

City of Medina, Minnesota

REQUEST FOR PROPOSALS (RFP)

Community Engagement and Preparation of the
City of Medina 2030-2050 Comprehensive Plan



Issued: September 3, 2026

Proposal Due Date: October 5, 2026, 4:00 p.m.

Contact: Dusty Finke, Planning Director (dusty.finke@medinamn.gov)

Introduction

The City of Medina (the “City”) is soliciting proposals from qualified consultant teams (“Consultant”) to prepare the City of Medina 2030-2050 Comprehensive Plan Update (the “Plan”).

The Consultant will lead an extensive, inclusive and multi-format public engagement process and collaborate closely with residents, community stakeholders, city staff, and the Comprehensive Plan steering committee to develop and draft the update. The Consultant will serve as lead consultant to coordinate engagement and plan preparation, with the exception that the Local Surface Water Management, Water Supply, Sanitary Sewer, and Transportation chapters will be prepared by the City’s engineering firm. The Consultant will be responsible for providing relevant mapping, quantitative data, and land use information from the broader Plan to the City’s engineering firm.

The Plan will address the City’s goals, priorities, and desires, and the Consultant will also ensure that the Plan complies with Minnesota Statutes and Metropolitan Council requirements pertaining to Comprehensive Plans, including those contained in the Imagine 2050 system statements for the City of Medina. The Plan will be a user-friendly and graphics-driven document easily accessible and navigated online.

The proposer’s sole point of contact with the City for this proposal is Planning Director Dusty Finke. His contact information is provided at the top of the RFP. To ensure a fair review and selection process, proposers are specifically requested not to make contact with other City officials or consultants regarding their proposals unless otherwise specifically directed to do so.

Background and Context

Medina is located within western Hennepin County, a third-ring suburb within the Minneapolis-St. Paul Metropolitan Statistical Area. The City has a population of approximately 8,200, a 17% increase since 2020 and a 63% increase since 2010. Despite significant growth over the past thirty years, most of Medina’s 26.75 square miles remain rural, consistent with the Community Vision established during the creation of the 2020-2040 Comprehensive Plan:

Medina is a community united by a common goal: to sustain and enhance the quality of life of its residents. Medina will protect its significant natural resources and open space throughout the City, while honoring its rural heritage and fostering safe and well-designed neighborhoods, places of recreation and destinations for citizens to gather. Development within the City will be commensurate with available transportation systems, municipal services and school capacity.

Employment within Medina is approximately 5,000, with several large employers including Loram Maintenance of Way, Polaris, Graphic Packaging, Rockler, Intercomp, Tolomatic, Adam's Pest Control, Progressive Systems, AspenTech, and Wealshire.

In addition to building on previous planning and responding to projected population and employment growth, two areas of emphasis have been identified by the City Council for the 2030-2050 Comprehensive Plan update:

- Wayzata Schools (ISD 284) intends to construct a new middle school and elementary school near the new intersection at Highway 55 and Tamarack Drive, anticipated to open in 2029.
- The City has purchased approximately 90 acres of land east of Willow Drive adjacent to Chippewa Road.

Scope of Services

The Consultant shall provide a proposed Scope of Work which includes the following minimum requirements. Proposals may include enhancements beyond these minimums which can be proposed within the Scope or presented as optional services for the City to consider adding to the project.

- A. Project management and coordination
 1. Establish project schedule and milestones
 2. Conduct regular project management meetings with City staff
 3. Prepare materials and attend staff meetings, meetings of the steering committee, Park Commission, Planning Commission, and City Council (scope should assume coordination of 12 public meetings)
 4. Coordinate data transmission with City engineering consultant for Transportation, Water Supply, Wastewater, and Surface Water Management chapters, and assist with formatting these chapters to be similar and consistent with remaining Plan.
- B. Community Engagement
 1. Proposal shall describe Community Engagement approach
 2. Consultant shall prepare Community Engagement plan outlining methods, schedule, and target audiences.
 3. The City seeks a broad community survey. Consultant shall include a description of anticipated scope and platform of survey within proposal.
 4. As part of the broader community engagement for the Plan, the City seeks specific feedback related to community desires for park amenities and recreational opportunities.
 5. Minimum of two community events (e.g. Celebration Day, Clean-up Day, Hamel Rodeo Parade, Bike Rodeo, Trunk-or-Treat, or others)
 6. Consultant to host necessary online resources, including engagement activities and providing access to the public through the process.
- C. Data Collection and Analysis
 1. Review demographic, housing, employment, land use, market, parks and trails data and trends. Incorporate relevant data into the Plan.
 2. Incorporate regional forecasts and system requirements from the 2050 System Statement.
- D. Required Plan Chapters

The Consultant will prepare all chapters required by the Metropolitan Council, except the

Local Surface Water Management, Water Supply, Wastewater, and Transportation chapters will be provided by the City's engineer. The Consultant shall prepare:

