

**The City of Moore
Moore, Oklahoma**



**RFP #1516-001
Professional Services**

City of Moore Comprehensive Plan Update



**City of Moore
Office of City Clerk, Purchasing Division
301 N. Broadway Avenue, Suite 203
Moore, Oklahoma 73160**

RFP# 1516-001

Request For Proposals

For

PROFESSIONALSERVICES

For

CITY OF MOORE COMPREHENSIVE PLAN UPDATE

Date of Issuance: Friday, July 17, 2015

**CITY OF MOORE
NOTICE TO BIDDERS
RFP #1516-001**

NOTICE IS HEREBY GIVEN that the City of Moore will receive proposals in the office of the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160 for **“CITY OF MOORE COMPREHENSIVE PLAN UPDATE”**. Proposals will not be accepted after **3:00 p.m., CST, Friday, August 10, 2015.**

The City of Moore, Oklahoma, is seeking proposals from qualified professional planning consultants to prepare an update to the current **Moore Vision 20/20**, which includes, public facilities, sewer and water utilities, parks, transportation, and economic development. The Comprehensive Plan serves as the major land use policy document for the City of Moore.

All questions regarding the RFP must be submitted in writing to ejones@cityofmoore.com no later than 5:00 PM (CST) July 29, 2015. The questions will be answered by City Staff and posted on the City’s website no later than 5:00 pm (CST) July 31, 2015.

A Mandatory Pre-Proposal Meeting will be held to explain the project in further detail. Additional questions may be asked at the Pre-Proposal Meeting; they will be answered through an addendum to the RFP posted on the City’s website. The Mandatory Pre-Proposal Meeting will be held in the Moore City Council Chambers, Moore City Hall, 301 N. Broadway, Moore, OK 73160. The mandatory pre-proposal conference shall be held on **Wednesday August 5, 2015, 2:00 p.m. (CST).**

Proposals will be made in accordance with the RFP notice which is on file and available for examination in office of the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 142, Moore, Oklahoma 73160.

Interested firms should submit ten (10) written copies, including one (1) unbound copy, plus one electronic file of the proposal by **3:00 p.m., CST, Monday, August 10, 2015,** to the City Clerk, Purchasing Division, Moore City Hall, 301 North Broadway, Suite 203, Moore, Oklahoma 73160. Proposals must be identified as follows:

**“RFP #1516-001”
“CITY OF MOORE COMPREHENSIVE PLAN UPDATE”**

Late proposals will not be accepted under any circumstances. Any proposal received after the scheduled time for closing will be returned to the proposing firm unopened. Sole responsibility rests with the proposing firm to see that their proposal is received on time.

The City of Moore reserves the right to reject any and all proposals, in part or in whole and to award a contract to the most responsive and responsible firms(s) as deemed in the best interest of the City; further, the right is reserved to waive any formalities or informalities contained in said proposal(s).

The City of Moore is an equal opportunity employer.

Carol Folsom, Purchasing Agent
405-793-5022

B A C K G R O U N D

Moore, Oklahoma is a thriving community with a population of approximately 60,000 located in the heart of the Central Oklahoma. Being part of the Oklahoma City MSA, Moore has traditionally served as a 'bedroom community' to Oklahoma City. However, over the past 20 years, Moore has experienced significant employment, retail, and services growth which has allowed the City to become a well-rounded community with ample opportunities to work, live, and play. In order to preserve Moore's quality of life while continuing to attract new residents, businesses and investments to the community, the City must plan for its future.

The City of Moore has historically enjoyed a healthy growth rate, and this trend continues today. From 2010 to 2015, the City has seen the addition of approximately 800 single-family dwelling units and 800 multi-family units. The majority of this growth has occurred in the southern half of the city. The high growth rate is due in part to its location along Interstate 35 (I-35) just south of major employment centers in Oklahoma City and Tinker Air Force Base and because the Moore lies within the sought-after Moore Public School District.

Economic development within the City is currently focused around I-35. Moore enjoys approximately 5 miles of I-35 frontage with several large tracts of land yet to be developed. With average daily traffic of approximately 100,000 cars, the I-35 corridor is not only the most visible part of Moore to the general public, but also is one of the main sources of income for the City. Because Oklahoma municipalities rely heavily upon sales tax for revenue to support municipal services, retail sales revenues are highly coveted. The City of Moore has enjoyed a healthy increase of 95.5% in sales tax revenues since 2005. It is essential that Moore remains competitive with the surrounding communities in both luring major retailers to the City and supporting existing small retailers through revitalization programs.

