



# Request for Proposal

## Zoning Administration

The Township will accept proposals for Zoning Administration until 4:00pm on June 30, 2026.

## **Scope of Services**

The selected consultant will provide professional planning services including, but not limited to:

**Planning and Zoning Administration.** Interpret Township ordinances, prepare detailed staff reports, and provide recommendations to the Planning Commission and Town Board Supervisors.

**Development Review.** Conduct reviews for site plans, variances, conditional use permits, rezonings, and subdivisions.

**Comprehensive Plan.** Provide ongoing support to ensure Township actions align with the Comprehensive Plan.

**Zoning Ordinance.** Review and recommend updates to the Zoning Ordinance to improve usability and address inconsistencies.

**Meeting Participation.** Attend monthly Planning Commission and Town Board meetings to present findings and provide technical guidance. The Planning Commission meets on the first Monday of each month at 6pm and the Town Board meets on the third Tuesday of each month at 7pm.

## **Proposal Requirements**

Responses should be straightforward and concise, including the following:

- Cover Letter
- Qualifications
- Relevant Experience
- Fee Proposal
- References

### Contract Acknowledgement.

Attached as Appendix A is the contract to be used by the City for this engagement.  
By submitting a proposal, you acknowledge the attached contract and accept the contract language.

## **RFP Contact**

The designated contact for this RFP is Gene Stoeckel, Town Board Chair at [genestoeckel@gmail.com](mailto:genestoeckel@gmail.com). All communication to or from participating firms specifically relating to the RFP must be conducted throughout or by the designed contact.

## **Submission Information**

Interested consultants shall submit one PDF version of your proposal via email to:

Gene Stoeckel  
[genestoeckel@gmail.com](mailto:genestoeckel@gmail.com)

**The proposal must be received by June 30, 2026 at 4:00pm.**

## **Terms and Conditions**

1. Data Practices: All proposals are subject to the Minnesota Government Data Practices Act, becoming public data once the evaluation process is complete.
2. Right to Reject: The Township reserves the right to reject any or all proposals and waive informalities if it serves the Township's best interest.
3. Ownership of Documents: The Township shall retain ownership of all plans, reports, and data prepared by the consultant.
4. Cost of Preparation: The Township is not responsible for any costs incurred by firms in preparing their proposals.

Appendix A:  
PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (this "Agreement") is made this \_\_\_ day of \_\_\_\_\_ by and between the Township of Princeton , and \_\_\_\_\_, a business organized under the laws of the State of MN and located at \_\_\_\_\_ (the "Contractor").

**I. SERVICES TO BE PROVIDED.** The Contractor will perform for the Township the services as specified in the Township's request for quotes/proposals (attached hereto and incorporated as Exhibit A) and Contractor's responsive proposal (attached and incorporated into this Agreement as Exhibit B (the "Proposal"). All professional services provided by the Contractor under this Agreement shall be provided in a manner consistent with the level of care and skill ordinarily exercised by reputable professional consultants currently providing similar services in the locality.

**II. COST OF SERVICES.** For the tasks outlined in the Proposal, the Township shall pay the Contractor a fee in the amounts and terms set forth in the Proposal (the "Professional Fee"). The Professional Fee includes all professional services and all expenses related to the Proposal. The Township shall not be responsible for payment for any additional work performed by the Contractor that is not expressly listed on the Proposal or otherwise pre-approved by the Township in writing. The Contractor shall submit itemized invoices for the services it provides to the Township monthly. The itemized invoices shall clearly identify all work completed. Invoices submitted will be processed and paid in the same manner as other claims made to the Township.

**III. PROGRESS REPORTING.** Contractor shall update the Township at appropriate intervals such that the Township can monitor the progress and quality of the Contractor's work and determine, in general, if the work is proceeding in accordance with the Agreement. Work will be evaluated and the Township will request any corrections to be made to the Contractor in a timely manner.

**IV. TERM.** This Agreement shall commence as of the date this agreement is fully executed by the parties and continue until completion of the Project.

**V. TERMINATION OF AGREEMENT.** Notwithstanding any other provision herein to the contrary, this Agreement may be terminated as follows: (1) the parties, by mutual written agreement, may terminate this Agreement at any time; (2) the Contractor may terminate this Agreement in the event of a breach of the Agreement by the Township, upon providing 30 days' written notice to the Township and if the Township's breach remains uncured; (3) the Township may terminate this Agreement at any time at its option, with or without cause. In the event of termination, a report to the Township of work done to date shall be made available to the Township and Contractor will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed. All provisions of this Agreement allocating responsibility or liability between the Township and Contractor shall survive the completion of the services hereunder and/or termination of this Agreement.

