

**CITY OF NORMAN
CLEVELAND COUNTY, OKLAHOMA**



QUESTIONS & ANSWERS
TO
REQUEST FOR PROPOSAL
For
Professional Planning Services
For
Preparation of a Comprehensive Plan
for the
City of Norman, Oklahoma

PLANNING AND COMMUNITY DEVELOPMENT DEPARTMENT
R.F.P. # 1516-21

Issued: October 21, 2015

The following questions have been received via e-mail by the City in regards to the Request for Proposals #1516-21 for Professional Services for the Preparation of a Comprehensive Plan document, dated September 23, 2015:

Question # 1: What is the estimated budget for the City of Norman Comprehensive Plan?

Answer: The City of Norman has set aside funding in the amount of \$500,000 in the FY 2015 Budget beginning July 1, 2015, for the development and preparation of the Comprehensive Plan

Question # 2: Does the City have any preferences regarding the expected length of time for the planning process (12 months, 18 months, 9 months) following contract negotiations in Dec. 2015?

Answer: The City anticipates that the planning process for the Comprehensive Plan would take 18-24 months. It is the City's preference that the process takes 18 months but may extend to 24 months.

The following questions were asked during the pre-proposal conference meeting held on October 7, 2015 at the City of Norman in regards to the Request for Proposals #1516-21 for Professional Services for the Preparation of a Comprehensive Plan document, dated September 23, 2015:

Question #1: Is the Land Use Survey an Update to existing one or a request for a new one?

Answer: A land use survey was done in 1995 in conjunction with the Norman 2020 Plan. That survey has not been updated; however, GIS staff in support of the waste water model has updated the Norman 2025 Land Use Plan in the Urban Service Area to reflect actual uses in 2012. This information is available to the consultants for their use in preparing the land use survey. The chosen consultant would be

expected to verify and update the land uses in the Urban Service Area and to survey for land uses in the remaining service areas and in areas that have been taken into the Urban Service Area since 2012. The consultant would need to identify any other gaps in the land use survey and resolve those issues as well.

Question #2: Why do you think Norman has the "missing middle" in regards to housing?

Answer: During the Center City Visioning Process it became apparent that other styles of housing besides single-family residential and apartments were desired and needed. Other styles considered include town homes, duplexes, triplexes, loft apartments, courtyard bungalows, and small apartments.

Question #3: The City of Norman is instituting a City Center Form Based Code for the central part of the city. Is the City interested in extending this special planning area to other parts of the City?

Answer: If the Center City Form Based Code is successful, the City would consider expanding such designation to other areas of the City. In regards to Special Planning areas, the City designated Special Planning Areas at the last update of the Comprehensive Plan in 2004; however, no action has been taken in regards to those areas. The City wants the currently designated special planning areas evaluated as to whether it is a useful concept to continue to designate in the Plan.

Question #4: Is the trail element of the Comprehensive Plan a major update?

Answer: Currently there are several plans that have been adopted by the City of Norman that address various aspects related to pedestrian systems in Norman including the Comprehensive Transportation Plan, the Parks and Recreation Master Plan, the Stormwater Master Plan, the Greenways Master Plan and the Bike Plan. The objectives and policies of those plans will need to be integrated into one set of cohesive policies and incorporated into the Comprehensive Plan. The above mentioned plans can be found at the city website at the following addresses:

<http://www.normanok.gov/content/comprehensive-transportation-plan-report>

<http://www.normanok.gov/parks/parks-recreation-master-plan>

<http://www.normanok.gov/sites/default/files/WebFM/Norman/Planning%20and%20Development/Greenbelt/Adopted%202012%20Greenways%20Master%20Plan.pdf>

<http://www.normanok.gov/sites/default/files/WebFM/Norman/Public%20Works/StormWaterMasterPlanFinalDraft.pdf>

<http://www.normanok.gov/parks/bike-program>

Question #5: Do you have a citizen database of e-mails available for use during the process of the Comprehensive Plan?

Answer: No, we do not have a citizen database of e-mails. However, we do have Facebook, Twitter, and Flickr Accounts that may be utilized as part of a public participation strategy.

Question #6: How do you plan to select the Steering Committee members?

Answer: The City Council will appoint members of the Steering Committee. The City is open to suggestions regarding the process and make-up of the Committee.

Question #7: What is the deadline for the completion of the Comprehensive Plan?

Answer: The City anticipates that the planning process for the Comprehensive Plan would take 18-24 months. It is the City's preference that the process takes 18 months but may extend to 24 months.

Question #8: Besides what you have addressed in the RFP and today, are there any other factors driving the need for a new Comprehensive Plan? For instance, infrastructure?

Answer: Norman like many communities in the area has been facing issues related to drought and water demand. Norman has three sources of water: Lake Thunderbird wells and as needed, purchased water from Oklahoma City. Lake Thunderbird and the drinking water wellfields are both located in the Lake Thunderbird watershed which are a priority for protection. Both the 2060 Strategic Water Plan and the Water Reclamation Master Plan will need to be consulted during the scenario building element of the Comprehensive Plan. In addition, the objectives and policies from these plans will need to be incorporated into the Comprehensive Plan. These two plans can be found on the website at:

<http://www.normanok.gov/utilities/wr/water-reclamation-master-plan>
<http://www.normanok.gov/utilities/wt/water-treatment-strategic-water-plan>

The Utility Department also has two in-house models that are used for water and sewer. These models are:

InfoWorks ICM - Sewer Edition (Unlimited Nodes) last updated in 2013

InfoWorks WS (Unlimited Links) last updated in 2003.

The models reflect the water and sewer loadings shown in the 2025 Land Use Plan as of the date of the last update. The City is in the process of hiring a consultant to update the 2025 loadings in our water model at this time. The data from these models would need to be considered as well during the build out scenarios element of the Plan.

Question #9: Has sales tax in the City of Norman been increasing overall over the last several years?

Answer: Like most communities in Oklahoma the sole source of funding for City operations is sales tax. Generally, Norman has seen a steady increase in sales tax over the last decade.

Questions #10: Will this Comprehensive Plan be a Master Park Plan Update as well?

Answer: No, this will not be a major update to the Parks and Recreation Master Plan. The current Parks and Recreation Master Plan was adopted in 2009 and is the basis for many of the elements in *Norman Forward*. NORMAN FORWARD is a citizen-initiated proposal to renovate, expand, construct and fund Quality of Life projects, such as multiple recreational facilities, libraries, parks, athletic venues, public art, trails, swim complexes and other quality of life projects throughout Norman. The initiative resulted in a vote for ½-cent sales tax for 15 years, which was approved by voters on October 13, 2015. More information regarding the Norman Forward Initiative can be found at:

<http://www.normanok.gov/cm/norman-forward>

Question #11: Are the plans listed in the RFP available on the City's website?

Answer: Yes, most of the plans listed in the RFP can be found at the City website: <http://www.normanok.gov/content/about-city>

The Norman 2025 Land Use and Transportation Plan can be found at: <http://www.normanok.gov/content/norman-2025-plan>

The Norman Zoning Ordinance can be found at:
<http://www.normanok.gov/sites/default/files/WebFM/Norman/Planning%20and%20Development/Planning%20and%20Zoning/5-22-14%20Complete%20Zoning%20Ordinance.pdf>