

Request for Proposals

Consulting services for a police department's strategic planning and implementation process

For the past three decades, the St. Louis Park Police Department has used the community policing model guide its operating philosophy. The purpose of this two-phase project is to answer the questions “What does community policing look like for the St. Louis Park Police Department for the next 20 years?” and “How will the Department need to be structured, resourced and work operationally in order to effectively meet that vision?”

Phase I will consist of an updated vision, philosophy, and operational/service priorities, centered around the department’s long-standing commitment to community policing, and informed by key stakeholders within the police department, the city (staff and elected officials), and a diverse representation of community/business members.

Phase II of the project will be an implementation strategy, informed and guided by the learnings developed in Phase I, and will assist in directing staffing decisions and identifying operational improvements.

Proposals will be accepted for either Phase I or Phase II, or for both phases by the same firm.

Proposals must be received by 4 p.m., July 21, 2025.

1. About Us

The St. Louis Park Police Department provides professional, trusted services to community members, businesses, and visitors by remaining grounded in our mission, core values, and procedural justice.

Information about the City of St. Louis Park and the St. Louis Park Police Department can be found at <https://www.stlouisparkmn.gov/>, and <https://www.stlouisparkmn.gov/government/departments-divisions/police-department>.

2. Scope of work

2.1 Phase I

Consultant will:

- Develop an effective long-term policing strategy, grounded in the department’s long-standing commitment to community oriented policing, and representative of the strategic priorities and department’s operating philosophy. (This strategy will guide Phase II implementation decisions.)
- Review for context the current police department mission and core values, city council

strategic priorities, and the city strategic priorities including race, equity and inclusion.

- Consider the relevance/impact of environmental factors such as the light rail, city projects (including discussions of a new police facility), and the local context of bordering the City of Minneapolis.
- Conduct engagement and interviews with key stakeholders (police and city staff, city elected officials, and community members).
- Consider future trends in policing, to include strategies, staffing, equipment, technology to effectively achieve local police mission.
- Leverage key departmental data to inform and develop long-term strategies and goals as aligned with community needs.

2.2 Phase II

Consultant will need to apply Phase I operating philosophy and vision to identify opportunities, efficiencies, and needs, in the near- and long-term by:

- Becoming familiar with, and analyzing, department call-for-service trends, environmental factors, existing and needed equipment and technology, industry trends, current and historical staffing, scheduling and deployment models, and sworn versus civilian ratio.
- Recommending best practices that raise operational and community engagement standards, employee wellness and retention, recruitment, leadership, patrol response, criminal investigation, training, and staff professional development.
- Providing recommendations that will help reduce civil liability and deliver programming that prevents crime, increases community safety, and builds trust.
- Evaluating specialty units (behavioral health, electronic crimes task force, drug task force, etc.) and other expanded functions/needs.
- Aligning with community expectations, best practices, and current and future needs.

2.3 Use appreciative inquiry or equivalent approach

Consultant should emphasize strengths, opportunities, and positive experiences within the community to inspire collective visioning and aspirational goal setting. Consultant should also encourage stakeholders to envision an ideal future for St. Louis Park and identify recommendations that inform the department's strategic planning.

3. Deliverables

3.1 Overall process design (relates to both phase 1 and 2)

The consultant will be expected to design and recommend to the city a detailed explanation of the proposed project process; clearly define roles and responsibilities of the consultant team and city staff; and identify project tasks and schedule throughout the life of the project. The city will work with the successful consultant to refine the overall process design in the consultant's proposal to achieve the city's goals as part of the contract process, and include the expectations identified in Scope of work for Phase I and II.

3.2 Develop and implement a community engagement plan (relates primarily to

phase 1)

The consultant should develop and implement a plan to engage and involve community members using collaborative strategies throughout the entire project as relevant. The consultant leading the public participation efforts must have the ability to facilitate a variety of participation methods and activities effectively that capture broad community engagement, reflective of the community of St. Louis Park.

3.3 Analysis, recommendations and reporting (relates to both phase 1 and 2)

The consultant will compile and analyze relevant data; identify and evaluate values, strengths, opportunities, aspirations, and results. This includes:

- Developing a final report and presentation, and other tools, to showcase these recommendations and include the process by which all stakeholders were engaged for ongoing use as the police department and city move into strategic planning, comprehensive planning, and implementation. The final report will be aligned with the expectations identified in Phase I and II scope of work.