**VI. INDEPENDENT CONTRACTOR.** All services provided pursuant to this Agreement shall be provided by the Contractor as an independent contractor and not as an employee of the Township for any purpose. All officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be considered employees of the Township. Any and all actions which arise as a consequence of any act or omission on the part of the Contractor, its officers, employees, subcontractors, or agents, or other persons engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall not be the obligation or responsibility of the Township. The Contractor, its officers, employees, subcontractors, or agents shall not be entitled to any of the rights, privileges, or benefits of the Township's employees, except as otherwise stated herein.

**VII. INDEMNIFICATION.** To the fullest extent permitted by law, the Contractor, and any and all officers, employees, subcontractors, and agents of the Contractor, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, shall indemnify, defend, and hold harmless the Township and its officials, employees, contractors and agents from any loss, claim, liability, and expense (including reasonable attorneys' fees and expenses of litigation) arising from, or based in the whole, or in any part, on any negligent act or omission by the Contractor, its officers, employees, subcontractors, and agents, or any other person engaged by the Contractor in the performance of work or services pursuant to this Agreement, any willful misconduct occurring during the term hereof with respect to services provided by the contracting party, or the Contractor's failure to perform the services required in this Agreement. In no event shall the Township be liable to the Contractor for consequential, incidental, indirect, special, or punitive damages. Nothing in this Agreement shall constitute a waiver or limitation of any immunity or limitation on liability to which the Township is entitled under Minnesota Statutes, Chapter 466 or otherwise.

**VIII. INSURANCE.**

**1. Workers' Compensation Insurance**

The Contractor is required to maintain Workers' Compensation Insurance for all its employees in accordance with the statutory requirements of the State of Minnesota.

**2. Commercial General Liability Insurance**

The Contractor is required to maintain Commercial General Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage, which may arise from operations under the contract. Insurance minimum limits are as follows:

- \$1,500,000 – per occurrence
- \$2,000,000 – annual aggregate
- \$2,000,000 – annual aggregate – Products/Completed Operations

The following coverages shall be included:

- Premises and Operations Bodily Injury and Property Damage
- Personal and Advertising Injury
- Blanket Contractual Liability

The Township, including its elected and appointed officials, employees, and agents, must be endorsed as an Additional Insured using ISO Form CG 20 10 or equivalent for Ongoing Operations and ISO Form CG 20 37 or equivalent for Products/Completed Operations.

### **3. Business Automobile Liability Insurance**

The Contractor is required to maintain Business Automobile Liability Insurance protecting it from claims for damages for bodily injury, including death, and from claims for property damage resulting from the ownership, operation, maintenance or use of all autos which may arise from operations under the contract. Insurance minimum limits are as follows:

- 1,500,000 – per occurrence Combined Single Limit for Bodily Injury and Property Damage
- The following coverages shall be included: Owned, Hired, and Non-owned Automobiles.

### **4. Professional Liability/Errors & Omissions Insurance**

The Contractor is required to maintain Professional Liability Insurance. Insurance minimum limits are as follows:

- \$1,500,000 – per occurrence
- \$2,000,000 annual aggregate

### **5. Additional Insurance Conditions**

- An Umbrella or Excess Liability insurance policy may be used to supplement the Contractor's policy limits to satisfy the full policy limits required by the contract.
- Prior to commencement of work under the Agreement, the Contractor shall furnish the Township with Certificates of Insurance providing acceptable proof of required insurance coverage.
- The Contractor's policies and Certificate of Insurance shall contain a provision that coverage afforded under the policies shall not be cancelled without at least thirty (30) days' advanced written notice to the Township, or ten (10) days' written notice for non-payment of premium.
- The Contractor is responsible for reviewing and ensuring all subcontractors comply with the insurance provisions contained herein and said insurance is maintained as specified.
- No representation is made that the minimum insurance requirements are sufficient to cover the obligations of the Contractor under the contract.

**IX. AGREEMENT COMPLIANCE.** Prior to the processing of all payments to the Contractor pursuant to this Agreement, the Township and the Contractor shall comply with regulations related to the completion and filing of W-9 forms and other IRS and Minnesota Department of Revenue tax forms.

**X. CONFLICT OF INTEREST.** The Contractor shall use best efforts to meet all professional obligations to avoid conflicts of interest and appearances of impropriety.

**XI. THIRD PARTY RIGHTS.** The Parties to this Agreement do not intend to confer on any third party any rights under this Agreement.

**XII. NOTICES.** Any notices given under this Agreement by either party to the other shall be by email or in writing and may be affected by email verification, by personal delivery with signed receipt, or by registered or certified mail with postage prepaid and return receipt requested. Notice delivered through email, personally, or by mail will be deemed communicated as of the date of actual receipt.

