



Request For Proposals Zoning Ordinance Update

City of Worthington, Minnesota

Issued: May 6, 2025

Submittal Deadline: 4:30 p.m. Friday, June 20th, 2025

The City of Worthington (the “City”) is seeking proposals from qualified consulting firms for professional services to update the City’s zoning ordinance and zoning map. Proposals will be accepted in accordance with the terms, conditions, and instructions set forth in this RFP. Responses are due no later than 4:30 p.m. on Friday, June 20th.

Respondents shall submit one (1) digital copy of their proposal by email to Matt Selof at mselof@ci.worthington.mn.us.

All correspondence and communication regarding this RFP should be directed to Matt Selof, Director of Community Development, at mselof@ci.worthington.mn.us or 507-666-5027. All questions concerning this RFP must be received by Friday, June 13, 2025.

Introduction

The City of Worthington adopted a new 2045 Comprehensive Plan in November, 2024. As an implementation step of this plan, the City is seeking a complete update of its' planning and zoning regulations. The need for this project is not specific only to the goals of the Comprehensive Plan. It has long been identified as a need in the Community. The project aims to accomplish the following goals:

- Comprehensively rewrite the City's Zoning Ordinance.
- Update, remove, or add to subdivision, administrative, and other related regulations where needed.
- Create Changes to the Zoning Map to align and complement the new Zoning Code.
- Administer a public and stakeholder engagement process to gather input and review of proposed changes.

Project Scope and Program of Work

The project will include review and updates of the following chapters and sections of the Worthington Code of Ordinances. It is anticipated that the level of updates will vary by chapter. Some require minor updates while others may be completely re-organized and re-written, or removed and incorporated into other sections.

1. Chapter 99: Outside parking of vehicles; display of vehicles for sale. This Chapter primarily regulates vehicle parking, driveways etc. It has significant overlap with regulations in Chapter 155.
2. Chapter 151: Planning. This Chapter is primarily administrative in nature. It establishes a Planning Commission, identifies the role of a Comprehensive Plan, calls for zoning maps, street extension maps, and procedures relating to changes in maps and ordinances.
3. Chapter 153: Signs. This Chapter regulates signage within the City.
4. Chapter 154: Subdivisions. This Chapter regulates subdivisions, platting, and public improvements (streets, sidewalks, etc.).
5. Chapter 155: Zoning. This Chapter covers all zoning regulations in the City and will be the main focus of the project. Appendices A through J will be either, reviewed and updated, or dissolved and absorbed into the main chapter text.

All of these chapters and sections can be found at this link:

https://codelibrary.amlegal.com/codes/worthingtonmn/latest/worthington_mn/0-0-0-2

The City's Comprehensive Plan can be found here:

<https://www.worthingtonmn.gov/files/assets/city/v/1/community-development/test/our-worthington-2045-comprehensive-plan.pdf>

The project will also include the creation and adoption of changes to the Zoning Map to complement the new Zoning Code. Worthington's current zoning map can be found here: <https://worthingtonmn.maps.arcgis.com/apps/webappviewer/index.html?id=083762d5d02444a0b8af515381408e67>

The final program of work will be developed in conjunction with City staff but will include, at a minimum, the following:

- Review of current Zoning Code. The consultant will work closely with City staff to review the existing Zoning Code to identify strengths and weaknesses.
- Review of Comprehensive Plan. The consultant will review the Comprehensive Plan in order to understand the goals and objectives. The consultant and City staff will continue to review and reference the Comprehensive Plan throughout the duration of the project.
- Review of current Zoning Map. The consultant will work closely with City staff to review the existing zone map and propose changes aligned with the new ordinance.
- Explore and provide alternative high-level options for a new Zoning Ordinance, such as a form-based ordinance, or other options.
- Explore and provide recommendations on a number of major topics such as density requirements, mixed-use buildings, parking requirements, accessory dwelling units, and other topics.
- Planning Commission and City Council sessions to review changes, gather input, and for final adoption.
- Public and stakeholder outreach. The consultant will develop a public and stakeholder outreach strategy to inform and gather input/feedback.
- Exploration and evaluation of existing neighborhoods, corridors, and transitional areas. This will require in-person time driving, walking, and observing different areas. The City intends for this to be a time to evaluate how existing regulations have contributed to the development of different areas, its shortcomings, and opportunities for a new or altered regulations.
- Ordinance drafts, documents, outreach material, and GIS work. The consultant will prepare all ordinance drafts, graphics, GIS data and maps, and other relevant material for review by staff, Planning Commission, and City Council.

