

City of Jenks, Oklahoma

Request for Proposals

Preparation of Comprehensive Plan 2035 and Land Use Regulations

FAQ's compiled from proposer questions: (last update October 15, 2018)

1. Page 2, Citizen Advisory Committee: With regard to having this committee “meet regularly to hear and offer feedback on periodic progress updates by the Consultant,” is there an expectation of how often “regularly” will be (e.g., monthly, more/less often)?

We anticipate these meetings will occur as needed to provide interaction between the consultants and citizens. We would expect there will be periodic progress milestones that would be appropriate times for these meetings. Those “touch points” may be approximated in the overall project schedule. The exact dates can be determined as we progress through the process, allowing time for notification and scheduling.

2. Page 3, third item listed under Proposal Requirements and Objectives: Given the 30-page limit for responses and the request here for work samples, we assume this refers to project description “cut sheets”? If you do want actual work samples included, we assume that will be outside of the 30-page limit. Will download links to sample documents suffice rather than physical copies in the package?

While somewhat arbitrary, the 30-page limit is to help us review proposals objectively and within our normal work schedules. Cut sheets are acceptable overviews of projects and links to a few samples of larger documents may be provided. Online documents should be in a single location with easy navigation. We will not chase down broken links or navigate through other pages to find samples. Tabs, dividers, or other structural/navigational inserts do not count against the 30-page limit.

3. Page 3, fourth item under Proposal Requirements and Objectives: Related to the project approach and “how issues which may arise during the process would be addressed,” we assume this refers to project management or scheduling type issues versus community/planning issues?

Yes, this is about project management or scheduling issues and how the consultant will be able to respond.

4. Page 4, third paragraph under General Scope of Work: Regarding the updating of the City's zoning and subdivision regulations, does the reference to “recommended phasing as needed to achieve the City's vision and goals” mean potentially spreading out into a series the City's consideration of new/amended ordinances for certain reasons (e.g., administrative considerations, cost, tolerance for new/added regulation all at once, etc.)?

Yes. We hope to achieve a full and complete policy document and implementation tools within our current budget. We prefer creative recommendations to achieve that, but if phasing needs to be considered for future budget cycles, we expect recommendations for consideration.

5. Page 5, next to last bullet at top: We assume that “Mapping to be Coordinated with Regional Planning Agency” means acquiring GIS data and available mapping from INCOG at the start of the effort and transferring to INCOG at the end any new or revised mapping completed through the project?

Yes. Any mapping in Jenks that is maintained by INCOG, our regional planning agency, will be acquired from INCOG, updated, and transferred to INCOG. There may be other sources of mapping such as Rural Water Districts the consultant will need to identify and contact. Jenks city staff will assist with introductions.

6. Our firm specializes in [X, Y, Z], our [work] is especially helpful in creating the foundations of a comprehensive plan but we do not typically prepare entire plans. Do you think the city would be interested in a proposal from us?

We are seeking comprehensive proposals and, for our ease of review and evaluation, would prefer that specialized consultants team up with primary planning consultants. We fully expect proposals to come from teams of multiple firms but as stated in the RFP, one firm shall be designated the lead firm for all communications and coordination with the City. Depending on each firm’s business practices, “sub-consultants” may team with multiple firms rather than propose with one exclusively. That said, feel free to submit a proposal in case no other proposals come in that include your specialty.

7. Are there any specific topic areas listed in the RFP that the City believes will need to be addressed more in depth in the comprehensive plan, or require specific consultant expertise, or does the City anticipate all topic areas be addressed at an equal level of detail? Example topics include economic development, infrastructure, transportation, and housing.

All areas should be addressed. The successful plan will provide clear strategies for improved land use policies, implementation, and economic sustainability. Downtown development is identified as a focus area, urban design/master planning would naturally be part of Downtown improvement.

8. If specific expertise in a certain topic area is required, to what extent does the City anticipate services needed? For example, does the City foresee the need for an in-depth Commercial/Retail market study to help guide walkable and mixed-use developed within the emphasized downtown study area plan?

Please see question 7.

9. Page 3, Proposal Requirements and Objectives, states: “relevant samples of similar work completed.” May these work samples be separately submitted documents to support the proposal document and would these work samples be included in the 30-page limit set by the City? Additionally, would organizational pages, such as title page, table of contents, and tab dividers also be included in the page limit?

Please see question 2.