

The City of Moore

Moore, Oklahoma



RFP #1415-007
Professional Services

City of Moore
SW 17th/Janeway Master Planning



RFP# 1415-007

Request For Proposals

For

PROFESSIONALSERVICES

For

City of Moore

SW 17th/Janeway Master Planning

Date of Issuance: Wednesday, January 28, 2015



SOLICITATION OVERVIEW

The City of Moore is soliciting proposals for:

TITLE: City of Moore SW 17th/Janeway Master Planning
RFP Number: 1415-007
Due Date: 4 :00 p.m. (CST), Friday, February 27, 2015
Location: City of Moore, Purchasing Division
301 N. Broadway Ave. Suite 142
Moore, OK 73160

Pre-Proposal Meeting*:

Date: February 19, 2015
Time: 2:00 p.m. (CST)
Location: City Council Chambers
Moore City Hall
301 N Broadway Ave.
Moore, OK 73160

****Attendance of the Pre-Proposal meeting is mandatory. Not attending the meeting will result in a non-responsive proposal.***

Public Opening of Proposals:

There will be a public opening of proposals in the Purchasing Division conference room immediately following the submission due time/date. Only the names of proposers will be read aloud. Interested parties are invited to attend.

Submit written questions to: cdbg-dr@cityofmoore.com

Questions may be submitted through 5:00 p.m. (CST), Monday, February 9, 2015.

- No verbal questions will be accepted.
- Questions of a substantial nature will be addressed in an addendum, posted on the City's Purchasing Web page for all interested parties.

I. Overview

A. INVITATION

The City of Moore (“City”) is seeking professional services relating to the development and preparation of an illustrative master plan which will guide the redevelopment of a 14.4 acre tract located at the corner of SW 17th Street and Janeway Avenue, formally known as the Royal Mobile Home Park site (“the Site”). The intent of this project is to advance a vision based on New Urbanist principals to create a healthy, walkable, well-functioning “village center” that creates a unique identity and sense of place within the community. The Consultant will facilitate a community visioning process that engages a variety of stakeholders, resulting in a master plan and regulating hybrid form-based code reflective of the community’s redevelopment vision. Based on market research and economic indicators, the redevelopment will consist of mixed income housing designed to interact with and support the employment, public facilities, recreational opportunities, shopping and transportation needs of the Master Plan area and the City of Moore. The successful consultant will include a multi-disciplined team led by a Professional Planner, and including engineering, architecture and landscape architecture professionals and a financial feasibility expert.

Project Funding: Consultants should note that the Project will be funded through Community Development Block Grant Disaster Recovery (“CDBG-DR”) grants. Accordingly, the professional services contract will include specific grant requirements for Project expense reimbursement.

B. PROJECT SCHEDULE

The City will allow a maximum of 12-months for the completion of the Plan.

C. PROPOSAL DEADLINE

Proposers shall submit one (1) original proposal in digital format, and ten (10) separate hard copies including one unbound copy marked as “Original”. The proposal must be clearly marked as **1415-007 City of Moore SW 17th/Janeway Master Planning** and delivered to:

City of Moore Purchasing Department
301 N. Broadway Ave. Suite 142
Moore, OK 73160

no later than **4:00 PM (CST) on Friday, February 27, 2015**. Proposals received after the submittal deadline shall be considered void and unacceptable and shall be returned unopened to the respondent.

The City of Moore is an equal opportunity employer.

Carol Folsom, Purchasing Agent, 405-793-5022

II. Community Background

The City of Moore is a medium-sized city in the OKCMSA with a 2013 population of approximately 58,000. The City of Moore includes 22.5 square miles of incorporated area, and is bounded by the north, east, and west by the City of Oklahoma City, and to the south by the City of Norman. On May 20, 2013, the City of Moore experienced an EF5 tornado that cleared a path through the City from west to east, destroying 1,098 single family homes, 94 duplexes, 16 mobile homes and affecting 2 apartment complexes.

The City of Moore has received a Community Development Block Grant for Disaster Recovery grant (CDBG-DR) from the Office of Housing and Urban Development (HUD) in the amount of \$52.2 million to assist with long-term recovery needs. The City has developed an Action Plan that provides a framework for the expenditure of funds and includes funding for the creation of mixed-income housing.

Community Profile: The City of Moore is located in the central region of the State of Oklahoma in the heart of the Oklahoma City Metropolitan Statistical Area (MSA). The city is bisected by Interstate 35 (I-35), a major interstate corridor which extends from the Gulf Coast to the Great Lakes. Moore is mostly “land locked” with the City of Norman along the southern boundary of Moore and the City of Oklahoma City along Moore’s northern, western, and eastern boundary.

Moore began as a small town in 1893 with a population of 100. Throughout its history, Moore has enjoyed a steady growth rate, especially in the 1960 through the mid-1980’s where the City grew by 964% due in part by the “white flight” of middle class families out of Oklahoma City and the Oil Boom in the early 1980’s. Moore’s current population is estimated at 58,000 with approximately 21,000 households .

Population: The age and household composition of the population has a significant impact on the overall character of the community and directly affects community development priorities and projects. As of the 2000 Census, the largest percentage of the population is within the 20-44 age range. Less than 30% of the population is over 45 years old. The average household size in Moore is 2.75. According to the American Community Survey: 2006-2008 Multi-Year Data, the median household income in Moore is \$56,074 with an estimated 4,376 households in the low-moderate income bracket. The population of Moore is predominately white (79%) with a 21% minority population that represents African American, Native American, Asian, Hispanic and Other ethnic populations combined.

Economy and Employment: Being located adjacent to Oklahoma City and Norman, Moore is considered a “bedroom community”, with the majority of its residents being employed outside the city limits of Moore. According to the City of Moore 2010 Economic Profile, The largest private employers in Moore are Vaughan Foods, a food manufacturer, with 550 employees, and Wal-Mart Super Center with 470 employees. The city currently has an unemployment rate of 5.5%.

Household Income: The median household is \$56,074 rising dramatically from the 2000 Census figure of \$43,409. It is estimated that 1,507 households live below the poverty level, and 4,376 are considered to be low-moderate income. The areas with the highest concentration of low-moderate income households are located in the central and northwest portions of the city.

