

**The City of Moore
Moore, Oklahoma**



**RFP #2025-009
Professional Services for Updates to the Land
Development Code**



SOLICITATION OVERVIEW

The City of Moore is soliciting proposals for:

Title: Updates to the Land Development Code
RFP Number: 2025-009
Due Date: 4:00 p.m., Monday, March 3, 2025
Location: City of Moore, Purchasing Division
301 N. Broadway Ave. Suite 142
Moore, OK 73160

Submit written questions to: planning@cityofmoore.com

Questions may be submitted through 5:00 p.m., Wednesday, February 19, 2025.

- No verbal questions will be accepted.
- Questions of a substantial nature will be addressed in an addendum, posted on the City's Bids Web page, <https://www.cityofmoore.com/government/city-bids>, for all interested parties.

I. Overview

A. INVITATION

The City of Moore, Oklahoma, is seeking proposals from qualified consultants to provide the City with the Professional Consulting Services for an update to the Land Development Code for the City of Moore, complying with the following specifications as listed herein. The new ordinances shall be in compliance with Oklahoma state statutes and shall be consistent with the City's adopted Comprehensive Plan, Envision Moore 2040, in addition to other local planning documents and initiatives.

PROPOSAL DEADLINE

Proposers shall submit one (1) original in digital format, and five (5) hard copies. The proposal must be clearly marked as "RFP #2025-009 Update to the Land Development Code" and delivered to:

City of Moore Purchasing Department
301 N. Broadway Ave. Suite 142
Moore, OK 73160

No later than **4:00 PM CST, Monday, March 3, 2025**. Proposals received after the submittal deadline shall be considered void and unacceptable and shall be returned unopened to the respondent.

The City of Moore is an equal opportunity employer.

Barbara Furgiani, Purchasing Agent, 405-793-5022

II. Community Background

The City of Moore is located within the OKCMSA with a 2024 population of approximately 64,000. The City of Moore includes approximately 23 square miles of incorporated area, and is bounded by the north, east, and west by the City of Oklahoma City, and to the south by the City of Norman. The city is bisected by Interstate 35 (I-35) with the west half of Moore being highly developed with limited greenfield development opportunities and the east half of Moore being more rural in nature with less density with fewer commercial developments.

Historically Moore has experienced a high growth rate, with development being suburban in nature with high automobile dependency, single-use developments, and commercial development that focused on services catered to a commuting populace, but lacking in restaurants and retail. Over the past 25 years, the character of the city has changed to include retail and industries to support a thriving city. Today Moore has an estimated 25,000 housing units, dominated by single-family homes that are owner-occupied, 3,000 apartment units. Service

and retail activities are concentrated along the I-35 Corridor and SW 19th Street, a major east-west corridor on the south side of the city.

The Moore City Code is divided into two separate documents: The City Code and the Land Development Code. The Land Development Code establishes regulations for all type of development in Moore, however this RFP will focus primarily on the Zoning Ordinance and the Subdivision Regulations.

2000 Zoning Ordinance Update

In 2000, the City of Moore adopted a major update to the existing zoning ordinance that was developed in-house. This update largely kept the existing zoning districts in place, but transitioned to the 'Use Unit Classification' system of grouping like land uses together, introduced required commercial landscaping and aesthetic treatments, and created a category of Special Use Permits.

However, over time it has been determined that the outcomes of the zoning ordinance regulations are often less than desired, especially with the aesthetic and landscaping requirements and administering land uses with no site-specific requirements. This has resulted in a built landscape that may not meet the quality standards desired and expected by the community in terms of aesthetic appearances, has built-in conflicts between residential and commercial land uses, and blurs the line between the desired retail development and the heavier automotive, warehousing, and industrial developments.

2003 Subdivision Regulations Update

In 2003, the City of Moore adopted the current Subdivision Regulations. While these regulations were standard at the time, the administration of this code has lead to developers preferring Planned Unit Developments to achieve smaller lots and/or setbacks. Additionally, the Subdivision Regulations have not been updated since the adoption of the comprehensive plan, leading to a disconnect between the goals of the community and the regulations shaping development.

