



City of Moore Oklahoma

301 N. Broadway, Moore, OK 73160 | (405) 793-5000 | www.cityofmoore.com

NOTICE TO PROCEED

Date: 1/4/2016/2015

To: Meshek & Associates

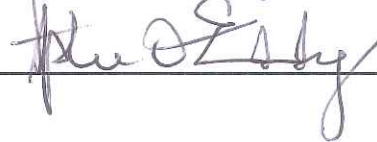
Project: H-01-W-LMI, Redevelopment Masterplan

The City of Moore has considered the budget submitted by you for the above reference project.

You are hereby notified the budget has been accepted in the amount of \$308,266.96.

You are required to return an acknowledged copy of Notice To Proceed to the City of Moore.

Dated this 4th day of January, 2016.

By: 

ACCEPTANCE OF NOTICE

Receipt of the foregoing Notice to Proceed is hereby acknowledged

by Ben Fletcher, this 4th day of January, 2016.

By: 

Title: Manager

Task Order # 4

Engineering Firm: Meshek & Associates

Project Number: H-01-W-LMI

1/1/2016

Project Name: Redevelopment Masterplan

1.0 Project Description: The Consultant's role will be to provide master planning services for a 14.4 acre site located at SW 17th Street and Janeway Avenue in Moore, Oklahoma. The City has indicated its vision is to include new urbanist principles to develop a master plan for a "village center" concept that will include mixed income housing as well as the possibility of an additional market driven mix of uses. The Consultant will lead a team of sub-consultants in facilitation a community visioning process with a variety of stakeholders, to include a vision and design charrette that will ultimately result in a master development plan for the site and a regulating framework, such as a hybrid form-based code or a feasible alternative that ensures the plan's implementation.

2.0 Scope/Objective & Deliverables:

A) The Consultant shall enter into agreements with the sub-consultant firms listed below:

- Meshek & Associates (Consultant)
- TAP Architecture (Prime Sub-Consultant)
- The Center for Economic Development Law, PLLC
- Canyon Research Southwest
- Ochsner Hare & Hare, LLC
- Olsson Associates, Inc
- Frontstreet

B) The Consultant will facilitate Planning Advisory Committee (PAC) meetings to include a kick off meeting with City staff and the PAC, and at key project milestones as requested by the City of Moore. Preparation materials provided are to include meeting agendas, minutes, press releases, renderings, images, and other related materials. Those materials shall be submitted to the individual designated by the City ("City Liaison") a minimum of three working days prior to meeting.

C) An Existing Condition Report for the Site to include:

- Current Demographics, housing market trends, pedestrian/vehicular/bicycle circulation and access, a traffic narrative of the area after analysis of 2014 study, land use, urban design, streetscape, and transportation conditions.
- A base map and reconnaissance survey of the site to include existing uses, building types, character and condition of study area, existing urban design and streetscape.

- A review of the current zoning ordinance, comprehensive plan and other relevant transportation plans and programs to include existing or future transportation plans or projects, access controls and road alignments.
- Interviews with no less than 15 community stakeholders as identified by the City.

D) A Real Estate Market Analysis Report and corresponding “Quick Read Handout” to include:

- An assessment of retail, restaurant, entertainment, office and residential markets within approximately one mile of the site.
- Land availability, vacancy rates, land prices, rents and price points within the Site’s potential trade area, as determined in conjunction with City staff
- Existing land uses, demographic data, and real estate markets around the study area.
- Identification of appropriate mix of uses that could take advantage of site proximity to existing markets and community facilities.
- Reasonable absorption rates and pricing for new development given market trends, vacancy rates, competition and existing land value rents.
- Interview with local real estate brokers, property owners, and potential developers.

E) A Community Visioning and Public Participation program to include at a minimum:

- A kick-off meeting with the PAC
- A kick-off meeting with the public
- One visioning session
- One design charrette
- Presentation of the draft plan to the City Council, Planning Commission and the community
- Agendas, meeting minutes and meeting outcomes to be presented to the PAC and posted to the project website after approval by the City

F) Up to three (3) conceptual redevelopment plans (Concept Plans) shall be produced based on visioning exercises, public participation and market analysis that include:

- Key development and redevelopment sites
- Building massing, height, and configuration
- Overall quantity of and mix of uses in the study area
- Linkages to surrounding neighborhoods
- Streetscape improvements
- Access and circulation improvements for vehicular, bicycle and pedestrian access
- Infrastructure improvements
- Sustainability potential for the redevelopment, including potential green building standards (as defined in Section VI of the CDBG-DR allocation notice under which this Project is being funded, located at page 14332 of Volume 78, Number 43 of the Federal Register, dated Tuesday, March 5, 2013) that may be utilized (“Green Building Standards”)
- Discussion of the relative merits of each scenario

G) A Preferred Concept Plan, to be selected by the PAC, shall include:

