



REQUEST FOR PROPOSALS

Professional Consulting Services for a Growth Plan

September 20, 2022

Issued By:

City of Fargo, North Dakota
225 4th 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 **citywide master plan for growth**.

The City intends to partner with a qualified consultant to produce a citywide Growth Plan that will inform strategic decision making in relation to future growth, and which will lay the foundation for a comprehensive update to the City's development regulations. The Plan will build upon, and integrate into, the City's existing array of comprehensive plans, master plans and long range plans. (See Appendix B)

The City desires to create an achievable Growth Plan that integrates all aspects of growth management, that becomes a roadmap for development features including, but not limited to, land-use, urban form & design, annexation & municipal service extension, transportation, recreation & open space, housing & real estate, economic development, fiscal impacts, sustainability, capital planning & improvements, etc. While the City has previously engaged in various levels of planning and study on a number of these fronts, there is a need to analyze these independent efforts within the collective context of growth management, to identify and address any knowledge gaps or conflicting direction, and to establish a cohesive growth management strategy that guides the decision making process to provide clear direction that aligns with community values.

The City intends to undertake a comprehensive update to its development regulations—collectively called the Fargo Land Development Code (LDC)—in the near future. As such, the Growth Plan will be used to help frame and inform this comprehensive update to the LDC, in conjunction with existing policy direction and related plans. The City desires for the Growth Plan process to flesh-out and expand upon much of the growth- and development-related policy direction contained within the Go2030 Comprehensive Plan and all other applicable plans, in so doing, lay much of the necessary groundwork for the City to update its Land Development Code to provide predictability of neighborhood character and vision within the City of Fargo and its growth areas.

Recognizing the interrelated effects on urban growth of decisions made by various local entities, the project will include a high degree of collaboration and coordination amongst City departments and partner agencies. The project will result in a Growth Plan that provides actionable recommendations supported by robust arguments and grounded in data including existing long range technical master plans that guide conversations with neighboring jurisdictions to affirm annexation agreements, utility service areas and other aspects of growth as it relates to North Dakota Century Code.

In summary, the purpose of this master planning effort is:

- To cultivate a collaborative approach to growth management across City departments, stakeholders and local jurisdictions (i.e., schools, parks, and neighboring cities) with consideration to areas protected by the FM Diversion.
- To integrate and distill the City's existing plans and policies into one cohesive strategy for the purpose of managing growth thresholds, particularly those based on historic data, extension of infrastructure, and both development and market trends.

- To identify and develop a contemporary and dynamic roadmap that provides the tools necessary to make informed and strategic growth decisions relating, but not limited, to such things as:
 - Location, type, intensity, density and phasing of development (infill, redevelopment, & new development);
 - Annexation, extension of public services, construction of public infrastructure;
 - Urban form and land-use.
- To lay the groundwork for an update to the Land Development Code—giving special attention to growth and development decisions that are necessary for the development of form-based codes, where contextually appropriate.

Project Objectives

The consultant shall be responsible for ensuring that, at the conclusion of this project, the City and community will have:

- 1) A definitive framework for decision-making and action relating to city-wide growth management, including the necessary tools to guide land-use and zoning decisions, such as a future land-use map, transect map, etc.
- 2) A broadly supported master plan of which all City departments take ownership.
- 3) A framework for coordinating growth management in collaboration with applicable partner entities.
- 4) A clear understanding of the major forces that drive and shape growth and development (e.g., regional market forces, development trends and regulations, incentive programs, utility servicing, tax impacts, etc.) and their nexus to growth management to ensure a sustainable future
- 5) A legally defensible master plan, adopted via ordinance in accordance with State enabling legislation.
- 6) An achievable strategy based on data with consideration from stakeholders and City decision-makers that guides future growth with respect to context and outlines appropriate place-specific development and redevelopment of currently serviced land within Fargo city limits, a tiered development approach to green field development within Fargo's extraterritorial jurisdiction that complements neighboring jurisdictions within the FM Diversion to ensure a high quality of life for future generations.
- 7) A clear vision, direction, and guide to future development on which to base a comprehensive update to the City's Land Development Code.

Background & Context

Fargo's population in the 2020 decennial census was 125,990 - the most populous city in North Dakota and is the core city of the Fargo-Moorhead, ND-MN Metropolitan Statistical Area, which contains a population of nearly 250,000. 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. Fargo is continually recognized as one of the best places in the country to live, work, attend school, and conduct business. It is home to North Dakota State University, a land grant university focusing on agriculture, engineering and science with enrollment exceeding 14,500.