Housing: Based on data obtained from the Cleveland County real property tax assessment database, the City of Moore contains a total of 21,199 residential dwelling units comprising single-family detached, mobile homes, duplexes, and garden apartments.

In 2012, the Moore housing inventory comprised 69% owner occupied homes, compared to 59% of owner occupied homes in the State of Oklahoma and 66% in the nation. The renter occupied inventory in Moore was 26% in the same year, compared to 29% in the state and 34% in the nation. The percentage of rental occupied homes rose from 22% in 2000 to 26% in 2012, following a national trend. Based on an inventory of 1,899 apartments and 853 duplexes/triplexes of which 90%, or 768, are probably rentals, the balance of approximately 2,845 renter occupied dwellings comprise single family detached units.

Between 2010 and 2013 the highest number of homes, 1,213, were sold in the \$100,000 to \$150,000 range, followed by 1,138 home sales in the \$150,000 to \$200,000 range. Just over 1,000 homes were sold below \$100,000, and 296 homes were sold above \$250,000. Moore’s rental housing can be categorized into two major groups: purpose built rental housing, which is comprised primarily of apartments and duplexes; and, single family dwellings that are rented. Based on the preceding analysis, rental housing can be broken out as follows:

Type	Units
Total rental occupied units	5,512
Purpose built rental units:	2,667
- Apartments:	1,899
- Duplexes:	768

Moore has a total of 300 age restricted units for rent, and 302 group housing units that include assisted living and nursing homes.

The following documents provide background information and studies and reports that have taken place to date. All of the documents are available on the City of Moore website.

Comprehensive Plan “Moore Vision 20/20” - www.cityofmoore.com/moore-vision-2020-plan-0

Comprehensive Housing market Analysis - <http://www.cityofmoore.com/housinganalysis>

CDBG-DR Action Plan - <http://www.cityofmoore.com/cdbg-dr-action-plans>

III. Project Description and Study Area

The City desires to create a comprehensive Redevelopment Plan for the Site that will lead to the creation of a sustainable, mixed-income community that uses concepts of New Urbanism to create a 'village center' on the west side of Moore. The goals of this project are as follows:

1. The redevelopment project must consist of mixed income housing, rental and/or ownership and mixed service and retail where the market supports these activities. A variety of housing types should be represented, such as attached single-family housing (condominiums, townhomes, etc), detached single-family housing, multi-family housing, senior housing, and/or accessible housing;
2. The redevelopment project is expected to interact with and support the following:
 - The employment characteristics of the area;
 - Existing and planned public facilities;
 - Existing and planned recreational opportunities;
 - The shopping and transportation needs of the community;
3. The Redevelopment Master Plan must establish a pedestrian-scaled infrastructure network, based on SW 17th Street as a main thoroughfare;
4. The Redevelopment Master Plan must take advantage of and/or enhance existing adjacent land uses, such as the Little River Drainage Channel to the east and the SW 19th Street commercial corridor to the south;
5. The Redevelopment Master Plan must create architectural, thoroughfare, public space, and building form standards that will provide the neighborhood with a unique identity and sense of place that is supported by a hybrid form-based code for the redevelopment area; and
6. The Redevelopment Master Plan and project must incorporate LEED, LID, and resiliency standards and techniques where possible.

Study Area

The Study Area is located north of SW 17th Street and west of S. Janeway Avenue, approximately ¼ mile north of the SW 19th Street Commercial Corridor in Moore, Oklahoma. In the 1970's, the area was developed as a high-density mobile home park on the southern edge of urbanized Moore. Over the years, commercial and residential development has occurred around the mobile home park. Due to the commercialization of SW 19th Street, the southern half of the mobile home park has recently been developed as commercial property. The northern half of the park remained as low-moderate income housing, until the park was shut down after the May 20, 2013 tornado. See Exhibit 'A'.

The property is presently zoned R-3 General Residential District and is shown on the Moore Vision 20/20 Land Use Plan as High Density Residential. The Little River Drainage Channel borders the study area on the east side. This drainage channel has been used in the recent past as an extension of the Little River Park located north of the site, with a multi-use trail and picnic tables. This drainage channel is greatly underutilized in its present condition and configuration, and the City desires to re-imagine this feature as a neighborhood amenity with a stronger connection to

the Little River Park.

Interior infrastructure remains and will require both removal and redevelopment as part of the master plan.

The master plan area is bordered on the south by SW 17th Street, three blocks off a commercial corridor at Telephone Rd. Telephone Rd is a burgeoning commercial area with national big-box retailers such as Super Wal-Mart, Home Depot, Dick's Sporting Goods and Super Target. Other national retailers in the area include Bed Bath & Beyond, Hobby Lobby, Gordman's, Kohl's, Lowe's, Shoe Carnival, Best Buy, Furr's Cafeteria, Chili's, Starbucks, Dollar Tree, Aldi's, Taco Bueno, Burger King, Subway, McDonald's, Carl's Jr., BancFirst, Quizno's, Chicken Express, Schlotzky's, Five Guys Burgers and LA Fitness.

The master plan area is bordered on the north by single-family homes that were affected by the May 20, 2013 tornado. The master plan area is bordered on the west by new market rate multi-family developments.

IV. Scope of Services

Task 1: Planning Advisory Committee Facilitation. The City will form a Planning Advisory Committee, made up of key stakeholders, city staff, and appointed/elected officials. The Planning Advisory Committee will provide guidance and direction to the Consultant and to review project goals and objectives.

Consultant will facilitate Planning Advisory Committee meetings to be held as needed. This will include a kick-off meeting with City staff, the Planning Advisory Committee, and Consultant at the onset of the study to discuss the issues and needs of the study area, coordinate data collection, and discuss project schedule and milestones. Additional meetings of the Planning Advisory Committee will be held at key milestones throughout the project.

Deliverables: Provide to the Planning Advisory Committee for their review, copies of narrative indicating goals and objectives of the master plan. Consultant will also provide meeting agendas, minutes, press releases, renderings, images, and other related materials to the City Liaison a minimum of three working days prior to each meeting.

Task 2: Data Collection/Existing Conditions

The Consultant will assess existing land use, urban design, streetscape, and transportation conditions. The Master Plan process will require an existing conditions survey that will provide estimated current demographics, housing market trends, pedestrian/vehicular/bicycle circulation and access surveys, and traffic counts of the area.

