



**REQUEST FOR PROPOSALS**

**Professional Consulting Services For**

**Core Neighborhoods Master Plan**

July 2019

Issued By:

City of Fargo, North Dakota  
225 4<sup>th</sup> Street N.  
Fargo, ND 58102

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## Project Overview

### *Purpose*

The City of Fargo, North Dakota is seeking proposals from multi-disciplinary firms to lead a planning process for the development of a master plan for the City's core neighborhoods.

The City intends to partner with a qualified consultant, or team of consultants, to develop a core neighborhoods master plan that builds upon the vision and goals of the City's Comprehensive Plan, *Go2030*; identifies and responds to current conditions and issues; and guides public and private investment and resources over the next 10-15 years. Additionally, this planning process is intended to build upon the work recently completed for the City's downtown master plan, *Downtown InFocus*, by working with stakeholders to collaboratively expand planning efforts to the neighborhoods surrounding the downtown core.

Specifically, the purpose of this master planning effort is to:

- Develop a broadly supported and achievable vision for the core neighborhoods.
- Define and understand the issues and forces affecting the core neighborhoods, as well as opportunities to thrive.
- Develop a mutual understanding of the desires and concerns of all stakeholders, to improve communications amongst stakeholders, and to manage expectations of participants in the planning process.
- Synthesize existing plans and policies with any identified new vision and/or goals for the core neighborhoods, and to prioritize competing goals.
- Identify and define actions necessary to address issues and achieve identified vision/goals.
- Guide private development and public improvements in accordance with identified vision and goals.
- Outline a housing strategy which contemplates and accounts for such things as affordable housing, market forces, land use & housing regulations, and diversity of housing options.

### *Project Objectives*

The consultant shall be responsible for ensuring the following outcomes are met:

- 1) A collective and broadly supported future vision and plan for the core neighborhoods.
- 2) A clear understanding of the various issues affecting core neighborhoods, as well as the opportunities to thrive.
- 3) Improved trust and understanding between and amongst stakeholders (primarily citizens, City staff, and development community).
- 4) A framework for enhanced neighborhood identity and vibrancy, and for which future planning efforts can build upon (e.g. plans for specific topics or individual neighborhoods).
- 5) Clearly defined implementation actions and recommendations.
- 6) Stakeholders and City decision-makers will have relevant data, information, and policy guidance to inform future decision making.

## *Background & Context*

With a population of 122,359, Fargo is the most populous city in North Dakota and is the core city of the Fargo-Moorhead, ND-MN Metropolitan Statistical Area, which contains an overall population of 241,356. The City of Fargo serves as a regional economic hub for the Upper Midwest with a robust and diverse economy having specific strengths in the medical, agricultural, education, entrepreneurial, and retail industries. The community has continually been recognized among the best places in the country to live, work, attend school, and conduct business.

### Government, Plans, & Development Codes

The City of Fargo is a Home Rule city, governed by the Board of City Commissioners, which consists of the mayor and four commissioners. The mayor is the presiding officer of the commission and the city's chief executive officer. The Mayor and four Commissioners are elected at large.

Reporting directly to the mayor and the City Commission, the city administrator leads all department heads in developing operating policies for city functions and personnel. The city administrator is a member of the mayor's cabinet and holds decision-making responsibilities on finance, health, and technology committees. The city administrator is also a member of various ad hoc committees established by the mayor and City Commission to address concerns of the citizens or issues of importance to the city.

In order to provide a link between individual departments and the City Commissioners, a commission liaison assignment system was adopted several years ago. With Fargo continuing to grow and its activities becoming more complex, the assignment of specific Commissioners to individual departments provides an effective avenue for communication between elected and appointed city officials. It also helps citizens decide which Commissioner to contact when they have questions or concerns about a particular city department or function.

Numerous appointed boards and committees round out the governing structure of the city. The Planning Commission, charged with adopting a master plan for the physical development of the city and its extraterritorial jurisdiction, plays a vital role in supporting and advising the City Commission on growth and development-related topics. The Planning Commission provides the “boots on the ground” link between the creation of plans and policies, citizen input, and the final implementation of adopted plans and policies in the form of land use recommendations and decisions, including subdivision and zoning. Additionally, the Community Development Committee advises the City Commission on matters relating to housing needs, the use of federal housing & development funds, and related housing and redevelopment policies.