Population growth & projections

The City of Fargo has seen continual growth and development in the past decade. Over the past 20 years, Fargo has increased in area and population by roughly one-third, and has about doubled in both of these categories 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.

FM Metro COG has recently updated the Metropolitan Statistical Area's demographic forecast to 2050 which will also contribute to this study to better understand market changes and demands for the community as it relates to college-aged citizens and jobs for those youth to stay in our community to find housing, jobs and industry, transportation and recreation for all the people of our community. The two school districts of Fargo and West Fargo also monitor demographic trends as it relates to school locations and attendance areas.

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 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 is utilized. 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 roughly 50 square miles within city limits and 25 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 several years, the City has permitted an approximate average of over \$500 million 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. 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* that are each supported by multiple *key initiatives*, which 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."

Although the *Go2030* Comprehensive Plan outlined a vision and guiding principles including water and environment; energy; arts and culture; health; transportation; economy; neighborhoods, infill and new development; education; and safety. The Neighborhoods, Infill and New Development guiding principal outlined seven initiatives to guide redevelopment and new development throughout the city including:

- 1) Promote Infill,
- 2) Design Standards,
- 3) Quality New Development,
- 4) Historical Preservation,
- 5) High Quality Affordable Housing Near NDSU,
- 6) Housing for Workforce and Low Income Residents, and
- 7) Neighborhood Support and Communication.

Go2030 did not include a comprehensive Future Land Use Map update, so the 2007 Growth Plan continues to guide the future land use within the two tier growth strategy for the growing edges of the city and extraterritorial jurisdiction areas which has become outdated with the exception of incremental growth plan amendments and a more substantial Growth Plan Amendment in response to the southwest regional stormwater master plan generally located south of 52nd Avenue S and west of Interstate 29. This multi-departmental collaboration update to the future land use map to facilitate growth and service direction for the study area that is responsive to recent market demands and allows for private development to maximize development by creating a community amenity with Lake Fargo and eliminate individual development stormwater ponds.

Fargo's most recent planning efforts include the Downtown InFocus (2018) and Core Neighborhood Master Plan (2021) were developed to guide infill, redevelopment and historic preservation considerations within the Downtown and core neighborhoods following the adoption of the *Go2030* Comprehensive Plan. Both of these planning efforts identify this Growth Plan update as a directive for future improvement, as such both plans contain Future Land Use Maps to help guide future development

and provide neighborhood assurances of future land use in these neighborhoods and the respective study areas.

In coordination with the Core Neighborhood Master Plan, the City of Fargo also conducted the Land Development Code (LDC) Diagnostic Report in 2020 to analyze the effectiveness to guide land use and development goals expressed in Go2030 Comprehensive Plan. It is anticipated at before this Growth Planning process is complete, the City will issue a RFP to rewrite the Land Development Code.

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

Issues

There have been many issues identified by various stakeholders in recent years that are important to keep in mind.

The existing 2007 Growth Plan is 15 years old and the growth within the Tier 1 area is in need of updates to ensure they align with community changes as it relates to flood protection, market changes and population changes.

Development trends have changed and evolved and the series of approved development plans and Land Development Code (LDC) haven't responded to the changed community vision. This holistic plan for future land use and development must set the stage for an upcoming LDC planning process to establish a unified development vision and strategy for the entire city and its growth potential.

There are undeveloped, vacant parcels of land areas within City limits that are undeveloped land or areas with increased interest for redevelopment that don't have a Future Land Use designation noted within the 2007 Growth Plan which leads staff to seek Area Plans and other resources for guidance in response to development inquiries which leads to unclear direction for prospective development.

Fargo's enterprise departments (i.e. Water Treatment, Solid waste, Wastewater) provide services to nearby jurisdictions which lead to competing interests when Planning and Engineering Departments are trying to curb leapfrog development/extension of services outside of the current service area, flood protected areas and guided growth tier for development as outlined in the 2007 Growth Plan.

