

2J. Consideration to authorize a Request for Proposal for an Industrial Feasibility Analysis as a component of the CET Strategic Transition Plan

Prepared by: Community Development Director	Meeting Date: 1/10/22	<input type="checkbox"/> Regular Agenda Item <input checked="" type="checkbox"/> Consent Agenda Item
Reviewed by: Finance Director, Public Works Director/City Engineer	Approved by: City Administrator	

ACTION REQUESTED

Motion to authorize a Request for Proposal for an Industrial Feasibility Analysis as a component of the CET Strategic Transition Plan.

REFERENCE AND BACKGROUND

As Monticello continues to plan for a strategic transition from an energy-based economy driven by being a host community to a large electric utility, the City is evaluating long-range opportunity areas for tax base and job growth. In June of 2021, the City Council and EDA were presented with an Industrial Land Capacity & Planning Analysis, prepared internally. The document provided preliminary information on short, medium, and long-term industrial capacity. One of the recommendations of that report was to “Identify any additional long-range industrial sites which can best meet the needs of the community and complement Monticello’s assets, including location on the interstate and proximity to the St. Cloud and Twin City workforces.”

Consistent with this recommendation, and to better understand and compare long-term industrial development opportunity, a more detailed evaluation of land areas is necessary. Staff has prepared a request for proposals to provide feasibility analysis on two distinct land areas for potential long-range industrial land use. The land areas are located on the eastern side of the Monticello Orderly Annexation Area (MOAA) and to the eastern boundary of Monticello Township, as well as a reconfirmation of the capacity for the northwest area of the MOAA.

This analysis will assist the City with long-range land use, infrastructure and financial preparation and planning as it relates to industrial land development. The results of the industrial feasibility analysis will be paired with the prior Capacity & Planning Analysis and will be incorporated into the overall Strategic Transition Plan compiled for the CET grant.

- I. **Budget Impact:** Unknown. The scope of the CET grant allocates funding of approximately \$40,000 for additional industrial land studies. Once RFPs are

received, Council will evaluate the cost against outcomes for approval. Costs for the feasibility study are to be reimbursed through the CET grant.

- II. **Staff Workload Impact:** At this time, staff impact is limited to the preparation of the RFP and this report for Council consideration, estimated at 6 hours. If Council approves release of the RFP, additional staff time for review and recommendation of consultant selection will be required, estimated at an additional 12-20 hours depending on the number of proposals received.
- III. **Comprehensive Plan Impact:** The Monticello 2040 Plan's Economic Development chapter recommends that the City continue to foster "A stable and expanding tax base that diversifies the city's economy and creates sustainable employment to offset the eventual closure of the Xcel Monticello Nuclear Generating Plant; the Land Use chapter also indicates that the community will "Maintain an industrial land supply that is adequate and suitable for the continued growth of the City's core industries, including manufacturing, logistics/distribution, and emerging technologies. The City should capitalize on its proximity to Interstate 94, regional transportation facilities, and educated and skilled work force to create opportunities for job growth."

STAFF RECOMMENDED ACTION

City staff recommends approval of authorization of the Request for Proposal. Understanding the capacity and feasibility of specific land area to serve industrial development will support strategic decision-making for tax base and job growth and the City's efforts to continue a logical and efficient growth pattern.

SUPPORTING DATA

- A. Request for Proposal – Monticello Area Industrial Feasibility Analysis
- B. Map of proposed study areas

City of Monticello
REQUEST FOR PROPOSAL (RFP)
Monticello Area Industrial Land Use Feasibility Analysis

The City of Monticello is requesting proposals for a land use feasibility analysis evaluating the potential for long-range industrial land use. The areas of analysis focus primarily on the eastern side of the Monticello Orderly Annexation Area (MOAA) and area to the eastern boundary of Monticello Township, as well as reconfirmation of prior analysis in the northwest area of the MOAA. This analysis will assist the City with long-range land use, infrastructure and financial preparation and planning.

Acceptance of Proposal Contents

The contents of this RFP will be included as part of the contractual obligations if a contract ensues. All information in the proposal is subject to disclosure under the provisions of Minnesota Statutes Chapter 13-Minnesota Government Data Practices Act.

