

**REQUEST FOR PROPOSAL – REQUEST FOR QUALIFICATIONS**  
**Zoning & Subdivision Regulations**  
**Unified Development Code**  
**Choctaw, Oklahoma**

**ISSUED BY:**  
**City of Choctaw**  
**2500 N. Choctaw Rd. PO Box 567**  
**Choctaw Ok, 73020**

**Location:**  
**Properties within the City of Choctaw**  
**Jurisdictional boundaries**

**REQUEST FOR PROPOSAL**  
**Unified Development Code**

**Project Overview**

The City of Choctaw of Choctaw is seeking proposals from qualified consultants to assist the City with a comprehensive update of the City's Zoning, Subdivision and Landscaping Codes and composition of an Unified Development Code (UDC). The City is interested in firms, capable of providing professional services, including research, analysis, stakeholder engagement, drafting of UDC text, graphics, and final document preparation and presentation to City Council for adoption. The City's primary goal is to bring our land development regulations up to current year standards and alignment and guiding the future development of Choctaw. The projected timeline to complete the scope of work is within nine (9) months to one (1) year. Firms interested in being considered for this project must submit five (5) hard copies, as well as digital copy on a USB flash-drive.

**Background**

The City of Choctaw encompasses twenty-seven (27) square miles with a population just under 13,000 residents. The city has a feeling that is rural in nature with a growing downtown commercial district. With just a twenty-minute drive to downtown Oklahoma City and an even shorter commute to Tinker Air Force Base, residents enjoy the rural nature of Choctaw with a short commute to Midwest City and Oklahoma City. While the city has many large acreages for sale and is seeing corresponding requests for residential subdivision development, the City of Choctaw would like to encourage the establishment of commercial corridors offering a range of services to Choctaw citizens and surrounding areas.

**Scope of Services**

Scope of Services:

The following Scope of Work is intended to guide preparation of the update to the City of Choctaw Zoning and Subdivision Ordinances and UDO composition. **The final Scope of Work may reflect modifications made based upon staff discussions with the consultant selected to prepare the UDC.**

## I. Analysis of Existing Zoning and Subdivision Ordinances

Conduct detailed review and diagnostic examination of current Zoning and Subdivision Ordinances to assess the following:

- Function and flow – Ease of use and efficiency of layout
- Internal consistency – Identify conflicts within Zoning and Subdivision Ordinances and other City of Choctaw adopted policies (Engineering, Public Works, Park and Recreation etc.)
- Address concerns outlined in the Comprehensive for formal codification in code
- Address outdated zoning use classifications and introduce definitions applicable to modern use types.
- Establish new parking criteria
- Accuracy – Identify typographical, technical or graphical errors or omissions
- Address best practices for review procedures of zoning and subdivision applications to create a cohesive and comprehensive process
- Compliance with OK General Statutes for zoning, subdivision, and land development
- Conduct routine meetings with City staff to solicit feedback and provide progress updates
- Throughout the project the Consultant should assist with providing handout materials, visual presentations, or any other resources or material necessary to engage the public
- Conduct a series of meetings as deemed necessary, with an advisory committee, including members of City Council, City Staff, City Advisory Boards, key public stakeholders (engineers, architects and development community), and the general public.

Analysis should be thorough and identify areas of deficiency. Analysis should benchmark the Choctaw UDC with ordinances of similarly sized communities in Oklahoma in order to identify “best practices”.

Work Product: Detailed report assessing current Zoning and Subdivision Ordinances including matrix with itemized list of areas of deficiency and preliminary recommendations to address such deficiencies. Once Consultant has received feedback on preliminary recommendations, consultant must provide final document and presentation to City Council for final adoption.

### **Proposal Cost**

The Contractor shall provide an itemized schedule of charges for labor and expenses that would generally be necessary to conduct services as defined in the section labeled ‘Scope of Services’. Please provide lump sum payment schedule in accordance with a timeline or task list. Include the company’s basic fee structure and breakdown of any other charges and hourly rates related to the proposal.

### **General Information**

Issuing Office and Point of Contact

This Request for Proposals (RFP) is issued by the City of Choctaw. The City of Choctaw Development Services and Planning Director is to be the sole point of contact for any questions related to the RFP. Questions should be directed to:

Sarah Huffine  
Development Services & Planning Director

2500 N. Choctaw Rd. PO Box 567  
Choctaw, Ok, 73020  
(405) 390-8198  
shuffine@choctawcity.org

**Deadline for Receipt of Proposals**

All replies and proposals in response to this RFP must be received in a sealed envelope and clearly marked as “Unified Development Code” no later than 3:00 PM on Friday, March 8, 2024, at the address shown below:

Amanda Williams  
City Clerk  
2500 N. Choctaw Rd. PO Box 567  
Choctaw, Ok, 73020

**Revisions to the Request for Proposal**

If it becomes necessary to revise any part of the RFP, the revisions will be circulated to all those who received the original document.

**Limitations of Liability**

The City of Choctaw assumes no responsibility and no liability for costs incurred by proposers in responding to this RFP, or in responding to any further request for interviews, additional data, etc., prior to the issuance of a contract.

**Rejection of Proposals**

The City of Choctaw reserves the right to reject any or all proposals, or to award contracts in whole or in part, if this is held to be in the City’s best interest.

