REQUEST FOR QUALIFICATIONS (RFQ)

Planning Assistance to the City of Credit River, Minnesota

Issue Date: November 4th, 2025
Statements of Qualifications (SOQs) Due: December 5th, 2025
Submission Method: Single PDF via email to the City Administrator (see Submittal Instructions).

1. Purpose

The City of Credit River, Minnesota (the "City") is soliciting Statements of Qualifications (SOQs) from qualified planning firms to provide **professional planning assistance**. The selected firm(s) will augment City staff to deliver the Scope of Assistance described in Section 5 on an as-needed basis under task orders. The City intends to shortlist based on qualifications; current standard billing schedules will be collected with SOQs for reference and subsequently negotiated with the selected firm.

2. Background

Credit River is a growing city in Scott County, Minnesota. Surrounded by Prior Lake, Savage, and Lakeville, Credit River has a population of about 5,600. The City seeks flexible planning support to address current development activity and long-range planning initiatives. Services will be coordinated by the City Administrator and may include development review, ordinance administration, planning studies, meeting support, and related services.

> *Note: This RFQ is intended to result in an agreement(s) for a term of up to five (5) years with optional renewals at the City's discretion.*

3. Contract Type & Term

- **Type:** Indefinite Delivery / Indefinite Quantity with task orders authorized by the City Administrator.

- **Term:** Initial term through December 31, 2031, with annual renewal options subject to City approval and funding.

- **Compensation:** Hourly, by classification, per the firm's standard rate schedule; reimbursables per contract. Monthly invoicing with task, hours, rates, and expenses itemized – including separated pass-through (escrow) related fees.

4. Communications & RFQ Schedule

Point of Contact (POC):
Steve Jelinski, City Administrator, City of Credit River, MN

Email: *cityadmin@creditriver-mn.gov*
Phone: *(612) 357-4172*

Schedule (subject to change):

- RFQ Issued: **November 4th, 2025**
- Deadline for Questions: **December 1st, 2025**
- SOQs Due: **December 5th, 2025**
- Shortlist / Interviews (if requested): **December 8th, 2025 - January 2nd, 2026**
- Council Consideration of Selection: **January 5th, 2026**

All questions shall be submitted by email to the POC. Answers will be shared via addendum to all known recipients.

5. Scope of Assistance

The City anticipates task orders that may include, but are not limited to, the following service areas:

5.1 Development Review

- **Rezoning, Variances, CUPs, IUPs, and Vacations:** Review applications; prepare staff reports and recommendations; present to Planning Commission and City Council.
- **Subdivision Plats:** Evaluate preliminary and final plats for ordinance compliance; coordinate with engineers and applicants; track conditions of approval.
- **Site Plan Review:** Assess plans for zoning and code compliance; determine required processes; guide applicants; monitor compliance.
- **Building Permits:** Assist with the review and processing of building permits utilizing Citizenserve; coordinating reviews; assisting with questions from applicants and contractors related to the permitting system and permit requirements.

5.2 Technical Assistance & Meetings

- Attend/advise at weekly Staff Meetings (currently on Wednesdays), monthly Planning Commission meetings (third Thursday), semi-monthly City Council meetings (first and third Mondays) and other City committees/meetings as assigned.
- Provide customer service to applicants and residents; interpret planning, development, process and zoning related building regulations.

5.3 Planning Studies & Projects

- Assist with assigned comprehensive plan updates and amendments.
- Conduct land use, zoning, subdivision, housing, economic development, and infrastructure-related planning studies.
- Prepare grant applications for planning and community development projects; lead internal projects as requested.

5.4 Regulatory Administration

- Draft and recommend updates to zoning, subdivision, and related development ordinances.
- Support zoning administration and enforcement activities.

5.5 GIS & Mapping

- Create and maintain planning-related GIS layers as requested.
- Produce maps and graphics for public meetings, staff reports, and outreach.

5.6 Records & Reporting

- Maintain records of reviews, approvals, and conditions; prepare periodic reports and documentation as requested.

The final Scope of Services will be refined with the selected firm and authorized via task orders.

6. Submittal Requirements (Single PDF, 20 pages max excluding cover, tabs, and rate schedule)

Please organize your SOQ in the order below.

1. **Cover Letter (1 page)**
    - Firm introduction; primary contact name, title, email, and phone.
2. **Firm Qualifications & Team**
    - Summary of relevant municipal planning experience; areas of specialization.
    - Organizational chart for the proposed team; location of key staff; availability.
    - **Resumes** (brief) for key personnel who will serve the City.
3. **Approach & Capacity**

- Understanding of City needs; approach to on-call service delivery.
- Methods for quality control, responsiveness, and communication.
- Approach to meeting support (prep, attendance, follow-up).
- Use of technology (e.g., permitting trackers, GIS, graphics).

4. **Relevant Project Experience**
   - Up to five concise examples of comparable work (development review, ordinance updates, planning studies, on-call engagements). Include client, role, dates, staff involved, and outcomes.
5. **References**
   - Three current municipal client references with contact name, title, email, and phone.
6. **Standard Billing Schedule**
   - Hourly rates by classification and anticipated reimbursables, i.e. Current Rate Schedule

Format & Delivery: One (1) PDF not exceeding 25 MB, emailed to the City Administrator by the due date/time. The email subject line shall read: **"RFQ – Planning Assistance – [Firm Name]".**

7. Evaluation & Selection

SOQs will be evaluated by City staff based on the following criteria (weights are approximate):

-Relevant experience and qualifications (35%)
-Approach and understanding of City needs (35%)
-Quality of past performance and references (20%)
-Rate schedule and overall value (10%)

The City may request additional information, conduct virtual or in-person interviews, and/or engage in scope and rate negotiations with the highest-ranked firm(s). Recommendation(s) will be forwarded to the City Council for consideration.

8. Terms & Conditions

1. **Right to Reject.** The City reserves the right to reject any or all SOQs and to waive informalities or irregularities.
2. **Costs.** All costs incurred in preparing an SOQ are the proposer's responsibility.
3. **Ownership of Work Product.** All documents and data produced under the contract shall be City property.

4. **Public Data.** Submittals are subject to the Minnesota Government Data Practices Act. Proposers shall clearly mark any trade secret data; the City will comply with applicable law.

5. **Insurance & Compliance.** The selected firm shall maintain required insurance and comply with applicable federal, state, and local laws.

6. **Termination.** The City may terminate for convenience or for cause with written notice per the contract.

7. **Non-Exclusivity.** The City may issue task orders to one or more firms at its sole discretion.

9. Submittal Instructions

Email the SOQ as a single PDF to:
Steve Jelinski, City Administrator – City of Credit River, Minnesota
Email: *cityadmin@creditriver-mn.gov*
Subject: "RFQ – Planning Assistance – [Firm Name]"
Due: December 5th, 2025

Late submittals or those not conforming to the requirements may be deemed non-responsive at the City's sole discretion.