The Consultant will prepare a base map of the area. A reconnaissance survey of the entire study area will be conducted in order to identify existing land uses, building types and the overall

character and condition of the study area. The Consultant will document existing urban design and streetscape features in the study area.

The Consultant will review the current Zoning Ordinance, Comprehensive Plan and other relevant transportation plans and programs. Specifically the Consultant will review any existing or future transportation plans or projects, access controls and road alignments, as appropriate. The Master Plan will incorporate the input received from past planning studies including the Cardinal Engineering Infrastructure Study (2015) and the Comprehensive Housing Market Analysis completed by RKG and Associates, Inc. (2013)

Finally, the Consultant will conduct interviews with no less than fifteen (15) community stakeholders, as identified by the City.

Deliverables: Provide to the Planning Advisory Committee for review a SW 17th St/Janeway Master Plan Existing Conditions Report consisting of a base map, existing land use plan of study area, demographic analysis, traffic access and circulation plans as well as accompanying narrative statements.

Task 3: Market Analysis

An analysis of the Master Plan area will be required. The analysis will assess retail, restaurant, entertainment, office and residential markets within approximately one mile of the property site to determine potential interactions of the current markets with the Site. Trade areas for each of these markets will be defined after consulting with City staff. Supply and demand will take into account development that exists, that is under construction, and that is currently planned. The Consultant will identify land availability, vacancy rates, land prices, rents and price points in the trade area.

The market analysis will

1. Accurately describe existing land uses, demographic data, and real estate markets around the study area,
2. Identify an appropriate mix of uses of an appropriate scale that could take advantage of the close proximity of employment, recreational, service and shopping activities; and
3. Identify development needs and opportunities within the study area. The analysis will also incorporate reasonable absorption rates and pricing for new development given market trends, vacancy rates, competition, and existing land value and rents to determine what the most viable uses would be for the study area. The Consultant will conduct interviews with local real estate brokers, property owners, and potential developers to test findings of the market study before making final recommendations.

A document will be created detailing information from the market analysis and existing conditions research. In addition to giving detailed information about the study area, the document will also summarize the findings creating a quick read handout to understand key aspects about the study area.

Deliverables: Provide to the Planning Advisory Committee for their review, a real estate market analysis of the study area, containing an evaluation of existing conditions and development opportunities both in and around the identified study area. Based on feedback from the

Planning Advisory Committee, the report will be finalized.

Task 4: Community Visioning/Public Participation

The most important part of the process will be public participation. It is anticipated that the community will provide input on--among other issues--height, density, architectural styles and streetscape, public spaces, environmental issues and impact on the character of the surrounding neighborhoods and overall community. This information, along with input gathered in previous surveys as provided by the City, will provide the Consultant with direction when creating design concepts.

The City is open to suggestions from Consultants as to the method for receiving public participation, but at a minimum the City will require:

1. A kick-off meeting with the Planning Advisory Committee;
2. A kick-off meeting with the public;
3. One visioning session;
4. One Design Charrette;
5. A presentation of the draft plan to the City Council, Planning Commission and the community, and
6. A presentation of the final plan to the City Council Planning Commission and the community.

Deliverables: Provide to the Planning Advisory Committee for their review, agendas, meeting minutes and results of meetings. These items will be posted to a project website maintained by the City. Before items are posted for public viewing, all materials must first be reviewed and approved by the City Liaison.

Task 5: Future Land Use Plan and Conceptual Redevelopment

The project team will develop three (3) conceptual redevelopment plans (Concept Plans), for the site, that take into account the close proximity to employment, recreational, service and shopping activities. The conceptual redevelopment plans should take into account the preferences expressed at the initial visioning exercise. The development of the conceptual plans should be done in collaboration with an economic feasibility analysis as part of the Concept Plans the Consultant will identify and describe:

1. Key development and redevelopment sites.
2. Building massing, height and configuration.
3. Overall quantity and mix of uses in the study area that incorporate the findings from the market analysis, public input.
4. Linkages to surrounding neighborhoods, eg., sidewalk continuity, crosswalks, direct routing, mini plazas.
5. Streetscape improvements, eg., lighting, walkway textures, benches, guidance/information kiosks, landscaping/artwork, fencing, security/safety measures.
6. Access and circulation improvements for vehicular, bicycle and pedestrian access.
7. Infrastructure improvements, eg., streets, utilities.

The Consultant will present draft Concept Plans to the Planning Advisory Committee. Based on the review by the Planning Advisory Committee, the Consultant will revise the Concept

Plans. Revised plans will be presented to the public at a workshop for review and comment. The Planning Advisory Committee, considering public feedback, will select a favored plan (Preferred Concept Plan). The Preferred Concept Plan will include plan view drawings of the new development depicting layout, elevations and design features. A base map depicting the future land uses in the study area will incorporate the Preferred Concept Plans.

Deliverables: Provide to the Planning Advisory Committee for their review:

1. Three (3) preliminary, draft concept plans, per redevelopment site, that will be graphically shown in this report;
2. A discussion of the relative merits of each scenario;
3. A detailed Preferred Concept Plan that demonstrates a vision for future development; and
4. A written description of the Preferred Concept Plans will provide square footages of each use or density per acre (du/acre) for residential uses, parking counts, heights, setbacks and phasing. A discussion of the reasons why the Preferred Concept Plans were considered the most viable for the study areas should be included in this deliverable. The Future Land Use Plan will include a revised base map depicting the future land uses within the study area.

Task 6: Parking, Circulation and Access Plans

Task 6 (a): Parking

The Consultant will provide a parking inventory analysis for each Concept Plan. The Consultant will also need to determine the appropriate type (on-street versus off-street) and location of parking for each Concept Plan.

Task 6(b): Circulation and Access Plans

The consultant will be familiar with the existing traffic, circulation and access in the redevelopment area. Once conceptual redevelopment plans have been designed, but before they are finalized, the consultant will recommend how to improve access, circulation and traffic flow, including recommendations for any necessary operational changes to improve ingress and egress.

