planning Staff to confirm the scope and schedule, gather data and background information, and begin preparations for community engagement framework and materials.
- 1.2 Prepare base mapping and update demographic, housing, and economic information to create a succinct summary for the community and update the Community Context chapter.
- 1.3 Review any studies, reports, or Comprehensive Plan amendments prepared since completion of the 2040 Comprehensive Plan.
- 1.4 Evaluate the city's system statement, vision, guiding principles, and checklist from the Metropolitan Council to determine what needs to be updated and what topics potentially require additional discussion with Staff, policymakers, and the community.
- 1.5 Facilitate an in-person meeting with City Planning Staff and Lead Department Staff (e.g. parks, public works, and engineering consultants) as needed, to officially kick-off the project. If needed, the consultant may schedule additional virtual meetings with other City staff to help coordinate specific data or information to inform the 2050 Comprehensive Plan. Anticipated discussion topics include:
 - a. What worked and what didn't work with the 2040 Comprehensive Plan?
 - b. Current issues and opportunities in the community.
 - c. Confirm background information received to date and any missing information.
 - d. Review and refine draft community engagement materials.
 - e. Discuss approach for updates to Transportation and Water Resources chapters.
- 1.6 Facilitate a virtual meeting with staff from adjacent and affected jurisdictions to identify potential areas of concern and opportunities for collaboration.
- 1.7 Conduct Engagement Round 1. Round 1 of the community engagement will have two primary purposes. First, we will use it to communicate the project to the community: the "what," "why," and "how" of the Comprehensive Plan update. Secondly, we will use this phase to ask for feedback to identify any emerging community needs that should be considered and

potential updates to the vision and guiding principles. This round of engagement is anticipated to include developing materials for an introduction to the project on the project website, which will be updated regularly throughout the process; featuring a project overview included in the City's ongoing communications; preparing an online interactive activity; attending up to two community pop-up events; and summarizing the engagement results.

- 1.8 Host the initial joint meeting with the Planning Commission and City Council to provide a foundational background on comprehensive planning; share highlights about the community context findings; review the first round of results from the community engagement outreach; and solicit additional initial input from the group. An invite to this meeting will also be extended to the Park Commission and Economic Development Authority (EDA).
- 1.9 At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from this task may reshape the work plan and budget.

TASK 2 – EXPLORE ALTERNATIVES

Building on the findings and direction from Task 1, HKGi will collaborate with Lead Department Staff to identify major changes for each chapter of the Comprehensive Plan. This will include refinements to existing goals and policies, as well as the development of new goals and policies to align with the Metropolitan Council's new requirements regarding climate and natural systems.

Task 2 will also focus on exploring key land use changes and potential impacts of those changes on infrastructure. Community Engagement Round 2 will include an open house and meetings with targeted stakeholders on areas of change and areas of topical expertise for additional input.

- 2.1 Collaborate with Lead Department Staff and consultants as needed on the major changes of the plan which may include updates to existing and added goals and policies, land use changes, and infrastructure system improvements needed. This exploration is anticipated to involve up to three staff meetings. Topic areas that have been initially identified for discussion as potential major change areas include:
 - a. Sewer service area: potential boundary adjustments, anticipated full build-out boundary, rural residential areas within the City
 - b. Redevelopment/infill
 - i. Exploration of smaller areas within the urban service area
 - ii. Revisit Bridge Street expectations and St. Francis Forward plan
 - c. Metropolitan Council requirements
- 2.2 Develop preliminary concepts for key land use change areas. Quantified land use data will be prepared as needed to enable high-level evaluation of land use concepts.
- 2.3 Conduct a second joint meeting with members of the Planning Commission and City Council, along with EDA and Park Commission and any other bodies as appropriate, to discuss major changes, confirm direction on concepts and approaches being explored, and review proposed approach to community engagement round 2.
- 2.4 Revise concepts and key directions to prepare for Community Engagement Round 2.
- 2.5 Conduct Community Engagement Round 2. In addition to one open house, the 2nd round of community engagement will seek input from targeted stakeholders (business leaders,

community organizations, neighborhoods, brokers and developers, etc.) to ensure a broad audience is engaged. The consultant team will participate in up to 3 meetings or events, and ensure City Planning Staff will have the materials needed to attend additional events.

- 2.6 At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

TASK 3 – DRAFT THE PLAN

Task 3 will use the outcomes from Task 2 to formally create a draft of the 2050 Comprehensive Plan in collaboration with Staff. A full draft and a summary of the high-level updates will be presented to the Planning Commission and City Council at a third joint meeting. Following this meeting, HKGi will begin preparations to facilitate Community Engagement Round 3 where members of the public, the EDA, and the Park Commission will have the opportunity to review. Input from the reviews and community engagement will be used to create a final draft that will be considered for approval by the Planning Commission and City Council in Task 4.

