



City of Norman, OK

Municipal Building
Council Chambers
201 West Gray
Norman, OK 73069

Master

File Number: K-1516-128

File ID: K-1516-128

Type: Contract

Status: Consent Item

Version: 1

Reference: Item 20

In Control: Planning
Commission

Department: Planning and
Community
Development
Department

Cost: \$449,999.00

File Created: 03/15/2016

File Name: Comprehensive Plan Contract

Final Action:

Title: CONTRACT K-1516-128: A CONTRACT BY AND BETWEEN THE CITY OF NORMAN, OKLAHOMA, AND MOORE, IACOFANO, GOLTSMAN, INC., (MIG) IN THE AMOUNT OF \$449,999 FOR THE DEVELOPMENT OF A COMPREHENSIVE PLAN FOR THE CITY OF NORMAN.

Notes: ACTION NEEDED: Motion to approve or reject Contract K-1516-128 with Moore, Iacofano, Goltsman, Inc., (MIG) in the amount of \$449,999; and, if approved, authorize the execution thereof.

ACTION TAKEN: _____

Agenda Date: 03/22/2016

Agenda Number: 20

Attachments: Contract K-1516-128, Exhibit A

Project Manager: Anais Starr, Planner II

Entered by: rone.tromble@normanok.gov

Effective Date:

History of Legislative File

Ver- sion:	Acting Body:	Date:	Action:	Sent To:	Due Date:	Return Date:	Result:
---------------	--------------	-------	---------	----------	-----------	-----------------	---------

Text of Legislative File K-1516-128

Body

BACKGROUND: The current Norman 2025 Land Use and Transportation Plan was adopted December 16, 2004. It was an update to the 2020 Land Use and Transportation Plan that was adopted in 1997. Best planning practices call for update or complete revision of the Comprehensive Plan every 10 years or if critical growth issues arise. The City of Norman has not updated the Comprehensive Plan in 12 years and the City has seen sizable growth since 2004. The population has grown from 105,336 to 117,523 and the City has seen an additional 2000 acres of land developed. During the last ten years multi-family housing units have increased dramatically, primarily to serve the student population. Norman's growth over the last 10 years has spurred the development of associated plans needed to address the growth in several crucial areas including storm water, water supply, parks, open space and transportation. Significant alterations to the City's 2001 Wastewater Master Plan have also been implemented, allowing for changes to growth patterns in northwest and southeast Norman. Though the Comprehensive Plan is outdated, the development of the first comprehensive

transportation system plan was determined to be needed before tackling a new Comprehensive Plan. Since the Comprehensive Transportation Plan (CTP) was adopted in May 2014, it is now time to turn planning efforts to developing a Comprehensive Land Use Plan that will provide a new vision that matches the growth of Norman as well as the quality of life that its citizens expect. Following an extensive Request for Proposal process followed by scope and fee negotiations with the selected consultant team, the City of Norman is now ready to embark on the development of a new Comprehensive Plan.

DISCUSSION: The Planning and Community Development Department received thirteen proposals outlining services for the development of the Comprehensive Plan. A Selection Committee was formed consisting of Susan Connors-Planning Director; Shawn O'Leary-Public Works Director; Jud Foster-Director Parks and Recreation; Anaïs Starr-Planner II; and two citizens, Jim Gasaway and Andrew Seamans. Mr. Jim Gasaway served on the Planning Commission for 9 years from, November 2006 till November 2015 and is now serving on the Historic District Commission. Mr. Andrew Seamans, a local architect, has served as the Chair of the Board of Adjustment for the last 4 years.

Each proposal was scored independently by each member of the selection committee using criteria listed in the Request for Proposal (RFP-1516-21). The proposals were reviewed, and five of the submitting consultant teams were interviewed on Monday, December 14, 2015. The consulting teams interviewed were: the MIG team (Denver, CO); the Fergonese & Associates team (Portland, OR); the TPUDC team, (Burlington, VT); the Houseal Lavigne team (Chicago, IL); and the Kendig Keast team (Sugar Land, TX). At the end of the process, the Selection Committee chose the MIG team as the most qualified team because of their experience, composition of the team and approach to the project.

In FYE 2015, \$500,000 was budgeted for the Comprehensive Plan project in the Capital Fund, Special Studies, Comprehensive Plan, Design (account 050-9388-431.62-01; project BG0164). Staff negotiated a scope of work and a contract fee for \$449,999 fee with the MIG Consulting team to provide the previously mentioned services (see contract in Attachment No. 1). The remaining \$50,000 budgeted for this project is recommended to be set aside for contingencies. If approved, the process to develop the new Comprehensive Plan for the City will begin immediately. MIG has estimated that the process will take eighteen months but twenty-four months has been allowed for in the contract.

Under its contract with the City, MIG will develop a new Comprehensive Plan to guide future development in the City of Norman. The plan will serve both as a policy guide for staff and decision makers regarding future developments as well as providing framework for future associated planning documents.

An essential element to the development of a successful Comprehensive Plan will be citizen participation. The consultants, MIG, have been tasked with designing a public engagement strategy that incorporates effective and innovative participation techniques and encourages participation throughout the development of the Comprehensive Plan. Participation by residents, businesses, agencies, organizations and officials will be sought through meetings, workshops, events, and online participation. In addition, a Steering Committee of approximately 30 people representing a wide range of interests in the City will oversee the process of the development of the Comprehensive Plan.

RECOMMENDATION: Staff recommends approval of Contract K-1516-128 with MIG in the amount of \$449,999 for the development of a Comprehensive Plan for the City of Norman.