3.4 Recommendations (relates to both phase 1 and 2)

Recommendations generated from this process should inform and assist city and police leaders in setting defined goals and measurable objectives that translate into actionable steps, providing a roadmap for progress and accountability.

4. Project schedule

Consultant must provide and adhere closely to a project schedule. The city anticipates the project will start in August 2025 and finish within approximately four months. The selected consulting firm should adhere to the schedule and deliverables outlined in their proposal.

5. Proposal requirements

Proposals submitted should include the following elements, at a minimum:

5.1 Approach and scope of work

- Describe your approach to this project and outline the scope of work you propose to address the key elements and deliverables described above.
- Describe your approach to stakeholder and community involvement that identifies methods you will use to conduct an inclusive process.
- Describe your approach to project management and communication with police staff.
- Describe the frequency of progress reporting and presentations to police staff.

5.2 Qualifications

- **Firm(s):** Identify the lead firm and any subconsultant firms represented in your proposal.
- **Team leadership and key personnel:** Identify the role and qualifications/experience

for key staff members who will provide service on this project.

- **Relevant experience:** Include descriptions of 3-5 projects that demonstrate your team's experience conducting projects of a similar nature or that have addressed similar issues as those anticipated for this project. Provide links to work samples when available.
- **References:** Include name, title, organization, phone number, email for at least three clients who can speak to their experience working with the firms and staff members on your team. Letters of recommendation are strongly encouraged, and references will be contacted before the city award and/or executes a contract.

5.3 Project schedule

Outline your proposed timeline for this project, including anticipated engagement periods and key meetings and milestones throughout the process; anticipated timeline of approximately four months.

5.4 Project budget

- Provide a not-to-exceed cost proposal that shows:
 - Fees per task
 - Total hours and hours per task for each key role/staff person
 - Reimbursable expenses
- Payments should be based on work conducted and clear progress, not time passing.

5.5 Other

- Proposers may offer ideas and services outside the scope of services; however, all such exceptions should be specifically noted and explained.
- Any other relevant information that supports the submitted proposal.

6. Instructions for proposal submissions

- All correspondence and proposals should be submitted to:
Chief Bryan Kruelle (bkruelle@stlouisparkmn.gov)
- Questions of the city regarding the RFP should be submitted via email and received by: July 14, 2025, 4 p.m.
- Responses to questions the city receives will be in writing and circulated to all consultant teams (that we are aware of) and distributed by: July 14, 2025, 4 p.m.
- **Proposals are due to the city via email by July 21, 2025, 4 p.m. There will not be a formal opening of proposals.**
- Submittal format: please send one PDF via email to the email listed above, and three hard copies to:
St. Louis Park Police Department
Chief Bryan Kruelle

3015 Raleigh Ave. S.
St. Louis Park, MN 55416

7. Proposal review and consultant selection timeline

The following is the anticipated project timeline. Dates are subject to change.

- July 22 – July 29, 2025, submitted proposals will be reviewed for selection.
- Consultants will be advised of selection shortly thereafter.

8. Evaluation criteria

8.1 Project approach

- Understanding the needs of the city, police department, and community as it relates to the project.
- Quality of statement of the general approach to be taken by the consultant in undertaking this project, including the council's strategic priorities.
- Quality of statement by the consultant regarding how all stakeholder voices will be captured in the project.
- Ability to complete the project in a timely fashion with all deliverables provided to the city.
- Quality of firms' statement of how they define and measure success and outline the steps they have taken to meet project objectives in past work.

8.2 Qualifications and experience

- Demonstrated ability to complete projects of similar scope in the last three to five years.
- Abilities to implement, plan, and execute with appropriate staffing and references that will confirm abilities.
- Qualified to do the work:
 - Professional qualifications and certifications of the team to successfully perform the services in this RFP.
 - Experience demonstrating abilities to communicate throughout the project and collaborate with many stakeholders to create a successful vision process and deliverables.
 - Demonstrated cultural competence and comfort with supporting the city's strategic objective for advancing racial equity. Experience working with marginalized communities and demonstrate expertise in engaging diverse populations.
 - Unique expertise or skills of the consultant team that complement the existing skillset of city staff involved in the project.

