

# REQUEST FOR PROPOSALS

FOR

## CITY OF DEL CITY, OKLAHOMA COMPREHENSIVE PLAN 2022-2042



Issued: January 7th, 2022  
Proposals Due: January 27th, 2022  
(in hand by 4:00 PM CST)

Further information:

*Kelly Wilborn  
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3701 SE 15<sup>th</sup> Street  
Del City, Oklahoma 73115  
(405) 670-7312  
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Proposal submission:

*City of Del City  
Attn:  
Diane League  
Purchasing  
3701 SE 15<sup>th</sup> Street  
Del City, OK 73115.*

**City of Del City**  
**Request for Proposals**  
**Comprehensive Plan 2022-2042**

**Overview**

The City of Del City, Oklahoma seeks proposals from qualified consulting firms with experience in community development, land use planning, long range planning, GIS mapping, demographic and economic analysis, and citizen outreach to review, update and revise the contents of the Del City comprehensive plan, and also update the maps, supporting data, ordinance, technical components and visual quality of the plan. Updates should reflect existing conditions, future trends and desired community vision as well as establish specific, feasible actions and policies. This update will provide a foundation for the future while continuing the City's ongoing efforts to remediate, improve and foster residential and commercial development, while ensuring that all developments occurring within the City is compatible with the operational needs of Tinker Air Force Base.

The contract will be administered by the Planning and Zoning Department who will advise and assist the Planning Commission, City Council, stakeholders and Del City residents. The Comprehensive Plan is a collaborative process involving our governing body, city staff, consultanting team and the community. The purpose of this is to develop a plan which is reflective of the residents' needs, desires and vision of the future to provide measures to reach our goals. This plan will serve as framework for the future of Del City and provide guidance in the day-to-day decision-making of the City.

**Community Information**

The City of Del City is a fully urbanized, inner suburb located in the eastern portion of the Oklahoma City metropolitan area. With a land area of 7.5 square miles and a population of just over 22,000, Del City's future growth is necessarily focused on redevelopment, as the city is bordered on all four sides by urbanized areas (Oklahoma City, Midwest City, Tinker AFB).

**Scope of Work**

A preliminary scope of work, including a listing of proposed chapters and special focus areas, is attached. This preliminary scope of work should guide the development of responsive proposals.

**Project Schedule**

Draft deliverables are to be submitted for Planning Commission review within 8 months of the contract start date. All work should be completed within 12 months of the contract start date. A detailed project schedule with cost should be included in each proposal.

### **Deliverables**

- Draft Comprehensive Plan (for Planning Commission Review) – 10 loose-bound copies and 2 electronic copies (.pdf and .docx formats, plus all figures, charts, graphs, maps, photos, etc. in native format).
- Draft Comprehensive Land Use Map (for Planning Commission Review) – 2 large format color (24x36) copies and 1 electronic copy (.pdf).
- Draft Comprehensive Plan (for City Council Review) – 10 loose-bound copies and 2 electronic copies (.pdf and .docx formats, plus all figures, charts, graphs, maps, photos, etc. in native format).
- Draft Comprehensive Land Use Map (for City Council Review) – 2 large format color (24x36) copies and 1 electronic copy (.pdf).
- Final Comprehensive Plan – 10 presentation quality bound copies and 2 electronic copies (.pdf and .docx formats, plus all figures, charts, graphs, maps, photos, etc. in native format).
- Final Comprehensive Land Use Map – 2 large format color (24x36) copies and 1 electronic copy (.pdf).
- GIS Layers (contractor will take City's existing GIS layers and combine into one usable map and will add any layers created during the project, including but not limited to Updated Zoning Map, Final Comprehensive Land Use Map, and AICUZ/JLUS/FAR Part 77/APPA Map).
- Upon completion of the project, all maps, data, and reports shall be the property of the City of Del City.

### **Submittal Instructions**

Responses to this Request for Proposals are to be received by the City of Del City by mail or delivery no later than 4:00 PM on January 27, 2022.

Proposals should be addressed to:

City of Del City  
Attn: Diane League, Purchasing  
3701 SE 15<sup>th</sup> Street  
Del City, OK 73115.

Eight (8) sealed proposals, including all attachments, should be submitted.

Proposals should be tape or spiral bound and should include all information necessary to constitute a responsible submission.

All proposals must have a single point of contact clearly indicated on the cover page.

