

Request for Proposals

2050 Comprehensive Plan Update
City of St. Louis Park

Project Snapshot

Purpose

The City of St. Louis Park seeks a consultant to create a comprehensive plan that translates the community vision into clear direction, measurable action and lasting impact.

Outcome

A concise, visual and interactive plan that connects:



Timeline

- **June 2026:** Project kickoff
- **July 2026 – Jan 2028:** Planning process
- **Feb 2028:** Draft plan complete
- **Mar – Aug 2028:** Jurisdictional review
- **Sept – Dec 2028:** Final approval and adoption

Budget

Budget to be negotiated. Contracts over \$175,000 require city council approval.

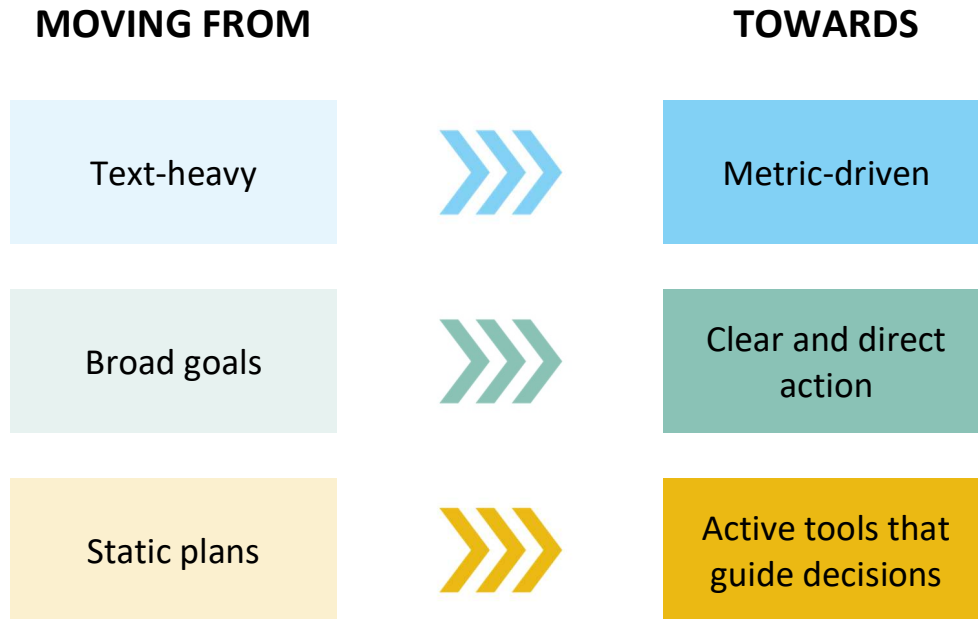
Project scope and expectations

Our approach

St. Louis Park recently completed an extensive visioning process resulting in the adoption of five strategic priorities. The city will use these priorities to develop a strategic plan with citywide goals, implementation strategies and department work plans. The anticipated completion date of this effort is July 2026. The comprehensive plan should build upon these efforts, not repeat them.

The city intends for this process to:

- Produce a streamlined, user-friendly plan focused on goals, implementation and measurable outcomes. Deliver innovative, inclusive community engagement, particularly with historically underrepresented groups (e.g., BIPOC residents, renters, youth, people with disabilities, and immigrants).
- Utilize graphics, mapping and visualization tools to improve accessibility and communication.
- Fully comply with requirements of this RFP, Metropolitan Council and state statutes.



What success looks like:

- Builds on established community values and direction
- Leverages past engagement and planning work
- Gathers, develops, analyzes and connects technical work that has been completed or will occur concurrently with this project
- Focuses new engagement on reviewing and refining policy choices, not re-establishing vision
- Centers implementation and reflects how decisions are made
- Defines specific policy direction and identifies measurable outcomes

Guiding framework

The comprehensive plan process and product must advance the city’s strategic priorities. These priorities must be woven throughout the plan rather than called out as individual chapters.

- **A welcoming, safe community:** Creating an inclusive, equitable and vibrant city where everyone feels safe and experiences a true sense of belonging.

- **Good governance:** A city that delivers reliable services, uses city resources responsibly, operates transparently, and builds strong relationships with residents.
- **Connected, safe infrastructure:** Safe, reliable, and well-maintained infrastructure and neighborhoods that connect people and places with an emphasis on walking, biking, and transit.
- **Diverse, affordable and dignified housing:** A range of quality, affordable, and attainable housing options.
- **Climate leadership and natural spaces:** Climate leader that cares for the planet and maintains dynamic parks that connect people and nature.

