



**REQUEST FOR PROPOSALS (RFP) - 2050 COMPREHENSIVE PLAN
PROFESSIONAL SERVICES PROPOSAL FORM & SUBMITTAL DETAILS**

Please accept the following information as my formal written proposal for the City of Mountain Iron's request for Professional Services for the 2050 Comprehensive Plan.

LEGAL NAME OF FIRM / INDIVIDUAL SUBMITTING PROPOSAL: _____

ADDRESS: _____

MAIN CONTACT(S): _____

PHONE: _____

EMAIL: _____

INDIVIDUAL OR TEAM MEMBERS ASSIGNED TO PROJECT: _____

Please attach a separate proposal document to this form that addresses the following items:

- Qualifications** (approach, experience, references)
- Professional Services** (see anticipated Scope of Work and Chapters)
 - Project Management & Meetings
 - Public Engagement
 - Assessment of Existing Conditions & Opportunities
 - Creation/Update of Comp Plan Elements, Graphics, and Maps
 - Final Plan Document and Plan Adoption
- Cost**
 - Total Cost (not-to-exceed amount)
 - Hourly Rate or Fee(s) for Additional Services
- Timeline**

Copies. Please submit the following copies of the proposal:

- Two (2) hard copies
- Digital (PDF) copy
 - flash drive, or
 - emailed to cwainio@mountainiron.gov

Deadline.

Proposals must be submitted to the City of Mountain Iron, 8586 Enterprise Drive South by 4:00pm on **Friday, May 8, 2026.**

Contact. For additional information or questions about the RFP, please contact:

Craig J. Wainio
City Administrator
Phone: 218-748-7570
Email: cwainio@mountainiron.gov

City of Mountain Iron
8586 Enterprise DR S
Mountain Iron, MN
55768
AA/EOE

SCOPE OF WORK

1. TASK ONE. Project Management & Meetings

- Monthly Check-In Meetings with City Staff (12 Virtual Meetings – up to 30 min/mtg)
- Briefs with Advisory Board(s)
 - Planning Commission (4 Virtual Meetings - up to 20 min/mtg)
 - EDA Board (1 Virtual Meeting – up to 30 min/mtg)
 - Parks & Rec Advisory Board (1 Virtual Meeting – up to 30 min/mtg)
- Quarterly Meetings with Steering Committee (4 Virtual Meetings – up to 45 min/mtg)

2. TASK TWO. Public Engagement

- Engagement Plan
- Communication Strategies & General Project Communication
 - Project Fact Sheets, Table Toppers, Posters, and Print Material
- Project Website
 - Creation and 4 Updates
 - Graphic-Based Story Map
 - Inform and Notify
 - Seek Input
- Media
 - Social Media (Facebook/Others) – 4 Posts
 - Newspaper & Flyers
 - Emails/Articles – 4 Posts
 - Promote Engagement and Events
 - Seek Input
- Survey
 - Identify Issues and Opportunities
 - Seek Feedback on Priorities and Options
 - Themes provided by City Staff and Steering Committee
- Agency Meeting with MNDOT, St. Louis County and Region Three
 - 1-hour Virtual Meeting
- City Council Workshop Updates
 - 2 Virtual Meetings – up to 30 min/mtg
 - 1 In-Person Meeting – Final Review of Plan – up to 30 min

- Pop-Up Events
 - 2 In-Person Events – up to 1-hour/mtg
 - Hold at Scheduled Event or Gathering Place
 - Seek Input
 - Provide Options

- Workshops (Steering Committee and Others)
 - 2 In-Person Workshops – up to 1 hour/mtg
 - Vision and Identification of Issues Per Comp Plan Chapter/Theme
 - Maps
 - Goals and Policy Ranking

- Community Open House / Public Meeting
 - 1 In-Person Meeting – up to 2-hours
 - Casual Forum for the Community to Attend, Ask Questions, and Provide Feedback
 - Held after the Preliminary Draft of the Comp Plan

- Engagement Summary Report
 - Summarize and Make Sense of Engagement
 - Who has Provided Input and How it was Integrated into the Plan

- Adoption of Plan
 - 1 In-Person Planning Commission Presentation – up to 45 min
 - 1 In-Person City Council Presentation – up to 15 min

3. TASK THREE. Assess Existing Conditions & Opportunities

- Create a Community Profile Chapter to Include:
 - Background
 - History
 - Demographics
 - Emerging and Projecting Data

- Discover and Analyze Local, Physical, Social, and Economic Characteristics

- Utilize Existing Data, Plans, Maps, and Subscriptions
 - Access to Placer.ai (GMG)
 - Access to ArcGIS & Business Analyst (GMG) and County/City GIS
 - Access to Lightcast - Labor Market Data (GMG)
 - Access to GMG Statistics
 - Current Plans
 - Access to Transportation and Infrastructure Plans

4. TASK FOUR. Update of Comprehensive Plan Elements & Maps

Update or Create the Following Chapters with Corresponding Maps & Graphics:

- Introduction & Community Profile
 - Include Vision/Mission

- Land Use
 - Existing Land Use and Future Land Use w/ Map(s)

- Economic Development

- Community Facilities w/ Map(s)

- Public Infrastructure w/ Map(s)

- Housing

- Parks & Natural Resources w/ Map(s)

- Sustainability

- Transportation w/ Map(s)
 - Introduction to Transportation Planning
 - Reference Active Transportation Plan
 - Summary and Reference to Recent/Relevant Plans/Studies
 - Existing Conditions w/ Maps
 - ❖ Traffic Volume
 - ❖ Roadway Jurisdiction
 - ❖ Functional Classification
 - ❖ Safety Conditions (Crash History, Frequency, and Severity)
 - ❖ Active Transportation / Trails & Sidewalks
 - ❖ Transit & Alternative Transportation
 - Future Routes/Plans w/ Maps
 - ❖ Turnback Plans and Arterial/Collector Routes for Growth Areas
 - ❖ Active Transportation / Trails & Sidewalks
 - ❖ Connections and Proposed Layout for Growth Areas
 - ❖ US-169 Corridor Coalition Initiatives (major intersection and bypass options)
 - Series of Typical Roadway Section (Lane Geometry, Sidewalks, Trails, Boulevards)
 - High-Level Assessment (Not a Detailed Assessment of Existing / Future Conditions)

- Implementation Matrix
 - Ranking of Goals and Policies of all Chapters
 - Funding Resources

If Applicable, Each Chapter Should Contain Goals, Objectives, Recommendations, Action Plans/Steps, Identification of Future/Further Studies Needed, Implementation Strategies, and a Matrix - Ranking of Goals and Policies with Potential Funding Sources.

5. TASK FIVE. Final Plan Document

- Highly Illustrative Plan w/ Infographics, Pictures, Maps, and Diagrams
- User Friendly (not text heavy)
- PDF
- City GIS Compatible Map Files

6. TASK SIX. Adoption

- Public Open House (See Task Two)
 - Preliminary Plans Provided for Comments
 - Plan Amendments Based on Comments and Steering Committee
 - Final Adoption Process Guidance
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