



REQUEST FOR QUALIFICATIONS:

COMPREHENSIVE PLAN UPDATE FOR THE
CITY OF BIXBY, TULSA COUNTY, OK

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BIXBY, OK 74008

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www.bixbyok.gov

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I. INTRODUCTION

A. Community Background



Bixby is named after Tams Bixby who became chair of the Dawes Commission. The town of Bixby, located south of the Tulsa was platted in 1902. The downtown or "Heart of Bixby" rapidly grew as it developed around the new Midland Valley Railroad who laid tracks through Bixby in 1904. Currently, the revitalization of Charley Young Park is underway as a *destination* in the heart of our City and is expected to spur downtown investment just like the railroad contributed to the growth of the Green Corn farming industry. During World War II, as many as, twenty-one boxcar loads of corn were shipped daily. Bixby has been known for its homegrown produce and dubbed the GARDEN SPOT OF OKLAHOMA. Currently, light industrial and various commercial establishments along the Memorial Corridor between Tulsa and Bixby serve as the base of our economy.

Bixby grew from a few 100 people at the turn of the century and continues to be identified as one of the fastest growing communities in the Tulsa metro region. The 2015 population census estimates, a population of 24,657 people, a 17.9% increase from the 2010 census. While some Tulsa metro area communities are approaching "built-out" status, Bixby has plenty of remaining land within its future growth "fence line" to accommodate added residential and commercial development. The Arkansas River is the "Soul of Bixby." As a *river city*, Bixby's city limits are divided roughly in half by the Arkansas River. The City is working with regional partners and developers to explore opportunities that will stimulate river development.

A large number of Bixby residents hold Management Positions in the Greater Tulsa Area, giving rise to the designation "Bedroom Community." 40.2% of the population in Bixby holds a Bachelors degree or higher in persons over age 25. According to the US Census, the Medium value of owner-occupied housing in 2010-2014 was \$189,200. As our population continues to grow, opportunities are present for a mixture of retail, office, and industrial development along the major corridors especially of Memorial and 151st Street.

Bixby draws families from far and wide to participate in their annual events and festivals. Clyde Miller, a prominent grower, organized the Green Corn Festival that continues to this day. The Barbeque and Blues Festival organized in 1975 by the Rotary Club of Bixby is known throughout the region. The Cities investment in Bixby Parks and Recreation makes Bixby is a highly preferred place to live. Bixby is still growing at an accelerated pace both in population and commercial development; development is projected to continue for many years.

B. City of Bixby Planning History



THE BIXBY COMPREHENSIVE PLAN 2001-2020, Prepared by SDC, Stephen D. Carr and Associates, Land Planning and Urban Design

In Association with: Meshek & Associates Inc. Civil and Water Resource Engineers

City of Bixby Zoning Regulations available online: [STERLING CODIFIERS](#)

This code was last updated by ordinance 2191 passed June 2, 2016

WWW.BIXBYOK.GOV

[BIXBY PLANNING](#)

[BIXBY COMP PLAN 2001-2020](#)

[ENGINEERING DESIGN MANUAL](#)

[FEMA MAPS](#)

C. Scope of Work



The purpose of this project is to develop a Comprehensive Plan (Comp Plan) to guide future development in the City of Bixby. The Comprehensive Plan will serve as the framework for future related planning documents, as well as, a policy guide for staff and decision makers regarding coming development. The City of Bixby has established the following elements to serve as a general guide for the plan's development. Since this will be a new Comprehensive Plan for the City, many of the elements listed will require only minor review or minor revisions and integration with the current Plan. The elements serve as a guide to other Plan development; potential partners are welcome to suggest creative or innovative additions/modifications to these elements. Such suggestions should be listed and explained in the submitted proposal. Also, include any essential points about your business that are not covered elsewhere in the Executive Summary.

BOUNDARY OF PLAN: the boundary of the Comprehensive Plan will be the corporate limits of the City of Bixby, with recommended plans within the City of Bixby fence line, including a potential City/County partnership.

ELEMENTS OF PLAN: The selected consultant is expected to use visualization techniques to depict the relevant information for each element as the plan is developed, including but not limited to GIS mapping, illustrations, and renderings.