Moore's transportation network is indicative of an auto-centric suburban community. Most transportation-related investments have been to accommodate automotive transportation. Modest improvements have been made to the City's multi-modal network, focusing mainly on sidewalk construction. SW 19th Street is considered Moore's most congested corridor, and has gone through several improvement projects to help relieve the congestion. Additionally, the voters recently approved a General Obligation bond issue to fund an interstate overpass at SE 34th Street to help alleviate congestion at SW 19th Street. The City of Moore typically contracts with Traffic Engineering Consultants (TEC) out of Oklahoma City for transportation planning needs; numerous traffic studies concerning the SW 19th Street Corridor have been completed.

Moore is located within Tornado Alley. On average, Moore experiences a tornado once every 5 years. Most are classified as EF-2 or below and cause relatively minor damage. However, in the recent past Moore has experienced incredibly violent tornadic events that have left lasting impressions on the community. On May 3, 1999 a F5 Tornado destroyed approximately 900 homes. On May 8, 2003 an F3 Tornado destroyed approximately 300 homes. On May 20, 2013, an EF5 Tornado destroyed approximately 1,200 homes. As a result of Moore's ongoing history with severe weather events, city leaders are interested in planning for a resilient community.

Moore has a mayor/city manager form of government. The Mayor and six City Council members

establish and adopt policies, while the City Manager is charged with implementing those policies as well as overseeing the day to day operations of City government. An appointed/volunteer Planning Commission assists the City Council and staff in developing and implementing land development policies. The Planning Commission is a recommendation body to the City Council. The Community Development Department administers the Planning Commission by receiving and processing applications, publishing the agenda, and preparing staff reports for items under consideration. The Community Development Department routinely collaborates with other departments for long-range and current planning needs, including Resiliency and Capital Planning, Utilities (operated by Veolia Water), Parks, Public Works, Emergency Management, Fire, and Police.

The City manages growth using three basic planning tools:

- 1) **Comprehensive Plan**- conveys the community's vision, goals and objectives for future growth and land use, and is used as the basis for code amendments and regulations of various ordinances. Although the comprehensive plan itself is not law nor does it establish regulations, it is supported by the City's Land Development Code, which is legally binding.
- 2) **Zoning Ordinance**- establishes use and site design regulations for all land uses within the City and is used to achieve the comprehensive plan's goals and objectives. The zoning ordinance is part of the Land Development Code.
- 3) **Subdivision Regulations**- provides procedures and standards for dividing land into smaller parcels for development. As with zoning, subdivision regulation is a land use control used to achieve the comprehensive plan's goals and objectives. The subdivision regulations are part of the Land Development Code.

Moore adopted its first City Plan, **The Moore General Plan** in 1976. In 1997 a new Comprehensive Plan, **Moore Plan 21**, was adopted. In 2006 the **Moore Vision 20/20** was adopted as an update to the Moore Plan 21. In 2012, Moore adopted a Comprehensive Parks and Recreation Master Plan, **PATH 2022**, which serves as a stand-alone document to guide the growth and development of the parks system. The Community Development Block Grant (CDBG) Program prepares a 5-year Consolidated Plan for community and social service needs. The last Consolidated Plan was adopted in 2010, however the City is in the process of development a new Consolidated Plan to be adopted in 2015.

The City of Moore, Oklahoma, is seeking proposals from qualified professional planning consultants to prepare a new Comprehensive Plan, which shall include a community vision, in addition to goals and policies for land use, housing, public facilities, sewer and water utilities, parks, transportation, economic development, and community resiliency. The Comprehensive Plan shall serve as the major land use policy document for the City of Moore.

The following documents provide background information on the study area and studies that have taken place to date. Documents that are available on the City of Moore website are listed with the web address. Other documents may be obtained through the specific departments as

noted.