- Plan view drawings of the new development depicting layout, elevations, and design features
- A base map depicting the future land uses
- A written description including square footages of each use or density per acre for residential uses, parking counts, heights, setbacks, and phasing
- A narrative for why the Preferred Concept Plan was considered most viable

H) A transportation Network Plan to include:

- Text and graphics that describe
 1. A parking inventory analysis for each Concept Plan including appropriate type and location of parking
 2. Improvements to access, circulation and traffic flow including recommendations for operational changes to improve ingress and egress
 3. New pedestrian links to the Little River Park
 4. Streetscape elements including crosswalks, open spaces, intersections, and pedestrian circulation

I) An Economic Feasibility Analysis shall be completed for each Concept Plan to include:

- Consideration of land costs, construction costs (including Green Building Standards and low-impact development attributes, tornado resiliency features of safe rooms), market trends, and expected sales and rents
- Absorption rates for each type of development activity proposed
- Development pro forma and twenty year operation pro forma for each Concept Plan, to include escalation rates, reserves and other capital requirements
- Suggested development sources to cover development costs
- Expected rates of returns for a developer for each Concept Plan over 5, 10, and 20 year periods
- Alternatives to the Preferred Concept Plan to make the project immediately viable, if developments are not economically viable at conclusion of study

J) A Regulation Plan in the form of a Hybrid Form-Based Code or a more appropriate alternative, to complement the proposed Concept Plan shall include:

- Illustrated requirements for new residential, commercial, civic, and office development in the study area
- Requirements for building design and massing, materials and colors, street and landscape elements, parking lots and structures, signage, and lighting (including required Green Building Standards)
- Text, illustrations, photos, maps and any other graphic depictions that may be necessary to serve as a stand-alone document that focuses on ease of use and understanding for the lay-person
- 50 color spiral-bound hard copies, one digital copy

K) Zoning Amendment Recommendations shall be made for changes to the City Code and Zoning Ordinance in the form of suggestions for draft text to specific sections of the Code to support the Regulating Plan

L) An Implementation Strategies Report shall make recommendations to include:

- Construction cost estimates and funding options (including impacts of applicable Green Building Standards)
- Timing and phasing of redevelopment
- Obligations to existing land owners and stakeholders of redevelopment sights
- Necessary levels of City commitment including potential incentives and funding sources

M) Final Report and Adoption

- 35 color spiral-bound hard copies, one digital copy

Specific Tasks, Responsibilities and Timeline

TASK 1: Planning Advisory Committee Facilitation
Duration: 4 weeks, intermittent

TASK 2: Data Collection/Existing Conditions
Duration: 4 weeks, follows Task 1

TASK 3: Market Analysis/Quick Read Handout
Duration: 6 weeks, intermittent, follows TASK 1

TASK 4: Community Visioning/Public Participation
Duration: 8 weeks

TASK 5: Future Land Use Options
Duration: 8 weeks

TASK 6: Parking, Circulation and Access Plans
Duration: 1 week concurrent with Task 5

TASK 7: Economic Feasibility of Land Use Plans
Duration: 4 weeks, intermittent, follows Task5/6

TASK 8: Regulating Plan (Design Guidelines and/or Form-based Code)
Duration: 4 weeks, follows Tasks 4 and 7

TASK 9: Zoning Amendment Recommendations
Duration: 8 weeks, intermittent

TASK 10: Implementation Strategies
Duration: 4 weeks, follows Task 8

TASK 11: Final Report and Adoption
Duration: 4 weeks, intermittent, follows Task 10

3.0 Applicable Documents.

Property Description attached.

4.0 Reports.

Monthly Status Report (MSR). The Contractor shall prepare a Monthly Status and email to Jared Jakubowski and Kahley Gilbert on the final day of each month.

5.0 Schedule.

This plan must be approved by City Council by September 19, 2016

6.0 Budget

Total: \$308,266.96

See Attachment A for details.