**Modification of Requirements**

The City of Choctaw reserves the right to modify any technical and submission requirements associated with this proposal.

**Type of Contract and Compensation**

The City of Choctaw expects to receive invoices per task on a lump sum basis for services provided. The City of Choctaw will make payment within thirty (30) days after receipt of invoice.

**Use of Sub-Contractors and/or Consultants**

The use of other sub-contractors and/or consultants is acceptable at the discretion of the proposer. However, if consultants or sub-contractors are used, they must be identified in the proposal. The successful proposer will assume all contract responsibilities within his/her agreement with the City of Choctaw. The City of Choctaw will not be held liable for the actions of a proposer’s sub-contractors or consultants.

## **Format for Proposals**

Proposers are encouraged to be concise, and proposals must include, but are not limited to, the following:

- a) Letter of transmittal
- b) Cover Letter - A brief introductory letter of representation by the Prime Consultant shall include the history of the consulting firm and experience with updating a unified development code and providing related planning analysis and tasks, such as assisting cities with creating future land use maps, zoning maps, and other deliverables that are necessary for implementing a new unified development code.
- c) Description of the make-up of the Consultant team:
  - 1) Names of key personnel to be assigned to the project, their role on the project, their titles, experience, and period of service with the team.
  - 2) The expected contribution of each of these individuals as a percentage of the total effort.
  - 3) Each individual's experience with completing similar projects, including their understanding of regulatory concepts and issues, drafting of regulations and approach to public involvement.
  - 4) Include a brief statement of the availability of key assigned personnel of the team to undertake the project.
  - 5) Include references for past planning and zoning municipal projects within the State of Oklahoma
- d) Description of the Consultant's proposed approach to the project including the strategy used to achieve the project goals and the Scope of Work.
- e) Describe how the work will be completed in an effective, timely, economical and professional manner. The proposal must describe at a minimum, the basic approach to this project, to include reporting hierarchy of staff and sub-consultants, clarify the individual(s) responsible for the co-ordination of separate components of the scope of services. g) Describe how the project will be organized, both internal to the Consultant team and how the team will coordinate with the City Staff. h) Describe how visual imaging tools will be used to complete the project. List any visualization tools such as visual preference surveys, GIS, CAD and computer-generated imaging programs. i) Provide the location of the office from which services will be rendered, and the number of professional and administrative staff at the prime office location.
- f) List of references
- g) Fees and Expenses
  - 1) Detailed full-service fee proposal outlining the services to be provided under each phase of work as described in the Scope of Work;
  - 2) The value of the work of the Consultant, and all the sub-consultants. Include the respective percentage and dollar amount of sub-consultants' involvement in each phase of work;
  - 3) Hourly Rate Schedule by personnel and Reimbursable Expenses;
  - 4) List of Reimbursable Expenses

## **Selection Schedule**

Proposals are due at Choctaw City Hall no later than 3:00 PM on Friday, March 8, 2024;. The City of Choctaw anticipates opening bids Friday, March 8, 2024 at 3:01pm CST.

## **Selection Procedures**

The selection process shall be divided into three events. The first event will be an internal meeting of the selection committee to score the initial proposal submitted by the consultant. Those appointed will be responsible for selecting the most qualified firms. The top 3 firms selected by the selection committee based on score will then present their proposal to the selection committee and allow for a Q&A of their proposal as part of the second event. Once a consultant has been selected, the city will negotiate a contract and will forward the negotiated contract to the City Council for final approval.

The following shall be the composition of the Selection Committee:

- 2 from City Administration
  - City Manager
  - City Clerk
- 2 from Development Services & Planning Department
  - Development Services & Planning Director
  - City Planner
- 1 from Public Works Department
  - Public Works Director

City staff will use its own determination and best judgment as to the points awarded and/or whether or not the qualification has been met. The Committee will rank responses based upon the following criteria.

## **Selection Criteria**

The selection criteria shall include past experience and demonstrated excellence in the following areas:

- 1) Experience of the Consultant team, as indicated by prior successful completion of similar projects.
- 2) Experience of the key individuals who will be assigned to this project.
- 3) Understanding of the project and project issues.
- 4) Proposed methodology to meet the stated project goals and an understanding of the proposed scope of work.
- 5) Demonstrated ability to work effectively on a complex public project with the participation of multiple stakeholders and broad-based public input, and to bring such projects to successful completion within the constraints of time and budget.
- 6) Demonstrated ability to work directly with local government staff.
- 7) Demonstrated ability to successfully resolve complex regulatory issues and considerations.
- 8) Consideration of references.
- 9) Financial considerations; fees and expenses.

The City reserves the right to reject any or all proposals.

All proposals and supporting materials submitted in response to this RFP will become the property of the City.

## City of Choctaw – Unified Development Code

### CHECKLIST FOR INFORMATION REQUESTED

Letter of Transmittal .....	YES / NO
Cover Letter .....	YES / NO
Description of the make-up of the Consultant team .....	YES / NO
Description of the Consultant's proposed approach to the project including the strategy used to achieve the project goals and the Scope of Work .....	YES / NO
Describe how the work will be completed in an effective, timely, economical and professional manner. ....	YES / NO
References .....	YES / NO
Fees and Expenses .....	YES / NO