



RFP2025-338

**Scope of Services for Comprehensive Review and Rewrite of
the Olmsted County Zoning Code and Subdivision Ordinance**

Issue Date: 10/6/2025

Questions Deadline: 10/28/2025 02:00 PM (CT)

Response Deadline: 11/7/2025 02:00 PM (CT)

Olmsted County

Contact Information

Contact: Derek Mullenbach Contracts Manager

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Suite 200

Rochester, MN 55904

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Email: derek.mullenbach@olmstedcounty.gov

Event Information

Number: RFP2025-338
Title: Scope of Services for Comprehensive Review and Rewrite of the Olmsted County Zoning Code and Subdivision Ordinance
Type: Request for Proposal
Issue Date: 10/6/2025
Question Deadline: 10/28/2025 02:00 PM (CT)
Response Deadline: 11/7/2025 02:00 PM (CT)
Notes: Olmsted County is soliciting a Request for Proposals (RFP) for Comprehensive Review and Rewrite of the Olmsted County Zoning Code (Chapter 1400) and Subdivision Ordinance (Chapter 1200).

Billing Information

Contact: Accounts Payable
Address: 2122 Campus Drive SE
Suite 200
Rochester, MN 55904
Email: pwpayables@olmstedcounty.gov

Bid Activities

Pre-Proposal Meeting

10/21/2025 9:00:00 AM (CT)

The meeting will be held via Teams application. Join the meeting by clicking here:

Microsoft Teams [Need help?](#)

[Join the meeting now](#)

Meeting ID: 282 776 442 290 9

Passcode: Za9Ma7ky

Dial in by phone

+1 507-328-7930,,303534414# United States, Rochester

[Find a local number](#)

Phone conference ID: 303 534 414#

Bid Attachments

RFPScopeofServices508C_ZoneSub_Rewrite_updated_9_17_25.pdf

[View Online](#)

Scope of Services

RFPTermsandConditions508C_08202024.pdf

[View Online](#)

RFP Terms and Conditions 02/20/2024.

Contract Terms and Conditions

Insurance Requirements

Requested Attachments

Technical Proposal

(Attachment required)

Please upload your technical proposal. Name the file as follows: [Company Name] - Technical Proposal

Cost Proposal

(Attachment required)

Please upload your cost proposal. Name the file as follows: [Company Name] - Cost Proposal.

Bid Attributes

1	Acknowledgement of Scope of Services Responder acknowledges that the proposal being submitted meets the scope of services. ☐ I acknowledge (Required: Check if applicable)
2	Acknowledgement of Proposed Work Schedule Responder acknowledges the work schedule proposed in the scope of services. ☐ I acknowledge (Required: Check if applicable)
3	Acknowledgement of Information on Questions Tab Responder acknowledges that they have reviewed all information under the Questions tab, if applicable. ☐ I acknowledge (Required: Check if applicable)
4	Acknowledgement of Addendum Responder acknowledges that they have received any and all addenda for this project, if applicable. ☐ I acknowledge (Required: Check if applicable)
5	State of Minnesota Debarment Responder acknowledges they are not debarred by the State of Minnesota. ☐ I acknowledge (Required: Check if applicable)
6	Acknowledgement of Terms & Conditions Responder acknowledges that they have reviewed the Terms and Conditions of the Contract and if selected as the successful responder, will enter into an agreement under such Terms and Conditions. ☐ I acknowledge (Required: Check if applicable)

7 Acknowledgement of Trade Secret Information

All Responders must select an option from the drop down box on the right to assist the County in making appropriate determinations about the release of data provided in Responder's proposal. Responder's who indicate that their proposal DOES NOT contain "trade secret information", understand and agree that their entire bid/proposal will become public record in accordance with Minn. Stat. § 13.591. Responder's who indicate that their proposal DOES contain "trade secret information" must be able to substantiate that their proposal contains data that: (a) is a formula, pattern, compilation, program, device, method, technique or process; AND (b) is the subject of efforts by said Responder or Responder's organization that are reasonable under the circumstances to maintain its secrecy; AND (c) derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use. Additionally, if a Responder indicates that their proposal does contain "trade secret information", Responder must submit a separate proposal which the confidential information has been excised. The confidential information must be excised in such a way as to allow the public to determine the general nature of the information removed while retaining as much of the document as possible. Responder must also attach an explanation justifying the trade secret designation. Please note that failure to attach an explanation may result in a determination that the data does not meet the statutory trade secret definition. All data for which trade secret status is not justified will become public in accordance with Minn. Stat. § 13.591.

☐ DOES NOT include ☐ DOES include

(Required: Check only one)

8 Acknowledgement of Response Attachments (RFP)

Responder acknowledges that any additional information submitted under the response attachments tab, does not contain any response exclusions, clarifications, exceptions to the responder documents or contract terms and conditions which vary from the specifications set by the County. If documents containing any of these elements are submitted with the response, those restrictions will be considered null and void and will not modify the response or contract documents in any way. Please utilize the question and answer period to address questions, clarifications and potential exceptions to the response specifications and/or contract documents. Documents provided that were not required by the project specifications will not be used in determining the response award, but to the extent they provide additional information rather than attempting to exclude, clarify or create exceptions to response documents or contract terms and conditions, the County may use them to better understand similar work proposed by a responder in connection with future projects.

☐ I acknowledge

(Required: Check if applicable)

Supplier Information

Company Name:

Contact Name:

Address:

Phone:

Fax:

Email:

Supplier Notes

By submitting your response, you certify that you are authorized to represent and bind your company.

Print Name

Signature