Today, the City administers land use regulations over an area of just over 75 square miles, including 49 square miles within city limits and 27 square miles of extraterritorial jurisdiction. The Department of Planning & Development typically processes around 100 entitlement applications (subdivision, zoning map amendments, etc.) and approximately 50 administrative permits annually. Over the past four years, the City has permitted an approximate average of \$500,000,000 worth of construction annually.

Land development in Fargo is regulated by the City's Land Development Code (LDC), which was enacted in 1998. The LDC contains the City's zoning and subdivision regulations, as well as the City's sign code. The LDC is Chapter 20 of the Fargo Municipal Code, and can be found online in its entirety at [https://library.municode.com/nd/fargo/codes/code\\_of\\_ordinances?nodeId=CH20LADECO](https://library.municode.com/nd/fargo/codes/code_of_ordinances?nodeId=CH20LADECO). The LDC provides for 15 base zoning districts as well as 5 overlay and special purpose districts.

The City maintains a family of related plans that focus on a variety of topics and which range in age and content. Chief among these is the City's Comprehensive Plan, *Go2030*, which was adopted in 2012 and which establishes the broad vision and policy direction for the City of Fargo. The *Go2030* plan outlines nine Guiding Principles, which are each supported by multiple Key Initiatives in order to support the Plan's overall vision for the City to "be a vibrant and sustainable city with a high quality of life, robust economy, and welcoming community atmosphere."

More recently, in 2017, the City adopted a master plan for the City's downtown area, called *Downtown InFocus*. *Downtown InFocus* identifies seven primary goals and strategies for downtown Fargo:

- 1) Grow as a neighborhood – Invest in housing to increase the population living Downtown and maintain Downtown's diversity.
- 2) Prosper as a Business Center – Increase the number and type of jobs Downtown (or accessible from Downtown).
- 3) Thrive as a Destination – Create a unique Downtown experience with an activated riverfront and vibrant sidewalks and public spaces that serve as the backdrop to the community's social life.
- 4) Be a Model for Inclusive Growth & Development – Protect Downtown's diversity and evolve as a model for equitable growth and development.
- 5) Complete Our Streets – Make complete streets common place and encourage trips by foot, bicycle, and bus, as well as car.
- 6) Park Smart – Manage parking resources to meet the needs of drivers, while also making room for new development and activity.
- 7) Play With Purpose – Develop a system of connected all-season green spaces designed for people (of a range of ages and interests) and purpose (as infrastructure that absorbs stormwater).

This proposed core neighborhoods plan is intended to be grounded in the *Go2030* Comprehensive Plan and to build upon the *Downtown InFocus* plan by extending planning efforts outward from the downtown core.

Currently, the City is also in the process of reviewing existing zoning, subdivision, and related development regulations. As of the writing of this RFP, the City is in the process of hiring a consultant to conduct a thorough diagnostic of the Fargo Land Development Code and to provide a set of recommendations for improvement. The Land Development Code diagnostic is intended to provide a clear understanding of any issues or shortcomings of the LDC. Specifically, the diagnostic will focus on such things as how well the LDC aligns with current development goals and policy, compliance with state and federal regulation and court rulings, best practices and stakeholder expectations, administrative processes, user friendliness, and fiscal/economic impacts. It is anticipated that the timelines for this core neighborhoods plan and the Land Development Code Diagnostic will overlap. Therefore, there will likely be some opportunity for these planning efforts to inform each other.

In addition to the plans, policies, and regulations described above, additional resources are referenced within Appendix B of this RFP.

### Population growth & projections

The City of Fargo has seen continual growth and development that has only accelerated in recent years. Over the past 20 years, Fargo has increased in area and population by roughly one-third, and has about doubled in both since 1980. Recent population studies project the City of Fargo will reach a population of 135,500 by 2025 and a population of 185,000 by 2050. Additionally, the City's population is projected to more than double by 2075, to a population of approximately 257,000.