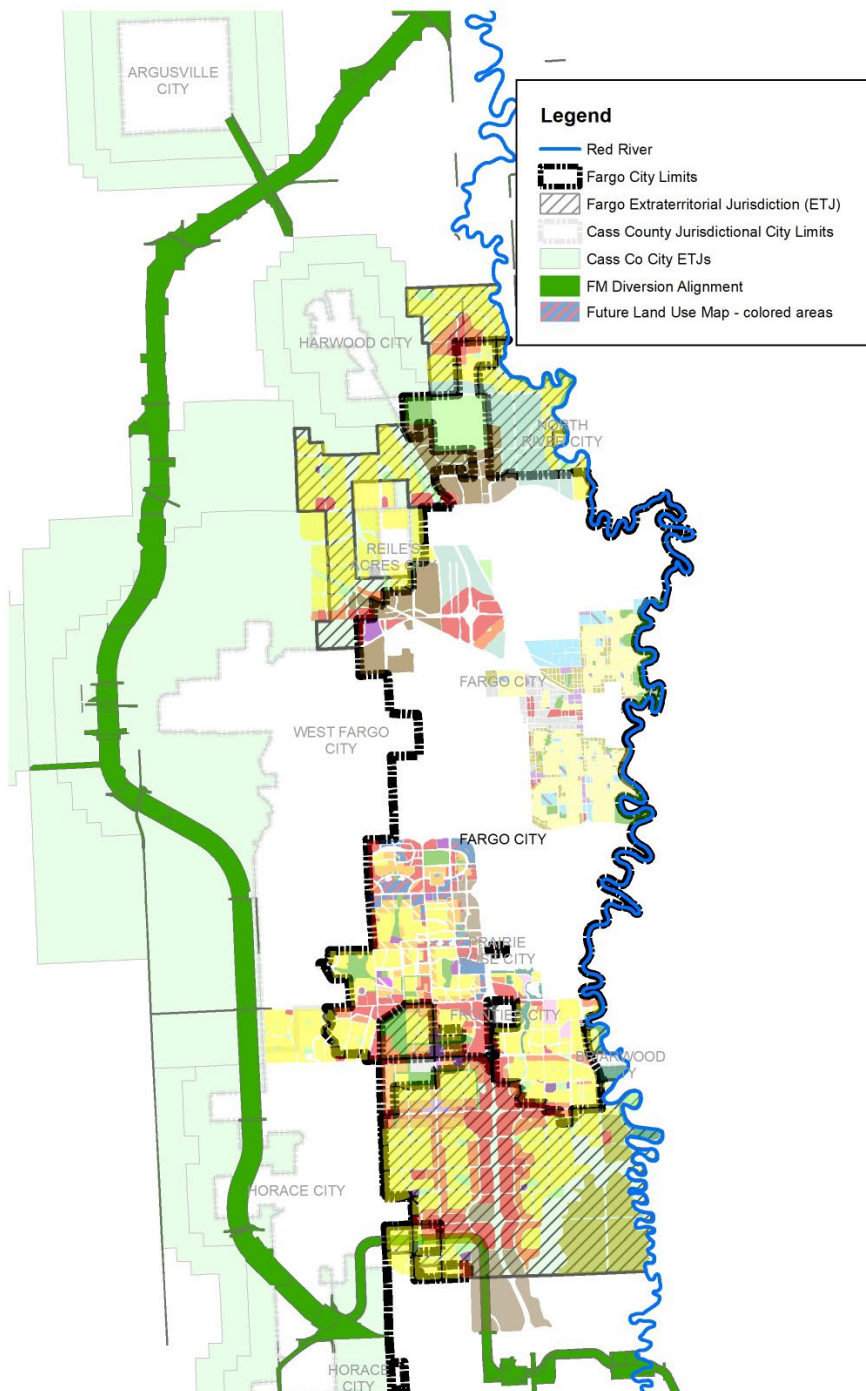
Collaboration amongst neighboring jurisdictions and entities are vital to the success of this Growth Planning effort. We understand growth doesn't only happen in Fargo and as each municipality has become closer – if not adjacent to one another, it has only reinforced the importance of collaboration to ensure complementary land uses and systems (i.e. schools, public safety, etc.)

The Go2030 Comprehensive Plan did not include a future land use map update for the entire city and is nearing 10 years since its adoption. There is a need for the community to gather and provide input on future vision for growth and reaffirm community comprehensive plan for city.

Study Area

The study area will include land within the city limits and future growth areas within the extraterritorial jurisdictions of the City of Fargo with consideration to the extents of the FM Diversion for land use and infrastructure impacts.

Study Area



Preliminary Project Schedule

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

RFP Available for Viewing	September 20, 2022
Questions Due	October 14, 2022
Question Responses Posted	October 21, 2022
Proposals Due	11:00 AM CDT – November 4, 2022
Interviews	November 28 – December 2, 2022
Award Notice	December 9, 2022
Contract to City Commission for Approval	December 27, 2022
Project Kick-off	January 2023
Project Completion	Summer 2024

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 eighteen (18) months to complete—January 2023 to June 2024.