After the last development boom of the 2000's, easily developable, more affordable land has begun to grow scarce. New construction is slowly shifting from greenfield sites to infill and redevelopment. The existing codes have not kept up with the pace of technological advancement and consumer preferences, nor have they provided acceptable options for quality housing beyond the traditional single-family neighborhoods, thus limiting the City's growth into the future. To help ensure continued quality growth, any new land development codes must incorporate the following overarching goals:

- Create Opportunity- for flexible spaces where retailers and personal service providers can rely on a broad range of use categories and adaptable building types;
- Provide Diversity- mix of uses and housing that will support the creation of complete neighborhoods that provide for a diverse population, activity centers, and city corridors.
- Demand Quality- emphasize attractive and amenity-rich experiences to attract and retain residents, a talented workforce, and spur new investment.
- Maintain the City's Fair and Flexible Reputation- efficient, and clear ordinances and regulations that allow choices and options for meeting requirements.

- Accommodate Emerging Consumer Trends- include and/or refine land use definitions and regulations that cater to the wide range of demographics and preferences while protecting established residential areas.
- Acknowledge Environmental Sustainability- green infrastructure, low-impact development, and other stormwater management techniques are needed to both enhance the quality of life and satisfy state and federal requirements.

To accomplish these goals, the City requires a comprehensive update to the Zoning and Subdivision Regulations. The updates should be based on the adopted Envision Moore 2040 Comprehensive Plan, the Old Town Revitalization Plan, and proven best strategies from peer cities.

Existing codes and plans may be accessed and viewed at the following locations:

- Zoning Regulations- https://moore.municipalcodeonline.com/book?type=development#name=CHAPTERS_2-4_ZONING_REGULATIONS
- Subdivision Regulations- https://moore.municipalcodeonline.com/book?type=development#name=CHAPTER_5_SUBDIVISION_REGULATIONS
- Envision Moore 2040- <https://www.cityofmoore.com/departments/planning-development/planning-zoning>
- Old Town Revitalization Plan- <https://www.cityofmoore.com/departments/planning-development/planning-zoning>

III. Scope of Services

The consultant will perform the scope of work to include the following:

Peer City Reviews. The consultant will assist in identifying peer cities in which to compare and contrast the current and proposed zoning and subdivision regulations. These cities will be located in both Central Oklahoma and surrounding states, and shall be comparable with Moore’s population, demographics and development patterns. The selected cities should reflect Moore’s flexible regulatory environment while showing proven results in improving the quality of development and an increased aesthetic and quality of life standards.

Current Code Diagnosis. The consultant will produce a diagnosis of the existing zoning and subdivision regulations utilizing the selected peer cities, established best practices, and new and innovative code regulations as appropriate. The current code diagnosis should include, but not be limited to, the following items:

- Appropriateness and relevance of land use definitions and consistency with permitted or conditional uses listed in the code. This evaluation should also identify planning/land use terms that may be missing from the code and terms that are outdated.
- Current zoning district structure and administrative processes pertaining to zoning districts, special exceptions, and special use districts. Streamlined processes and procedures should be identified whenever possible.
- Current Planned Unit Development District (PUD) regulations to identify inefficiencies and promote innovative developments and high-quality amenities, as well as enforcement techniques.
- Efficiency and effectiveness of various dimensional regulations and development standards (e.g. setbacks, height, lot coverage, landscaping regulations, parking regulations, lighting regulations, etc.).
- Effectiveness of the current code's ability to preserve existing neighborhood character while promoting compatible infill development, especially in the City's oldest neighborhoods.

Evaluation of Existing Neighborhoods, Corridors and Districts. The City of Moore contains some development areas that warrant context-sensitive regulations, such as Old Town and the I-35 Corridor. The consultant will identify additional areas that may require tailored regulations to preserve their character and/or long-term viability, as appropriate.

Public Outreach. The Consultant shall produce a Public Participation Plan to outline the public input strategy for this project. It is anticipated that the process will include 5-10 public input activities of various types (excluding required presentations to a Steering Committee (if applicable), the Planning Commission and City Council for the draft and final document) and providing information to post to the City's website/social media platforms at regular intervals throughout the process. The Public Participation Plan may include both traditional (e.g., public meetings and/or workshops) and nontraditional venues, methods, and/or formats.

- A schedule of meetings/workshops and locations(s) shall be made available within a reasonable time from the onset of the project.
- The public involvement process shall include meetings and/or activities with the general public, targeted stakeholder group(s), Planning Commission, and City Council.
- These tasks will be documented through meeting notices, meeting summaries, and other written communications. Responses and acknowledgement of public comments must be documented.