Please contact the following person or department for more information or to request specifications for the project:

Name: Angela Schumann
Department: Community Development
Phone and/or Cell: 763-271-3224 (office)
Email: angela.schumann@ci.monticello.mn.us

To submit an RFP or quote, please send a **digital copy** to the following email:

Hayden.Stensgard@ci.monticello.mn.us

Proposals are due by: Friday, January 28th, 2022 at 4:00 PM (CST)

Project Overview and Outcome

As Monticello continues to plan for a strategic transition from an energy-based economy, the City is evaluating long-range opportunity areas for tax base and job growth. The City of Monticello is requesting proposals for a feasibility study on land area beyond its current eastern municipal boundary for industrial development. The desired analysis will include information gathered to complete the scope of work below as well as next step recommendations for the City's consideration as an outcome of the analysis. The information provided in the feasibility analysis will be a reference for policymakers and staff for future decisions on industrial land development.

In recent years, a variety of preliminary analysis was completed on potential industrial land use in the Northwest area of Monticello. The information in the prior analysis for the Northwest area will be reconfirmed along with the study of the eastern Monticello area as part of the project scope.

Scope of Service

All proposals should include an initial staff and consultant meeting to develop a clear project path and final detailed scope.

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The city is not requesting completion of a Phase I Environmental Site Assessment or certificate of survey on these study areas as part of the feasibility analysis. Feasibility analysis will rely on publicly available data sources.

A. East Monticello Area Industrial Feasibility

- General Site Characteristics/Constraints
 - Topography
 - Existing and planned transportation access
 - Wetlands/Shoreland/Floodplain
 - Utility corridors
 - Soil types
 - Known environmental hazards
- Land Use
 - Size of parcels
 - Developable acreage based on site characteristics
 - Schematic development layouts best suited for the area based on site characteristics and transportation and utility corridor planning
 - Recommendation of Industrial land use types based on land area and character
- Transportation
 - Potential interchange locations with I-94
 - Analyze adjacent jurisdiction land-use/transportation plans identifying future partnering options for major transportation improvements.
 - Potential connections with existing and planned road network in Wright County and the cities of Monticello, Otsego, and St. Michael.

B. Northwest Monticello Area

- Consolidation and reconfirmation of previous analysis on the planned industrial land area in the Monticello Northwest area, including:
 - General Site Characteristics/Constraints
 - Topography
 - Soil types
 - Existing and planned transportation access
 - Wetlands/Shoreland/Floodplain
 - Utility corridors
 - Known environmental hazards
 - Land Use
 - Size of parcels
 - Developable acreage
 - Schematic development layouts best suited for the area defined and based on site characteristics and transportation and utility corridor planning

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Project Timeline

The final feasibility analysis and deliverables are required no later than May 1, 2022, with all invoicing for the project complete by May 15th, 2022.

Proposal Format

Proposal submittal should follow the Table of Contents listed below:

1. General Information
2. Project Understanding
3. Project Approach
4. Proposed Project Team and Experience
5. Comparable Project References
6. Schedule
7. Any Additional Information as Needed
8. Project Cost

Project Deliverables

1. Original and .pdf files of all feasibility analysis content, including drafts and final
2. East Monticello Transportation network connection options
3. Executive summary
4. Recommendation for additional analysis and next steps
5. Five (5) printed copies of the final document
6. GIS layers of all maps created for the report

Consultant Selection

Proposals will be reviewed and evaluated by a team of City Staff on the basis of the following criteria:

1. Consulting firm references and qualifications.
2. Key project staff experience with similar projects.
3. Proven track record in successfully completing similar projects on time and within budget.
4. Proposed approach to completing the project.
5. Proposed consultant cost.

Following review, staff's recommendation for consultant selection will be forwarded to the City Council for decision. The City Council may refuse all proposals and elect not to proceed with the project.

References/Resources

If a consultant has past experience that is relative to the work detailed above, please provide information on the projects as references.

