



Request for Proposals for Professional Services

2050 Wayzata Comprehensive Plan

City of Wayzata

_____, 2026

Section 1: General Information

1.1 Objective

The City of Wayzata, Minnesota, is soliciting proposals for consulting services for development and adoption of a new city-wide Comprehensive Plan in compliance with the requirements of Minnesota Statute 473.858 and the Metropolitan Council issued City of Wayzata System Statement. The City is seeking qualified firms with considerable experience in community design, land use and transportation planning, community facilities, economic analysis and community engagement to update the city's Comprehensive Plan with the objective of providing the city with a clear vision for its future, the strategies and tactics needed to achieve that vision in an easy-to-read and legally defensible document.

1.2 Community Background

The City of Wayzata, Minnesota is located in western Hennepin County, and is part of the Minneapolis-St. Paul Metropolitan Statistical Area. The Twin Cities region is home to more than 3.8 million residents and is the 14th largest metropolitan area in the United States. According to the 2020 census, Wayzata's population is 4,434 which represents a small community in a growing metropolitan region. The City's population increased by 20 percent from 2010 to 2020.

The City of Wayzata has grown from a resort town in the nineteenth century to a vibrant suburban community, benefitting from being a premier gateway to Lake Minnetonka, as well as its proximity to the Minneapolis-St. Paul metropolitan area. The high standard of living and quality of life enjoyed by many of the community's residents is both a source of pride as well as an asset that attracts many new residents to the community.

1.3 Past Planning Initiatives

The City of Wayzata is required by the Metropolitan Council to adopt an updated Comprehensive Plan every ten years. The current 2040 Comprehensive Plan was adopted in May 2020 and updated in August 2023. As part of the adoption of the 2040 Comprehensive Plan and subsequent initiatives, the city has developed additional planning documents. The desired outcome of the 2050 Comprehensive Plan is a unified plan that replaces, references, aggregates, and/or incorporates all the planning documents as applicable. A list of these documents and links are provided below:

- 2040 Comprehensive Plan
- Wayzata Boulevard Corridor Study
- Wayzata City Operations Resilience Plan
- Design Standards
- Design Standards Handbook
- Strategic Plan
- Parks and Trails Master Plan
- 2019 Local Water Supply Plan (available upon request)
- 2019 Comprehensive Sewer Plan (available upon request)
- 2019 Surface Water Management Plan (on website)

Section 2: Scope of Work

2.1 Plan Objectives

The results of this plan will help city staff, elected officials, stakeholders, and community members guide decision-making. The city is seeking consultants with extensive experience developing innovative Comprehensive Plans for cities similar to Wayzata's characteristics. The selected consultant will be responsible for the development of a plan consistent with Minnesota Statute 473.858 and the Metropolitan Council issued City of Wayzata System Statement in coordination with city staff, City Council, Advisory Committee, and the community.

This project will take a fresh look at previous studies and plans, existing conditions, market and economic realities, and resident stakeholder input to develop a strategically prepared plan. The plan should provide a measured assessment of present conditions and future opportunities using a solid, data-driven basis to evaluate city needs to formulate goals and implementation strategies.

Preferred consultants will have proven success designing municipal planning processes that set a city's long-term vision, values, goals, and deliverable to synergize local planning, policy, land use, zoning, capital improvement, and investment decisions. The preferred consultant should also have proven success in community engagement strategies.

2.2 Scope of Services

In the fall of 2025, the City Council reviewed the 2040 Comprehensive Plan and found that it provided a solid baseline for future plans. The 2050 Comprehensive Plan is intended to build upon past work, highlight successful themes, and incorporate new requirements.

Firms are expected to be familiar with the plan elements and processes required by the Metropolitan Council and address all applicable requirements for the City of Wayzata. Detailed information on minimum requirements and checklists can be found in the Local Planning Handbook available on the Metropolitan Council's website at Community Pages - Local Planning Handbook.

The City is seeking proposals for Chapters as required by the Metropolitan Council and itemized proposals for updates to existing chapters in the 2040 Plan. Firms are required to provide proposals for each Chapter individually, and as a single firm for the entirety of the 2050 Comprehensive Plan. The City may select a single firm to complete the Plan in its entirety or may select multiple firms to prepare individual chapters. If multiple firms are selected, the City will designate one firm to coordinate and compile the final document. Interested firms shall provide a separate cost proposal for final document compilation. The plan shall include an executive summary highlighting the major changes, goals, objectives, and action items using maps, charts, photos, tables, images, and graphics.

