



304 S. Main Street -- P.O. Box 557  
Noble, Oklahoma 73068  
Office – 405-872-9251  
Fax– 405-872-9363

# Request for Proposals

## Comprehensive Planning Services

Release Date: Tuesday, April 23<sup>rd</sup>, 2024

Submission Deadline: 11:00 A.M. on Thursday, May 23<sup>rd</sup>, 2024

## **Introduction**

The City of Noble is publishing a request for proposals to seek a consultant that will assist the City with putting together a new comprehensive plan. The city's most recent plan is scheduled to end in 2025 and the city needs to create a new comprehensive plan to be implemented by the beginning of 2026 to help guide the city's development for the next twenty-five years. The comprehensive plan will provide a citizen-backed vision, set of goals, and strategies to achieve the optimal development for Noble's growth into 2050. The City of Noble is seeking experienced professionals to aid the city in guiding Noble's future.

## **Community Background**

The City of Noble has sat on the east side of the Canadian River in Cleveland County for over one hundred years. Beginning as a 160-acre plot of land after the Land Run of 1889, the city has grown to contain 13.5 square miles and over 7,000 people. Noble has maintained the identity of a blue-collar bedroom community over the course of its history and is notable for its good schools and proximity to larger cities like Norman and Oklahoma City. Still a small town, Noble has recently seen a surge in growth and is expecting to continue to grow quickly over the next decade. The addition of a turnpike in the near future is expected to have significant ramifications in Noble, and it is vital that the city be able to create a new plan to guide itself through the demands of development and urbanization. The City of Noble currently has one plan in effect and it is Noble 2025, the comprehensive plan created in 2006 and planned to be used through 2025. The city is also currently partnering with the University of Oklahoma's Institute for Quality Communities to create a downtown revitalization plan to preserve and bring new life to our city's historic downtown core.

## **Project Scope**

The comprehensive plan is intended to be a guiding document that provides a path forward for Noble into the next twenty-five (25) years. A variety of elements are to be addressed in the comprehensive plan including background/history, land use, transportation/traffic, infrastructure/utilities, housing, commerce, parks/recreation, safety, special districts, and quality of life. Advisement in all of these subjects will be integral in the goalsetting and

drafting of the comprehensive plan, and the city expects that the selected consultant will have expertise in these subject areas.

The table below outlines the subject matter that is expected to be addressed for each element in the comprehensive plan.

Element	Subjects to Address
Background/History of Noble and Comprehensive Planning	<ul style="list-style-type: none"> <li>- Introduce steering committee</li> <li>- Introduce consultant</li> <li>- Steering committee roles</li> <li>- Introduce Comp Plans</li> <li>- Select important subjects and topics</li> <li>- History of Comp Planning in Noble</li> <li>- History of Noble</li> <li>- Who is Noble?</li> </ul>
Future Land Use	<ul style="list-style-type: none"> <li>- Current area bounds of Noble</li> <li>- Current land use of Noble</li> <li>- Noble 2025 Future Zoning Map</li> <li>- Current Zoning Map</li> <li>- Future Land Use Map</li> <li>- Future Zoning Map</li> <li>- Annexation</li> <li>- School</li> </ul>
Transportation/Traffic	<ul style="list-style-type: none"> <li>- Current modes of transportation</li> <li>- Traffic counts</li> <li>- Functional classification</li> <li>- ODOT/Main Street</li> <li>- Citywide Traffic Study</li> <li>- Road expansions</li> <li>- Active transportation (walking, biking)</li> <li>- Transit- bus/rail</li> <li>- New roads</li> <li>- Turnpike</li> </ul>
Infrastructure/Utilities	<p>Infrastructure</p> <ul style="list-style-type: none"> <li>- Existing condition</li> <li>- Buildings</li> <li>- Roads</li> <li>- Expansion</li> </ul> <p>Utilities</p> <ul style="list-style-type: none"> <li>- Existing condition</li> <li>- Water</li> <li>- Sewer</li> <li>- Stormwater</li> <li>- Electricity</li> <li>- Waste Management</li> <li>- Expansion of Services</li> </ul>
Housing	<ul style="list-style-type: none"> <li>- Existing conditions</li> <li>- Current market</li> <li>- Current housing type profile</li> </ul>