Task 6(c): Pedestrian and Bicycle Facilities

Pedestrian and bicycle safety and access will be an integral part of the Master Plan. The consultant should identify new pedestrian links to the Little River Greenway. Streetscape elements including raised intersections, sidewalks and open spaces should be considered in conjunction with future redevelopments. The consultant will also review and make recommendations on pedestrian circulation, including evaluation of crosswalks and opportunities to separate pedestrians and vehicular traffic.

Deliverables: Provide to the Planning Advisory Committee for their review, a combination of text and graphics that communicates potential strategies to provide efficient transportation in the study area

Task 7: Economic Feasibility Analysis

The Consultant shall determine the feasibility of each Concept Plan by:

1. For each Concept Plan, the Consultant will consider land costs, construction costs, market trends, and expected sales and rents to determine the feasibility of the development.
2. Construction Costs must include green building and low-impact development attributes.
3. Construction costs must include either tornado resiliency features or safe rooms appropriate to the type of construction.
4. Market trends must include absorption rates for each type of development activity proposed.
5. The Consultant shall build both a development pro forma and a twenty year operating pro forma for each Concept Plan.
6. The Consultant will establish constants across all comparable development and operating pro formas for escalation rates, reserves and other capital requirements.
7. Suggested development sources shall be identified by the Consultant that are adequate to cover the Concept Plan development costs.
8. The consultant shall determine expected rates of returns for a developer for each Concept Plan over five, ten and twenty year periods.

If the Consultant or the Planning Advisory Committee does not believe that the preferred developments are economically feasible at the time of the conclusion of this project, the Consultant should describe in detail the conditions under which the preferred concepts would become viable. The Consultant should specifically recommend changes to the preferred concepts that would make the projects immediately viable under the economic conditions that exist at the conclusion of the study.

Deliverables: Provide to the Planning Advisory Committee for their review, a combination of text and tables that communicate the results of the economic feasibility of three (3) Concept Plans.

Task 8: Regulating Plan

Similar to the Preferred Concept Plans, the Regulating Plan will provide criteria and regulations as a Hybrid Form-Based Code to which any new public or private development shall conform. It will include criteria on materials, colors, building massing, signage, relationship of structure to street and surrounding structures, facades, windows, additions, site treatment, landscaping, and lighting. The Consultant will develop the Regulating Plan to complement the proposed concept plan and will assist to ensure a quality development. The Regulating Plan shall include illustrated requirements for new residential, commercial, civic, and office development in the study area. Address building design and massing, street and landscape elements, parking lots and structures (appropriate paving, fencing, etc.), LEED certification, low-impact development techniques, resiliency, safe rooms, signage, lighting and buildings (setbacks, orientation, height, massing, bulk, materials and common facades, etc.).

Deliverables: Provide to the Planning Advisory Committee for their review, A Regulating Plan that will take the form of a Hybrid Form-Based Code and include text, illustrations, photos, maps, and any other graphic depictions that may be necessary. This Plan will be a stand-alone document that will focus on ease of use and understanding for the lay-person. The Regulating Plan will be submitted as fifty (50) color spiral-bound hard copies, as well as one digital copy.

Task 9: Zoning Amendment Recommendations

The Consultant will recommend changes to the City Code and the Zoning Ordinance that will support the Regulating Plan.

Deliverables: Provide to the Planning Advisory Committee for their review recommended zoning amendments. Specific sections of the Code will be identified with suggestions for draft text amendments.

Task 10: Implementation Strategies

The Consultant must develop strategies that provide a framework and realistic time frame for implementing the Preferred Concept Plan. These strategies will need to assure that the Master Plan will be supported throughout turnover in City staff. Areas to be addressed include realistic cost estimates and funding options, timing and phasing of redevelopment, obligations to existing land owners and stakeholders of redevelopment sites, and necessary levels of City commitment. Specifically the Consultant will need to describe and illustrate the strategies starting from existing conditions through the phased build-out. Address site control and acquisition, remediation and demolition, suggested plan implementation phasing, cost estimates and application of appropriate funding techniques for each phase. Identify incentives and funding sources for developers including tax increment financing, state and federal financing and grants.

Deliverables: Provide to the Planning Advisory Committee for their review, an Implementation Strategies Report in electronic formats that includes the recommendations prepared in Task 10.

Task 11: Final Report and Adoption

Once Tasks 1-10 are completed the Consultant will prepare a draft report containing the findings of the tasks and their deliverables. This draft plan will be reviewed by the Planning Advisory Committee. The draft report will then be revised to address the Planning Advisory Committee's comments resulting in a final report. The resultant recommendations will be forwarded to the City Council for final approval. The plan will be approved by ordinance.

Deliverables: Provide draft report to the Planning Advisory Committee for review. The final plan with narratives and maps will be submitted as thirty-five (35) color spiral-bound hard copies, as well as one digital copy.

V. Submittal Requirements

A. CONTENTS OF PROPOSAL

1. Proposal information shall be presented, to the extent possible, in a manner corresponding to, and identified by, the section or subsection titles stated in this RFP. All blank spaces on any required form, attachment or certification must be completed in ink or type written.

2. The prospective consultants are encouraged to follow the outline and page distribution indicated below. The selection committee will have limited time to review the submittals. Brevity and clarity in explaining key concepts and responding to the information required are encouraged. Proposers shall submit ten (10) paper copies including 1 unbound copy marked as 'Original' and one (1) .pdf copy of their completed RFP response. All proposals must be limited to the following prescribed information and be submitted in an 8 ½" x 11" format.

3. To be considered complete, Proposals must address the questions raised, and provide a complete response to the information requested, in the various Sections of this RFP. Each Consultant must also submit the information stated in Attachments C – I listed below and, all Proposals shall include the following:
 - a. **Letter of Transmittal** - Clearly indicate the single contact (principal-in-charge), email address, mailing address, and telephone numbers. Indicate unique features of the organization and the project team that makes the team suited to undertake this specific project.
 - b. **Project Understanding** – A written narrative explaining the proposing firms understanding goals and intent of the proposed redevelopment master plan and companion Hybrid Form-Based Code.
 - c. **Project Approach and Timeline** - A written narrative that defines the methods and means by which the proposing firm will perform the services outlined in the Project Scope described in the RFP. This narrative should include a project timeline outlining the major tasks, phases, timeframes, and milestones necessary to complete the project, and including an estimated date of completion for the project with a breakdown of the number of hours required per task and cost per task (Level of Effort and Cost Summary Matrix provided in List of Exhibits). Provide hourly rates for all personnel involved in the project (4400 form provided in List of Exhibits)
 - d. **Team Organization and Key Participants**- A written narrative and/or organizational charts describing how the project team will be organized. The successful Consultant will include a multi-disciplined team led by a Professional Planner, and including engineering, architecture and landscape architecture professionals and a financial feasibility expert. This narrative must indicate what work the consultant will self-perform and what work will be performed by sub-consultants and indicate by name those individuals who will be responsible for specific tasks. Identify the prime firm that

will be the party to any contract with the City for completion of the project and how the project will be managed.