The following tables provide context on the estimated workload to update each Chapter. Each Sub-Chapter notes the author to show if City staff or the consultant will act as the lead to complete that specific section.

At a minimum, the following plan sections are required by the Metropolitan Council:

Chapter	Sub-Chapter Requirement	Extent of Update	Author
Document Compilation		New Requirements	Consultant - Staff Review
Map Creation		New Requirements	Consultant - Staff Review
Land Use	Forecasts and Community Designations	Update Existing	Staff - Community Development
	Existing Land Use	Update Existing Inventory	Staff - Community Development, New Mapping to be completed by consultant
	Future Land Use Plan	New Requirements/Analysis	Consultant - Staff Review
	Density Expectations	New Requirements/Analysis	Consultant - Staff Review
	Staged Development	Update Existing	Staff - Community Development
	Redevelopment and Infill	New Requirements/Analysis	Consultant - Staff Review
	Adjacent to Unincorporated Areas or with Orderly Annexation Agreements	Update Existing	Staff - Community Development
	Community Composition	New Requirements/Analysis	Consultant - Staff Review
	Historic and Cultural Assets	Update Existing	Staff - Community Development
	Aggregate Resources	Update Existing	Staff - Community Development
	Solar Resource Protection & Development	New Requirements/Analysis	Consultant - Staff Review
	Drinking Water Supply Management Areas (DWSMA)	New Requirements/Analysis	Consultant - Staff Review
Housing	Existing Housing Needs	Update New Inventory	Staff - Community Development
	Projected Housing Needs	New Assessment/Analysis	Consultant
	Housing Implementation Plan	New Requirements/Analysis	City Staff Lead, Consultant Compiled
Transportation	Roadways	Update Existing Models	Consultant To Prepare Models/Mapping
	Transit	Update Existing	Staff - Public Works, Consultant to Update Mapping
	Biking	Update Existing	Staff - Public Works, Consultant to Update Mapping
	Pedestrian	Update Existing	Staff - Public Works, Consultant to Update Mapping

	Freight	Update Existing	Staff - Public Works, Consultant to Update Mapping
	Travel Demand Management	New Requirements/Analysis	Consultant To Prepare Models/Mapping
	Equity and Inclusion	New Requirements/Analysis	Staff- Community Development to Lead, Consultant to provide support
	Climate and Natural Systems	New Requirements/Analysis	Staff- Community Development to Lead, Consultant to provide support
	Transportation Analysis Zone (TAZ)	New Requirements/Analysis	Staff- Community Development to Lead, Consultant to provide support
Wastewater	GIS Requirements	New Chapter - Previously Included in Chapter 8 - Community Facilities and Appendix E	Consultant, Public Works
	Areas Served by the Regional System (Urban Area)		Consultant, Public Works
	Areas Served by the Local Wastewater Treatment Systems (Rural Centralized Systems)		Consultant, Public Works
	Requirements for Areas Served by Private Communal Treatment Systems		Consultant, Public Works
	Requirements for Areas Served by Subsurface Sewage Treatment Systems (SSTS)		Consultant, Public Works
Water Supply	Source Water Protection	New Chapter - Previously Included in Chapter 8 - Community Facilities and Appendix C	Consultant, Public Works
	Privately-owned Wells and Non-municipal Water Supply Systems		Consultant, Public Works
	Municipal Community Public Water Supply Systems		Consultant, Public Works
Surface Water		New Chapter - Previously Included in Chapter 8 - Community Facilities and Appendix F	Consultant, Public Works
Parks and Trails	Regional Parks and Trails	Update Existing. Potential to reference P&T Master Plan.	Staff - Community Development
	Local Parks and Trails	Update Existing. Potential to reference P&T Master Plan.	Staff - Community Development

Climate	Climate Mitigation	New Chapter - Potential to reference Resilience Plan.	Staff - Community Development
	Climate Adaptation	New Chapter - Potential to reference Resilience Plan.	Staff - Community Development
Natural Systems		Update Existing	Staff - Community Development
Implementation	Implementation Actions	New Chapter	Consultant, Community Development, Public Works
	Capital Improvement Plan	New Chapter	Consultant, Community Development, Public Works
	Update Local Controls	New Chapter	Consultant, Community Development, Public Works

The following Chapters were included in the Wayzata 2040 Comprehensive Plan and provide the baseline for the 2050 plan but are not required plan elements. The City is seeking to streamline the 2050 Comprehensive Plan by updating these Chapters, so these additional Chapters will be optional based on City needs.

