

REQUEST FOR QUALIFICATIONS

PURPOSE: The purpose of this Request for Qualification (RFQ) is to seek skilled Planning Consultants to develop a land use plan for the city of Lawton, Oklahoma.

Issue Date

March 8th, 2023

Closing Date

April 10th, 2023, by 2:00 PM Central Daylight Time

Contact

Charlotte Brown, Community Service & Planning Director

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Phone: 580-581-3375



Lawton Metropolitan Planning Organization

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LAND USE PLAN 2050

CITY OF LAWTON, OKLAHOMA

Purpose

The LMPO requests proposal submissions from firms registered in Oklahoma. The LMPO intends to select one firm to provide services as outlined in the document.

Introduction

As cities grow, the demands for more governmental support are also growing. Cities are currently providing a myriad of services such as transportation, meals for the elderly, sports programs for youth, in addition to the traditional services of fire and police protection and providing safe drinking water. Therefore, the preparation of the plan for urban development has taken on a broader scope. The plan is now the guide for communities to divide their resources to support the increasing service demands. The 2050 Land Use Plan will be designed to be that guide.

Scope of Services

The scope of this project is to produce a Plan to direct the future growth and development of Lawton Oklahoma. The resulting Plan should be both a physical and policy-based plan and provide implementation actions and strategies, and include illustrative maps, tables and graphs. The Plan should integrate all the City's existing plans. This Plan should identify the policy recommendations for the physical development of the area including the most desirable land use patterns within the city. Such recommendations should be based upon examination of environmental factors such as topography, soil conditions, water and wastewater impacts, transportation patterns and socioeconomic factors such as existing and projected population and employment trends. The planning function shall include "the development and administration of a land use plan which will provide for the careful and thoughtful integration of residential, commercial, industrial, public and other elements to achieve and preserve social purposes, economic values, and aesthetic quality of the neighborhoods and of other areas that composes the city." The review of this plan shall be at five-year intervals. Using amendments in accordance with the plan to accomplish the following objectives:

1. To lessen congestion in the streets
2. To secure safety from fire, panic and other dangers
3. To promote health and general welfare
4. To provide adequate light and air
5. To prevent the overcrowding of land
6. To promote historical preservation
7. To avoid undue concentration of population
8. To facilitate the adequate provision of transportation, water, sewerage, schools, parks and other public requirements.

Project Schedule

RFQ Issued	March 8 th , 2023
Proposals Due	April 10 th , 2023
Staff Review Interviews Consultant	April 24 th , 2023
Staff Recommendation to City Council	May 2 nd , 2023

Proposal Format

Proposal must include the following information:

Understanding of the Proposed Project.

- Demonstrate the consultant's understanding of the project need, the work required, and any local issues or concerns.
- Description should be concise, candid, and not a mere duplication of the RFP's scope of services.

Proposed Work Plan. The consultant should present the work plan necessary to complete the project as described. The proposed work plan should address each of the specific work elements described in the scope of services, but consultants may propose additional work beneficial to completing the work specified. Consultant is also encouraged to provide any recommendations on improving efficiencies in the process. Where appropriate, the methodology to be used to accomplish a specific task should be described. All proposed meetings and/or reviews should be included under each task. Any data or assistance anticipated to be required from the LMPO staff should be specific. All final products should be specified.

Schedule. A proposed schedule for completing each proposed task should be provided. For each initial review proposed by the consultant, the schedule shall reflect the maximum allowable review time available to maintain the schedule as proposed. The schedule shall also reflect

expected dates for final deliverables and 30 days for the LMPO review and approval before proceeding to the next task.

Company Information. Proposals should include the complete legal name, address, telephone number, and e-mail of the company including the name of the person to contact for discussion of the submission. Provide an overview of the firm, including the year founded, office locations, and the number of years in practice.

Project Team. Provide an organization chart and resumes of the key personnel who will be involved in this project.

Related Experience. Provide a record of all projects, specifically federal and state administered, like this project in size and scope in the past five years. Each project should include the names and phone numbers of responsible individuals who may be contacted as references.

Method and Criteria for Selection

All proposals submitted will be reviewed and evaluated based on the following Evaluation Criteria. Interviews may be scheduled with the top-rated firms. A recommendation will be made to the LMPO Transportation Policy Board.

The LMPO Transportation Policy Board will select a firm and enter contract negotiations. If a contract agreement cannot be reached, the LMPO will terminate negotiations and open negotiations with the next highest scoring firm until a contract agreement can be reached.