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 ensures 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 for items intended to be incorporated into the consultant(s) proposed scope of work. However, the proposed scope of work is not limited to these elements.

1. 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.
2. Public & Stakeholder Participation – Public and stakeholder participation will be a key component of this study, especially in relation to Project Objective numbers 2, 3, & 5. 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 and input from City departments and partner agencies whose decisions affect the urban growth pattern (directly or indirectly; consciously or unconsciously).
 - a. The City intends for this project to include a project steering committee, which should be incorporated into the proposed participation strategy. As reflected in the Project

Objectives, broad support of the plan and collective ownership is paramount to the success of this planning effort.

3. Communications & Presentations – The consultant shall collaborate with staff and steering committee members in providing timely and clear public communications. The consultant shall propose a public communications framework in concert with the public & stakeholder participation strategy noted above. The public communications framework should identify the anticipated frequency and types of communications to the public throughout the life of the project. It is anticipated that City staff (including City communication staff) would provide input and assist with project communications to the public. This will also include communications and presentations of the final plan and adoption process.
4. Existing Conditions & Data Analysis – The consultant will work to gain a firm understanding of the context, trends, and related information applicable to the City’s growth and development in relation to the larger metro community. This information and data will be used to inform the study and to ground the study in objectivity. Due to the pluralist nature of decision-making relative to urban growth, it is anticipated that discussion, data, and input will be needed from multiple stakeholder groups in order to gain a complete understanding of existing conditions.
5. Vision & Planning Framework – While the Go2030 Comprehensive Plan provides the overarching vision and direction for future growth, there is a need to further develop and affirm this vision in order to operationalize it for practical use. Additionally, the existing patchwork of interrelated plans results in disjointed policy direction. As such, the consultant will analyze exiting growth-related plans and studies, solicit input from stakeholders, and will work with City staff and the project steering committee in order to synthesize and refine the vision and planning framework used to guide this effort to ensure a high quality of life that future generations will be attracted to establish roots in Fargo.
 - a. Coordination of infrastructure, utilities, and municipal service expansion in relation to growth
 - b. Fiscal & economic impacts related to growth
 - c. Real estate economics and market analysis
 - d. Intergovernmental cooperation
 - e. Groundwork for comprehensive update to Land Development Code
 - i. Identification, vetting, and confirmation of land use policy
 - ii. Analysis of appropriateness of context-based urban form and design
6. Plan Components – The consultant will work with the City during the planning process to identify key components and solidify areas of focus of the study based on a needs assessment informed by the initial survey of existing conditions, data analysis, stakeholder input, and overall vision and goals. At this time, the City anticipates the following components will likely need to be incorporated into the consultant’s proposed scope of work:
 - a. Vision & Planning Framework findings (#5)
 - b. Development of a series of policy maps, such as:
 - i. a future land use map (FLUM)

- ii. Maps designating location of future infrastructure networks for right-of-way preservation and subdivision dedication purposes.
 - iii. A form map, or similar graphical representation of future urban design context
- c. Scenario planning to guide growth
 - i. Identification of specific areas or locations in relation to growth management strategy (i.e. growth tiers with criteria that trigger extension of city services while balancing increased intensity and density with infill and redevelopment where appropriate.)
- d. Integration of existing transportation, infrastructure, and service master plans into the Growth Plan.
- e. Capital facilities analysis – The consultant shall prepare an analysis of existing public facilities to determine deficiencies and make recommendations for public improvements that will accommodate projected growth and development.
- f. 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.
- g. 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

Additionally, the proposed scope of work should include flexibility for the incorporation of additional needs based on discovery from inputs during the planning process.

7. 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), Future Land Use and with potential Transect map, and detailed findings and justifications, in addition to all other relevant deliverables and information necessary to document the planning process and outcomes.
8. Approval & Adoption Process – In conjunction with the stakeholder input and communications scope of work elements noted above, the consultant will work with staff to communicate with project stakeholders throughout the process, and to present intermediate deliverables and related information in relation to key project milestones. The consultant will present the final plan and deliverables to relevant stakeholder and leadership groups, including the Fargo City Commission, Planning Commissions and other relevant appointed boards and commissions throughout the planning process and for final consideration and adoption. (The adoption process for municipal master plans is out outlined in Chapter 40-48 of the North Dakota Century Code.)

