

## Submitted Questions and Answers

### For RFP 2526-5 for the Update of Development Codes and Parking Study CITY OF NORMAN

#### To all Prospective Proposers

The following questions were submitted by potential proposers. The City's response given is also provided. This document will be updated in the event additional questions are received.

1. On page 19, the second paragraph says that digital proposals can be submitted via email. Do we have the option of *only* submitting via email, or are hard copies required, and the email would substitute for the electronic copy on the USB drive?

Answer: Hard copies are required; the email submission could substitute for the electronic copy on the USB drive to the extent it is of a size able to be emailed.

2. Aside from the grant stipulation that funding must be encumbered by September 2030, noting the mention of "fast track design" on page 23 under *C. Ranking Criteria*, does the City have a desired timeline in mind for completion of the work?

Answer: Proposed timelines are required for the ranking criteria. We'd like to complete the work quickly while maintaining high quality work and appropriate levels of public participation.

3. Also on page 23 in the same section, regarding the "sample 'percent complete' budget referenced by item 3, could you confirm that a monthly invoicing system is acceptable, if invoices state the percent complete based on the tasks reported accomplished and the budget remaining?

Answer: Yes, monthly invoicing is acceptable.

4. Does Norman want outside legal counsel for these projects? (*Section II.D Scope of Work and Section III.D Scope of Work*)

Answer: The City of Norman does not seek external legal representation as a component of this project. However, to the extent it is typical for your firm to employ the services of a zoning or development legal counsel in performing the work otherwise described by this RFP, please identify those services as a separable item in your submitted proposal.

5. Do you prefer that the Development Code and Parking Study & Plan have separate approaches and scopes in the response? (*Section II.D Scope of Work and Section III.D Scope of Work*)

Answer: Yes, due to the nature of the PRO Housing grant funds, these projects will need their own approaches and scopes. More information about our PRO Housing application and plan can be found [here](#).

6. If the code analysis blends across Development Code and Parking Study tasks, can budgets be shared between the two? Or should these be treated as separate projects? (*Section II.E Deliverables and Section III.E Deliverables*)

Answer: Due to the nature of the PRO Housing grant funds, these projects will need to be separate projects/budgets. A revision to our Action Plan would be required and there is no guarantee of HUD approval.

7. Will the City's GIS files be made available to the selected firm? (*Section III.D Scope of Work*)

Answer: Yes, a geodatabase will be provided to the selected firm.

8. Does the City have a desired timeframe for Development Code Task 1? (*Section II.D Scope of Work*)

Answer: Proposed timelines are required for the ranking criteria. We'd like to complete the work quickly while maintaining high quality work and appropriate levels of public participation.

9. Does the City have a desired timeframe for the Parking Study & Plan? (*Section II.D Scope of Work*)

Answer: We would like to see proposed timelines as part of the ranking criteria. We'd like to complete the work quickly while maintaining high quality work and appropriate levels of public participation.

10. Are there any additional details that can be shared relative to the City's expectation for the level, format, of frequency of engagement? (*Section I.D Public Participation*)

Answer: We would like to see proposed stakeholder engagement plans as part of the ranking criteria. It is not anticipated to have a Council appointed committee, however, there will be a group of stakeholders involved.

11. Some of the scope details include for Task 1.A “Parking Usage Observations and Analysis” include collecting data on conditions like turnover rates and parking duration that are typically less relevant outside of commercial or mixed-use districts. Would it be acceptable to propose a data-collection approach that combines comprehensive, area-wide collection for some elements, with targeted sub-areas for others? This will allow our team to optimize the value we can provide within the identified budget.

Answer: Yes, this would be an acceptable approach.

12. For the same task, the RFP requests data collection to identify on-street spaces not in compliance with current design/accessibility standards. This too would typically be an analysis that is focused on commercial and mixed-use districts, while also typically being informed by City staff and/or stakeholders who have a sense of which streets and blocks are most likely to have compliance issues. Would it be acceptable to propose a data-collection approach that commits to identifying/confirming such spaces, based on a review of streets and blocks identified by the City’s project team or stakeholders as streets/blocks of concern? This approach typically helps us make more effective use of the available study budget.

Answer: Yes, this would be an acceptable approach.

13. What historical parking data is available for the study area

i. Is the detailed data collection from the 2018 City Parking Study available?

Answer: No, however, additional information can be found in the 2016 Norman Parking Study. We can make this available.

ii. Does the City have the ability to gather data from existing on-street and off-street parking facilities (i.e., garages, surface lots with access equipment and on-street meters/mobile payments)

Answer: No, our systems do not provide this information.

iii. Can the City provide approved site development plans including approved parking plans.

Answer: Depending on the project and location, site plans could be made available if in our records.

14. Does the City have an existing database/mapping of curbside regulation?

Answer: Yes, this can be provided.

i. If not does the data collection task require a survey of the regulation signage for the on-street inventory?

Answer: We have an inventory of on-street signage.

15. Does the City have a proposed schedule for undertaking the neighborhood plans and special studies defined in the AIM Norman process?

Answer: We do not have a specific schedule identified at this time. The plans and studies schedule will depend on staff capacity and Council priorities.