8.3 Responsiveness and availability

The RFP should assess the consulting team's ability to dedicate resources to the project, ensuring that they have the capacity to meet the project's demands.

8.4 Cost

- Ability to offer competitive pricing in direct correlation to RFP requirements.
- Specify the total costs (fees and expenses) to complete the above-described scope of services. Bid to be awarded on a not-to-exceed basis.

9. General

9.1 Cost liability

The City of St. Louis Park is not liable for any cost incurred by the prospective firms prior to the signing of the contract.

9.2 Right to reject all bids

The City of St. Louis Park reserves the right to award the total proposal, to reject any and all proposals in whole or in part, and to waive any informality or technical defects, in the city's judgment. In determination of award, the qualification of the proposal submitter, the conformity with the specifications of services to be supplied and delivery terms will be considered.

9.3 Contract

The selected consultant will be required to sign the city's standard agreement for professional services, with consultant's proposal as an appendix.

10. Resources

- Agreement for professional services (attached)
- Available city communications tools
 - Website: www.stlouisparkmn.gov
 - Social media: Facebook, X, Instagram (@stlouispark); TikTok (@stlouisparkmn); and Nextdoor
 - Citywide publications: Park Perspective, parks and rec brochure
 - Digital media: GovDelivery, MyStLouisPark, Park Alert (reverse 911) QR codes (link to surveys and/or web page), SurveyMonkey
 - Printed pieces (postcards, flyers, posters, etc.)
 - ParkTV: community access cable TV and YouTube (www.youtube.com/slpcable)
 - External resources: Sun Sailor, Star Tribune
 - City events

AGREEMENT FOR PROFESSIONAL SERVICES

This Agreement is made on the ____ day of _____, 2025, between the City of St. Louis Park, Minnesota (“City”), whose business address is 5005 Minnetonka Boulevard, St. Louis Park, Minnesota 55416-2290, and _____ (“Contractor”) whose business address is _____.

PRELIMINARY STATEMENT

The City has adopted a policy regarding the selection and hiring of consultants to provide a variety of professional services for City projects. That policy requires that person, firms, or corporations providing such services enter into written contracts with the City. The purpose of this contract is to set forth terms and conditions for a community vision and engagement process _____.

The City and Contractor agree as follows:

1. Contractor’s Services. The Contractor agrees to provide professional services as described in Exhibit A, attached and made a part of this Agreement.
2. Time for Performance of Services. The Contractor shall perform the services outlined in Exhibit A according to the schedule stated in Exhibit A.
3. Compensation for Services. City agrees to pay the Contractor for services as described in Exhibit A in the amount stated in Exhibit A.
4. The Contractor, upon direction of the City, agrees to perform the following:
 - A. Services: See Exhibits A (scope and fee proposal).
 - B. Special Contractors may be utilized by the Contractor when required by the complex or specialized nature of the Project and when authorized in writing by the City.
 - C. Extra Services: City agrees to pay Contractor for extra services by the Contractor or Special Contractors when authorized in writing by the City.
5. The City agrees to provide the Contractor with the complete information concerning the scope of the Project and to perform the following services:
 - A. Access to the Area: The City shall obtain access to and make all provisions for the Contractor to enter upon public and private lands as required for the Contractor to perform such work as surveys and inspections in the development of the Project.
 - B. Consideration of the Contractor’s Work: The City shall give thorough consideration to all reports, sketches, estimates, drawings, and other documents presented by the Contractor, and shall inform the Contractor of all decisions within a reasonable time so as not to delay the work of the Contractor.
 - C. Standards: The City shall furnish the Contractor with a copy of any design and construction standards they may require in the preparation of the report for the Project.