	<ul style="list-style-type: none"> <li>- Building requirements</li> <li>- Housing growth</li> <li>- Affordable Housing</li> <li>- Lodging</li> <li>- Tiny Homes</li> <li>- Short-term Rentals</li> </ul>
Commerce	<ul style="list-style-type: none"> <li>- Existing condition</li> <li>- Workforce/Employment</li> <li>- Current business type profile</li> <li>- Opportunities</li> <li>- Expansion</li> <li>- TIF Districts or other special districts</li> <li>- Industry</li> </ul>
Parks/Recreation	<ul style="list-style-type: none"> <li>- Existing conditions</li> <li>- Existing parks</li> <li>- Current park amenities</li> <li>- Soccer field, Baseball field, Rodeo ground</li> <li>- Walkability</li> <li>- Trails</li> <li>- Community center</li> <li>- Facilities</li> <li>- Sports complex</li> </ul>
Safety	<ul style="list-style-type: none"> <li>- Current police service area</li> <li>- Current fire service area</li> <li>- Current police resources and staff</li> <li>- Current fire resources and staff</li> <li>- Disaster preparedness</li> <li>- Number of storm shelters and locations</li> <li>- Police constraints and issues</li> <li>- Fire constraints and issues</li> <li>- Crime</li> <li>- Access</li> </ul>
Special Districts	<ul style="list-style-type: none"> <li>- Downtown</li> <li>- Post Oak/77</li> <li>- S Front St/Cemetery</li> <li>- Etowah/77</li> <li>- Turnpike</li> </ul>
Quality of Life	<ul style="list-style-type: none"> <li>- Healthy eating</li> <li>- Healthy living</li> <li>- Exercise</li> <li>- Pollution</li> <li>- Disease mitigation</li> <li>- Substance abuse (vaping/smoking/drugs/alcohol)</li> <li>- Entertainment</li> <li>- Morale</li> <li>- Festivals/Events</li> <li>- Local Organizations</li> <li>- Schools</li> <li>- Culture</li> </ul>

## **Requested Services**

The City of Noble looks to work alongside the consultant in carrying out this comprehensive plan. Services that the city expects the consultant to provide include data collection and analysis, guidance over steering committee meetings and public engagement activities, GIS mapping and analysis, drafting of the plan itself, and the creation of digital files that coincide with the plan.

The final list of required services will be negotiated at the time of contract negotiations with the selected consultant.

## **Deliverables**

Forty (40) magazine copies of the final draft of the comprehensive plan without appendices or attachments

Five (5) binders of the final comprehensive plan with all appendices and full-size attachments

One (1) digital pdf version of the comprehensive plan with all appendices and full-size attachments

All data files including charts, tables, graphs, images, GIS, and AutoCAD files

## **Proposal Submission Requirements**

The City of Noble will be accepting sealed proposals any time until 11:00 AM CT on Thursday, May 23<sup>rd</sup>, 2024. Sealed proposals may only be received in person at Noble City Hall, 304 S Main Street, Noble, OK 73068. Any proposals received after the 11:00 AM deadline will be disqualified.

- Describe the firm's methodology in constructing a comprehensive plan.
- Describe the skills and capabilities employed in prior projects of similar nature.
- Provide resume, qualifications, and experience of firm personnel as well as a designated project manager that would be involved with this project.
- Provide a list of three to five projects including references that were completed in the past ten years that were of similar size, timeline, and budget.

- Describe the firm’s experience with community engagement and cooperation with a steering or advisory committee.
- Describe the firm’s present work load and its ability to add this project to its workload.
- Describe if any subcontractors will be employed for this project, including the capabilities of the subcontractor and a description of the tasks that will be assigned to them.

**Timeline**

Date	Item
April 23 <sup>rd</sup> , 2024	Request for Proposals published
May 23 <sup>rd</sup> , 2024	Request for Proposals submission deadline and Bid Opening
May 27 <sup>th</sup> to 31 <sup>st</sup> , 2024	Interviews with candidate consultants
June 13 <sup>th</sup> , 2024	Contract negotiations with preferred consultant
June 17 <sup>th</sup> , 2024	Contract signed and approved by City Council
June 27 <sup>th</sup> or 28 <sup>th</sup> , 2024	First meeting with steering committee and consultant
December 1 <sup>st</sup> , 2025	Final Comp Plan draft with all attachments presented before Council for adoption

**Budget**

The City of Noble is planning to budget between \$100,000 and \$200,000 for this project. Budget will be determined in finality during the time of contract negotiations.

**Required Attachments**

- Cover Letter signed by proposed project manager
- Non-collusion Affidavit
- Business Relationship Affidavit
- Proposed Timeline
- Proposed Cost Estimate for services

## **Public Record**

The city is bound to comply with the Oklahoma Open Record Act, and information submitted by respondents, with few exceptions, is a matter of public record. (51 O.S. § 24A.1 et seq.) The City assumes no liability for disclosure or use of information provided by respondents and may use or disclose the information for any purpose.

## **Proposal Submission**

The City of Noble will be accepting sealed proposals until 11:00 A.M. on Thursday, May 23<sup>rd</sup>, 2024. Sealed proposals may be delivered to Noble City Hall at 304 S Main St, Noble, OK 73068 or mailed to P.O. Box 557, Noble, OK 73068.

## **Contact**

For any questions or comments, please contact Michael Glessner at Noble City Hall.

Email: [m.glessner@cityofnoble.org](mailto:m.glessner@cityofnoble.org).

Phone: (405) 872-9251.

NONCOLLUSION AFFIDAVIT

STATE OF OKLAHOMA )  
 )SS.  
COUNTY OF \_\_\_\_\_)

\_\_\_\_\_, of lawful age, being first duly sworn, on oath says that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to collusion among bidders in restraint of freedom of competition by agreement to bid at a fixed price or to refrain from bidding, or with any state official or employee as to quantity, quality or price in the prospective contract, or any other terms of said prospective contract, or in any discussions between bidders and any state official concerning exchange or money or other thing of value for special consideration in the letting of a contract.

\_\_\_\_\_  
Contactor

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

My Commission Expires \_\_\_\_\_

Note: This form is to be submitted with BID.