Comprehensive Plan “Moore Vision 20/20” - www.cityofmoore.com/moore-vision-2020-plan-0

CDBG-DR Action Plan - www.cityofmoore.com/cdbg-dr-action-plans

Comprehensive Housing Market Analysis - www.cityofmoore.com/Housinganalysis

Comprehensive Parks and Recreation Master Plan “PATH 2022” -
<http://www.cityofmoore.com/parksplan>

CDBG Consolidated Plan-2010 - <http://envision.cityofmoore.com/cdbg-entitlement-program>

Cleveland County Hazard Mitigation Plan –
<http://www.cityofmoore.com/sites/default/files/main-site/cleveland-county-hmp-9-10-13.pdf>

2013 Emergency Operations Plan- <http://www.cityofmoore.com/emergency-operations-plan-0>

2013 Tornado Infrastructure Recovery and Implementation Plan (IRIP) -
<http://envision.cityofmoore.com/cdbg-disaster-recovery-program>

City of Moore Land Development Code- <http://www.cityofmoore.com/government/codes-ordinances>

Note: The City of Moore has received a Community Development Block Grant for Disaster Recovery grant (CDBG-DR) from the Office of Housing and Urban Development (HUD) to assist with long-term recovery needs resulting from the May 20, 2013 Tornado. The Comprehensive Plan project will be funded through this program.

PROJECT TIMELINE

The City will allow a maximum of 18-months for the completion of the Plan. However the City encourages consultants to prepare a timeline for completion that is less than the maximum allowed.

SERVICES TO BE PROVIDED

General

The Request for Proposals seeks to establish a partnership with a qualified consultant(s) to prepare a new Comprehensive Plan for the City of Moore with a planning horizon of 20 years. The Plan shall review and revise, if necessary, the Community Vision, Goals and Objectives for the City of Moore to address the desired balance of land uses, their location, design character and density as applied

to undeveloped and potential re-development areas, and the interconnection among land use, the built environment, the socioeconomic environment and the natural environment.

The overall theme of the Plan shall be resiliency – using the ResilientCity.org’s working definition “*A Resilient City is one that has developed capacities to help absorb future shocks and stresses to its social, economic, and technical systems and infrastructures so as to still be able to maintain essentially the same functions, structures, systems, and identity*”, and the plan shall include an overall Resiliency Strategy. It should be noted that the plan must take seriously a combined social-ecological perspective so that outcomes contribute to equity, as well as human well-being and ecological integrity.

The consultant shall initiate the overall study, examine existing conditions, identify needs and opportunities, and prepare implementation strategies for the City of Moore. The consultant is expected to prepare a profile of existing conditions for land use, natural environment, thoroughfares and transportation, community facilities, emergency services, and other salient topics. The consultant shall prepare maps to support this documentation using the best available GIS data.

The planning analysis must identify emerging trends and the suitability of existing land use regulations, public/private facilities, and services to meet the growing and changing needs of the population in the city as a part of the central Oklahoma region. The Plan shall also explore where public and/or private initiatives shall be necessary to maintain and improve services and facilities.

The Plan shall outline development and/or redevelopment strategies that consider preferred future land use patterns and the infrastructure improvements required to support such land use patterns. Build-out scenarios shall be presented to allow the City Council, City Staff, and the public to evaluate the cost-benefit analysis and return on investment (ROI) of varying development scenarios. Economic, social and environmental impacts shall be addressed as well. The implementation strategies shall identify projects that should be pursued to implement the goals of the Plan.

The comprehensive plan is envisioned as both a physical plan and a policy plan to guide development citywide, and is intended to serve as a framework for subsequent, more detailed planning. The City of Moore will use the plan recommendations for future updates and modernization of the City’s Land Development Code. The consultant shall review the current Land Development Code to identify gaps or conflicts with the plan recommendations.

Although the comprehensive plan sets out the roadmap of the City of Moore’s future development and growth, it is important to note that the City’s successes or failures are closely linked to the overall growth and trends of the Central Oklahoma metro region. As such, all elements of the comprehensive plan must be considered in relation to both the neighboring community’s vision and plans for the future and the Association of Central Oklahoma Governments (ACOG) regional planning efforts.

The City is in the process of preparing and or modifying multiple plans, including Master Drainage and Stormwater Quality Plan, SW 17th St/Janeway Redevelopment Plan, and the CDBG 5- Year

Consolidated Plan. It is anticipated that the Comprehensive Planning process will overlap with these plan developments. The consultant shall coordinate with the pre-existing planning efforts to include statistical and informational data, as well as final recommendations within the Comprehensive Plan.