While this projected growth in population is integrated throughout the Go2030 Comprehensive Plan and its policy recommendations, there are a few “Key Initiatives” that are more directly tied to population growth than others are. One such initiative of Go2030 is to “Promote Infill,” which the Plan summarizes as follows: “Develop policies to promote infill and density within areas that are already developed and are protected by a flood resiliency strategy. Control sprawl and focus on areas outside of the floodplain.” Additionally, with infill and new development, Go2030 emphasizes a new pattern of development that deviates from much of the existing newer development within the City, which is designed primarily for the convenience of the automobile. Go2030 focuses on accommodating new growth and development with neighborhoods of fine-grain blocks that are convenient for walking/biking, and with human scale density with diversity of form, mix of uses, and street frontage.

### Neighborhoods

The City of Fargo has delineated 38 neighborhoods that span the populated portions of the City. Approximately nine of those neighborhoods are located within the general area identified for this study. Neighborhoods are typically oriented around a public school, prominent park, or commercial node and are generally about one square mile in area, bounded by major thoroughfares or other barriers. Population, density, and land use can vary greatly from neighborhood to neighborhood, resulting in a diversity of neighborhoods with unique strengths and issues.

There are several neighborhood associations found within a few of Fargo’s neighborhoods, with varying levels of organization and activity. While the City recognizes these neighborhood associations, they are completely independent from City government and have no official standing or designation by the City. These associations are privately organized by citizens within those neighborhoods. These associations are predominantly found within the City’s core neighborhoods, such as the Roosevelt, Horace Mann, Jefferson, Hawthorne, & Clara Barton neighborhood associations. Additionally, these neighborhood associations in the core neighborhoods have organized as the “Fargo Neighborhood Coalition” in order to address common concerns and to unite in advocacy and communication with local governments, such as the City, school district, and park district.

The City’s Go2030 Comprehensive Plan speaks to neighborhoods throughout the plan, but predominantly lists “Neighborhoods, Infill, and New Development” as one of the plan’s nine “Guiding Principles,” stating:

*Fargo will promote attractive and welcoming neighborhoods by promoting a diverse and affordable housing stock. Fargo will support neighborhoods where residents can age in place, children can walk to school, and essential services are only a short walk away. Fargo will promote infill development, planned growth, and increasing density and vitality in its established neighborhoods.*

Additionally, Go2030 lists seven “Key Initiatives” associated with this “Guiding Principle:”

- Promote Infill
- Design Standards
- Quality New Development
- Historical Preservation
- High Quality Affordable Housing near NDSU
- Housing for Workforce and Low Income Residents
- Neighborhood Support and Communication

## Issues

There have been many issues identified by various stakeholders in recent years that are unique to the core neighborhoods or that are important to keep in mind.

Housing is a multi-faceted topic that encompasses several issues, including lack of affordable housing, lack of diverse housing options, property maintenance, & neighborhood character. The core neighborhoods are predominantly residential in nature. More specifically, these residential areas mostly consist of single-family detached houses, originally constructed over 60+ years ago. There is some multi-unit housing sprinkled throughout the core neighborhoods and, more recently, there has been larger-scale multi-dwelling redevelopment taking place near downtown and the campus of North Dakota State University (NDSU).

Because the core neighborhoods contain the City's oldest housing stock, there is a concentration of property maintenance and blight in this area of the City. Maintenance and blight issues associated with the age of buildings can be exacerbated by the conversion of previously owner-occupied houses into rental units, which are predominantly found in closer proximity to downtown and the NDSU campus.

Similar to many other areas of the country, the City of Fargo has seen an overall increase in property values over the past decade, which has been a relatively sharp increase over the past 7 years or so. Increases in local wages have generally not kept pace with property and housing costs, which has contributed to growing concerns for housing affordability. Additionally, increased growth and activity in downtown Fargo and anticipated enrollment growth at NDSU has increased market demand for property in neighboring areas.