Current Zoning Code

Worthington's current Code of Ordinances is outdated and not reflective of current needs and goals within the community. The majority of our Code is the same language from 1969 or earlier. There were some significant updates in the early 2000's and it has received other updates over the years but none that comprehensively updated the entire Code of Ordinances. The majority of updates completed have been to address a few lines at a time.

It is Euclidean in nature and contains very little flexibility to determine how uses fit into the Code or to allow for mixed-use development.

It provides little regulations or guidance for commercial and industrial development. The majority of the Code focuses on residential properties

It is not user-friendly. In fact, it is not even staff-friendly, you must be incredibly familiar with it to properly review plans for compliance or understand property limitations. Regulations are located in many variable spots and to determine what applies to a property or zoning district you must jump around to a multitude of sections and appendices.

It is cumbersome. Currently, the code establishes 8 residential districts (2 of which are unused), 4 commercial districts (2 of which are hardly utilized), 2 industrial districts, and a handful of special districts. The City expects to reduce the number of zoning districts, if found to be appropriate.

Submission Requirements:

Specific Requirements - At a minimum, each submission must include the following:

1. Title Sheet: The title sheet must provide the name(s) of the firm submitting with the name of the primary contact clearly identified.
2. Cover Letter: The cover letter must indicate the composition of the entire team including the principal in charge, project manager and support team.
3. Current Active Projects: Including the name, type of project, location, firm's role in the project and status of the project.
4. Background: Summary of firm's background, focus, and qualifications.
5. Past Projects: Provide a minimum of three (3) relevant completed projects. Each past performance project description should also contain:
 - a. Location
 - b. Client
 - c. Date of project involvement
 - d. Project description including illustrative materials and a written description of why this example is relevant to this project
 - e. Probable cost and scope of the project
 - f. Specific services performed by the firm
6. Team Composition: Provide names, titles and qualifications of individuals who will be assigned to the project. This section of the response should include descriptions of the respective roles that will be played by team members. Discuss the experiences of team members on the example projects referred to above. A resume (no more than one-page in length) should be included for key team members in an addendum to the response.
7. Approach to Project: Briefly describe the approach the firm would take to the project.
8. Public/Stakeholder engagement approach: A description of the proposed approach to public and stakeholder engagement.

9. Professional References: List a minimum of three (3) references for each firm. List references for the example projects. For each reference list the contact's name, address, phone number, email, and relationship to the firm.
10. Fee Structure: Proposed fee structure for the project. Include anticipated travel costs associated with the project.
11. Estimated Time for Completion: Provide an estimated time frame for completion of the ordinance and zoning map update.

Project Deliverables

1. Final ordinance(s) for adoption, which becomes the property of the City for future use and modification.
2. Updated zoning map and associated documents, notices, etc. necessary for adoption.
3. All other data and information related to throughout the process in digital copy.
4. All public or stakeholder participation materials.

Criteria for Consideration of Qualifications:

The following factors will be used to evaluate consultant's qualifications:

- Technical and theoretical understanding of zoning practices.
- Experience and knowledge in updating and writing zoning ordinances.
- Project approach.
- Ability to complete the project within a reasonable timeframe.
- Ability to maintain communication on project progress and ordinance development.
- Ability to involve partners and stakeholders in the planning process.
- The ability of the firm to perform the proposed work.
- The proposed fees.
- References.

The City intends to interview no more than 3 firms following submission of a proposal. Interviews will be scheduled with the selected firms.

Tentative Timeline (To Be Negotiated with Firm Selected)

RFP Release Date: May 6, 2025

Responses Due: 4:30 p.m. Friday, June 20, 2025

Interviews: Potentially the week of July 7th through 11th, 2025.

Anticipated Project Start: July or August 2025.

Anticipated Project End Date: August 2026.

Conditions and Limitations

1. The City reserves the right to reject any or all responses to the RFP, to advertise for new responses, or to accept any responses deemed to be in the best interest of the City. A response to this RFP should not be construed as a contract or an indication of a commitment of any kind on the part of the City, nor does the City commit to pay for the costs incurred in the submission of a response to this request or for any costs incurred prior to the execution of a final contract.
2. Upon selection, a Professional Services Contract shall be prepared, negotiated, and fully executed and a notice to proceed shall be issued before work is initiated.
3. The City shall retain ownership of all documents, reports, or graphics prepared under contract.
4. The City reserves the right to terminate the contract by written notice if, in the City's opinion, the consultant is unable to fulfill the obligations under the contract.
5. The consultant shall not assign or transfer any interest in the contract without prior written consent of the City.