Plan Elements

The City of Moore has established the following plan elements to serve as a guide for the plan's development. The consultant is welcome to suggest creative or innovative additions or modifications to these components.

Citizen Participation: The City considers citizen input essential to a successful Comprehensive Plan. The Comprehensive Plan process shall be structured to maximize citizen involvement and participation. The consultant shall be responsible for designing a public participation strategy that incorporates effective and innovative participation techniques. The consultant is encouraged to propose a process that is both creative and interactive for soliciting input from a diverse participant pool with the goal of channeling this input into realistic alternatives for consideration by the public, the Planning Commission and the City Council. In addition to Moore residents, the public participation process may include the surrounding municipalities, non-resident citizens, as well as various regional and/or state agencies. At a minimum, the city will require the following, although the consultant is encouraged to expand upon the following citizen participation methods:

- 1) Online interactive citizen engagement throughout the process;
- 2) Three traditional public meetings;
- 3) Focus group outreach to the development community, Old Town Association, and age-specific residents (students, young professionals, established families, and senior citizens as a minimum); and
- 4) Creation of a steering committee comprised of 15-20 local residents, business owners, and policy makers that guide the development and implementation of the engagement process.

Demographics and Socioeconomics: The Plan shall reflect current and projected demographic and socioeconomic trends and their implications on land use patterns and public services planning. The consultant shall obtain current and accurate demographic and socioeconomic data upon which policy recommendations shall be based.

Existing Land Use: The consultant shall develop a detailed existing land use database that shall be incorporated in the Land Use Element and may be used to assist in the development of an updated Future Land Use Plan and Map.

A comprehensive land use survey to identify specific land uses for all parcels within the city may be funded. Please include this portion as an add-alternate.

Future Land Use Plan: The Future Land Use Plan shall clearly define all land use categories and establish criteria to be utilized in determining the location of these uses within the City Limits. The plan shall analyze the locations for future community and educational facilities.

The consultant shall prepare detailed goals, objectives and policy statements that will be used as a guide for evaluating development proposals in identified planning areas. The Plan must determine a projected development capacity based on recent development activity and economic trends, as well as identified redevelopment opportunities within the City. The Planning process must provide a minimum of three distinct build-out scenarios, with their cost-benefit impacts on the City. Provide a general land use map.

Special Planning Areas: The Plan shall clearly identify, define and analyze various special planning locations that are of particular interest or importance to the City. These areas must have unique goals, objectives, and action items to guide their future development. These areas must include, but not limited to:

- 1) Potential redevelopment areas based on blighted conditions and/or underutilized land;
- 2) Railroad Corridor Improvements in relation to possible commuter rail opportunities and recreational opportunities. Additionally the plan shall develop a “Community Transportation Mitigation Plan” to include but not limited to, establishing a Quiet Zone through the U.S. Department of Transportation, Federal Railroad Administration, also to create a sealed corridor to reduce the risks of people crossing the tracks;
- 3) Potential transit oriented development (TOD) corridors, including supportive land uses, design standards, and densities;
- 4) Old Town Revitalization;
- 5) Existing and proposed ‘Neighborhood Preservation Districts’;
- 6) Existing I-35 Corridor; and
- 7) Cleveland Heights paper subdivision

Community Character and Urban Design: The Plan shall set out policies that address community gateways, community image, integration of major roadway corridors, and the preservation of community attributes. Development densities shall be an important focus of this element. This element may be used as a tool to support the creation of design standards and guidelines. The consultant should consider density, aesthetic design guidelines, sign regulations (on and off premise), building types and setbacks, open space, special study areas, and neighborhood conservancy. The consultant shall identify areas compatible with mixed-use development, along with recommended standards and procedures for future mixed use development areas.

Housing and Neighborhood: The housing element provides an opportunity to set policy direction relative to the range of housing products offered in Moore and to address housing affordability, diversity, and density. This element shall look beyond housing as an independent module and toward cohesive neighborhood planning. The consultant shall identify specific neighborhoods that are in decline and recommend either appropriate revitalization techniques or potential redevelopment opportunity.