Tied to this increased market demand, the City has seen a handful of residential infill/redevelopment projects within the core neighborhoods adjacent to downtown and NDSU. Typically, these projects consist of high-density residential, in some cases with a small amount of commercial mixed in. Additionally, some of these project result in the removal of blighted residential structures, which are more affordable and lower-density in nature. With the existing housing stock within the core neighborhoods consisting almost entirely of older single-family houses and new development consisting almost entirely of high-density apartments, there is a general lack of housing choice in-between these two options.

Many existing residents are opposed to the changes in existing neighborhood character that often result from redevelopment and the infill of additional population, especially when these projects are seen by neighboring property owners as being too dense, too tall, or too out of scale with existing buildings. While existing residents generally oppose such development, especially those who own homes in the area, other groups, such as the future residents of those projects, are generally in favor.

Redevelopment and infill projects proposed within established core neighborhoods often result in situations where the City must grapple with competing goals—namely, how to reconcile increased infill and density with preservation of neighborhood character and identity. From City staff's perspective, this is one of the more challenging and contentious issues and is also one of the most visible in terms of media coverage and civic dialogue.

Related to change in housing demand, there has also been a change in demographics over time within the core neighborhoods. One of the demographic shifts that has been most visible is the decrease in school-age children living within the core neighborhoods. This issue came to a head years ago, when the Fargo Public School District considered closing several elementary schools within the core neighborhoods. After much public debate and activism on the part of residents and parents, the school board opted to keep the schools open, but to merge pairs of these schools into joint elementary enrollment districts, with one school housing grades K-2 and the partner school housing grades 3-5.

Being the City's oldest, the core neighborhoods also contain most of the City's aging infrastructure. Consequently, there are many issues relating to infrastructure that are concentrated within these neighborhoods, such as water-main breaks, repair and reconstruction costs, sewer failures, etc. Additionally, when redevelopment does occur, there are often undersized or insufficient utilities in place to properly service the development. Examples include undersized storm sewer lines or outdated and brittle cast-iron pipe.

Lastly, as is typical with most cities, there are a handful of general livability issues and topics that are of special concern to the core neighborhoods such as crime, safety, recreation, public space, employment, aesthetics, etc. Of note, while Fargo has historically been a relatively safe city compared to peer cities across the nation, the City has seen an increasing rate of crime in recent years. This includes a handful of high-profile homicides within the core neighborhoods. The Fargo Police Department's 2018 Annual Report is available online, here: <http://fargond.gov/city-government/departments/police/police-records-data/annual-report>.

### *Study Area*

The study area will include what are generally referred to as the City's "core neighborhoods." These neighborhoods encircle downtown Fargo and were predominantly developed prior to World War II. The study area is generally bounded by 19<sup>th</sup> Avenue N on the north, the Red River on the east, Interstate 94 on the south, and 25<sup>th</sup> Street on the west (including the Madison/Unicorn Park Neighborhood which extends west to 35<sup>th</sup> Street N), as shown on the following map.



Study Area



### *Preliminary Project Schedule*

The City reserves the right to modify the timeline if necessary.

RFP Available for Viewing	July 22, 2019
Questions Due	August 2, 2019
Question Responses Posted	August 9, 2019
Proposals Due	11:00 AM CDT – August 23, 2019
Interview Selection Notice	September 16, 2019
Interviews	October 7-11, 2019
Award Notice	October 18, 2019
Contract Due	November 4, 2019
Contract to City Commission for Approval	November 18, 2019
Project Kick-off	December 2019
Project Completion	January 2021

### *Scope of Work Elements*

With oversight from City staff as well as guidance from a project steering committee, the selected consultant(s) will lead the planning process and develop project deliverables as outlined within this RFP. The entire process involving the consultant(s) is expected to take about twelve (12) months to complete—November 2019 to November 2020.

The intent of the Scope of Work Elements provided below is to serve as a framework, which consultants can use to develop a more detailed scope of work based on their professional expertise and knowledge. The City asks consultants to present an efficient, effective scope of work, which insures the project objectives are met. The final scope of work will be negotiated with the selected consultants in conjunction with City staff prior to contract approval. The consultant is expected to provide interpretation and identification of deliverables or milestones it believes are integral to the project in the submitted proposal, as outlined within the Submittal Requirements section of this RFP.