- 3.1 Prepare draft of the 2050 Comprehensive Plan in collaboration with Staff.
- 3.2 Present the draft 2050 Comprehensive Plan to the Planning Commission and City Council at a third joint meeting.
- 3.3 Prepare an informational summary (memo, infographic, and/or presentation) of major changes to the Comprehensive Plan.
- 3.4 Conduct Community Engagement Round 3. Round 3 will include posting of draft 2050 Comprehensive Plan online for broad community review and comment. The draft will also be sent specifically to the Park Commission and Economic Development Authority and other stakeholders that were engaged in the process during Task 2 for review and comment.
- 3.5 At the completion of this task, HKGi's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

TASK 4 – SEEK APPROVALS

The final task of this phase will involve summarizing any input on the draft plan from the review and community feedback gathered in Task 3. Then preparing any revisions directed by Planning Staff into the final draft of the 2050 Comprehensive Plan. The final draft will then be presented to the Planning Commission for a public hearing. The City Council will consider approving the draft for distribution to adjacent and affected agencies for review.

- 4.1 Prepare final draft of the 2050 Comprehensive Plan.
- 4.2 Conduct the Planning Commission Public Hearing.
- 4.3 Make any revisions to the plan based on Planning Commission recommendation.
- 4.4 Present 2050 Comprehensive Plan to the City Council for approval to distribute to adjacent and affected agencies.

Phase Two: Distribute the Plan for Review September 2027 – April 2028

TASK 5 – DISTRIBUTE THE PLAN FOR 6-MONTH REVIEW

Comprehensive Plans are required to be distributed to adjacent and affected jurisdictions for a minimum of six months, or until comments from all agencies are received. Depending on timing, the Metropolitan Council also allows communities to submit the draft Comprehensive Plan for optional preliminary review. Subtasks for this task include:

- 5.1 Assemble electronic version of Comprehensive Plan for distribution.
- 5.2 Support review by adjacent and affected jurisdictions by preparing an email with a response form and a link to the 2050 Comprehensive Plan for Planning Staff to distribute to the required list of affected and affected jurisdictions.
- 5.3 Submit the 2050 Comprehensive Plan for Metropolitan Council preliminary plan review.
- 5.4 Summarize comments received and prepare revisions as needed from adjacent and affected jurisdictions, as well as the Metropolitan Council.
- 5.5 Present revised 2050 Comprehensive Plan to the City Council for authorization to submit it to the Metropolitan Council.
- 5.6 At the completion of this task, HKGI's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

Phase Three: Metropolitan Council Review and Final Adoption (May 2028 – October 2028)

Task 6 – FACILITATE METROPOLITAN COUNCIL REVIEW

Task 6 will focus on seeking approval from the Metropolitan Council for the 2050 Comprehensive Plan. This will involve making revisions until the Metropolitan Council deems it complete and supporting Planning Staff through the approval process.

- 6.1 Prepare and submit the 2050 Comprehensive Plan for Metropolitan Council formal review.
- 6.2 Revise the 2050 Comprehensive Plan as needed to address completeness issues identified by the Metropolitan Council.
- 6.3 Support Planning Staff through the Metropolitan Council approval process.
- 6.4 At the completion of this task, HKGI's project manager will meet with the City's project manager to discuss whether and how findings from the task reshape the work plan and budget.

Task 7 – ADOPT THE PLAN

The final task will support the final adoption of the 2050 Comprehensive Plan by the City Council following approval by the Metropolitan Council.

- 7.1 Prepare final 2050 Comprehensive Plan for City Council adoption.
- 7.2 Present the final 2050 Comprehensive Plan for City Council adoption.

- 7.3 Submit the 2050 Comprehensive Plan and all required documentation to the Metropolitan Council.
- 7.4 Provide Planning Staff with the final electronic files.

FEE PER TASK PROPOSAL

The table below contains HKGI’s proposed fee per task to conduct the work plan contained in this proposal. We will work with City staff to refine the work scope as needed to ensure this project achieves the City’s objectives and meets its expectations. Scope revisions may impact the proposed fee. HKGI will ensure that the City is updated on any fee adjustments before a final agreement is executed.

PHASE 1 Create the 2050 Comprehensive Plan	\$56,500
Task 1: Organize the Effort & Understand the Context	\$14,200
Task 2: Explore Alternatives	\$15,200
Task 3: Draft the Plan	\$22,200
Task 4: Seek Approvals	\$4,900
PHASE 2 Distribute the Plan for Review	\$3,200
Task 5: Distribute the Plan for 6-Month Review	\$3,200
PHASE 3 Metropolitan Council Review & Final Adoption	\$9,500
Task 6: Facilitate Metropolitan Council Review	\$7,000
Task 7: Adopt the Plan	\$2,500
Subtotal	\$69,200
Engineering fees	To be completed
Reimbursable expenses	\$6,000
Contingency	\$10,000
Not-to-Exceed Total Proposed Fee	\$85,200 + engineering

REIMBURSABLE EXPENSES

Reimbursable expenses include mileage for attendance at meetings, public engagement materials, printing and plotting, and online engagement tools.

CONTINGENCY

The budget includes a contingency to enable Staff to authorize additional tasks as may be identified during the planning process. This may include additional community engagement efforts, completing a more significant update to a chapter than was anticipated, providing additional graphic enhancements to the plan, bringing in additional expertise on Climate, or to respond to Metropolitan Council requirements that were not fully understood at the start of the process.