

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
- **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**