1. Community Background
 2. Land Use
 3. Housing
 4. Parks, Trails, and Open Space
 5. Natural Systems
 6. Climate
 7. Implementation
- E. Small Area Plan – Highway 55/Tamarack
- The Plan shall include a small area plan for the area near the planned intersection at Highway 55 and Tamarack Drive. The small area plan will include the following at a minimum:
1. Existing conditions and constraints analysis
 2. Land use and density plan
 3. Illustrative graphics and maps
 4. Infrastructure considerations
 5. Development concept(s)
- F. Engagement and Visioning – Willow Drive/Chippewa Road
- The engagement for the Plan shall specifically address the land owned by the City along Chippewa Road and east of Willow Drive and other nearby properties. Long-term goals and opportunities should be identified in the Plan, along with identifying potential next steps for planning the future use of this land.
- G. Plan Preparation
1. The Consultant will prepare complete draft chapters for required jurisdictional review and preliminary Metropolitan Council comment.
 2. The Consultant will deliver all files in native formats and provide means to make the draft Plan navigable online.
 3. Following routing of draft Plan for jurisdictional review, City staff will update the drafts and prepare for submission to Metropolitan Council. City staff will complete revisions as necessary during Metropolitan Council review and formal adoption.
 4. Proposal should include an hourly rate for Consultant assistance to update Final plan online, if City staff requires and requests assistance.
- H. Deliverables
1. Project Schedule
 2. Community Engagement Plan
 3. Community Engagement Summary Report
 4. Meeting materials for steering committee, Park Commission, Planning Commission and City Council meetings
 5. Draft(s) of 2050 Comprehensive Plan
 6. Small Area Plan for Highway 55/Tamarack Area
 7. All files and data for draft plan in native format
 8. PDF version of draft Plan for jurisdictional review
 9. Online accessible draft Plan
 10. GIS-compatible maps and shapefiles
 11. ADA-compliance documents
- I. Estimated Project Timeline
- Consultants may propose alternative schedules that meet statutory deadlines.

1. September 3, 2026 – RFP Released
2. September 3, 2026-September 23, 2026 – Any addenda to this RFP or answers to questions received will be posted at <https://www.medinamn.gov/Government/Request-for-Proposals>
3. October 5, 2026 – Proposals Due
4. October 19-October 23 – Interview with finalists (if necessary)
5. November 4, 2026 – Consultant Selection
6. November 19, 2026 – Project Kick-Off
7. December 2026-December 2027 – Engagement, data analysis, draft chapters
8. January 2028 – Route draft Plan for adjacent community review
9. September 2028 – Submit Plan for Metropolitan Council review (City staff)

Submittal Requirements

Consultants shall submit a concise proposal describing their capacity to manage the project and their experience with similar projects. The City reserves the right to request additional information or seek clarification from the proposer or to allow for corrections of errors and/or omissions. No specific format is required for the proposal, but the following information is expected to be included at a minimum:

- A. Cover Letter
- B. Firm Description
- C. Project Team Personnel and Qualifications
- D. Relevant Experience
- E. References (minimum 3)
- F. Project Understanding and Approach
- G. Community Engagement Approach and Methods
- H. Project Schedule
- I. Cost Proposal
- J. Statement describing how long the Proposal is valid (minimum 120 days following submittal deadline).

Selection Process

- A. It is anticipated that the following individuals will review the Proposals, conduct interviews if necessary, and make a recommendation to the City Council: Mayor, City Administrator, Planning Director, and Associate Planner. Other staff and officials may also be included in review as needed.
- B. The City Council will make final decision on appointment of Consultant. It is not anticipated that finalists will need to present to the City Council, but they should be prepared to provide a short (10 minute) presentation at a City Council meeting in the unlikely event that it is requested.
- C. Evaluation Criteria. The following criteria will be used while evaluating Proposals and making recommendation for appointment. This list is not necessarily exhaustive.
 1. Qualifications of Consultant
 2. Proposed Methodology for community engagement and project approach
 3. Cost of services
- D. Conditions of Submission:
 1. The City reserves the right to postpone review for its own convenience, accept or reject any or all Proposals without a stated cause, waive irregularities to or reissue the

RFP, and negotiate a final contract in the best interests of the City. Issuance of this RFP and receipt of proposals do not commit the City to award a contract.

2. Clarification of proposals: The City reserves the right to obtain clarification of any point in a proposer's proposal or obtain additional information.
3. The City is not bound to accept the proposal with the lowest cost but may accept the proposal that demonstrates the best ability to meet the needs of the City.
4. By submitting a proposal, the proposer represents that they have thoroughly examined and become familiar with the work required under this RFP and that their firm is capable of performing quality work to achieve the objectives of the City stated herein.
5. The City shall not, in any event, be liable for any expenses incurred by the proposers in the preparation of their proposals to this RFP. Proposers shall not include any such expenses as part of their proposals.
6. The City intends to use its standard professional service agreement with a selected proposer. The City reserves the right to negotiate final terms and conditions of any contract to be executed. Should the parties be unable to mutually agree upon the entire contract, the City reserves the right to discontinue negotiations, select another proposer or reject all proposals.

Budget

The City of Medina has budgeted \$200,000 for completion of the Comprehensive Plan, including the scope of this RFP and completion of the Water Supply, Wastewater, Surface Water Management, and Transportation chapters by others.

Public Data

Information supplied by the proposer and any chosen consultant is subject to the Minnesota Data Practices Act. Such information will become public in accordance with such laws unless it falls within one or more of the exceptions, such as security information, trade secret information, or labor relations information. If the proposer believes any such non-public data will be supplied in response to this RFP, the proposer shall take reasonable steps to identify such data. The city reserves the right to make the final determination of whether data identified by the proposer as not public falls within the exceptions within the statute. The City of Medina retains ownership of all information, data, and files provided under this Scope.

Submission Instructions

Proposals must be submitted electronically as a single PDF (<25 MB) by 4:00 p.m. on October 5, 2026 to: dusty.finke@medinamn.gov; Subject line: "Medina 2050 Comprehensive Plan Proposal – [Firm Name]"