TASK	DESCRIPTION	FIRM	PROJECT MANAGER	CONTRACT MANAGEMENT	CECL	CRS	Oechler / Hare & Hare	Olson	Frontstreet	TAP Architecture	REIMBURSABLE	ADDITIONAL SERVICE	\$ PROPOSED FEES	\$ ORIGINALLY PROPOSED FEES	\$ BUTZER CONTRACT TASK FEES PAID									
																Ben Fletcher	Project Manager	Jeff Sabin	Project Manager	Eric Lander	Project Engineer	Ken Boone	Project Manager	Shannon Gordon
3.6	Interviews with local real estate brokers, property owners and potential developers.												3,000.00											
	PAID UNDER BUTZER CONTRACT			96.00																				
	TASK BALANCE AFTER BUTZER CONTRACT FEES PAID												4,500.00											
TASK 4	COMMUNITY VISIONING / PUBLIC PARTICIPATION												1,375.00											
4.1	Kickoff Meeting Community			10,725.00																				
4.2	Visioning Session												71,500.00	71,500.00										
4.3	Design Charrette												11,350.00											
4.4	Presentation of Draft plan to City Council, Planning Commission and Community												8,750.00											
4.5	Presentation of FINAL plan to City Council, Planning Commission and Community												30,100.00											
4.6	Owner requested additional meetings												3,900.00											
4.7	City approved agenda, minutes, outcomes to PAC and website												3,900.00											
	PAID UNDER BUTZER CONTRACT			178.00																				
	TASK BALANCE AFTER BUTZER CONTRACT FEES PAID												12,500.00											
	FUTURE LAND USE PLAN OPTIONS (max 3)			7,290.00																				
5.1	Key development and redevelopment sites												71,500.00	62,000.00										
	Building massing, height and configuration												52,000.00											
	Quantity and mix of uses																							
	Neighborhood linkages																							
	Streetscape concepts																							
	Access and circulation for vehicles, bicycles and pedestrians																							
	Infrastructure improvements																							
	Sustainability per Section VI of CDBS-CR																							
	Narrative discussion of regional plans																							
5.2	Develop preferred concept plan as directed by PAC showing development form, building massing, height, building massing, density, parking counts, setbacks and phasing. Supporting narrative.												32,500.00											
													19,500.00											
TASK 6	PARKING, CIRCULATION AND ACCESS PLANS												6,500.00	5,500.00										
6.1	Parking inventory for various options			875.00									1,500.00											
6.2	Improvements to access, circulation, and traffic flow with recommendations for improved ingress and egress.												1,000.00											
6.3	New pedestrian links to Little River Park												1,500.00											
6.4	Streetscapes including crosswalks, open spaces, interactions and sidewalks.												2,500.00											

TASK	DESCRIPTION	CONTRACT MANAGEMENT	CDL	CRS	O'cheer / Hire & Hire	Olson	Frontstreet	TAP Architecture	REIMBURSABLE	ADDITIONAL SERVICE	\$ PROPOSED FEES	\$ ORIGINALLY PROPOSED FEES	\$ BUTZER CONTRACT TASK FEES PAID											
														Ben Fletcher	Project Manager	Jeff Sabin	Project Manager	Eric Lander	Project Engineer	Ken Boone	Project Manager	Shannon Gordon	Landscape Architect	Staff
TASK 7	ECONOMIC FEASIBILITY OF LAND USE PLANS	1,993.75									13,220.00	13,000.00												
7.1	Consideration of land and construction costs (including USGBC standard) low-impact development attributes, tornado resiliency, market trends and expected sales and rents.					2,000.00					87.00													
7.2	Absorption rates for each building type				2,500.00								2,087.00											
7.3	Development pro forma and 20 yrs operation pro forma for each Concept Plan to include escalation rates, reserves and other capital requirements				2,500.00						350.00		2,992.00											
7.4	Suggested development sources to cover development costs.				1,500.00						350.00		1,850.00											
7.5	Expected rate of return for a developer for each Concept Plan over 6, 10 and 20 year periods.				1,500.00						86.00		1,889.00											
7.6	Alternatives to the Preferred Concept Plan to make the project immediately viable; if developments are not economically viable at conclusion of study.				2,000.00						350.00		2,350.00											
					12,999.00								18,900.00											
TASK 8	REGULATING PLAN (DESIGN) GUIDELINES AND / OR FORM-BASED CODE	2,295.00										18,900.00	18,900.00											
8.1	Illustrated requirements for new residential, commercial, civic and office development in the study area.					800.00					1,400.00		2,200.00											
8.2	Development guidelines.					200.00					4,200.00		5,400.00											
8.3	Ready Reference stand-alone document of concept.					200.00					700.00		900.00											
8.4	60 color spiral-bound hard copies + digital copy.					1,200.00							1,000.00											
TASK 9	ZONING AMENDMENT RECOMMENDATIONS	2,295.00										11,000.00	11,000.00											
9.1	Suggestions for draft text to code sections to support the Regulating Plan					5,400.00							19,500.00											
TASK 10	IMPLEMENTATION STRATEGIES	2,990.00										19,500.00	19,500.00											
10.1	Construction cost estimates and funding options					4,500.00					350.00		4,850.00											
10.2	Timing and phasing of development					2,000.00					700.00		2,700.00											
10.3	Obligations to existing land owners and stakeholders of redevelopment					1,500.00					350.00		1,850.00											
10.4	Recommended mix of City commitment including potential incentives and funding sources					800.00					1,400.00		2,200.00											
						8,900.00							12,100.00											
TASK 11	FINAL REPORT AND ADOPTION	975.00										6,500.00	6,500.00											
11.1	Submit Final Report for adoption					3,700.00					1,800.00		5,500.00											
11.2	35 hard copies + digital copy					3,700.00							7,500.00											
													13,000.00											
EXCLUSIONS		RESPONSIBILITY																						
CAD Sim Plan		TAP																						
Engineering		Meshik																						
Geotechnical		Will be done with Meshik Engineering phase																						