Additional/Optional Chapters		
Chapter	Extent of Update	Author
Executive Summary	Update Existing Chapter	Staff - Community Development
Introduction	Update Existing Chapter	Staff - Community Development
Community Background	Update Existing Chapter	Staff- Community Development to Lead, Consultant to provide support
Historic Preservation	Update Existing Chapter and Evaluate Incorporation into Existing Chapter	Consultant, Community Development
Community Facilities	Resource for Required Chapters - wastewater, water supply, and parks information in this section	Consultant, Public Works

2.3 Consultant Responsibilities and Public Participation Activities

The consultant will coordinate work with city staff, City Council, and the Advisory Committee. The Community Development Director and Public Works Director will oversee the direction and quality of work of this consultant. At minimum, the consultant is responsible for undertaking the following public participation activities:

- Provide content for the project website and social media.
- Kickoff meeting with city staff.
- Draft Plan review meeting with city staff.
- A minimum of six meetings with the Advisory Committee.
- A minimum of five Council check-ins.

In addition, a separate bid should be included for these community engagement activities:

- Three community engagement events.
 - An emphasis on community engagement events for Wayzata's underrepresented groups.
- Potential for an online planning map tool to gather community input.

All of these items listed above shall include preparation time and materials. Initially, bi-weekly 30-minute check-in meetings are anticipated. As the project nears completion, weekly 1-hour meetings are expected.

2.4 Project Deliverables

A draft plan submittal will be required for review and comment by city staff prior to completing the final report and plan. The consultant will be responsible for maintaining a website devoted to the project for the duration of the process. The website will be integrated into the city's website.

The city shall receive all original documents electronically in Microsoft Word, Excel, and PDF formats, including a PDF version of the entire plan for city use. Maps and plans shall be delivered electronically with the ability for the city to modify independently, if necessary, and be compatible with city GIS software. Any public facing documents including PDFs, websites, and mobile applications created for the City of Wayzata must conform to Web Content Accessibility Guidelines (WCAG) 2.1 Level AA guidelines.

2.5 Timeline

A full Comprehensive Plan must be completed and submitted to adjacent municipalities and agencies for the mandated six-month review period by June 1, 2028. This will allow time to respond to comments before approval by the Planning Commission and City Council and submittal to the Metropolitan Council before December 31, 2028. Following submittal and review by the Metropolitan Council, additional updates may be needed prior to final adoption.

2.6 Budget

The city will enter into a contract for professional consulting services based on a fixed price to the consultant for the specified scope of services. Incremental payments to the consultant will be made at the completion of major tasks with a “not to exceed” contract amount. Ten (10) percent of the contract price will be held as final payment upon delivery of the final products.

City staff is available to assist in completing various plan sections, provide greater detail, context, and history, gather and analyze data, assist in meeting facilitations, and offer technical support. Additionally, city hall is equipped with media projection, production equipment, an online survey tool, large format plotting and reproduction equipment, and meeting space. There is also meeting space available throughout the community at free or low cost.

The proposed budget total should include all expenses and materials to deliver the work product. The city requests a proposed line-item budget as part of the submittal package including a breakdown of the proposed costs for each chapter noted in the Scope of Services Section. The city will not be liable for any costs incurred by the consultant in the preparation of a proposal submitted in response to this RFP, in conduct of a presentation, or other activities related to responding to this RFP. No costs chargeable for work under this proposed contract may be incurred before receipt of either a fully executed contract with the city or specific written authorization from the City of Wayzata.

The final contract amount will be negotiated with the selected consultant/team. If the city is unable to negotiate a satisfactory contract with the selected firm, negotiations with that firm will terminate and the city may select another firm.

Section 3: Request for Proposal Requirements and Evaluation Criteria

3.1 Proposal Time Schedule

The anticipated project duration is approximately 12-18 months after the city directs the consultant to begin the project. Listed below are estimated dates and times of actions related to this RFP:

- RFP Release Date: June 22, 2026
- Deadline to Submit Proposals: 8:00 a.m. July 13, 2026
- Selection Interviews (if needed): July 20 - 24, 2026
- Contract Approval Date: August 18, 2026

3.2 Proposal General Expectations

Consultants shall submit a concise proposal describing their capacity to manage the project and their experience with similar projects. The proposals should include a clear, dated outline of how the consultant will complete all tasks involved with this project. The City of Wayzata reserves the right to request additional information or seek clarification from a consultant or to allow for corrections of errors and/or omissions.