Inquiries may be directed to:

Kelly J. Wilborn  
City Planner  
3701 SE 15<sup>th</sup>  
Del City, Oklahoma 73115  
(405) 670-7312  
kwilborn@cityofdelcity.org

All proposals must include:

- Letter of Interest: Briefly describing how the firm would be an asset to the City of Del City. Demonstrate an understanding of the City of Del City and the project scope.
- Project Team: Introduction of the firm including overall philosophy and the qualifications, technical competence, and experience of individual staff members.
- Project Approach: A description of the project approach including how issues, opportunities and needs will be identified and addressed.
- Scope of Work: Outline the steps necessary to accomplish the project goals, identify the methodology proposed and include the anticipated timeline. If your team has any ideas or suggestions which may enhance the project or streamline the scope of work and improve cost effectiveness, please include them in this section.
- Proposed contract for services performed: Provide a cost estimate of the total fees for the work to be completed. Include a breakdown of expenses including reproduction, printing, and other direct project expenses. Include the proposed payment scheduling in general terms over the course of the project. It is required to see the hourly rate structure for each individual of the firm assigned to this project.
- Sample Work: Briefly describe the firm's experience. Include samples of two completed projects that are similar in scope and scale to this project. Provide the name, location and year of each project and contact information for the client. The work samples should highlight an ability to assess the political and relational aspects of a municipality, draw strong inferences from observations and effectively communicate recommendations that can be feasibly implemented. Work samples should demonstrate clear and concise language; ideas illustrated by images and graphics; findings related to real issues with recommendations and the inclusion of ready to use tools and practices.

## **Selection Criteria**

### **Evaluation**

Preliminary evaluation of proposals will be based on the following criteria:

- Qualification/experience of prime consultant with studies of similar size and type.
- Qualification/experience of subconsultants with studies of similar size and type.
- Special expertise of prime consultant and/or subconsultants beneficial to the study.
- Demonstration of knowledge of local land use planning.
- Demonstration of knowledge of economic development and redevelopment methods and techniques applicable to this community.
- Demonstration of knowledge of neighborhood revitalization methods and techniques applicable to this community.
- Demonstration of knowledge of methods to foster compatible development in areas surrounding military installations, including understanding of technical data provided in an Air Installation Compatible Use Zone (AICUZ) study and its implications on nearby development.
- Demonstration of knowledge of mitigation strategies related to flooding and flood-prone areas.
- Consultant's past record of performance on similar projects.
- Indication of sufficient resources for satisfactory completion of the proposed study, including Identification of specific personnel and their qualifications for conducting assigned portions of the study.
- Proposed cost and schedule for the study and demonstration of commitment to meet the project budget and schedule.

Proposals will be evaluated by a committee comprised of the City Planner, Economic development director, Public Works Director and City Clerk. Following preliminary evaluation, invitations for in-person interviews will be issued and interviews will be conducted by the committee. Supplemental information may be requested at any time. The committee will prepare a recommendation to the Acting City Manager, who will select a consultant and make a recommendation to the City Council for approval. The City reserves the right to modify the selection process at any time until execution of a contract for completion of the project.

### **Proposed Evaluation Schedule**

The following schedule is an estimate and may require adjustment depending on the needs of the City of Del City:

- RFP Issue Date: January 3, 2022

- Submission Deadline: January 27, 2022
- Proposal BID Opening January 28, 2022
- Review and Scoring of Proposals January 31, 2022
- Issuance of Interview Invitations January 31, 2022
- Consultant Interviews February 7, 2022
- Recommendation by Committee February 14, 2022
- Selection by City Manager February 18, 2022
- Submit to the City Attorney’s office for review February 18, 2020
- Approval by City Council February 21, 2022
- Approval of Plan 2042 Contract by City Council March 7, 2022
- Start date for Plan 2040 Consultant March 8, 2022

**Special Notes**

- This RFP does not obligate the City of Del City to pay any costs incurred by the applicant in the preparation and submission of a proposal or interview.
- The City of Del City reserves the right to reject any or all proposals.
- The City of Del City, a municipal corporation, is a tax-exempt organization and all costs should reflect accordingly.