1. Executive Summary (ES)-The ES document should be in a format, which allows for detached circulation:

- Outline of the vision
- Detailed goals of Comp Plan
- Objectives of Comp Plan
- Policy statements of Comp Plan
- Guide for decision-making
- Educational tools for the citizens of the community

2. Community Profile Development-a complete inventory, review, and analysis of existing conditions are required; including the following:

- Community history
- Existing land uses
- Natural environment elements
- Thoroughfares/transportation
- Community facilities
- Other relevant topics
- Demographic and population analysis using the latest data

3. Development of Goals, Objectives, and Policies-to be developed through significant public participation to develop an acceptable, viable vision and guide for the community regarding future development and re-development:

- Create Public Forum outline for public input
- Identify current gaps/conflicts between current codes and new Comp Plan
- Identify conflicts/gaps between current building codes, zoning ordinances and the new Comp Plan

4. Future Land Use Plan and Map-preferred Land Use Patterns shall be submitted to City Council, City Staff, and the Public to allow them to evaluate the cost-benefit analysis and return on investment (ROI) of various development and redevelopment scenarios:

- City/County partnership for development standards
- Realistic population projections
- Buildout scenarios
 - Projections of uses
 - Infrastructure improvements required
 - Cost of infrastructure
 - Projection of sales tax
- Major development activities
- Future location of Public Facilities: City, County, Schools, Public Works
- Downtown as a special district, including Town Center/City Hall

5. Transportation:

- Development impact of a second bridge to Bixby (2 locations min)
- Highway plans/goals for Memorial Corridor, HWY 64 and HWY 69
- Arterial Streets

6. Stormwater Plan:

- Current goals, objectives and policies regarding Stormwater in Bixby

- Current floodplain and watershed protections into all pertinent components of the Comp Plan
- Recommend updated floodplain and watershed protections per changes in recent projects
- Draft the current and conceptual plans

7. Infrastructure Element:

- Review and incorporate existing plans related to water supply and sanitary sewer facilities
- Recommend any future modifications to those plans that will be required to achieve the overall community vision or to support the approved buildout scenarios for future land use mixes
- Draft current and conceptual plans

8. Technology Infrastructure:

- Make recommendations as to best practices for encouraging the advancement of the technology infrastructure I
 - Include local stakeholders such as BTC

9. Economic Development/Redevelopment-Consider, review, analyze and update influences and for future development and redevelopment:

- Local factors
 - Primary Jobs
 - Riverfront Development
- Regional factors
- Tulsa Regional Chamber Goals and Incentives
- Bixby Chamber Goals and Incentives
- Homebuilders Association Goals
- Local Stakeholders/major proprietors
- Overlay District-Redevelopment of decommissioned wastewater treatment site
- Overlay District-Downtown
 - Brand
 - Development Standards
 - Façade requirements
 - Historic Preservation requirements

10. Parks, Trails and Open Space-Consider, Review, analyze and incorporate existing plans:

- Local trail masterplan
- INCOG Tulsa Regional Bicycle and Pedestrian Master Plan
- Lake Bixhoma Master Plan
- Charley Young Park Long Range Plan
- Bentley Park Master Plan
- Washington Irving Master Plan
- Riverfront Development
- Quail Creek Park
- Dedication of areas for long-term green space, farming and ranching
- Potential new parkland dedication

11. Housing-Review and incorporate recommendations from the Housing Market Analysis into the Comp Plan:

- Analyze current housing market and comparables

- Provide recommendations and strategies to encourage a variety of housing types and sizes
- Create policy guidelines on “tiny houses”
- Identify areas to meet the demand for Urban-style mixed use housing
- Create a Downtown Overlay District including housing design restrictions
- Create Suburban design guide for housing and shopping
- Long range planning for housing within our fence line
- Create design guidelines for Manufactured Housing Developments

12. Neighborhood Revitalization-Write a strategy for collecting data and adopting recommendations for a Housing Market Analysis:

- Identify areas in City Limits for innovative redevelopment strategies
- Consider goals of the CDBG Consolidated Plan
- Consider policy for historic preservation efforts in the downtown area

13. Sustainability:

- Integrate the latest measures the City should pursue and policies recommended to achieve a sustainable community

14. Healthy Community:

- Incorporate healthy community principles into all pertinent recommendations of the Comprehensive Plan
- Principles regarding safe, accessible active lifestyles for all populations
- Clean natural environment integrated with the major components of the Plan
- Evaluate the need for a Hospital

15. Resiliency:

- Hazard Mitigation Plan
 - Provide the latest research and recommendation for developing a resilient community
 - Prepare Bixby to deal with natural and man-made disasters as well as economic shifts

16. Special Planning Areas:

- Evaluate development patterns in the City that may require further study or policies
- Determine if existing Corridor Districts need changes in guidelines
 - 151st Street Corridor (HWY 67)
 - 171st Street Corridor (HWY 64)
 - Memorial (HWY 64)
- Identify new development areas requiring special guidelines
 - Downtown
 - Industrial Areas
 - Riverfront Development Areas

17. Community Character and Urban Design-Create a policy through community input and review of existing plans that address:

- Community Image
- Preservation of Community attributes and character
- Consultant should consider
 - Density

- Aesthetic design guidelines
- Sign regulations
- Building types
- Transportation corridors

18. Implementation Plan:

- Recommendation for implementation strategies and benchmarks should be established for the Plan

PUBLIC PARTICIPATION: Bixby City Staff considers citizen participation from a wide range of interests in the City essential to a successful Comprehensive Plan process.