Review Existing and Proposed Codes against State Law, City Regulations and Processes. The code must adhere to the existing State Statutes regarding comprehensive plans, rezoning, platting, and other land-use matters and be legally defensible; City of Moore planning & zoning procedures; and other city regulations and policies to ensure consistency or a smooth transition to the

proposed procedure when applicable. Comparison tables are necessary when regulations are significantly revised to highlight the old versus new code. Any inconsistencies should be eliminated.

Refine, delete, or update existing zoning districts. All zoning districts should be reviewed for permitted uses appropriateness and development regulations. Special attention should be paid to the C-6 (Central Business District) Zoning District to determine what changes may be needed to achieve the city's downtown revitalization goals.

Review and update aesthetic and development standards. The aesthetic and development standards for residential, commercial, and mixed-use development should be compared to peer cities and reviewed on their own merits to ensure a quality-built environment that reflects the community's values and expectations. This should also include a review and update, if necessary, of the City's sign ordinance.

Recommend performance standards to expand business opportunities. Identify commercial and industrial land uses that may be incompatible with single-family zoning and incorporate performance or locational standards as appropriate to protect established neighborhoods from actual or perceived negative impacts while allowing such uses in appropriate areas.

Integration of sustainable and resilient development practices. Research and recommend for inclusion a variety of sustainable and resilient development practices that also further the quality of life for residents and visitors. These practices may include, but are not limited to:

- Green Infrastructure and the preservation and incorporation of green space and natural resources into residential and commercial developments;
- Greater street connectivity and active transportation infrastructure requirements; and
- Updated landscaping requirements for residential, commercial and industrial developments.

Recommend code changes to increase housing opportunities. Research and recommend options to increase development density, mixed-use development, and 'missing-middle' housing within all or part of the City.

Establish access limitations for collector and arterial roadways. Develop and incorporate driveway access management standards for collector and arterial roadways.

Consider and recommend non-monetary incentives to assist in achieving land use and development goals. Present an array of non-monetary zoning incentives to benefit under-served populations/ geographic areas and under-represented use types that are needed within the City of Moore, as appropriate.

Perform code comparisons and testing. Provide a matrix highlighting the major recommended changes in the proposed ordinances and the rationale for each change. Provide zoning maps showing any proposed changes to zoning district designations and the proposed locations of any new zoning districts in the proposed zoning ordinance. Provide examples comparing developments approved under the current zoning and subdivision ordinances to those that would be approved if the proposed ordinances are adopted. Examples shall include different types of development in different contexts (e.g., single-family homes, multifamily developments, stand-alone retail or commercial development, industrial or mixed-use development). Testing of the proposed code changes on sample scenarios is required.

Incorporate pictures and graphics to convey requirements. Wherever appropriate and practical, include pictures, sketches, and other graphics to pictorially convey requirements and regulations to the public while helping to eliminate conflicts and misunderstandings.

Draft and Final Presentations. A summary of changes to the ordinances in both draft form and final form shall be presented in person to the Planning Commission and City Council at a regularly-scheduled meeting. These meetings shall not be included in the final count of 5-10 public input activities as required above.

Integration into user-friendly formats. The consultant will work with City Staff and third party vendors, such as Municode if needed, to make the new code accessible and interactive with the public.

Provide training and assistance with code transitions. Work with City Staff and the Planning Commission to transition from current Zoning Code to newly adopted Zoning Code, if needed. This will include assisting with the review of development proposals, building and occupancy permits and answering questions on policies and procedures.

IV. Submittal Requirements

A. CONTENTS OF PROPOSAL

The following information is to be included in the proposal:

The prospective consultants are encouraged to follow the outline and page distribution indicated below. Proposers shall submit five (5) paper copies 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 should 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 consultants understanding of the project.
3. **Project Approach** - A written narrative that defines the methods and means by which the proposing firm will perform the services outlined in the Project Scope described in the RFP. This narrative should include a project timeline outlining the major tasks, phases, timeframes, and milestones necessary to complete the project.
4. **Team Organization and Key Participants** – A written narrative describing how the project team will be organized and how the project will be managed. Persons identified in the response to the RFP are the only persons who may work on the project is allowed; no personnel or subcontractor is to be substituted without prior written approval of the City.
5. **Project Experience and References** – List no more than three (3) specific projects previously undertaken similar in scope. Provide a list of references for those projects. Include name, title, address, telephone numbers and email addresses.