- e. **Project Experience and References** – List no more than three (3) specific projects previously undertaken similar in scope. Provide a list of references for those projects. Include name, title, address, telephone numbers and email addresses.

Proposals should identify opportunities for the use of sustainable strategies, such as Low Impact Development (LID). The “Hurricane Sandy Rebuilding Strategy” as published in August 2013 shall be used. The strategy can be found at www.HUD.gov. Proposals must demonstrate the team’s understanding of the City’s long-term disaster recovery and mitigation needs.

VI. Evaluation and Selection

A. INITIAL SCREENING

Submissions will be initially screened by a multi-disciplinary staff evaluation committee to reach consensus on the most qualified firms to be invited to make formal presentations to the staff evaluation committee.

B. EVALUATION CRITERIA

The competitive selection process provided for under this RFP will focus on the qualifications and prior history of performance on similar projects of each lead firm and the members of the lead firm’s proposed team, in accordance with the selection criteria set forth below. Thoughtful written responses to this RFP will enable the City to select the most qualified proposers.

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

30% Project Approach: Proposal includes ideas for an innovative plan that meets the City’s goals and intent for the project. Although the City has identified the general nature of the services required, in some cases the consultant is given leeway toward the approach and methodology of the services. The consultant shall become familiar with the City government and land use planning documents in preparation of the proposal. The proposal should reflect a specific approach and outline of the project, including all background information.

25% Project Team: Proposal demonstrates that the consultant team has the ability to develop innovative plans that address complex requirements, incorporate a range of interests, and are usable by elected and appointed officials and staff. Qualifications and capacity of the team members are adequate to meet the City’s goals and intent.

20% Past Project Experience: Proposal includes specific projects that the consultant

team has completed that are similar in scope and nature to present RFP and clear and working knowledge of land use planning principles, urban design, and public participation. Consultant demonstrates the ability to provide creative solutions in developed communities which are implemented and embraced by the community. Past record of performance on contracts with other governmental agencies are positive, including such factors as control of costs, quality of work and ability to meet schedules.

20% Project Schedule: Proposal details the schedule of tasks, including milestones. Consultant has the capacity and resources to perform work within the time limitations.

5% Presentation of Proposal: Proposal strictly adheres to the requirements set forth in the RFP and is organized and succinct. The proposal will inform the selection committee of the quality of the final Plan.

C. SELECTION AND AWARD PROCESS

At the conclusion of the oral presentation process the evaluation committee will independently record their scores on the evaluation sheet and forward those to the Purchasing Department for tabulation.

Based on the result of the scoring a recommendation will be made to the full City Council for their review and consent. Upon successful completion of preliminary negotiations with the selected firm, a notice of award will be issued and contract preparation commenced. Unsuccessful firms will be notified by mail.

VII. Miscellaneous

Costs for developing a response to the RFP, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to the City. All materials submitted by any proposer in response to the RFP will become the property of the City and will be returned only at the option of the City.

This RFP is a solicitation and not an offer to contract. The City reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal received, and to determine the final scope and terms of any contract for services, and whether to enter any contract. The provisions herein are solely for the fiscal responsibility of the City and confer no rights, duties or entitlements to any proposer. A written agreement for services will be required between the City and successful proposer.

All responders to this request for qualifications to develop the property agree, understand, and accept that it is contingent on the City of Moore acquiring the property that is the subject of this request. If the property is not acquired by the City of Moore the City is under no obligation nor does it agree to compensate responders for any expenses they may have incurred in the

preparation of their responses.

A. ITEMS TO BE PROVIDED BY THE CITY OF MOORE

- City Liaison
- City Project Team (aka City Team)
- Planning Advisory Committee
- Copies of all existing studies, plans, and other data as available.
- ArcMap files
- Moore Land Development Code and the Moore City Codes

B. PROGRESS REPORTING

The Consultant will provide bi-weekly progress reports to the City. There will be a minimum of 6 progress meetings with the City Team during the preparation of the plan. The firm shall supply the City Liaison with an electronic copy of all completed or partially completed reports, studies, forecasts, maps or plans at least three (3) working days before each progress meeting.

VIII. Estimated Timetable for Proposals

This RFP is a solicitation and not an offer to contract. The City of Moore reserves the right to terminate, modify, abandon or suspend the process; reject any or all submittals; modify the terms and conditions of this selection process, and/or waive informalities in any submission.

Firms submitting a response to the RFP will be asked at a minimum, to state their understanding and experience relating to the project and offer their methodology for achieving the objective and producing the required deliverables for each task. The finalists selected will be required to participate in an in-person interview and presentation at Moore City Hall. The selection committee will rank the prospective proposers after the interview and recommend the Moore City Council enter into contract negotiations with the first ranked team. If contract negotiations fail, the City will proceed to enter into negotiations with the teams in ascending order of rank as the City deems necessary.

It is the City's expectation that this RFP and selection process result in the selection of a consultant and affiliated team to be retained in a professional capacity for the development and execution of the anticipated professional services described herein.