- Consultant will work with a Steering Committee & Review Committee
- Maximize citizen involvement and participation
- Consultant shall design public engagement strategy
 - Effective innovative participation
 - Encourages participation throughout the development of Comp Plan
- Participation should include
 - Residents
 - Businesses
 - Agencies
 - Organizations
 - Officials
 - Homeowners Associations
- Tools for public engagement should include:
 - Latest technology
 - Creativity
 - Inclusiveness
- Goal of producing realistic alternatives for consideration/adoption
 - Public
 - Planning Commission
 - City Council

DELIVERABLES FOR THE FINAL PLAN: Required services will include but are not limited to the following:

- 50 color copies (bound) (8 ½ x 11)
- Vertical format is preferred, but not required
- Maps and Illustrations format will be reproducible in (8½ x 11 or 11 x 17)
- 30 color copies (binders, that allow for amendments) (8 ½ x 11)
- maps may fold out at a larger format but should store at (8 ½ x 11)
- 1 (one) digital copy of final plan in Microsoft Word, must allow for amendments
- 1 (one) digital copy in Adobe Acrobat formats, must allow for amendments
- 1 (one) plan shall be designed to be integrated into the City's website
- Consulting Staff will visit the City of Bixby to familiarize themselves with the area and the challenges presented. The firm will attend meetings with City of Bixby Staff, Council Members, and the Steering Committee.

- Products produced as part of the Comp Plan process, include but are not limited to GIS layers, studies, documents, drawings, and so forth, shall be the property of the City of Bixby.

D. Requesting Entity Information/Project Funding



The City of Bixby, Oklahoma, with municipal offices located at 113 W. Dawes, PO BOX 70, Bixby, Oklahoma 74008, is the requesting entity.

The City of Bixby has set aside funding in the FY2016 Budget for the completion of the work described in the Request for Qualifications.

II. PROJECT CRITERIA

A. Consultant Selection Criteria



The City of Bixby will commission the services of a planning consulting firm or team to assist with the development of a Comprehensive Plan to bring guidance to the future development of the City of Bixby. The firm will work in conjunction with City Staff, Council and a Steering Committee to support the development and implementation of the plan. The City of Bixby will seek a firm with proven experience in developing Comprehensive Plans.

B. Project Schedule



The final schedule for adoption will be determined during the negotiation of the professional services agreement, but the schedule for proposal submittal is as follows:

- | | |
|--|--------------------------|
| • RFQ RELEASED | OCTOBER 19, 2016 |
| • PRE-PROPOSAL CONFERENCE | OCTOBER 27, 2016 |
| • PROPOSALS DUE | NOVEMBER 18, 2016 |
| • SHORT LIST NOTIFICATION | DECEMBER 2, 2016 |
| • INTERVIEWS | DECEMBER 13-15, 2016* |
| • CONTRACT NEGOTIATIONS AND AWARD
BY CITY COUNCIL | JANUARY, 2017* |

*PROPOSED DATES ARE SUBJECT TO CHANGE

C. Inquiries/Questions



Respondents should submit questions and/or clarifications to the City of Bixby no later than 4:00 p.m. on Wednesday, October 26, 2016. Questions regarding the RFQ should be directed to mhilton@bixbyok.gov. Answers to the questions will be discussed on Thursday, October 27, 2016, during the Pre-proposal Conference and posted later at www.bixbyok.gov.

Proposals shall be accepted in the Office of Development Services until 4:00 p.m. on Friday, November 18, 2016. This office is located at 113 W. Dawes, PO BOX 70, Bixby, OK 74008, telephone 918-366-0427.

There will be a pre-proposal conference held Thursday, October 27, 2016, in the Dawes Building Conference Room at 10:00 a.m. While not mandatory, proposers are encouraged to attend.

III. RFQ CRITERIA

A. General Requirements



Proposals shall be accepted in the Office of Development Services **until 4:00 p.m. on Friday, November 18, 2016**. This office is located at 113 W. Dawes, PO BOX 70, Bixby, OK 74008, south of 151st Street and east of Memorial.

A duly authorized official of the RFQ submittal must sign proposals. Six (6) hard copies, and one (1) electronic copy contained in CD or USB must be submitted. No reimbursement will be made for any cost incurred in preparing the proposal or any cost prior to a formal notice of award. Limit the Total number of pages to 35.

All Proposals must state their validity for a period of not less than 90 days from the day of receipt.

B. Notice to Interested Parties/RFQ Recipients



When submitting proposals, corporate entities are required to comply with State law regarding authorized signatures.