3.3 Proposal Elements

Although no specific proposal format is required, the following guidelines highlight features that are expected to be included within the proposal:

1. Cover Page
2. Cover Letter
 - a. No more than 2 pages
 - b. Identify the primary point of contact
3. Firm Description: Include a brief history and other pertinent information in relation to each firm on your proposed team.
4. Identify Qualifications of Assigned Personnel: The name(s) of the principal-in-charge and key technical/professional personnel to be assigned to the city together with a resume describing the experience and qualifications of each. An organization chart is also requested.
5. References: Provide names, phone numbers and email addresses for three (3) public client references who will attest to your firm's ability to undertake similar projects.
6. Recent Project Examples: A clear and concise statement, with examples, indicating the consultant's past performance and familiarity with the type of work sought under this RFP.
7. Project Understanding and Approach: Provide a statement describing how your project team understands our project. The consultant shall describe in detail its proposed approach to the project.
8. Schedule: Provide a timeline for the project. Provide key milestones.
9. Fee Proposal: Specific fees should be included for each chapter/section if they were completed individually. In addition, a fee should be included if the consultant was to complete the entire scope. This fee breakdown will be used determine if multiple consultants will be selected or one consultant to complete the entire scope.
10. Service Agreement/Contract: provide one copy of your firm's typical service agreement or contract.
11. Statement that the proposal is valid for 120 days after the proposal deadline.

3.4 Criteria

The following City staff will be involved in reviewing the proposals:

- City Manager
- Community Development Director
- Parks and Environment Planner
- Public Works Director/ City Engineer
- Additional staff may be included in the review as needed

City staff will review the proposals and provide the Council with a recommendation utilizing the following evaluation criteria:

- Qualifications of Consultant
 - Experience completing this type of Comprehensive Planning
 - Experience working in similar communities

- Experience developing consensus including discussing redevelopment options, housing, and having difficult community conversations
- Proposed Methodology
 - Project approach and creativity
 - Sources and uses of data
 - Community engagement techniques
- Understanding of RFP
 - Community context
 - Goals and purpose of plan
- Adherence to a Timeline
- Cost of services
 - Project cost estimate and the ability to stay within budget

3.5 Submittal Review Process

The process of selecting a consultant requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made. The City of Wayzata reserves the right to accept or reject any or all proposals of portions thereof without stated cause. The City of Wayzata reserves the right to re-issue any Request for Proposals. Upon selection of a finalist, the city by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the city, for any reason, is unable to reach a final agreement with this finalist, the city then reserves the right to attempt to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal or bid. The city may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The city reserves the right to obtain clarification of any point in a Proposer’s proposal or obtain additional information.

The City of Wayzata 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.

The City reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the city.

The city reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Proposer.

3.5 Cost Proposal and Approach to Budget

- A total not-to-exceed cost for all services.

- Hourly rates and anticipated hours used for key project personnel.
- Costs for each individual project component outlined in the scope of services along with a fee for completing the entire scope of services if combined. This breakdown should also correspond to the firm's proposed project schedule.
- Anticipated reimbursable expenses, such as additional meetings, document printing, materials, etc.
- A statement describing the firm's approach to budgeting to avoid cost overruns and how scope of budget changes will be addressed.
- A statement describing the firm's previous budget performance and experience in meeting budgets.

3.6 Selection Interview

The proposal review team may select a short list of proposers to make an oral presentation, if needed. The presentation, limited to 30 minutes, shall serve to confirm proposal representations, answer city questions, provide supplemental information, and allow the city the opportunity to meet and assess the project team.

3.7 Public Information

Information supplied by the proposer and chosen consultant to the City of Wayzata is subject to the Minnesota Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Proposer believes any information which is not public will be supplied in response to this RFP, the vendor shall take reasonable steps to identify the city with data, if any, it believes falls within the exceptions. If the proposal data is not marked in such a way as to identify non-public data, the city will treat the information as public and release it upon request. In addition, 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 same laws apply to the final plan documents and all information obtained to complete the final plan and the city retains ownership of all documents.

3.8 Contact Information

Any questions regarding the RFP should be directed to Alex Sharpe, Community Development Director, City of Wayzata, at 952-404-5312 or asharpe@wayzata.org and Nick Kieser, Parks and Environment Planner, 952-404-5313 or nkieser@wayzata.org.

3.9 Attachments

The following document is attached for review:

- City of Wayzata System Statement