The following is a detailed schedule of events for the RFP process, which is subject to modification by the City:

- **January 28, 2015:** Advertise RFP
- **February 4, 2015:** Advertise RFP
- **February 9, 2015:** Questions due to the City
- **February 11, 2015:** Responses to submitted questions posted online
- **February 19, 2015:** Mandatory Pre-Proposal meeting
- **February 27, 2015:** RFP responses due to the City
- **Feb 28-March 6, 2015:** Selection Committee evaluate and shortlist candidates
- **March 19, 2015:** Consultant interviews (30 minutes each)
- **March 23, 2015:** Notify first ranked team and interviewees
- **March 24-31, 2015:** Negotiate contract
- **April 6, 2015:** City Council meeting
- **April 7, 2015:** Contract execution / notice to proceed

Pre-Proposal Meeting: There will be a mandatory pre-proposal meeting on Thursday, February 19, 2015 at 2:00 PM. The meetings will be held in the City Council Chambers, 301 N. Broadway Ave. Suite 126, Moore, OK. At least one member of the prime applicant’s team must attend the pre-proposal meeting in order for the proposal to be considered responsive. Clarifications if needed will be conveyed to all proposers through an addendum.

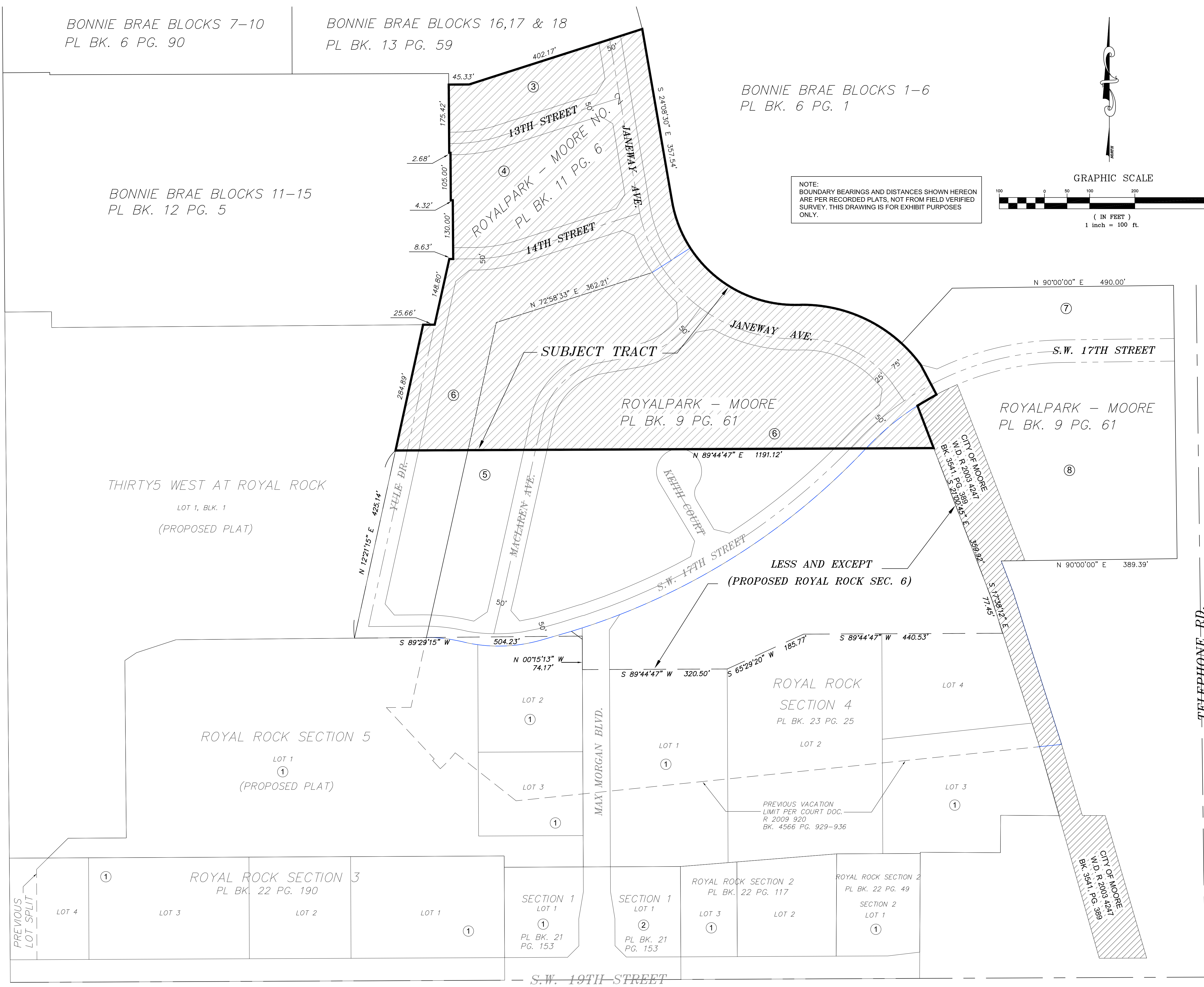
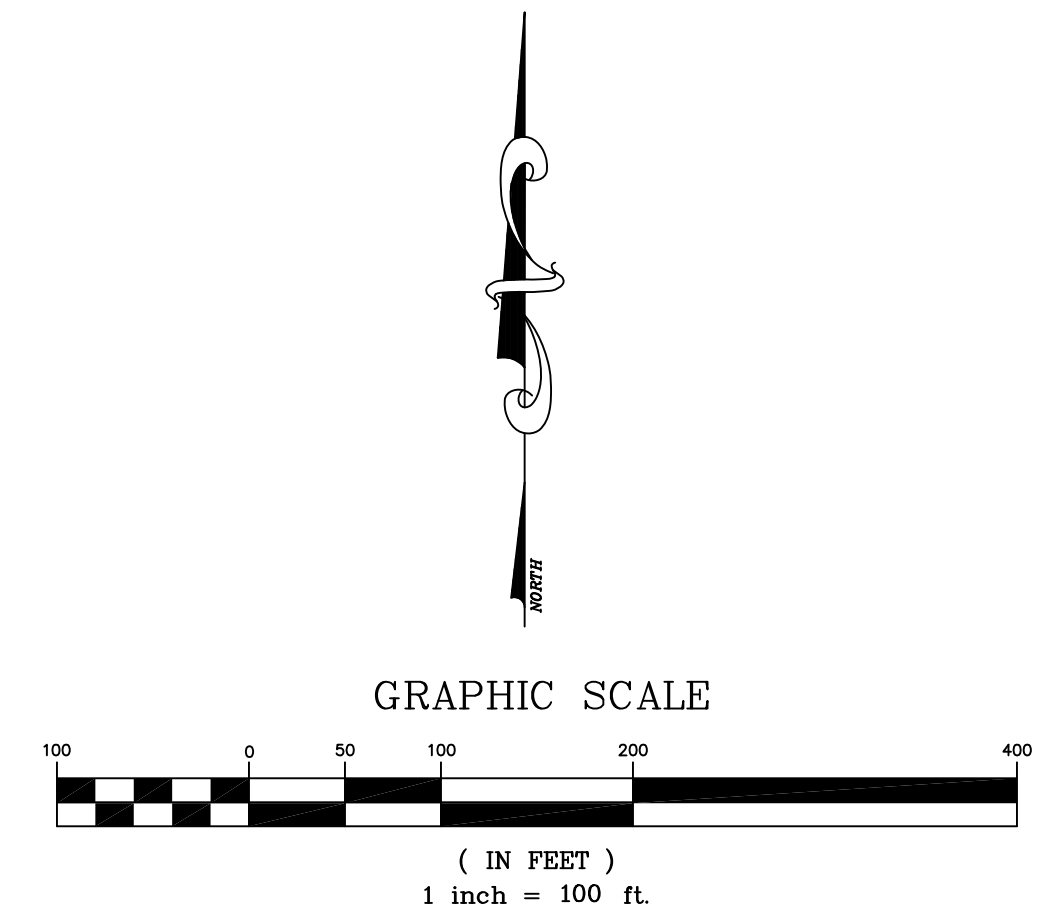
BONNIE BRAE BLOCKS 7-10
PL BK. 6 PG. 90