The City of Bixby requires a proposal be signed by a duly authorized corporate official with authority to bind the interested party by the proposal as stated in the State Statute, "...signed by the chair or vice chair of the Board of Directors, or the President, or by the Vice President, and attested by the Secretary or an Assistant Secretary; or officers as may be duly authorized to exercise the duties...".

However, should some other official with the corporation sign, such as a secretary signing a document, such signature needs to be accompanied by a certificate or a copy of the resolution adopted by the Board setting forth the authority of that official to execute a contract.

With respect to limited liability corporations, every manager is an agent of the company for the purpose of business and binds the limited liability company. Therefore, instruments and documents shall be valid and binding upon the limited liability company if executed by one or more of its managers. 18 O.S. § 2019

As set forth above, when submitting proposals, certification adhering to the state statutes should accompany documents being turned in for review.

C. Prohibited Interest



No member, officer, employee of the City of Bixby, or member of its governing body during his or her tenure, or one (1) year after that, shall have any interest, direct or indirect, in any resultant contract or the proceeds thereof.

D. Equal Employment Opportunities



In connection with this proposal, the consultant shall not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, marital status, being disabled, or disadvantaged person, or War Veteran.

The consultant shall furnish all necessary information and reports and shall permit access to its books, records and accounts by the City of Bixby for purposes of investigation to ascertain compliance with the non-discrimination/minority business provision of any resultant contract.

E. Insurance Requirements



The Consultant of the project must provide an insurance policy of policies, naming the City of Bixby as an additional insured in the amount of at least one million dollars. Said policy, or policies, shall provide liability insurance and automobile insurance. In addition, workers compensation insurance must also be provided in the amount required by law.

F. Minimum Content of Proposal



At minimum, the proposal should contain the following elements:

1. Transmittal Letter
2. Table of Contents
3. Executive Summary
4. Project Approach
5. Experience of Project Team with same or similar Planning Experience
6. Anticipated Schedule
7. Appendices (misc., exhibits, illustrations, etc.)
8. Proof of Insurance
9. References
10. Limit the Total number of pages to 35.

IV. PROPOSAL REVIEW AND SELECTION

A. Evaluation of Qualifications include but are not limited to:



The firm's approach to the project. The consultant is encouraged to provide an innovative approach and methodology for requested services.

Capabilities and previous experience in comparable projects of this type and the specialized experience and technical competence of consultant.

Past record of performance on contracts with governmental agencies.

- Quality of work
- Control of costs
- Ability to meet established schedules

The capacity of the personnel to perform the work in a timely manner.

Qualifications of individuals who will have direct involvement in tasks on this project.

B. Selection of Consultant



The City of Bixby will review responses to this RFQ that meet the requirements enumerated and are received prior to the designated closing date. Firms without adequate insurance, in minimum amounts set forth herein, to protect the City's interest will not be considered and will not be evaluated.

Consultants may contract with sub-consultants on the Comprehensive Plan, but a lead consultant must be identified and must take responsibility of all the deliverables. The City reserves the right to request substitution of firms.

A response to the RFQ should not be deemed as a contract or an indication of a commitment of any kind on the part of the City of Bixby. Upon review of the response to this RFQ, City Staff will prepare a short list of consultants to interview.

A firm will be selected for recommendation to the City Council for the purpose of negotiating contract terms, including a fair and reasonable price. Additional copies of the response to this RFQ may be required for presentation to the City Council. If a satisfactory contract cannot be negotiated with that firm; the City shall formally end negotiations with that firm and select the next most favorable provider and attempt to negotiate with that firm.

The most important evaluation emphasis will be placed upon the approach of the firm, the public participation approach and the project team assigned to the job. Illustrative and narrative material describing previous work of the proposing team is recommended. At the proposer's request, any extra material, if available, will be returned at the completion of the interview process, at their expense. The proposer shall provide a list of previous related work experience with contact persons and phone numbers.

Key personnel (by name and position) relative experience and capabilities, as well as sub-contractors, will be evaluated closely.

C. Ranking Criteria



Criteria	Possible Points
Project Approach	30
Public Participation Approach	20
Project Team (Experience of Key Personnel)	30
Past Project Experience	15
Project Schedule	<u>05</u>
Total	100 Points

ERRATA

Please find appended a writing error discovered in the RFQ, REQUEST FOR QUALIFICATIONS FOR THE COMPREHENSIVE PLAN UPDATE FOR THE CITY OF BIXBY, TULSA COUNTY, OK.

1. Page 3, *Barbeque and Blues Festival organized...by the Optimus Club* should read as follows: The Barbeque and Blues Festival organized in 1975 by the Rotary Club of Bixby is known throughout the region.

Error regretted.

Marcae' Hilton, City Planner, City of Bixby