Exhibits

1. Feasibility Analysis Areas – Map

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Contract Term and Conditions

Upon selection of a Consultant, an Agreement or Contract for Services, shall be entered into by the City and the Consultant. It is expected that the contract will provide for compensation for actual work completed on a not to exceed basis, and the following conditions:

1. Deletions of specific itemized work tasks will be at the discretion of the City. Payment or reimbursement shall be made based on tasks that have been satisfactorily completed. Billing that exceeds the not to exceed amount will not be compensated unless a contract extension has been approved in advance by the City.
2. The City shall retain ownership of all documents, plans, maps, reports and data prepared under this proposal. In addition to being provided hard copy and digital documents throughout the project, upon completion the consultant shall supply the City with a fully scanned (Laserfiche) project file including all project components.
3. If, for any reason, the Consultant is unable to fulfill the obligations under the contract in a timely and proper manner, the City shall reserve the right to terminate the contract by written notice. In this event, the firm shall be entitled to just and equitable compensation for any satisfactory completed work tasks, as determined by the City Engineer.
4. The Consultant shall not assign or transfer any interest in the contract without prior written consent of the City.
5. The Consultant shall maintain comprehensive general liability insurance in accordance with Section 466.04 of the Minnesota Statutes.
6. The Consultant shall defend, indemnify and hold harmless the City of Monticello, its officials, employees and agents, from any and all claims, causes of action, lawsuits, damages, losses or expenses, including attorney fees, arising out of or resulting from the Consultant's (including its officials, agents, subconsultants or employees) performance of the duties required under the contract, provided that any such claim, damages, loss or expense is attributable to bodily injury, sickness, diseases or death or injury to or destruction of property including the loss of use resulting therefrom and is caused in whole or in part by any negligent act or omission or willful misconduct of Consultant.
7. The Consultant contract shall be governed by the laws of the State of Minnesota.
8. Project summaries shall be submitted with each invoice during the course of the project. Each summary shall detail the amount billed to date, work items that need to be completed, the estimated costs to complete these tasks and the projected timeline for the completion of

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the project. Invoices submitted to the City shall include a detailed breakdown of times, personnel, mileage, etc. chargeable for that period.

NOTES

The City of Monticello reserves the right to reject any or all quotes, to waive technical specifications or deficiencies, and to accept any quote it may deem is in the best interest of the City.

The consultant must comply with all local and State laws, rules, and regulations. The consultant will be required to meet the insurance specifications as needed for the project and as required by law. It shall be the responsibility of the consultant to supply all necessary tools, supplies and equipment to perform the work as requested.

Responding consultants shall submit to the City a signed statement under oath by an owner or officer verifying compliance with each of the minimum criteria in Minn. Stat. § 16C.285, subd. 3. at the time that it responds to this solicitation document.

A false statement under oath verifying compliance with any of the minimum criteria shall make the consultant that makes the false statement ineligible to be awarded a project and may result in termination of contract.

The Consultant shall invoice the City within 30 days of the completed project at the rates agreed to in the contract. The City shall make payment within 35 days of receipt of invoice unless other terms are written in the contract.

The City of Monticello shall retain the right to terminate the contract with seven (7) days' notice should the Consultant fail to perform work in a professional manner or perform the work within the demands and time constraints established by the City of Monticello. Failure to maintain necessary licenses and/or insurance coverage is grounds for termination of the Contract. The contract could be terminated upon mutual agreement between the City and the Consultant, provided that at least 30 days' notice is given by either party prior to termination. The contract may be terminated by the City at any time upon discovery by the City that the consultant has submitted a false statement under oath verifying compliance with any of the minimum criteria set forth in Minn. Stat. § 16C.285, subd. 3.

