



RFQ Open Date – May 19, 2016

RFQ Close Date – June 10, 2016

Request for Qualifications for an Urban Planner Firm for Cleveland County

Cleveland County Planning Opportunity

Introduction

The Cleveland County, Oklahoma, Board of County Commissioners (“County”) is seeking Statements of Qualifications from experienced Urban Planning firms to guide a process for developing an innovative and visionary master plan for a county complex in downtown Norman, Oklahoma. This master plan will include an addition to the County courthouse office building complex, a parking garage, an adjacent plaza, and other projects to be determined. The County is undertaking this project to address space needs for County officials and their staff; provide adequate parking for staff and visitors; and to create an iconic destination in downtown Norman which will be a gateway to the rest of the community.

Cleveland County is the third largest county in Oklahoma by population. It contains two of the state’s nine largest cities, Norman and Moore. Norman is home to the University of Oklahoma, which supports an estimated 30,000 students. Cleveland County enjoys a rich multi-cultural heritage and is currently experiencing progressive growth in commerce, arts, and civic life. As the area continues to grow and thrive, the County has recognized the need for growth management initiatives.

In 2014, the City of Norman initiated the Norman City Center Vision (<http://www.normanok.gov/planning/norman-center-city-vision>) through a city-wide charrette process, allowing the community to decide how the area between downtown Norman and the University of Oklahoma would be redeveloped. While the boundaries of this study do not include the County property, the master plan should reflect or exceed the standards and formats set forth in the Center City Vision. The Cleveland County project is an endeavor to create cohesiveness between city and county government for the benefit of their respective residents, as well as an opportunity for Cleveland County to effectively implement and participate in the development of the downtown area of Norman and the surrounding communities.

In addition to the Center City Vision, the County has also identified that with economic growth, the need for adequate parking facilities and space arises. Therefore, the County is participating in an ongoing parking study with the City of Norman. This study is assessing parking needs for the City, including the downtown, Campus Corner, and County-owned areas. Any and all plans must include this vital component.

While Norman is a thriving college town, it still retains a small town feel. This is an integral and important component of its identity. It is what makes Cleveland County a special place to live and the preservation of these characteristics foster civic and neighborhood pride. The master plan for Cleveland County should take this diversity into consideration. It should preserve and maintain Cleveland County’s community character as well as inspire a framework for partnership between Cleveland County and the City of Norman.

Scope of Work

The master plan for the downtown county complex should create a destination for community members and visitors alike with an emphasis on community cohesiveness, sustainability, and healthy place practices, such as bike and pedestrian friendliness and green spaces.

The new courthouse office building is anticipated to be between 15,000 and 25,000 square feet and will allow relocation of appropriate functions to maximize efficiency and the customer service experience. Programming for the office building will be provided by the County. The parking garage is anticipated to be between 300 and 500 parking spaces and will provide space for employees, potential jurors, and those visiting the area for shopping, dining, or sports events. The plaza will tie the County facilities together and also create a gateway to the downtown and Campus Corner areas. All plans should identify and include all relevant stakeholder groups within the Cleveland County community. This includes communities located in the metropolitan and rural areas of the County.

This master plan will encompass Cleveland County property located in Norman, Oklahoma. The property is bound to the north by an alley between E. Comanche Street and Main Street, to the east by S. Peters Avenue, to the south by E. Eufaula Street, and to the west by S. Jones Avenue. Based on design concepts and the creative structure of the project, other County-owned properties adjacent to the courthouse could be included in the plan.

Respondents to the RFQ should provide their analysis of the necessary tasks to accomplish the scope of work and a proposed schedule for the completion of the project.

Selection Process

RFQ submittals will be reviewed and evaluated and after review of each team's qualifications, a limited number of qualified firms/teams will be invited to interview and present their qualifications in greater detail to the Cleveland County Budget Board Oversight Committee ("Committee"). The Committee will recommend a finalist to make a presentation to the Cleveland County Board of Commissioners ("BOCC") and the BOCC will have final approval of the selected firm/team.

Evaluation Criteria

The criteria to be used as a basis for evaluating qualifications include:

- A. Experience – Consultant will be required to illustrate how similar past projects were successful and provide relevant experience for all persons and sub-consultants who will be actively engaged in this project. Collaborations between national and local firms are encouraged.
- B. Examples – Consultant must provide examples of similar, relevant projects completed by their firm and provide at least one client reference for each project.
- C. Project Understanding and Approach – Consultant must demonstrate a thorough understanding of the project scope and develop an approach, methodology and task list consistent with the project scope.
- D. Schedule – Consultant must include a schedule for the completion of tasks needed to fulfill the scope of work. The Board of Commissioners may request the submission of additional information or clarification to assist in evaluation of the proposals. The Board of Commissioners reserves the right to reject any or all proposals.
- E. Creativity and Sustainability – Consultant must think "outside the box." The County is dedicated to inspiring investment aligned with community expectation through great planning and building. Plans should strive to maximize economic prosperity, livability, and sustainability.

Content of Proposals

In order to be considered for selection, respondents must submit a complete response to this RFQ. One original and six (6) additional hard copies of the proposal, along with an electronic copy of the proposal on CD or flash drive in PDF format, must be submitted as a complete response.

Each response submitted for this RFQ must contain, at minimum, the following information and be submitted using Form SF330:

- A. The name, resumes, and background of the consultant's individual team members and any sub-consultants who will participate in the project.
- B. All information needed to address the items listed under "Evaluation Criteria."

Each responder shall submit their qualifications to Melinda Duke, Cleveland County Purchasing Agent, 201 S. Jones, Suite 250, Norman, OK, 73069 by 4:30 p.m. CST on June 10, 2016. Responses not received by this time shall not be considered.

Proposals should be clearly marked "RFQ Urban Planning Firm".

This RFQ can be found online at Cleveland County's Official website, www.clevelandcountyoak.com - Purchasing Department Home Page - Bids. Notification of the RFQ will be mailed to Firms that appear to fit the image, quality and service Cleveland County wishes to offer. Cleveland County assumes no responsibility for failure to send the RFQ to all interested Urban Planning Firms.

Questions/Contact Person

Questions concerning this Request for Qualifications or the review process may be directed by email only to Leslie Tabor, ADG Program Management, ltabor@adgokc.com. Please include Cleveland County Planning Opportunity as the subject line.