The following Scope of Work Elements are provided as a general framework and are to be incorporated into the consultant(s) proposed scope of work. However, the proposed scope of work is not limited to these elements.

- Project Management – The consultant will take the lead in managing their time, staff, resources, budget, and related activities to ensure that the project objectives are met. The consultant will be in close communication with staff throughout the life of the project. Staff will provide general oversight of the consultant and will help to facilitate interactions with City staff, board/committee members, and project stakeholders.
- Public & Stakeholder Participation – Public and stakeholder participation will be one of the primary components of this study. The consultant shall be responsible for developing and proposing a comprehensive public & stakeholder participation strategy that is best suited to meet project objectives. Special emphasis shall be placed on broad participation from all stakeholders (especially underrepresented stakeholders), and on ensuring that participation is reflective of both the current and future citizenry. The City intends to establish a project steering committee, which should be

incorporated into the proposed participation strategy. As reflected in the Project Objectives, broad support and improved stakeholder relations are paramount to the success of this planning effort.

- Existing Conditions & Data Analysis – The consultant will work to gain a firm understanding of the context, trends, and related information applicable to the core neighborhoods in relation to the larger community. This information and data will be used to inform the study and to ground the study in objectivity.
- Vision & Goal Setting – The consultant will work with the City and project stakeholders to develop a broadly supported and achievable vision and related goals for the core neighborhoods. The vision and goals shall build upon the City’s Go2030 Comprehensive Plan and related policies.
- Identification of Focus Areas – The consultant will work with the City during the planning process to solidify areas of focus for the study based on existing conditions, data analysis, stakeholder input, and overall vision and goals. Aside from the “topics to be included,” detailed below, the exact focus areas will not be defined at the outset of this project, but will be identified and selected as part of the planning process.

Topics that shall be included:

- Development Regulation & Land Use
- Affordability & Housing Choice
- Neighborhood Context, Property Maintenance, & Blight
- Livability, Safety, & Quality of Life

Potential other topics that may be addressed by the plan:

- Mobility (pedestrian, bike, transit, & vehicle)
- Public & Gathering Space (Parks, Streetscape, & Open Space)
- Utilities & Infrastructure
- Economic Development

- Policy Development & Analysis – The consultant will develop a process and lead efforts to iteratively generate and refine potential solutions and strategies for achieving study goals and project objectives.
- Plan Development – The consultant shall document the planning process and outcomes within a final report. The final report will include an executive summary (or similarly concise overview) and a detailed implementation strategy, in addition to all other relevant information necessary to document the planning process and outcomes.
- Implementation Strategy – The consultant will develop a strategy for achieving study goals and project objectives. The consultant will be innovative and proactive in their approach to implementation, in order to ensure the highest chance for success.
- Presentations & Communications – The consultant will present the final plan and implementation strategy to the Planning Commission, Community Development Committee, City Commission, and other applicable committees as defined in the final scope of work. Additionally, the consultant will work with staff to communicate with project stakeholders throughout the process, and to present intermediate deliverables and related information.

### *Anticipated Project Deliverables*

It is anticipated that the project will result in the following primary deliverables. Although the consultant and/or City may identify additional intermediate deliverables when the final scope of work is negotiated. Within their proposal, consultants are encouraged to include any additional or alternative deliverables that they feel would be necessary, based on their professional expertise and knowledge.

#### Primary deliverables:

- A broadly supported planning document, which details the planning process and outlines any results, conclusions, and recommendations.
- An innovative plan implementation strategy, which may including such things as timelines, roles & responsibilities, necessary resources, and anticipated funding mechanisms.
- Presentations to the City's Planning Commission, Community Development Committee, City Commission, and other applicable committees.
- Other mid-term deliverables identified during the final project scoping process.

## Submission Requirements

### *Proposal Requirements*

The content and sequence of the information contained in each copy of the proposal shall be as follows:

A. Cover Letter

Include your firm's understanding of the work to be performed within the terms and conditions set forth in this RFP. In addition, state why your firm believes it to be the best qualified to perform the services requested, including features, skills or services which distinguish your firm and make it the better choice for the City. The length of time during which the proposal and the prices quoted shall be valid for consideration by the City is required to be 120 days from the proposal's due date. The RFP cover letter must be signed by an officer of the consultant or a designated agent empowered to bind the firm in the contract offer. (Keep response to one page.)

