



St. Cloud Area Joint Planning
District Plan

SUSTAINABILITY COMMITTEE

REQUEST FOR QUALIFICATIONS

St. Cloud Area Joint Planning District Sustainability Framework Plan

1. BACKGROUND INFORMATION –

The St. Cloud metropolitan area is situated at the convergence of Interstate 94, US Highway 10, Minnesota Trunk Highways 15 and 23, and the Mississippi River approximately 73 miles northwest of Minneapolis/St. Paul. The urbanized area of the St. Cloud metropolitan community is comprised of three counties (Benton, Sherburne, and Stearns), six townships (Minden, Haven, Lynden, St. Joseph, Clear Lake, and Le Sauk), and seven cities (Waite Park, Sartell, Sauk Rapids, Rockville, St. Cloud, St. Joe, and St. Augusta). The St. Cloud metropolitan statistical area has a population of more than 125,000 residents and has experienced significant growth in recent decades, which is expected to continue into the near future to more than 200,000.

2. PROJECT DESCRIPTION

The St. Cloud Area Joint Planning District Plan was approved in May 2000 to proactively and cooperatively address concerns with the growth and urban sprawl occurring in the St. Cloud metropolitan area during the 1990s. The Joint Planning District Plan was developed as a community based plan drawing on participation of local governmental jurisdictions within the three counties, cities, and townships, as well as persons or entities with a substantial interest or concern in the future of the area. The St. Cloud Area Joint Planning District Board continues to meet on a quarterly basis to cooperatively address special issues and review planning actions of the participating cities and counties to ensure the implementation of the community based planning effort.

The St. Cloud Area Joint Planning District Plan establishes a number of goals and objectives for the future growth of the metropolitan area, which include specific statements to balance urban growth and preserve the area's natural resources through sustainable practices:

Goal: Manage growth and urban sprawl to balance agricultural issues and land preservation with planned urban development to protect and enhance both the Region's rural character and its natural resources.

Goal: Preserve and manage all of the Region's natural resources, including but not limited to air, water, green spaces, natural areas and farmlands, through sustainable land use practices.

Goal: Encourage transportation planning that is sensitive to both the natural environment and neighborhoods.

Goal: Maintain the integrity, heritage and local character of the Region's natural and built environment.

The St. Cloud Area Joint Planning District Board has recently formed a Sustainability Committee to focus efforts on the implementation of these sustainability recommendations. The Sustainability Committee is seeking assistance from a qualified consultant or team of consultants to assist in developing a framework of goals and best practices for the St. Cloud region, as well as to provide detailed analysis and recommendations for jurisdictions seeking a more in-depth assessment of their systems and practices.

3. **PROJECT OUTCOMES**

- A. **St. Cloud Area Joint Planning District Sustainability Framework Plan** – The primary outcome of the request for qualifications is the preparation of a framework plan that establishes a vision and outlines best practices in key sustainability focus areas. First, the framework plan will review the current goals and recommendations of the 2000 St. Cloud Area Joint Planning District Plan related to sustainability and facilitate a process that defines more detailed goals and policies related to sustainability. Second, the consultant will develop a tool box of sustainable practices that might be considered by the area’s public and private sector entities in achieving the identified sustainability goals. The consultant is not being asked to design, program, or implement the best practices as part of the framework plan.

The following Sustainability Best Practices Areas (BPA’s) are to be addressed by the St. Cloud Area Joint Planning District Sustainability Framework Plan:

BPA #1 – Environmentally Preferable Purchasing

Identify best practices in purchasing economical and environmentally preferable products and services.

BPA #2 – Product Stewardship

Identify best practices in facilitating programs that partner with private industry to reduce the end-of-life impacts of products.

BPA #3 – Greenhouse Gas Reductions

Identify best practices in reducing targets for green house gas emissions for the region’s facilities.

BPA #4 – Sustainable Land Use Policies

Identify best practices in developing land use policies that provide incentives to reduce sprawl, preserve open space, expand and enhance green corridors as new development and redevelopment occurs and that create a walk able community.

BPA #5 – Sustainable Multi-Modal Transportation

Identify best practices for promoting sustainable transportation systems/networks and developing educational and public information about transportation alternatives.

BPA #6 – Alternative Energy

Identify best practices for increasing the use of clean, alternative energy options to incorporate into regional facilities which may include researching methods to reduce energy consumption and investigating the use of alternative energy sources for heating/cooling throughout the participating area.

BPA #7 – Energy Efficiency

Identify best practices in making energy efficiency a priority infrastructure which may include developing educational programs for the public about energy efficient techniques and construction practices, and investigating opportunities and ways to provide incentives to encourage private sector home and business energy improvements.

BPA #8 – Sustainable Building Practices

Identify best practices that will promote sustainable building practices and green construction to assist residents/builders and encourage green building techniques for both government and private development.

BPA #9 – Community Health

Identify best practices in promoting healthy community programs such as development of public education programs that endorse healthy activities for residents, and development of infrastructure to enhance walking and biking opportunities.

BPA #10 – Recycling and Waste Reduction

Identify best practices in evaluating recycling participation rates in regional operations and within the communities, as well as reducing waste and promoting reuse through development of waste reduction targets for facilities and through creation of a “Green Team” approach to reduce, reuse, and recycle.