**Preliminary Scope of Work**

Introduction

This project is a major revision to the City’s Comprehensive Plan and Long-Range Physical Development Map. While the current Comprehensive Plan (1985-2005) and Planning and Zoning Ordinance will provide a background, circumstances exist that will require significant research and analysis. The goal of this project is to create a document that will guide land use decision-making for the next 20 years. As such, the plan must focus on new development, redevelopment, and revitalization, while being cognizant of the vital role that Tinker Air Force Base plays in the local, regional, and state economy. Each section of the plan must consider the natural hazards that exist within the community and should view the mechanisms necessary to mitigate these hazards, particularly flooding, as a means toward redevelopment rather than a hindrance to the community’s growth. Finally, the plan must take into account our current efforts that have been successful at remediating difficult conditions and provide recommendations regarding the relationship between such programmatic solutions and long-term land use planning.

## **General Requirements**

Staff from the selected firm must visit the City of Del City and familiarize themselves with the area. The consulting team must meet with city staff and officials as well as members of various organizations. The consulting team will be expected to update and coordinate with the Planning and Zoning Department as needed. The final product should be a document which the public can understand, and public officials can use as a policy guide. The Comprehensive Plan requires a major update and revision. It must be aesthetically pleasing, technically sophisticated and have quality design elements. The scope of work should focus on the City's needs, concerns and opportunities and devise specific, feasible solutions.

The Del City Comprehensive Plan must be consistent with all federal, state, and local statutes.

## **Proposed Chapters and Special Focus Areas**

1. Executive Summary
2. Chapter 1 – Community Overview
  - a. Geography
  - b. History
  - c. Demographics
  - d. Transportation
  - e. Public Safety
  - f. Natural Resources
  - g. Infrastructure
  - h. Economy
  - i. Building Stock
  - j. Public and Civic Facilities
  - k. Neighborhoods
3. Chapter 2 – Current Planning
  - a. Current Comprehensive Plan and Amendments
  - b. Current Land Use
    - i. Residential
    - ii. Commercial
    - iii. Industrial
  - c. Current Development Regulations
    - i. Planning and Zoning Ordinance
    - ii. Subdivision Regulations
    - iii. Building Codes

- iv. Other Development Regulations (Stormwater Management, MS4, Floodplain, Drainage, etc.)
    - d. Current Development Regulations Related to Tinker AFB
      - i. AICUZ and Airport Environs Zoning
      - ii. Interim Regulations for APZ II
      - iii. JLUS
      - iv. FAR Part 77 and APPA
    - e. Natural Hazards
      - i. Flooding
      - ii. Wind
      - iii. Other Hazards
- 4. Chapter 3 – Residential Development and Redevelopment
  - a. New Residential Development
  - b. Residential Redevelopment
  - c. Revitalization of Existing Housing Stock
  - d. Multifamily Development and Redevelopment
  - e. Stormwater Management
- 5. Chapter 4 – Commercial Development and Redevelopment
  - a. New Commercial Development
  - b. Commercial Redevelopment
  - c. Revitalization of Existing Commercial Spaces
  - d. Stormwater Management
- 6. Chapter 5 – Industrial Development and Redevelopment
  - a. New Industrial Development
  - b. Industrial Redevelopment
  - c. Stormwater Management
- 7. Chapter 6 – Civic Buildings, Parks and Open Spaces
  - a. City Buildings
  - b. Parks
    - i. Ray Trent Park
    - ii. Sequoyah Park
    - iii. Cheyenne Park
    - iv. High Spirits Park
    - v. Rotary Park



- vi. Patriot Park
    - vii. Eagle Lake
    - viii. Cherokee Park
    - ix. Townsend Park
  - c. Schools
  - d. Open Spaces
  - e. Considerations Related to Tinker AFB (including issues related to school buildings located within the APZ II and discussion and identification of possible acquisitions of potential encroachments and/or incompatible uses for conversion to open space)
- 8. Chapter 7 – Infrastructure and Transportation
  - a. Water and Sewer
  - b. Electricity, Gas, and Data
  - c. Roads and Bridges
  - d. Rail
  - e. Pipelines
- 9. Chapter 8 – Plan Implementation
- 10. Special Focus Areas
  - a. Focus Area 1: SE 29<sup>th</sup> Street Business District
  - b. Focus Area 2: I-40 and Scott Street
  - c. Focus Area 3: (SE 29<sup>th</sup> Street and Bryant Avenue) Cemetery and Adjacent Properties
  - d. Focus Area 4: Ray Trent Park and Neighborhood Parks
  - e. Focus Area 5: Sign Standards
  - f. Focus Area 6: Transit Oriented Development
  - g. Focus Area 7: SE 15<sup>th</sup> street project
  - h. Focus Area 8: Reno Street Project