BONNIE BRAE BLOCKS 16,17 & 18
PL BK. 13 PG. 59

BONNIE BRAE BLOCKS 1-6
PL BK. 6 PG. 1

BONNIE BRAE BLOCKS 11-15
PL BK. 12 PG. 5

NOTE:
BOUNDARY BEARINGS AND DISTANCES SHOWN HEREON
ARE PER RECORDED PLATS, NOT FROM FIELD VERIFIED
SURVEY. THIS DRAWING IS FOR EXHIBIT PURPOSES
ONLY.



THIRTY5 WEST AT ROYAL ROCK
LOT 1, BLK. 1
(PROPOSED PLAT)

ROYAL ROCK SECTION 5
LOT 1
(PROPOSED PLAT)

ROYAL ROCK SECTION 3
PL BK. 22 PG. 190

SECTION 1
LOT 1
PL BK. 21
PG. 153

SECTION 1
LOT 1
PL BK. 21
PG. 153

ROYAL ROCK SECTION 2
PL BK. 22 PG. 117

ROYAL ROCK SECTION 2
PL BK. 22 PG. 49

CITY OF MOORE
M.D. R. 2003 4241
BK. 341 PG. 389

P:\ENGINEERING\PROJECTS\21027 - CITY OF MOORE - ROYAL PARK REDEVELOPMENT\CAD\SURVEY\REDEVELOPMENT TRACT.DWG, 8/27/2014, 11:01:55 AM, bpc@redplains.com

REDEVELOPMENT TRACT EXHIBIT
S.W. 19TH STREET & TELEPHONE RD.
MOORE, OKLAHOMA
MOORE, CANADIAN COUNTY, OKLAHOMA



Red Plains Professional, Inc.
2933 S. Bryant Avenue
Edmond, Oklahoma 73013
Telephone: (405) 341-4031
Fax: (405) 341-4037
CERTIFICATE OF AUTHORIZATION
NO. 2926
JUNE 30, 2015

NO.	DATE	DESCRIPTION

Royal Rock – Moore
Redevelopment Tract
Aug. 5, 2014

LEGAL DESCRIPTION

The redevelopment of existing platted property, all of which resides in the Southeast Quarter (SE/4), of Section Twenty-Two (22), Township Ten (10) North, Range Three (3) West of the Indian Meridian, Cleveland County Oklahoma being described as follows:

All of Blocks 3, 4 & 6 of ROYALPARK – MOORE No. 2 according to the recorded plat thereof, Moore, Cleveland County, Oklahoma in Plat Book 11, Page 6, less and except that portion of Blocks 3 & 4 re-platted as BONNIE BRAE BLOCKS 11-15 according to the recorded plat thereof, Moore, Cleveland County, Oklahoma in Plat Book 12, Page 5;

All of Blocks 5 & 6 ROYALPARK – MOORE according to the recorded plat thereof, Moore, Cleveland County, Oklahoma in Plat Book 9, Page 61;

All of Lot 5, Block 1 of ROYAL ROCK SECTION 4 according to the recorded plat thereof, Moore, Cleveland County, Oklahoma in Plat Bk. 23, Page 25,

And

The northerly portion of the 60 feet public right-of-way of Max Morgan Boulevard, included and as shown on the aforementioned ROYAL ROCK SECTION 4 plat, and being more particularly described as follows:

Beginning at the southwest corner of said Lot 5, Block 1 of said plat,
Thence S 89°44'47" W a distance of 60.00 feet to the west right-of-way line of said public right-of-way;
Thence N 00°15'13" W along said line a distance of 92.25 feet to a point on the southerly right-of-way of S.W. 17th Street;
Thence northerly along said right-of-way line on a curve to the left having a radius of 1490.68 feet, a curve length of 88.41 feet with a chord bearing N 70°25'26" E and a chord distance of 88.39 feet;
Thence S 34°28'33" E a distance of 41.09 feet;
Thence S 00°15'13" E a distance of 87.73 feet to the point of beginning.

And

The 25' Site Triangle & Public Road Easement included and as shown on the aforementioned ROYAL ROCK SECTION 4 plat, and being more particularly described as follows:

Beginning at the northwest corner of the right-of-way of said Max Morgan Boulevard, a public street,
Thence S 00°15'13" E along said west right-of-way line a distance of 25.00 feet,
Thence N 53° 49' 30" W a distance of 29.69 feet to a point on the southerly right-of-way of S.W. 17th Street;
Thence northerly along said right-of-way line on a curve to the left having a radius of 1490.68 feet, a curve length of 25 feet to the point of beginning.

