



# City of Norman, OK

Municipal Building  
Council Chambers  
201 West Gray  
Norman, OK 73069

## Master

**File Number: K-1415-88**

**File ID:** K-1415-88

**Type:** Contract

**Status:** Consent Item

**Version:** 1

**Reference:** Item No. 18

**In Control:** City Council

**Department:** Planning and  
Community  
Development  
Department

**Cost:** \$50,770.00

**File Created:** 12/10/2014

**File Name:** Contract with RKG Associates, Inc.

**Final Action:**

**Title:** CONTRACT K-1415-88: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND RKG ASSOCIATES, INC. IN THE AMOUNT OF \$50,770 FOR PREPARATION OF A HOUSING MARKET ANALYSIS AND AN ANALYSIS OF IMPEDIMENTS TO FAIR HOUSING CHOICE AS PART OF THE 2015-2019 CONSOLIDATED PLAN FOR THE CITY OF NORMAN, OKLAHOMA.

**Notes:** ACTION NEEDED: Motion to approve or reject Contract K-1415-88 with RKG Associates, Inc., in the amount of \$50,770; and, if approved, authorize the execution thereof.

ACTION TAKEN: \_\_\_\_\_

**Agenda Date:** 12/23/2014

**Agenda Number:** 18

**Attachments:** K-1415-88.pdf, RKG Associates, Inc. proposal 10-14

**Project Manager:** Linda Price, Revitalization Manager

**Entered by:** linda.price@normanok.gov

**Effective Date:**

### History of Legislative File

Version:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
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### Text of Legislative File K-1415-88

Body

**BACKGROUND:** A major requirement of the Community Development Block Grant and Home Partnership Programs is the preparation of a consolidated planning document that identifies needs and sets goals and objectives for meeting those needs, especially related to programs funded through the U.S. Department of Housing & Urban Development (HUD). The requirements of the five-year plan include a housing market analysis and an analysis of impediments to fair housing choice based on new regulations from HUD.

**DISCUSSION:** The housing market analysis will be used to assess current and future housing needs, formulate initiatives for affordable housing, and examine current land use and economic development trends. During the process there will be public outreach as well as review of existing documents; housing demand analysis; demographic analysis; economic base analysis; housing supply analysis; and analysis of needs specific to the consolidated plan regulations. The analysis of impediments to fair housing choice will include

review of the sale or rental of dwellings; the provision of financing assistance for dwellings; public policies and actions affecting the approval of sites and other building requirements used in the approval process for the construction of publicly assisted housing; and the administrative policies concerning community development and housing activities which affect opportunities of minority households to select housing inside or outside areas of minority concentration. Also, several agencies charged with investigation of housing discrimination will be contacted in regard to any such complaints filed in Norman over the past ten years.

In September the City issued a Request for Proposals (RFP) for the housing market analysis and received two proposals. Both proposals were reviewed by four Planners and RKG Associates, Inc. was the unanimous choice. They have extensive experience in the preparation of this kind of analysis and came highly recommended as identified in their proposal which is included. The other proposal was oriented to a market analysis for a housing project, not the comprehensive analysis requested in the RFP. In addition to being able to use the information in the Consolidated Plan, the City will be able to use a great deal of the information in the update to the NORMAN 2025 Land Use and Transportation Plan.

Funds are available for the contract from the HOME Partnership Program and the Community Development Block Grant Program as follows:

\$21,806 from account # 021-4087-463.40-03 (Consultant)  
\$21,666 from account # 021-4079-463.40-03 (Consultant)  
\$7,298 from account # 021-4077-463.40-03 (Consultant)

**RECOMMENDATION:** Staff recommends approval of contract K-1415-88 with RKG Associates, Inc. in the amount of \$50,770 for the preparation of a housing market analysis and an analysis of impediments to fair housing choice.