**XIII. MISCELLANEOUS PROVISIONS.**

**A. Entire Agreement.** This Agreement is intended by the parties as a final expression of their agreement, which cancels, supersedes and revokes all prior negotiations, representation and agreements between the parties, whether oral or written, relating to the subject matter of this Agreement.

**B. Modifications.** This Agreement can only be modified in writing signed by the Township and the Contractor.

**C. Data Practices Act Compliance.** To the extent Minn. Stat. §13.05 Subd. 5 applies, all of the data created, collected, received, stored, used, maintained, or disseminated by the Contractor in performing their services under the Agreement is subject to the requirements of Minnesota Statutes Chapter 13 and the Contractor must comply with those requirements as if it were a government entity. Upon termination of this Agreement, Contractor agrees to return data to the Township as requested by the Township. The obligations of this section of the Agreement shall survive the termination of this Agreement and shall continue so long as the data exists.

**D. Audit.** Pursuant to Minn. Stat. 16C.05, Subd. 5, the Contractor agrees that the books, records, documents, and accounting procedures and practices of the Contractor or other party, that are relevant to the Agreement or transaction, are subject to examination by the Township and either the legislative auditor or the state auditor, as appropriate, for a minimum of six years. The Contractor agrees to maintain these records for a period of six years from the date of termination of this Agreement.

**E. Possession of Firearms.** Unless specifically required by the terms of this Agreement, no provider of services pursuant to this Agreement, including but not limited to employees, agents or subcontractors of the Township or Contractor shall carry or possess a firearm on the Township premises or while acting on behalf of the Township pursuant to the terms of this Agreement. Violation of this provision shall be considered a substantial breach of the Agreement, and, in addition to any other remedy available to the Township under law or equity, is grounds for immediate suspension or termination of this Agreement.

- F. Choice of Law and Venue.** All issues concerning this Agreement will be governed by and construed in accordance with the laws of the State of Minnesota, without giving effect to any choice of law or conflict of law provision or rule (whether of the State of Minnesota or any other jurisdiction) that would cause the application of the law of any jurisdiction other than the State of Minnesota. All legal proceedings shall be venued in the County of Mille Lacs or federal district court in Minneapolis/St. Paul. The prevailing party in any dispute arising from or relating to this Agreement, whether by judgment, summary judgment, dismissal, settlement or otherwise, shall be entitled to an award of reasonable attorney's fees and costs from the non-prevailing party.
- G. No Assignment; Responsibility for Subcontractors.** This Agreement may not be assigned by either party without the written consent of the other party. Contractor shall not subcontract any of the services to be provided under this Agreement without the written consent of the City.
- H. No Discrimination.** Contractor agrees to the provisions of Minn. Stat. 181.59 and agrees any applicable ordinance relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.
- I. Agreement Not Exclusive.** The Township retains the right to hire other additional contractors in the Township's sole discretion.
- J. Severability.** Whenever possible, each provision of this Agreement will be interpreted in such a manner to be effective and valid under applicable law. If any provision of this Agreement is held to be invalid, illegal, or unenforceable in any respect under any applicable law or rule, in any jurisdiction, such invalidity, illegality, or unenforceability will not affect any other provision or the effectiveness or validity of any provision in any other jurisdiction, and the remaining provisions of this Agreement will continue in full force without being impaired or invalidated in any way.
- K. Waiver.** Any waiver by either party of a breach of any provision of this Agreement will not affect, in any respect, the validity of the remainder of this Agreement.
- L. Compliance with Laws.** The Contractor shall exercise due care to comply with applicable federal, state, and local laws, rules, ordinances, codes, and regulations in effect as of the date the Contractor agrees to provide the applicable services detailed in Exhibit A.
- M. Headings.** The headings contained in this Agreement have been inserted for convenience of reference only and shall in no way define, limit, or affect the scope and intent of this Agreement.

**(remainder of page intentionally left blank, signature page to follow)**

**IN WITNESS WHEREOF**, the parties hereto have executed or caused to be executed by their duly authorized officials, this Agreement as of the date first written above.

**TOWNSHIP OF PRINCETON:**

**CONTRACTOR NAME:**

By: Eugene Stoeckel

By:

Its: Town Board Chair

Its:

Date:

Date:

Attest:

By: Tammy Creasy

Its: Clerk/Treasurer

Date:

**EXHIBIT A**  
**THE CITY'S RFP/RFB**

**EXHIBIT B**  
**CONTRACTOR'S QUOTE/PROPOSAL**