- D. Owner's Representative: A person shall be appointed to act as the City's representative with respect to the work to be performed under this Agreement. He or she shall have complete authority to transmit instructions, receive information, interpret, and define the City's policy and decisions, with respect to the materials, equipment, elements, and systems pertinent to the work covered by this Agreement.
6. Method of Payment: The Contractor shall submit to the City, on a monthly basis, itemized bills for professional services performed under Section 4 of this Agreement. Bills submitted shall be paid in the same manner as other claims made to the City.
- A. Progress Payment. For work reimbursed on an hourly basis, the Contractor shall indicate for each employee, his or her name, job title, the number of hours worked, rate of pay for each employee, a computation of amounts due for each employee, and the total amount due for each project task. Contractor shall verify all statements submitted for payment in compliance with Minnesota Statutes Sections 471.38 and 471.391. For reimbursable expenses, if permitted in Exhibit A, the Contractor shall provide such documentation as reasonably required by the City.
- B. Abandoned or Suspended Work. If any work performed by the Contractor is abandoned or suspended in whole or in part by the City, the Contractor shall be paid for any services performed on account of it prior to receipt of written notice from the City of such abandonment or suspension, all as shown on Exhibit A attached hereto and incorporated herein by reference.
- C. Compensation for Services of the Contractor. The City shall pay the Contractor for the services described in Exhibit A of this Agreement. The fee that the City will pay under this Agreement shall not exceed the amount shown on Exhibit A for this project.
- D. Payments for the Contractor's Reimbursable Costs. The Contractor shall be reimbursed for the work of special consultants, as described in Section 4.B, and for other items when authorized in writing by the City. Such items shall include: transportation of principals and employees on special trips to the Project or to other locations, materials and supplies as required to expedite the work, and reproduction of reports.
7. Accuracy of Work. Contractor shall be responsible for the accuracy of the work and the utilization of all determinant data, and shall promptly make necessary revisions or corrections resulting from errors and omissions on the part of Contractor without additional compensation.

If the data or materials furnished by the City, and used in the conduct of this work are found to be in error, incorrect, or inappropriate, the City shall direct Contractor to modify, update, and/or correct the affected work product. All such corrective work performed by Contractor shall be considered to be additional services for which additional compensation shall be paid to Contractor on the basis of Contractor's standard fees or actual costs incurred.

8. Project Manager and Staffing. The Contractor has designated _____, and _____ to serve on the Project. They shall be assisted by other staff members as necessary to facilitate the completion of the Project in accordance with the terms established herein. Contractor may not remove or replace _____ or _____, from the Project without the approval of the City.

9. Audit Disclosure. The Contractor shall allow the City or its duly authorized agents reasonable access to such of the Contractor's books and records as are pertinent to all services provided under this Agreement. Any reports, information, data, etc. given to, or prepared or assembled by, the Contractor under this Agreement which the client requests to be kept confidential shall not be made available to any individual or organization without the City's prior written approval. All finished or unfinished documents, data, studies, surveys, drawings, maps, models, photographs, and reports prepared by the Contractor shall become the property of the City upon termination of this Agreement, but Contractor may retain copies of such documents as records of the services provided.
10. Term. The term of this Agreement shall be from _____ through _____, 20__, the date of signature by the parties notwithstanding. This Agreement may be extended upon the written mutual consent of the parties for such additional period as they deem appropriate, and upon the terms and conditions as herein stated.
11. Termination. This Agreement may be terminated by either party by seven (7) days' written notice delivered to the other party at the address written above. Upon termination under this provision if there is no fault of the Contractor, the Contractor shall be paid for services rendered and reimbursable expenses until the effective date of termination. If however, the City terminates the Agreement because the Contractor has failed to perform in accordance with this Agreement, no further payment shall be made to the Contractor, and the City may retain another contractor to undertake or complete the work identified in Paragraph 1. If as a result, the City incurs total costs for the work (including payments to both the present contractor and a future contractor) which exceed a maximum Agreement amount, if any, specified under Paragraph 3, then the Contractor shall be responsible for the difference between the cost actually incurred and the Agreement amount.
12. Subcontractor. The Contractor shall not enter into subcontracts for services provided under this Agreement except as noted in the scope of services, without the express written consent of the City. The Contractor shall pay any subcontractor involved in the performance of this Agreement within ten (10) days of the Contractor's receipt of payment by the City for undisputed services provided by the subcontractor. If the Contractor fails within that time to pay the subcontractor any undisputed amount for which the Contractor has received payment by the City, the Contractor shall pay interest to the subcontractor on the unpaid amount at the rate of 1-1/2 percent per month or any part of a month. The minimum monthly interest penalty payment for an unpaid balance of \$100 or more is \$10. For an unpaid balance of less than \$100, the Contractor shall pay the actual interest penalty due to the subcontractor. A subcontractor who prevails in a civil action to collect interest penalties from the Contractor shall be awarded its costs and disbursements, including attorney's fees, incurred in bringing the action.
13. Independent Contractor. At all times and for all purposes herein, the Contractor is an independent contractor and not an employee of the City. No statement herein shall be construed so as to find the Contractor an employee of the City.
14. Non-Discrimination. During the performance of this contract, the Contractor shall not discriminate against any employee or applicants for employment because of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, disability, or age. The Contractor shall post in places available to employees and applicants for employment, notices setting forth the provisions of this non-discrimination clause and stating that all qualified applicants will receive consideration for employment. The Contractor shall incorporate the foregoing requirements of this paragraph in all of its subcontracts for program work, and will