Core work program

The consultant will:

- Understand where the city is today
- Identify where change is most likely and most needed
- Coordinate with internal work groups and other processes
- Organize, refine and translate internal work and community vision into clear policy direction
- Structure decision points and policy tradeoffs
- Design engagement that reviews and refines proposed strategies
- Define actions, metrics, and decision-making tools
- Deliver a digital-first, user-friendly plan
- Guide the plan through adoption

Task 1 – Project management

Provide overall project coordination, including:

- Schedule, budget, and team management
- Regular communication with City staff (twice monthly or more as needed)
- Coordination across departments and external partners (e.g., Hennepin County, adjacent cities)
- Integration of related planning efforts (e.g., water supply plan, surface water management plan)

Deliverables:

- Project schedule and updates
- Meeting agendas, summaries, and action items
- Draft staff reports as needed
- Regularly scheduled check-in meetings with city project staff
- Detailed invoices with progress tracking

TASK 2 – Existing conditions analysis

Conduct a data-driven analysis building on prior planning efforts that includes:

- Demographic, land use, and housing data

- GIS and Census data
- Transportation analysis zones (TAZs) and modeling
- Coordination with Metropolitan Council and Hennepin County
- Identification of redevelopment opportunities over 20+ years
- Alignment between zoning and comprehensive plan land use guidance

Deliverables:

- TAZ dataset and projections (2030, 2040, 2050)
- Redevelopment analysis (maps, data, summary)
- GIS framework and mapping outputs

TASK 3 – Goals and policies

Develop and refine goals and policies that:

- Clearly advance City strategic priorities
- Build on the 2040 Comprehensive Plan and updated city strategic plan
- Reflect feedback from staff workshops and community engagement
- Address findings from a racial equity assessment

Deliverables:

- Draft and refine goals and policies
- Facilitate staff workshops and prepare summaries
- Prepare a final draft for public engagement

TASK 4 – community engagement

Develop and implement a targeted, inclusive engagement strategy that:

- Uses plain language and clear messaging
- Focuses on specific policy questions for defined audiences
- Prioritizes engagement with underrepresented populations
- Combines in-person and digital methods
- Leverages existing events and City communication channels

Engagement with decision-makers should include:

- Planning commission workshops (minimum two topic-focused sessions)
- Regular city council updates
- Coordination with boards and commissions, as appropriate

Deliverables:

- Community engagement plan

- Communications plan (with city communications staff)
- Engagement materials (print and digital)
- Event facilitation and documentation
- Summary reports and full record of feedback

Task 5 – Plan development

Prepare updated plan elements, including:

- Demographics
- Land use and redevelopment
- Housing
- Mobility (pedestrian, bicycle, transit, vehicle, freight)
- Utilities (water supply, sanitary sewer, stormwater)
- Climate and sustainability
- Natural resources, parks and recreation

Deliverables:

- Interactive, web-based comprehensive plan
- Printable version for Metropolitan Council submittal
- ADA-compliant digital content
- GIS maps and supporting appendices

Task 6 – Implementation and metrics

- Develop tools to support long-term implementation
- Implementation metrics, benchmarks and milestones tied to actions

Deliverables:

- Database of data tied to implementation and metrics
- Online tracking tool for ongoing use

Task 7 – Review and adoption

Guide the plan through required review and approval processes:

- Preliminary plan review
- Adjacent jurisdiction review (6 months)
- Metropolitan Council review and revisions
- Planning commission public hearing
- City Council approval and adoption

Deliverables:

- Drafts for review
- Comment tracking and responses
- Final approved plan and adoption materials

Proposal content and submission

Proposal Requirements

The proposal must address the following items:

Approach

Describe how you will create a clear, visual and actionable plan and how your process will reflect the city’s values and priorities. The process should also include a description of your engagement strategy.

Team

Provide a list of team members that includes each person’s role, relevant experiences, and references.

Schedule and budget

Provide a timeline broken down by project phase and a budget that includes your not-to-exceed fee, costs by task, hours budgeted for each role and personnel fee schedule.

Selection criteria

Applicants will be selected based on the following:

- Clarity and strength of approach
- Ability to deliver clear, concise plans that translate vision into action
- Experience with similar communities
- Quality of engagement methods
- Organization, schedule and budget alignment

General information

Selection schedule

Tuesday, April 14	City posts request for proposals
Monday, May 4	Questions about RFP due by 4:00 p.m. Send questions to lchamberlain@stlouisparkmn.gov
Friday, May 8	City will respond to all question submitters
Friday, May 22	Proposal submittals due by 1:00 p.m. Send proposals to lchamberlain@stlouisparkmn.gov
Week of May 25	City will contact selected submitters to schedule interviews
Week of June 1	City will hold interviews with selected submitters
Week of June 8	City will select the team to award the project

Staff contacts

Project manager: Laura Chamberlain, senior planner
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Associate: Katelyn Champoux, planner,
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Lead manager: Jennifer Monson, planning and economic development manager
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Principal: Sean Walther, deputy community development director
952.924.2574, swalther@stlouisparkmn.gov

Appendix A – Context + detail

Existing plans

Relevant completed plans:

- [Vision 4.0](#) (2026)
- Zoning Code Update [Phase 1](#) (2025), [Phase 2](#) (2026)
- [2040 Comprehensive Plan](#) (2019)
- [Capital Improvement Plan 2026-2030](#) (2026)
- [Safe Streets Action Plan](#) (2026)
- [Arrive + Thrive Gateway Plans](#) (2025)
- [Comprehensive Housing Needs Analysis for St. Louis Park, Minnesota](#) (2023)
- [Texa-Tonka Small Area Plan](#) (2020)
- [Historic Walker Lake Revitalization and Design Guidelines](#) (2019)
- [Climate Action Plan](#) (2018)

Current and pending planning efforts:

- Strategic Plan
- Surface Water Management Plan
- Water Supply Plan
- Climate Action Plan Update
- Zoning Code Update Phase 3