Transportation: The Plan shall evaluate the City’s existing transportation system independently and integrally as part of the regional and state wide system, including consideration for a planned commuter rail station. The Plan shall analyze the existing thoroughfare system for improvement, including multi-modal transportation. The plan shall define current and future circulation patterns for pedestrians, bikes, and motor vehicles,

along with the design standards along major corridors and neighborhoods. The plan shall identify needed capital improvement projects to improve the City's street network and multi-modal transportation opportunities.

Economic Development: The Plan shall address a range of policies that preserve and strengthen business and commerce in the City. This element shall characterize the unique attributes of local business districts and provide an evaluation of under-utilized commercial and retail space and opportunities within the City. Projected employment and ratios of employment to housing units shall be discussed. The plan shall identify methods to protect and enhance the I-35 Corridor, as well as include a revitalization strategy for Moore's downtown (aka Old Town Moore). The plan shall investigate all opportunities for diversification of economy and make recommendations as necessary.

Parks and Open Space: The Plan shall integrate facility inventories (conducted in other studies), trail connectivity, park accessibility, and recreational goals that have been identified by the City, including maintaining and expanding quality open space. The plan shall address the needs of parks and open space and how it is connected to community growth and development.

Public Facilities, Services and Infrastructure: The Plan shall address a wide range of governmental facilities, services and infrastructure, including public safety, water and sewer utilities, recycling and stormwater. Goals shall be developed to maintain high service standards in a growing City. Service capacities of City utilities shall be central to this element, and will inform the direction and phasing of the land use element. Stormwater quality and conveyance shall be integrated in both this element and other related elements, such as Parks and Open Space and Future Land Use.

Resiliency: The Plan shall address resiliency within all operational and planning aspects of the City. The City is using the [City Resilience Index, City Resilience Framework](#) by the Rockefeller Foundation and ARUP as the standard. The City's resiliency goal is to reduce specific foreseeable risks that will continue to play an important role in urban planning. The Plan will work to ensure that the City's development strategies and investment decisions enhance, rather than undermine our resiliency goals.

Implementation: The plan shall include a rational work program or strategy for implementation of the goals and objectives of the Plan. This shall include recommendations for amendments to existing codes for full implementation and integration of goals and strategies identified in the planning process.

Deliverables

The Comprehensive Plan document shall include, but not limited to, text, pictures, graphics, tables, charts and maps. More specifically:

- The plan shall be designed to be printed vertically on 8 ½ X 11
- The plan shall be designed to be seamlessly integrated with the City's website

- Maps shall be produced with the latest version of ArcView (currently 10.2)
- 100 color copies spiral bound for general distribution
- 60 color copies in 3-ring binder format that lends itself to amendments
- Electronic file of plan document: Microsoft Office 2010 (or latest release), Adobe CS3 InDesign compatible format, and pdf of plan to allow for amendments, reproduction, and direct web posting.
- All working maps and other pertinent data to include in historical files
- All ArcView shapefiles, layers, and maps with associated data tables

RFP PROCESS/ SCHEDULE

This RFP is a solicitation and not an offer to contract. The City of Moore reserves the right to terminate, modify, abandon or suspend the process; reject any or all submittals; modify the terms and conditions of this selection process, and/or waive informalities in any submission.

Firms submitting a response to the RFP will be asked at a minimum, to state their understanding and experience relating to the project and offer their methodology for achieving the objective and producing the required deliverables for each task. The finalists selected by the will be required to participate in an in-person interview and presentation at Moore City Hall. The selection committee will rank the prospective proposers after the interview and recommend the Moore City Council enter into contract negotiations with the first ranked team. If contract negotiations fail, the City will proceed to enter into negotiations with the teams in ascending order of rank as the City deems necessary.

It is the City's expectation that this RFP and selection process will result in the selection of a consultant and affiliated team to be retained in a professional capacity for the development and execution of the anticipated professional services described herein.