B. DOCUMENTS TO BE SUBMITTED

The following forms/documents must be completed and submitted

- **Non-Collusion Affidavit** (Attached)
- **Proof of Insurance**
- **W-9**

V. Evaluation and Selection

A. EVALUATION 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:

- 30%** **Project Approach:** Proposal demonstrates the contractor has a clear understanding of the objectives, and scope.
- 25%** **Project Team:** Proposal demonstrates that the consultant has in-depth knowledge of Oklahoma land development laws, current theories and practices of land use planning, and code development resulting in positive outcomes.
- 40%** **Past Project Experience:** Proposal includes at least three specific projects that the contractor has completed within in the last 5-7-years that are similar in scope and nature to present RFP. The contractor's response includes references with contacts and phone numbers.
- 5%** **Presentation of Proposal:** Proposal strictly adheres to the requirements set forth in the RFP and is organized and succinct. The proposal will inform the selection committee of the quality of the final product.

B. SELECTION AND AWARD PROCESS

Proposals will be independently evaluated and by a selection committee. The committee will record their scores on the evaluation sheet and forward those to the Purchasing Department for tabulation.

Based on the result of the scoring, select firms may be called in for in-person interviews. After the score tabulation and interviews (if applicable), a recommendation will be made to City Council for their review and consent. Upon successful completion of preliminary negotiations with the selected firm, a notice of award will be issued and contract preparation commenced. Unsuccessful firms will be notified by mail.

The City reserves the right to reject any and all proposals, to waive any irregularity or informality in a proposal, and to accept or reject any item or combination of items, when to do so would be in the best interest of the City. It is also within the right of the City to reject responses that do not contain all elements and information requested in this RFP. A proposal will be rejected if the response contains any defect or irregularity and such defect or irregularity constitutes a material deviation from the RFP requirements, which determination will be made by the City on a case-by- case basis.

VI. Miscellaneous

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.

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.

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.

VII. Estimated Timetable for Proposals

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 will be required to participate in an interview. The selection committee will rank the prospective proposers after the interview and recommend the Moore City Council enter contract negotiations with the first ranked team. If contract negotiations fail, the City will proceed to enter 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 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 at any time for any reason:

- **February 4, 2025:** Advertise RFP
- **February 11, 2025:** Advertise RFP
- **February 19, 2025:** Questions due to the City
- **February 25, 2025:** Responses to submitted questions posted online
- **March 3, 2025:** RFP responses due to the City
- **March 4-18, 2025:** Selection Committee evaluation
- **April 14, 2025:** Notify first ranked team
- **April 15-22, 2025:** Negotiate contract
- **May 5, 2025:** City Council meeting
- **May 6, 2025:** Contract execution / notice to proceed

010470 - AFFIDAVITS
ANTICOLLUSION AFFIDAVIT

The following affidavit is submitted by Bidder as a part of this bid and proposal:

RFP# _____

STATE OF OKLAHOMA }
CLEVELAND COUNTY }

The undersigned deponent, of lawful age, being duly sworn, upon his oath, deposes and says that:

- he has lawful authority to execute the within and foregoing proposal;
- he has executed the same by subscribing his name hereto under oath for and on behalf of said bidder;
- bidder has not, directly or indirectly, entered into an agreement; expressed or implied, with any bidder(s) having as its object controlling of the price or amount of such bid(s), the limiting of the bids or the bidders, the parceling or farming out to any bidder(s) or other persons of any part of the contract or any part of the subject matter of the bid(s) or of the profits thereof; and
- he has not and will not divulge the sealed bid to any person whomsoever, except those having a partnership or other financial interest with him in said bid(s) until after the said sealed bid(s) are opened.

Deponent further states that:

- The bidder has not been a party to any collusion among bidders or prospective bidders in any restraint of freedom of competition by agreement to bid at a fixed price, or to refrain from bidding;
- the bidder has not been a party to any collusion with any City official or employee as to quantity, quality, or price in the prospective contract, or any other terms of said prospective contract;
- the bidder has not been in any discussions between bidders and any City official concerning exchange of money or other thing of value for special consideration in the letting of a contract;
- the bidder has not paid, given, or donated or agreed to pay, give, or donate to any officer or employee of the CITY OF MOORE any money or other thing of value, either directly or indirectly, in the procuring of the award of contract pursuant to this bid.

Signed: _____
(Name of Bidder)

By: _____

Title: _____

Subscribed and sworn to before me this _____ day of _____, 20__ .

(Notary Public)

My Commission Expires: _____