LESS AND EXCEPT

A tract of land in the Southeast Quarter (SE/4) of Section Twenty-Two (22), Township Ten (10) North, Range Three (3) West of the Indian Meridian, Cleveland County, Oklahoma, more particularly Described as follows:

BEGINNING at the Northeast corner of Lot 4, Block 1 of the recorded plat of ROYAL ROCK SECTION IV, Book 23, Page 26-26, Cleveland County, Oklahoma, more particularly described as follows:

THENCE from said corner S 89°44'47" W along the North line of said Lot 4, a distance of 440.53 feet;
THENCE S 65°29'20" W a distance of 185.77 feet;
THENCE S 89°44'47" W a distance of 320.50 to a point on the West right-of-way of Max Morgan Boulevard;
THENCE N 00°15'13" W along said right-of-way a distance of 74.17 feet;
THENCE S 89°29'15" W a distance of 504.23 feet to the West right-of-way of Yule Drive;
THENCE N 12°21'15" E along said right-of-way a distance of 425.14 feet;
THENCE N 89°44'47" E a distance of 1191.12 feet to a point on the Easterly line of the vacated Lot 5, Block 1, ROYAL ROCK SECTION IV, recorded in Bk. Pg. Cleveland County, Oklahoma;
THENCE S 21°00'45" E along said vacated Lot 5 a distance of 359.92 feet;
THENCE S 17°38'12" E along said vacated Lot 5 a distance of 77.45 feet to the Point of Beginning.

Said described tract containing 14.4442 acres or 629,189.3520 square feet more or less.

Exhibit C

NON-COLLUSION AFFIDAVIT OF VENDOR

The following affidavit **MUST** accompany your response to this proposal.

COUNTY OF _____) SS.
STATE OF _____)

AFFIDAVIT

I, _____, declare under oath, under penalty of perjury, That I am lawfully qualified and acting officer and/or agent of _____
(Firm's Name)

and that:

1. That the affiant has not been party to any collusion among proponents in restraint of freedom of competition by agreement to propose at a fixed price or to refrain from making a proposal; or with any official of the state or political subdivision of the State, including The City of Moore, as to quantity, quality, or price in the matter of the attached proposal, or any other terms of said prospective contract; or in any discussions between proponents and any official of the state, including the City of Moore, concerning the exchange of money or other thing of value for special consideration in the letting of a contract and,
2. _____, has not pled guilty to or been convicted of a
(Firm's Name)
felony charge for fraud, bribery, or corruption involving sale of real or personal property to any state or any political subdivision of a state.
2. That no person, firm, corporation subsidiary, parent, predecessor or other entity affiliated with or related to _____ has been convicted of a
(Firm's Name)
felony charge for fraud, bribery, or corruption relating to sale of real or personal property to any state or political subdivision of a state.

(Officer or Agent)

Subscribed and sworn to before me this _____ day of _____, _____.

(SEAL)

My Commission Expires

(Notary Public)

Exhibit D: Byrd Amendment Certification

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature	
Printed Name	
Position	
Date	

Exhibit F:

Instructions: If the Respondent is a Minority Owned Business (MOB) or Women Owned Business (WOB) or qualifies as a Section 3 business, the Respondent completes Form F.1. If the Respondent intends to utilize a MOB/WOB or Section 3 business in the performance of the proposed contract, the respondent completes Form F.2

F.1: CERTIFICATION AS A MINORITY OWNED, WOMEN OWNED OR SECTION 3 BUSINESS

I, _____ certify that _____ is a Minority Owned, Women Owned or Section 3 Business.

Business Registered Name	
Business Registered Address 1	
Business Registered Address 2	
State of Registration	
Certificate or Registration Number	
Certifying Agency	

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false.

Signature	
Printed Name	
Position	
Date	

F.2: STATEMENT OF INTENT OF MOB/WOB/SECTION 3 UTILIZATION

I, _____ certify that _____ will utilize Minority Owned Business (MOB) or Women Owned Business (WOB) as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay the MOB or WOB subcontractor(s), vendor(s), supplier(s), or professional service(s) is \$ _____

Description of Work	MOB Amount	WOB Amount	Section 3 Amount	Name of MOB/WOB/Section 3

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false

Signature	
Printed Name	
Position	
Date	

Exhibit E: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

In accordance with 2 CFR Part 2424 and 24 CFR Parts 5, 6, et al (US Department of Housing and Urban Development: Implementation of OMB Guidance on Debarment and Suspension; Final Rule) the Respondent certifies, to the best of his or her knowledge and belief, that:

- (1) No employee of the Respondent who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification;
- (2) No sub-contractor, partner or other party who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification.
- (3) The undersigned Respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Signature	
Printed Name	
Position	
Date	

EXHIBIT G

Form 4400 - A: Uniform Cost/Price Analysis

Complete Form 4400 for the RFP by defining each Benchmark or Deliverable where a payment is expected, the Target Date for Delivery, the amount of Payment, and the Percent of the Total Bid

Benchmark or Deliverable	Target Date	Amount	Percent of Total Bid
TOTAL BID			

NON-COLLUSION AFFIDAVIT OF VENDOR

The following affidavit **MUST** accompany your response to this proposal.

COUNTY OF _____) SS.
STATE OF _____)

AFFIDAVIT

I, _____, declare under oath, under penalty of perjury, That I am lawfully qualified and acting officer and/or agent of _____
(Firm's Name)

and that:

1. That the affiant has not been party to any collusion among proponents in restraint of freedom of competition by agreement to propose at a fixed price or to refrain from making a proposal; or with any official of the state or political subdivision of the State, including The City of Moore, as to quantity, quality, or price in the matter of the attached proposal, or any other terms of said prospective contract; or in any discussions between proponents and any official of the state, including the City of Moore, concerning the exchange of money or other thing of value for special consideration in the letting of a contract and,
2. _____, has not pled guilty to or been convicted of a (Firm's Name) felony charge for fraud, bribery, or corruption involving sale of real or personal property to any state or any political subdivision of a state.
2. That no person, firm, corporation subsidiary, parent, predecessor or other entity affiliated with or related to _____ has been convicted of a (Firm's Name) felony charge for fraud, bribery, or corruption relating to sale of real or personal property to any state or political subdivision of a state.

(Officer or Agent)

Subscribed and sworn to before me this _____ day of _____, _____.

(SEAL)

My Commission Expires

(Notary Public)