require all of its subcontractors for such work to incorporate such requirements in all subcontracts for program work.

15. Assignment. Neither party shall assign this Agreement, nor any interest arising herein, without the written consent of the other party.
16. Services Not Provided For. No claim for services furnished by the Contractor not specifically provided for herein shall be honored by the City.
17. Severability. The provisions of this Agreement are severable. If any portion hereof is, for any reason, held by a court of competent jurisdiction to be contrary to law, such decision shall not affect the remaining provisions of the Agreement.
18. Entire Agreement. The entire agreement of the parties is contained herein. This Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between the parties relating to the subject matter hereof. Any alterations, amendments, deletions, or waivers of the provisions of this Agreement shall be valid only when expressed in writing and duly signed by the parties, unless otherwise provided herein.
19. Compliance with Laws and Regulations. In providing services hereunder, the Contractor shall abide by all statutes, ordinances, rules, and regulations pertaining to the provisions of services to be provided. Any violation shall constitute a material breach of this Agreement and entitle the City to immediately terminate this Agreement.
20. Waiver. Any waiver by either party of a breach of any provisions of this Agreement shall not affect, in any respect, the validity of the remainder of this Agreement.
21. Indemnification. Contractor agrees to defend, indemnify and hold the City, its officers, and employees harmless from any liability, claims, damages, costs, judgments, or expenses, including reasonable attorney's fees, resulting directly or indirectly from an act or omission (including without limitation professional errors or omissions) of the Contractor, its agents, employees, or subcontractors in the performance of the services provided by this Agreement and against all losses by reason of the failure of said Contractor fully to perform, in any respect, all obligations under this Agreement.
22. Insurance.
 - A. General Liability. During the term of this Agreement, Contractor shall maintain a general liability insurance policy with limits of at least \$600,000 for each person, and each occurrence, for both personal injury and property damage. This policy shall name the City as an additional insured for the services provided under this Agreement and shall provide that the Contractor's coverage shall be the primary coverage in the event of a loss. The policy shall also insure the indemnification obligation contained in Paragraph No. 21. A certificate of insurance on the City's approved form which verifies the existence of this insurance coverage must be provided to the City before work under this Agreement is begun.
 - B. Worker's Compensation. The Contractor shall secure and maintain such insurance as will protect Contractor from claims under the Worker's Compensation Acts and from

claims for bodily injury, death, or property damage which may arise from the performance of Contractor's services under this Agreement.

- C. Professional Liability Insurance: The Contractor agrees to provide to the City a certificate evidencing that they have in effect, with an insurance company in good standing and authorized to do business in Minnesota, a professional liability insurance policy. Said policy shall insure payment of damage for legal liability arising out of the performance of professional services for the City, in the insured's capacity as the Contractor, if such legal liability is caused by an error, omission, or negligent act of the insured or any person or organization for whom the insured is legally liable. Said policy shall provide an aggregate limit of \$1,000,000.
23. Records Access. The Contractor shall provide the City access to any books, documents, papers, and record which are directly pertinent to the specific contract, for the purpose of making audit, examination, excerpts, and transcriptions, for three years after final payments and all other pending matters related to this contract are closed.
24. Ownership of Documents. All plans, diagrams, analyses, reports, and information generated in connection with performance of the agreement shall become the property of the City. The City may use the information for its purposes. Such use by the City shall not relieve any liability on the part of the Contractor.
25. Governing Law. This Agreement shall be controlled by the laws of the State of Minnesota.

Executed as of the day and year first written above.

CITY OF ST. LOUIS PARK

Attest:

City Manager

City Clerk