

## **Request for Proposals (RFP)**

### **City Of Montevideo Comprehensive Plan**

#### **1. Introduction**

The City of Montevideo is seeking proposals from qualified planning consultants to prepare a new Comprehensive Plan that will guide community growth, development, and investment over the next 10–20 years. The plan will reflect community values, address current and emerging challenges, and provide a clear roadmap for decision-making by elected officials, staff, and partners.

#### **2. Purpose of the Comprehensive Plan**

The Comprehensive Plan will serve as the City’s primary long-range planning document. It should:

- Establish a shared community vision
- Identify strategic priorities
- Provide data-driven analysis
- Recommend policies and actions to support sustainable, equitable growth
- Align land use, housing, transportation, economic development, infrastructure, and environmental goals

The final plan must be accessible, visually engaging, and actionable.

#### **3. Scope of Work**

The selected consultant will be responsible for delivering a full planning process that includes, at minimum:

##### **A. Project Management**

- Kickoff meeting with staff and elected officials
- Regular check-ins and progress updates
- Project schedule and communication plan

##### **B. Community Engagement**

- A robust, inclusive engagement strategy
- Public meetings, workshops, surveys, and stakeholder interviews

- Engagement materials (digital and print)
- Clear documentation of community input

### **C. Existing Conditions & Data Analysis**

- Review of existing plans, zoning, demographics, and economic trends
- Housing, land use, and infrastructure analysis
- Environmental and resilience considerations
- Maps, graphics, and data visualizations

### **D. Vision, Goals & Policy Framework**

- Facilitation of visioning sessions
- Development of guiding principles
- Drafting of goals, objectives, and policy recommendations

### **E. Plan Elements**

The plan should address (at minimum):

- Land Use & Zoning
- Housing
- Economic Development
- Transportation & Mobility
- Parks, Trails & Recreation
- Infrastructure & Utilities
- Natural Resources & Sustainability
- Community Character & Placemaking

### **F. Implementation Plan**

- Prioritized action steps
- Responsible parties
- Potential funding sources
- Short-, mid-, and long-term timelines

- Metrics for tracking progress

#### **4. Deliverables**

- **Community Engagement Plan**
- **Existing Conditions Report**
- **Draft Comprehensive Plan**
- **Final Comprehensive Plan** (print-ready and digital)
- **Executive Summary** (public-friendly)
- **Maps, graphics, and data visualizations**
- **Implementation Toolkit**

#### **5. Proposal Requirements**

Proposals must include:

- **Firm Background & Qualifications**
  - Relevant experience with municipal comprehensive planning
  - Bios of key personnel
  - Examples of similar projects
- **Project Approach & Methodology**
  - Engagement strategy
  - Technical approach
  - Project management structure
- **Proposed Timeline**
  - Major milestones
  - Estimated completion date
- **Budget**
  - Detailed cost breakdown
  - Hourly rates and reimbursables
- **References**

- At least three comparable projects completed in the last five years

## 6. Evaluation Criteria

Proposals will be evaluated based on:

- Demonstrated experience and qualifications
- Quality and creativity of the proposed approach
- Strength of engagement strategy
- Ability to produce clear, accessible, visually compelling materials
- Cost-effectiveness
- References and past performance

## 7. Submission Instructions

- **Submission Deadline:** April 1, 2026, by 4 p.m.
- **Format:** PDF, submitted electronically
- **Submit To:** Jessica Dahms, Community Development Coordinator, [cdd@montevideomn.org](mailto:cdd@montevideomn.org)
- **Questions Due By:** March 23, 2026
- **Anticipated Consultant Selection:** May 4, 2026

## 8. Project Timeline

- RFP Release: February 18, 2026
- Questions Due: March 23, 2026
- Proposals Due: April 1, 2026, by 4 p.m.
- Interviews (if applicable): Mid-April, 2026
- Consultant Selection: May 4, 2026
- Project Kickoff: June 1, 2026
- Plan Completion: Late 2027-Mid 2028