BPA #11 – Healthy Urban Forests

Identify best practices to maintain healthy urban forests such as promoting tree planting through programs to annually increase tree canopy throughout the region and an incentive program that encourages private sector owners to plant trees within parking lots and other areas of the region.

BPA #12 – Sustainability Education

Identify best practices in developing programs to educate public schools, private schools, and private industry about sustainable practices and educating businesses about sustainability and provide an educational campaign that reaches out to colleges, universities, school districts, private industry, and professional associations about how they can achieve sustainability by incorporating certain practices into their daily operations.

BPA #13 – Surface and Groundwater Resources

Identify best practices to protect and improve surface and groundwater resources such as development of an educational program aimed at reducing water wasted through irrigation; investigating new design standards and incentives to emphasize the use of natural drainage systems; and, seeking ways to modify street improvement projects to provide less impervious surface and utilize rainwater gardens, porous pavement and other environmentally friendly techniques.

BPA #14 – Mississippi River Water Conservation

Identify best practices to promote water saving practices such as adoption of water conservation policies that help protect the Mississippi River and its tributaries.

BPA #15 – Innovative Opportunities

Identify best practices for innovative opportunities to improve the environment; for example, discovering ways to partner with local utility and power providers, think tanks, manufacturers, etc. to establish regular meetings to brainstorm and implement outreach opportunities and programs; and, encouraging neighborhood environmental initiatives and investigating funding programs for local environmental projects/improvements.

BPA #16 – Sustainable Government Policies/Practices

Identify best practices to make all existing and new policies, regulations, and ordinances sustainability friendly through creation of incentive programs for certain areas where applicable (i.e., recycling at local schools).

BPA #17 – Sustainable Food Systems/Practices

Identify best practices to promote sustainable food systems through education to the private and public food service industry; including school cafeteria programs. Areas to be included are farmer’s markets, buy locally, community supported agriculture (csa’s), sustainable agriculture practices, and “reduce, reuse, and recycle” practices for restaurant waste.

B. Discretionary Tasks with Sustainability Framework Plan Participants - In addition to the completion of the St. Cloud Area Joint Planning District Sustainability Framework Plan, the consultant may be contracted by individual government jurisdictions, other public bodies, or private parties to complete the following discretionary tasks. A number of local units have already expressed interest in the completion of all or some of the discretionary tasks listed below:

- **Review Existing Plans.** The consultant will be expected to review existing ordinances, policies, and management plans to ensure consistency with the goals of the Joint Planning District Sustainability Framework Plan. Plans to review include comprehensive plans and land use ordinances.
- **Conduct Energy Audits.** The consultant will be expected to assess public facilities and fleets to recommend areas of energy conservation, develop cost benefit analysis for new technology and a cost estimate for green energy sources.
- **Develop Short Range (3-5 years) Practices, Implementation Strategies, and Performance Indicators in each of the seventeen Best Practice Areas.** The consultant will be asked to assist in creating short range implementation activities based upon their assessment and direction of the participating local government. These strategies are to include cost estimates for their implementation.
- **Develop Long Range (5-15 years) Practices, Implementation Strategies, and Performance Indicators in each of the seventeen Best Practice Areas.** The consultant will be asked to assist in creating long range implementation activities based upon their assessment and direction of the participating local government. These strategies are to include cost estimates for their implementation.

4. PROJECT BUDGET

A project budget has not been established, but will be negotiated with the most highly qualified consultant team by the Joint Planning District Board’s Sustainability Committee and participating jurisdictions depending upon their level of desired services. If negotiations are unsuccessful, the Joint Planning District Board’s Sustainability Committee will terminate those discussions in writing and initiate negotiations with the next most highly qualified consultant.

5. PROJECT TIMELINES

Every effort will be made to adhere to the following schedule:

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| ▪ Distribute RFQ | February 17, 2009 |
| ▪ Statement Submission Deadline | March 13, 2009 |
| ▪ Interview of Finalists | April 1, 2009 |
| ▪ Selection of Preferred Consultant | April 23, 2009 |

6. SELECTION PROCESS

The Joint Planning District Board's Sustainability Committee will consider the following criteria in selecting the most qualified consultant team. Statements of qualifications should address these criteria:

- The consultant's understanding of the assignment
- The proposed methodology, potential timeframe, and deliverables
- Specify the principals and staff to be involved in the study, along with their general qualifications, and a summary of their experiences in similar sustainability projects
- The experience of the consultant(s) in coordinating significant regional or inter-jurisdictional projects.
- References (provide a minimum of three references)
- Include a typical schedule of fees and hourly rates of staff (**this is not an estimated project cost or estimate of hours needed to complete the task, but an indication of hourly rates for comparison between firms**).

7. SUBMISSION INFORMATION

Envelopes marked "Request for Qualifications, St. Cloud Joint Planning District Sustainability Framework Plan", with the proponents name and address shown on the upper left hand corner of the envelope will be received by the City of St. Cloud Planning & Zoning Department at 400 2nd Street South prior to noon on Friday, March 13, 2009. Faxed or emailed proposals will not be accepted.

8. CONTACT INFORMATION

The City of St. Cloud's Planning & Zoning Department will be serving as the primary contract for the RFQ process on behalf of the St. Cloud Joint Planning District Board's Sustainability Committee. If you have any questions regarding this RFQ, please contact

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