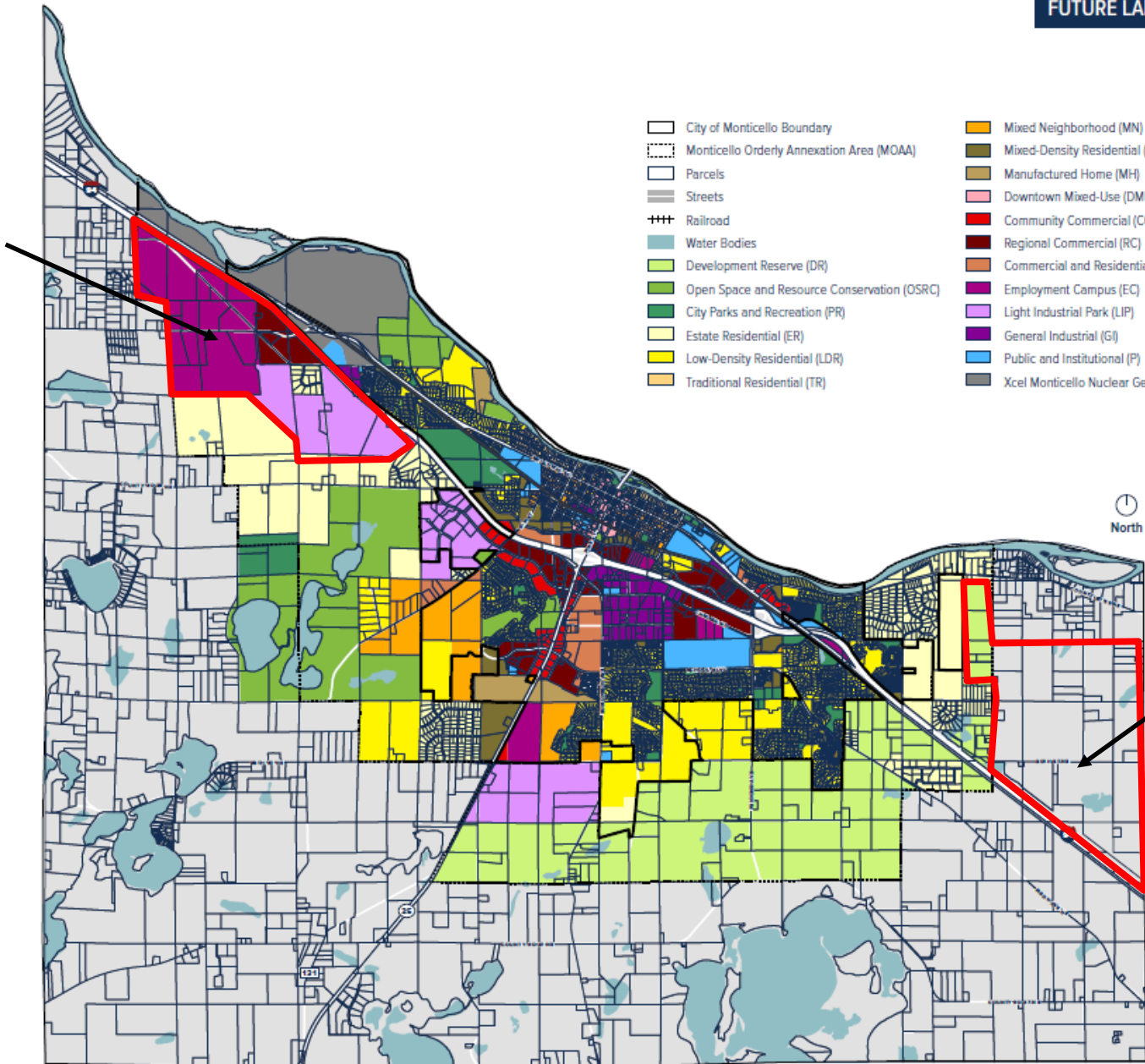
The Consultant will be required to indemnify the City against all suits, claims, judgments, awards, loss, cost or expense (including attorney's fees without limitation) arising in any way out of the Contractor's performance or non-performance of its obligations under the Service Contract. Contractor will defend all such actions with counsel satisfactory to Owner at its own expense, including attorney's fees, and will satisfy any judgment rendered against Owner in such action.

Feasibility Analysis Areas

FUTURE LAND USE MAP

EXHIBIT 3.3

Northwest Area



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| <ul style="list-style-type: none"> City of Monticello Boundary Monticello Orderly Annexation Area (MOAA) Parcels Streets Railroad Water Bodies Development Reserve (DR) Open Space and Resource Conservation (OSRC) City Parks and Recreation (PR) Estate Residential (ER) Low-Density Residential (LDR) Traditional Residential (TR) | <ul style="list-style-type: none"> Mixed Neighborhood (MN) Mixed-Density Residential (MDR) Manufactured Home (MH) Downtown Mixed-Use (DMU) Community Commercial (CC) Regional Commercial (RC) Commercial and Residential Flex (CRF) Employment Campus (EC) Light Industrial Park (LIP) General Industrial (GI) Public and Institutional (P) Xcel Monticello Nuclear Generating Plant (MNGP) |
|---|---|

North

East Area

Study area boundaries shown are approximate.