EVALUATION CRITERIA	MAXIMUM POINTS
Understanding of work to be done	25
Experience with similar type of work	25
Qualifications of project personnel	25
Project schedule	25
TOTAL	100

The LMPO reserves the right to select the firm which it has determined to be in the best interest of the LMPO.

Payment for Services

The LMPO requires invoices to be submitted on a monthly basis. The invoices will be sent to the finance department. The Point of Contact invoices will be directed to:

Susan Schlecht, Accountant
Phone: 580-581-3328
Email: susan.schlecht@lawtonok.gov

Submission Due Date

Proposals may be submitted by hand delivery, mail, or e-mail. Digital submittals must be in Adobe PDF. All proposals must be received at the LMPO office no later than April 10th, 2023, **by 2:00pm** Submissions shall be addressed as follows:

By Mail:

Charlotte Brown, Community Service & Planning Director
Lawton Metropolitan Planning Organization
212 SW 9th Street
Lawton, OK 73501

By E-Mail:

Charlotte.Brown@lawtonok.gov

Submissions should be marked on the envelope or in the subject line: “RFQ LMPO-030723”

Proposals submitted by e-mail are not to be considered received until a confirmation of receipt has been sent by Charlotte Brown. The confirmation subject line will read, “Confirmation Receipt – RFQ LMPO-030723.” It is the responsibility of all submitters to verify receipt of proposal. All proposals must be valid for a minimum period of sixty (60) days from the close of this RFQ.

Point of Contact for Inquiries and Submissions

Inquiries regarding this RFQ may be directed to:

Charlotte Brown, Community Service & Planning Director
Charlotte.Brown@lawtonok.gov
580-581-3375

Amendments

If it becomes necessary to revise or amend any part of this RFQ, the LMPO will furnish the revision by posting to the LMPO website <http://www.lawtonmpo.org> not later than five (5) days prior to the date set for receipt of submissions. Questions regarding the RFQ process will not be considered an amendment to the RFQ unless the response is determined by the LMPO staff to change the intent of the RFQ.

It will be the responsibility of the proposer to contact the LMPO prior to submitting a proposal to ascertain if any amendments have been issued, to obtain all such amendments, and to acknowledge amendment with the submission.

Public Records

All submissions become the property of the LMPO and public records, as such, may be submitted to public review.

LMPO Policies and Procedures

This RFQ does not commit the LMPO to award a contract, to defray any costs incurred in the preparation of the proposal pursuant to the RFQ, or to procure or contract for work. The LMPO may reject submissions without providing the reason(s) underlying the rejection. Cost is not a factor in the selection process and should not be included in any submission related to this RFQ.

The LMPO reserves the right to the following:

- To reject all submissions
- To consider alternatives
- To waive irregularities
- To re-solicit proposals
- To accept any submissions deemed most advantageous to the LMPO
- To accept or reject any or all submissions received as a result of the RFQ
- To obtain information concerning any or all consultants from any source
- To request additional information and/or clarification from any or all respondents to this RFQ but is under no obligation to do so
- To approve any substitute personnel or terminate services at the LMPO's sole discretion if the selected consultant undergoes a change of key personnel
- To seek new submissions when such is determined to be in the best interest of the LMPO

Federal Contracting Requirements

The LMPO requires all proposers to adhere to all applicable Federal Contracting Requirements and such clauses will be included to all contracts. A list of required contract language can be found on the LMPO website: <http://www.lawtonmpo.org>.

Equal Employment Opportunity

The LMPO does not discriminate in any of its programs and activities. The consultant awarded the contract for work will be required to assure that no person shall be denied employment or fair treatment or in any way discriminated against based on race, sex, religion, age, national origin, or disability. In addition to these requirements, since federal funds will be used to finance this

project, the successful consultant shall comply with all civil rights requirements applicable to transportation-related projects.

Additional Information

- Submissions become the property of the LMPO.
- Submissions are due no later than the time and date specified and at the place specified.
- The LMPO is not responsible for lateness or non-delivery of mail, carrier, mail server, etc., and the date/time stamp of the receptionist or the email confirming receipt shall be the official time of receipt.
- The submission shall constitute an offer to perform the services indicated.
- The LMPO makes no guarantees to any firm until such time the LMPO approves the negotiated contract.
- The LMPO will not discriminate against any firm submitting a proposal because of race, creed, color, national origin, religion, or disability.

This RFQ may also be found electronically at <http://www.lawtonmpo.org>.