The following is a detailed schedule of events for the RFP process, which is subject to modification by the City:

- **July 17, 2015:** Advertise RFP
- **July 24, 2015:** Advertise RFP
- **July 29, 2015:** Questions due to the City
- **July 31, 2015:** Responses to submitted questions posted online
- **August 5, 2015:** Mandatory Pre-Proposal meeting
- **August 10, 2015:** RFP responses due to the City
- **August 11-14, 2015:** Selection Committee evaluate and shortlist candidates
- **August 24, 2015:** Consultant interviews (30 minutes each)
- **August 27, 2015:** Notify first ranked team and interviewees
- **August 28-Sept. 15, 2015:** Negotiate contract
- **September 21, 2015:** City Council meeting
- **September 22, 2015:** Contract execution / notice to proceed

CONSULTANT SELECTION CRITERIA

The competitive selection process provided for under this RFP will focus on the qualifications and

prior history of performance on similar projects of each lead firm and the members of the lead firm's proposed team, in accordance with the selection criteria set forth below. Thoughtful written responses to this RFP will enable the City to select the most qualified proposers.

Selection of the successful firm with whom negotiations shall commence will be made through an evaluation process based on the following criteria:

- 35% Project Approach:** Proposal includes ideas for an innovative plan that addresses all plan elements. The proposal outlines robust and inclusive citizen participation. The proposal clearly describes in layman's terms how the 3 Build-Out Scenarios and the cost-benefit analysis will be developed.
- 30% Project Team:** Proposal demonstrates that the consultant team has the ability to develop innovative plans that address complex requirements, incorporate a range of interests, and are usable by elected and appointed officials and staff. Also demonstrates skills and experience in crafting inclusive and innovative public participation processes.
- 20% Past Project Experience:** Proposal includes specific projects that the consultant team has completed that are similar in scope and nature to present RFP. The proposal details the methodologies utilized for each project and if the implemented project was deemed 'successful'.
- 15% Project Schedule:** Proposal details the schedule of tasks, including milestones. Although the City has allocated a maximum of 18-months for completion of the plan, consultants are encouraged to accelerate the completion timeline. The project schedule should reflect the City's sense of urgency for completion. During the review process there are 25 potential points that can be awarded for project schedule. Points will be awarded to those who have a realistic but aggressive project schedule with a sooner completion date.

ADDITIONAL CONDITIONS ESTABLISHED BY THE CITY

All materials submitted by any proposer in response to the RFP will become the property of the City and will be returned only at the option of the City.

This RFP is a solicitation and not an offer to contract. The City reserves the right to issue clarifications and other directives concerning this RFP, to require clarification or further information with respect to any proposal received, and to determine the final scope and terms of any contract for services, and whether to enter any contract. The provisions herein are solely for the fiscal responsibility of the City and confer no rights, duties or entitlements to any proposer. A written agreement for services will be required between the City and successful proposer.

PROPOSAL PREPARATION

The prospective consultants are encouraged to follow the outline and page distribution indicated below. The selection committee will have limited time to review the submittals. Brevity and clarity in explaining key concepts and responding to the information required are encouraged. Proposers shall submit ten (10) paper copies, including one (1) unbound copy, and one (1) .pdf copy of

their completed RFP response. All proposals must be limited to the following prescribed information and be submitted in an 8 ½" x 11" format. Responses shall contain the following elements:

1. **Letter of Transmittal** - Clearly indicate the single contact (principal-in-charge), email address, mailing address, and telephone numbers. Indicate unique features of the organization and the project team that makes the team suited to undertake this specific project.
2. **Project Understanding** – A written narrative explaining the proposing firm’s understanding of the issues and challenges facing the City of Moore, and how the firms stated approach will address these issues and challenges.
3. **Project Approach and Timeline** - A written narrative that defines the methods and means by which the proposing firm will perform the services outlined in the RFP including a project timeline outlining the major tasks, phases, timeframes, and milestones necessary to complete the project.
4. **Team Organization and Key Participants.**
 - Describe how the project team will be organized.
 - Indicate what work the consultant will self-perform and what work will be performed by sub-consultants and indicate by name those individuals who will be responsible for specific tasks. Identify the prime firm that will be the party to any contract with the City for completion of the project.
 - Indicate how the project will be managed.
5. **Project Experience and References** - List no more than five (5) specific projects previously undertaken similar in scope. Provide a list of references for those projects. Include name, title, address, telephone numbers and email addresses.

Costs for developing a response to the RFP, interviews, and contract negotiations are entirely the obligation of the proposer and shall not be charged in any manner to the City.

