

**Request for Proposal (RFP)**  
**City of Birchwood Village**  
**Planning Firm and Permit Processing**

**SUMMARY**

The City of Birchwood Village requests proposals from qualified firms or individuals to provide professional planning and land use permit processing services. The selected planning firm will be responsible for comprehensive development review, zoning administration, long-range planning, and the management of application processing through our citizen portal. Services will include oversight of application intake, processing by designated planning firm or City staff, review of submission requirements, and coordination of the distribution of applications to appropriate reviewers (e.g., Planning Firm staff, City Engineer, DNR/Watershed/other outside agencies, and Building Inspector). The proposal should also include an hourly and meeting rate for services and provisions for consultation services.

**Proposal Submission Deadline:** 4:00 PM, Thursday, August 28, 2025

*Late submissions may not be considered. Finalists may be asked to participate in interviews and at a City Council Meeting. A schedule for interviews will be established as needed.*

**Proposal Submission Address:**

City of Birchwood Village  
Attn: Scott Hildebrand, City Administrator  
207 Birchwood Avenue  
Birchwood, MN 55110  
Email: [cityadmin@cityofbirchwood.com](mailto:cityadmin@cityofbirchwood.com)

The City reserves the right to reject any or all proposals, waive any irregularities, and select proposals deemed in the best interest of the City and its taxpayers. The City may also choose to engage multiple service providers.

**SCOPE OF SERVICES**

The selected planning firm will be responsible for:

- 1. Development and Permit Processing:**
  - a. **Application Processing via Citizen Portal:** Oversee and manage permitting applications submitted through the City's citizen portal, ensuring accurate intake and timely processing.
  - b. **Application Review & Processing:** Process development applications, zoning amendments, and variance requests either by designated planning firm staff or City staff as appropriate.

- c. **Report Generation:** Create staff reports on variance, appeal, conditional use and similar applications for the planning commission and city council detailing which city codes and other requirements are involved.
- d. **Submission Requirements Review:** Review application submissions to verify compliance with all required documents and municipal codes before further distribution. Anticipate city needs in reviews.
- e. **Distribution to Reviewers:** Coordinate the dissemination of application packages to relevant reviewers including, but not limited to:
  - i. Planning Firm staff
  - ii. City Engineer
  - iii. DNR/Watershed/other outside agencies
  - iv. Building Inspector
- f. **Zoning and Planning Administration:** Provide planning-related guidance, assist with comprehensive planning, zoning code updates, and ordinance revisions. Evaluate permit applications for compliance with city codes and other requirements and explain deficiencies.
- g. **Administrative Coordination:** Coordinate among City zoning staff.
- h. **Legal Coordination:** Work with the City Attorney to ensure that planning actions are legal.
- i. **Resident Consultation Services:** Provide consultation services for residents regarding planning, zoning, and permit-related issues. These consultations should be available on an hourly basis as part of the overall service offering.
- j. **Hourly and Meeting Rate Services:** Clearly specify an hourly and meeting rate for consultation services and any additional advisory work provided to residents or City staff.

## SUBMISSION REQUIREMENTS

The total submission, including the cover letter and company brochure, should not exceed 20 pages. Submissions must include an hourly rate for consultation services and any additional advisory work provided to residents or City staff and may include a rate for attending City meetings.

## EXPECTED SELECTION PROCESS & TIMELINE

- **RFP Issuance:** July 31, 2025
- **Proposal Submission Deadline:** 4:00 PM, August 28, 2025
- **Proposal Review & Evaluations:** September 1, 2025
- **Interviews (if necessary):** September 4 – September 5, 2025
- **City Council Selection and Service Agreement Execution:** September 9, 2025

The selected planning firm will enter into a service agreement with the City and is required to provide appropriate insurance coverage while maintaining independent contractor status.

## **CONTACT INFORMATION**

For any inquiries or further information, please contact:

Scott Hildebrand

City Administrator

Email: [cityadmin@cityofbirchwood.com](mailto:cityadmin@cityofbirchwood.com)

Phone: 612-979-7641 / 651-426-3403

The City of Birchwood Village looks forward to reviewing your proposal and selecting a qualified planning firm to support our planning, development, and permit processing needs, including resident consultation services.