B. Table of Contents

Include a clear identification of the material by section and by page number.

C. Contact Summary Sheet

This section of the proposal must be a completed copy of the Contact Summary Sheet (Appendix A) included with this RFP.

D. Proposed Work Program

Provide a conceptual work program for the project that you believe is appropriate based on your understanding of the City's needs, as well as the outcomes, deliverables, and the scope of work elements outlined within this RFP. Submittal of a draft project schedule is required as part of the conceptual work program. Submit specific plans of how you will manage, control, and supervise the project in order to ensure satisfactory provision of services.

E. References

List all of the municipal governments that your firm has worked for or with in a similar capacity to the work outlined within this RFP within the last five (5) years. List names of organizations, and names, telephone numbers, and email addresses of persons who can be contacted with regard to the services you have provided.

F. Project Team Information & Qualifications

List the proposed principal(s) who will be responsible for the work, proposed project manager, and project team members and provide relevant background information for each, such as education, professional experience, certifications, etc. Additionally, provide a breakout of hours for each member of the team by major task area within your proposed work program, and an overall indication of the level of effort (percentage of overall project team hours) allocated to each task.

#### G. Cost

The City wishes to know the final and complete cost of each proposal and to realize only those additional costs beyond the proposal that the City requests. All cost quotations must include but not be limited to fees, modifications, travel and per diem, documentation, taxes, discounts, etc. All cost tables should be sub-totaled and totaled.

#### H. Work Samples

Provide 2-3 work product examples showcasing recent relevant projects, along with key contacts and phone numbers for the client, and a brief description of each project. Additionally, the work product examples must be provided in full, either in digital (e.g. Flash Drive, website address, online file share) or hard copy format.

### *Proposal Submission*

Consultants are to submit six (6) hard copies of the proposal in accordance with the requirements set forth within this RFP. In addition, an electronic version of the proposal shall be provided on a Flash Drive and/or uploaded to the City via the following URL: <http://transfer.fargond.gov/index.php/s/GTbmj7ZfxLMYzpw>. The information included should be as concise as possible. Proposals should generally be printed on 8 1/2" x 11" paper, but pages with organizational charts, matrices, or diagrams may be printed on larger sheets. Document pages should be numbered. Type size should be no smaller than 11 points for narrative sections, but may be reduced for captions, footnotes, etc. as required while still maintaining legibility.

The proposal must be placed in an envelope, box, or similar container securely sealed therein and labeled: **"Proposal for Professional Consulting Services for Core Neighborhoods Master Plan for the City of Fargo."**

Sealed proposals must be submitted to the City of Fargo Auditor's office, 225 4<sup>th</sup> Street North, Fargo, ND 58102 at or before 11:00 A.M., August 23, 2019 (Central Daylight Time). Proposals received later than the time and date specified will not be considered.

### *Communications*

This Request for Proposals (RFP) is available to download at the City's website: <http://fargond.gov/work/bids-rfqs-rfps>. Any addendum made to this Request for Proposals will be posted at the same website used for downloading the RFP.

All questions related to this RFP must be submitted in writing by email to the project contact, Aaron Nelson, at [ANelson@FargoND.gov](mailto:ANelson@FargoND.gov). The question period shall expire as defined within the Project Schedule section of this RFP. Responses to questions will be posted on the same webpage as this RFP (<http://fargond.gov/work/bids-rfqs-rfps>). Questions received after the deadline for questions will not be answered.

For technical issues, consultants can dial (701) 241-1475 for assistance. Office hours are 7:45 a.m. to 4:30 p.m. Monday through Friday, excluding holidays.

## Evaluation, Selection, & Contract Award

### *Selection Process*

Proposals will first be reviewed for completeness. Only those proposals that are properly completed and meet the minimum content requirements will be considered in the evaluation process. Complete proposals will then be evaluated by a selection committee. The selection committee may elect to conduct short phone interviews with select consultants in order to further evaluate the proposals.