ITEMS TO BE PROVIDED BY THE CITY OF MOORE

- City Liaison
- Copies of all existing studies, plans, and other data as available
- ArcMap files
- Moore Land Development Code and the Moore City Codes

PROGRESS REPORTING

The Consultant will provide bi-weekly progress reports to the City. The City anticipates that there will be a minimum of 9 progress meetings with the Moore project team during the preparation of the plan. The firm shall supply the City Liaison with an electronic copy of all completed or partially completed reports, studies, forecasts, maps or plans at least three (3) working days before

each progress meeting.

Exhibit C

NON-COLLUSION AFFIDAVIT OF VENDOR

The following affidavit **MUST** accompany your response to this proposal.

COUNTY OF _____) SS.
STATE OF _____)

AFFIDAVIT

I, _____, declare under oath, under penalty of perjury, That I am lawfully qualified and acting officer and/or agent of _____
(Firm's Name)

and that:

1. That the affiant has not been party to any collusion among proponents in restraint of freedom of competition by agreement to propose at a fixed price or to refrain from making a proposal; or with any official of the state or political subdivision of the State, including The City of Moore, as to quantity, quality, or price in the matter of the attached proposal, or any other terms of said prospective contract; or in any discussions between proponents and any official of the state, including the City of Moore, concerning the exchange of money or other thing of value for special consideration in the letting of a contract and,
2. _____, has not pled guilty to or been convicted of a
(Firm's Name)
felony charge for fraud, bribery, or corruption involving sale of real or personal property to any state or any political subdivision of a state.
2. That no person, firm, corporation subsidiary, parent, predecessor or other entity affiliated with or related to _____ has been convicted of a
(Firm's Name)
felony charge for fraud, bribery, or corruption relating to sale of real or personal property to any state or political subdivision of a state.

(Officer or Agent)

Subscribed and sworn to before me this _____ day of _____, _____.

(SEAL)

My Commission Expires

(Notary Public)

Exhibit D: Byrd Amendment Certification

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- (3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

| | |
|--------------|--|
| Signature | |
| Printed Name | |
| Position | |
| Date | |

Exhibit E: Certification Regarding Debarment, Suspension, and Other Responsibility Matters

In accordance with 2 CFR Part 2424 and 24 CFR Parts 5, 6, et al (US Department of Housing and Urban Development: Implementation of OMB Guidance on Debarment and Suspension; Final Rule) the Respondent certifies, to the best of his or her knowledge and belief, that:

- (1) No employee of the Respondent who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification;
- (2) No sub-contractor, partner or other party who will materially participate in the Respondent's delivery of labor or work product under this RFP is currently suspended or debarred under the applicable laws or regulations in effect on the date of certification.
- (3) The undersigned Respondent shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

| | |
|--------------|--|
| Signature | |
| Printed Name | |
| Position | |
| Date | |

Exhibit F:

Instructions: If the Respondent is a Minority Owned Business (MOB) or Women Owned Business (WOB) or qualifies as a Section 3 business, the Respondent completes Form F.1. If the Respondent intends to utilize a MOB/WOB or Section 3 business in the performance of the proposed contract, the respondent completes Form F.2

F.1: CERTIFICATION AS A MINORITY OWNED, WOMEN OWNED OR SECTION 3 BUSINESS

I, _____ certify that _____ is a Minority Owned, Women Owned or Section 3 Business.

| | |
|------------------------------------|--|
| Business Registered Name | |
| Business Registered Address 1 | |
| Business Registered Address 2 | |
| State of Registration | |
| Certificate or Registration Number | |
| Certifying Agency | |

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false.

| | |
|--------------|--|
| Signature | |
| Printed Name | |
| Position | |
| Date | |

F.2: STATEMENT OF INTENT OF MOB/WOB/SECTION 3 UTILIZATION

I, _____ certify that _____ will utilize Minority Owned Business (MOB) or Women Owned Business (WOB) as subcontractor(s), vendor(s), supplier(s), or professional service(s). The estimated **dollar value** of the amount that we plan to pay the MOB or WOB subcontractor(s), vendor(s), supplier(s), or professional service(s) is \$ _____

| Description of Work | MOB Amount | WOB Amount | Section 3 Amount | Name of MOB/WOB/Section 3 |
|---------------------|------------|------------|------------------|---------------------------|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. The City reserves the right to withdraw or terminate the proposed contract should the representation of fact be false

| | |
|--------------|--|
| Signature | |
| Printed Name | |
| Position | |
| Date | |