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 achievable Growth Management Plan including Future Land Use Maps for the entire city that details the planning process and outlines any results, conclusions, and recommendations.
 - ArcGIS digital format
 - Paper copies
 - PDF version of all components
- A clear strategy to implement the Plan's recommendations to possess a level of flexibility that still provides certainty for all involved in the development process, including such things as timelines threshold guidance for tiered growth, roles & responsibilities, necessary resources, and anticipated funding mechanisms.
- Presentations and communications to Planning Commission, City Commission, Public Works Project Evaluation Committee (PWPEC), partner agencies, and other applicable stakeholder groups.
- 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 that 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 seven (7) 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: <https://fileshare.fargond.gov/index.php/s/eHYmy3ELys8F8wP> the information included should be as concise as possible. Proposals should generally be printed on 8 ½" 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 a Growth Plan for the City of Fargo."**

Sealed proposals must be submitted to the City of Fargo Auditor's office, 225 4th Street North, Fargo, ND 58102 at or before 11:00 A.M., November 4, 2022 (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: www.FargoND.gov/bidpostings. 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, Kim Citrowske, at KCitrowske@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 (www.FargoND.gov/bidpostings). 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

Community Development & Land Use

- 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
- Land Development Code (LDC) Diagnostic - [The City of Fargo - Land Development Code \(LDC\) Diagnostic \(fargond.gov\)](#)
- Core Neighborhood Master Plan (CNMP) - [The City of Fargo - Core Neighborhoods Plan \(fargond.gov\)](#)
- 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
- Metropolitan Area Housing Needs and Market Analysis - [Housing Needs and Market Analysis :: Fargo-Moorhead Metro COG \(fmmetrocog.org\)](#)
- 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>
 - 2019 Growth Area Evaluation by AE2S
 - [2021 SW Pond Growth Plan](#)
- 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>
- [HUD Action Plan](#)

Transportation

- Capital Improve Districts - [The City of Fargo - Capital Improvements Map \(fargond.gov\)](#)
- Metropolitan Transportation Plan – <http://www.fmmetrocog.org/resources/long-range-transportation-plan>
- Fargo Transportation Plan – [Fargo Transportation Plan :: Fargo-Moorhead Metro COG \(fmmetrocog.org\)](#)
 - Northwest Metro Transportation Plan - [Northwest Metro Transportation Plan :: Fargo-Moorhead Metro COG \(fmmetrocog.org\)](#)
 - Southwest Metro Plan - [SWMP Executive Summary.pdf \(fmmetrocog.org\)](#)
- Bike & Pedestrian Planning – <http://www.fmmetrocog.org/resources/planning/bicycle-pedestrian-planning>

- Parking & Access Study – <http://www.fmmetrocog.org/projects-rfps/fargowest-fargo-parking-and-access-requirements-study>
- Red River Greenway Study - [Red River Greenway Study :: Fargo-Moorhead Metro COG \(fmmetrocog.org\)](http://www.fmmetrocog.org/red-river-greenway-study)
- Transit Development Plan - [Transit Planning :: Fargo-Moorhead Metro COG \(fmmetrocog.org\)](http://www.fmmetrocog.org/transit-planning)
- Airport Master Plan - [Airport Master Plan - Hector International Airport \(fargoairport.com\)](http://www.fargoairport.com/airport-master-plan)

Utilities & Services

- 2019 Southwest Infrastructure Master Plan
 - Studied water, wastewater and stormwater systems, needs and infrastructure needed for the study area.
- Drought and Water Service Management Plan
- Water Distribution Master Plan and Facility Plan
- Wastewater Collection System Master Plan and Facility Plan
- Storm Water Collection System Master Plan
- Fiber Optic Connectivity Master Plan
- Public Works Campus Master Plan
- Snow Plow Route Optimization Study
- Library Master Plan
- Public Safety Building Update Plan

Partner Entities

- Schools (Both Fargo and West Fargo School Districts are within Fargo city limits)
 - Public Schools
 - Fargo Public Schools
 - [Annual Report, 2020-2021](#)
 - [Enrollment Data](#)
 - West Fargo Public Schools
 - Annual Report, 2020-2021
 - [Enrollment Data](#)
 - Private Schools
 - Higher Education
 - NDSU
 - NDSCS, Fargo Campus
- Fargo Park District - [Fargo Park District Projects | Fargo Parks](#)
- FM Diversion - [Home - Metro Flood Diversion Authority \(fmdiversion.gov\)](#)
 - Study
 - Alignment
 - FM Greenway Recreation Master Plan - [FM Greenway Recreation Master Plan :: Fargo-Moorhead Metro COG \(fmmetrocog.org\)](http://www.fmmetrocog.org/fm-greenway-recreation-master-plan)