The selection committee will choose a limited number of consultants with which to conduct in-person interviews, for the final selection. Notification of these consultants will be made as soon as possible, but the consultant team should be prepared to convene in Fargo for these interviews.

Proposals will be evaluated based on the following general criteria:

- Proposed Work Program and Deliverables (Understanding of the project scope and objectives; quality of response to proposed work program and to proposed deliverables).
- Communications (Organization/completeness of response; writing skills, as shown through the submission and any submitted work samples).
- References and Work Product Examples (Confirmation that consultant has performed similar work in past; assessment of ability to produce quality product within the project schedule; assessment of ability to conduct productive meetings; assessment of ability to work with staff, stakeholders, and elected officials; quality and applicability of submitted work examples).
- Demonstrated Capacity (Past performance of consultant firm on similar projects; expertise and experience of project manager and team members; current workload and availability of consultant team members).
- Estimated cost of work.

The City reserves the right to reject any/all proposal(s) or accept what is, in its judgment, the proposal which is in the City's best interest. The City further reserves the right, in the best interests of the City, to waive any technical defects or irregularities in any/all proposal(s) submitted.

The City may request additional information from consultants during the selection process. Additionally, discussion may be conducted with consultants to assure full understanding of, and responsiveness to, the requirements of this RFP.

### *Contract Award*

The City will select a consultant with whom City staff shall commence contract negotiations. The selection of a proposal shall not imply acceptance by the City of all terms of the proposal, which may be subject to further negotiations prior to approval by the City Commission before the City may be legally bound thereby. If a satisfactory contract cannot be negotiated in a reasonable time the City, in its sole discretion, may terminate negotiations with the highest ranked consultant and begin contract negotiations with the next highest ranked consultant.

Appendix A: Contact Summary Sheet

Firm Name: \_\_\_\_\_

Firm Parent or Ownership: \_\_\_\_\_

Firm Address: \_\_\_\_\_

\_\_\_\_\_

Firm Telephone Number: \_\_\_\_\_

Person responsible for direct contact with the City of Fargo and services required for this Request for Proposal (This is typically the project manager or primary point of contact throughout the life of this project):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Person responsible for day-to-day servicing of the account (This is typically an administrative or financial staff member who coordinates billing and payments):

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email: \_\_\_\_\_

Types of services provided by the firm: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_



## Appendix B: Plans, Policy Documents, & Resources

- Go2030 Comprehensive Plan – <http://fargond.gov/city-government/departments/planning-development/plans-studies/comprehensive-plan-go-2030>
- Fargo Municipal Code – [https://library.municode.com/nd/fargo/codes/code\\_of\\_ordinances](https://library.municode.com/nd/fargo/codes/code_of_ordinances)
- Downtown InFocus – <http://fargond.gov/explore/downtown-fargo/framework-plan>
- City of Fargo Housing Study – [http://download.fargond.gov/0/2015\\_fargo\\_housing\\_study\\_-\\_final.pdf](http://download.fargond.gov/0/2015_fargo_housing_study_-_final.pdf)
- Metropolitan Transportation Plan – <http://www.fmmetrocog.org/resources/long-range-transportation-plan>
- Bike & Pedestrian Planning – <http://www.fmmetrocog.org/resources/planning/bicycle-pedestrian-planning>
- Public Art Master Plan – <http://fargond.gov/city-government/departments/planning-development/arts-culture/public-art-documents>
- 2007 Fargo Growth Plan – <http://fargond.gov/city-government/departments/planning-development/land-use-zoning/future-growth/2007-growth-plan>
- Parking & Access Study – <http://www.fmmetrocog.org/projects-rfps/fargowest-fargo-parking-and-access-requirements-study>
- Demographic Forecast Study – <http://www.fmmetrocog.org/resources/planning/demographic-forecasts>
- Other City of Fargo Plans & Studies – <http://fargond.gov/city-government/departments/planning-development/plans-studies>
- Programs & Incentives – <http://fargond.gov/city-government/departments/planning-development/programs-incentives>
- Neighborhood Action Plans – <http://fargond.gov/live/know-your-neighborhood/neighborhood-action-plans>