

WEST LAKELAND TOWNSHIP
WASHINGTON COUNTY, MINNESOTA

**REQUEST FOR PROPOSALS FOR A
PLANNING AND ZONING CONSULTANT**

1. SUMMARY OF REQUEST.

- (a) **What.** West Lakeland Township (“Town”) is seeking proposals from planning and zoning consultants to serve as the Town Planner.
- (b) **When.** This request for proposals was released on January 31, 2025. Proposals must be submitted to the Town by no later than 4 p.m. on February 14, 2025. The Planning Commission will conduct interviews with selected candidates on or about March 20, 2025. The Town will notify each of the candidates selected for an interview the date and time of their interview. The Town Board currently plans to consider candidates at its regular meeting that starts at 7:00 p.m. on April 14, 2025
- (c) **Where.** Proposals shall be emailed or mailed to the following address so there is sufficient time for the Town to receive them by no later than the deadline indicated above. Questions regarding this request need to be emailed to the Town Clerk.

Carrie Seifert, Town Clerk
West Lakeland Town Office
959 Paris Avenue Circle North
West Lakeland Township, MN 55082
townclerk@westlakeland.govoffice2.com

2. BACKGROUND.

- (a) **Community.** The Town’s estimated population in 2023 was 3,840, with 1,299 households, and a population per household of 2.96. The Town is responsible for maintaining approximately 45 miles of paved town roads.
- (b) **Comprehensive Plan and Regulations.** The Town adopted its 2040 Comprehensive Plan on December 10, 2019 and adopted the most current version of its zoning regulations on May 8, 2017. The Town is currently in the process of recodifying and updating its zoning regulations. The Comprehensive Plan and zoning regulations are available on the Town’s website:
www.westlakeland.govoffice2.com.
- (c) **Town Board.** The Town has a three-member board of supervisors. The regular meeting of the Town Board is held on the second Monday of the month at 7:00 p.m.
- (d) **Planning Commission.** The Town has not had a regular Town Planner and has instead relied on its active Planning Commission. The regular meeting of the Planning Commission is held on the third Thursday of the month at 7:00 p.m.
- (e) **Town Clerk.** The Town Clerk holds office hours by appointment.

(f) **Building Inspector**. The Town has adopted the Minnesota State Building Code and Isaac Stensland of Stensland Inspections serves as the Town Building Inspector.

3. **REQUESTED SERVICES**. The consultant shall provide the Town planning services on an as-needed and as-requested basis. The consultant will not be required to hold office hours at the Town Hall. The types of services expected from the Town Planner include, but are not necessarily limited to, the following.

- (a) Assist with processing and acting on zoning requests submitted to the Town including, but not limited to, site plans, preliminary and final plats, conditional use permit, variances, interim use permits, subdivisions, ordinance amendments, and comprehensive plan amendments. Such services will, in conjunction with the Town Attorney, help identify and assist to comply with applicable policies, ordinances, laws, rules, and regulations.
- (b) Determine completeness of zoning application and track the deadline for final action on each zoning request.
- (c) Attend Planning Commission and Town Board meetings as requested (remotely or in-person), including preparing and presenting reports on zoning matters as may be needed.
- (d) Provide interpretation and guidance relating to the enforcement of zoning regulations.
- (e) Assist the Town with the environmental review process as may be needed.
- (f) Work cooperatively with Town staff, including the Town Clerk, Town Building Inspector, and Town Attorney including the development of procedures as may be needed to ensure an efficient and timely processing of zoning requests.
- (g) Assist with updating the Comprehensive Plan as needed.
- (h) When authorized by the Town Board, respond to resident requests, including, public presentations, evaluation of specific issues, and recommendations to staff and the Town Board.
- (i) As specified by the Town Board, maintain files of the application documents, reports, and permits the Planner receives or issues.
- (j) Perform other duties as assigned from time to time by the Town.

4. **PROPOSAL INFORMATION**. All interested consultants are encouraged to submit a complete proposal no later than the date and time indicated above. Proposals must, at a minimum, contain the following information:

- (a) Company Information, including background and identification of primary consultant.
- (b) The areas of expertise and services available.
- (c) General qualifications of the firm as related to the requested services.

- (d) Identify other communities the consultant provides planning and zoning services to and at least one reference from each such community.
- (e) An explanation of how the services outlined herein will be provided, including the firm's approach and capabilities including other assignments of primary consultant to other clients.
- (f) Resumes of primary consultant and persons providing substantial support services.
- (g) Applicable rates and expenses that would be charged if selected to provide the services.
- (h) Any other pertinent information the respondent wishes to submit.

5. **SELECTION CRITERIA.** In making its selection, the Town Board shall, in its judgement, consider the following:

- (a) Consultant's ability to provide services as outlined in the RFP.
- (b) Consultant's approach to client services and ability to meet expectations
- (c) Capabilities and experience of the proposed project team
- (d) Proposed compensation

6. **RIGHTS RESERVED.**

- (a) The Town reserves the right to reject any and all proposals, as well as any proposal if, in the Town's sole discretion, it is determined that:
 - (1) The proposal is incomplete.
 - (2) The proposal is not responsive to the requirements of this request for proposals.
 - (3) It is otherwise in the Town's best interest to do so.
- (b) The Town also reserves the right to:
 - (1) Supplement, amend, substitute, or otherwise modify this RFP at any time.
 - (2) Request that some or all of the proposers modify proposals based upon the Town's review and evaluation.
 - (3) Waive and/or amend any of the factors identified in this RFP as pertaining to the proposer's qualifications.
 - (4) Select the proposal evaluated to be most advantageous to the Town.