



CITY OF MIDWEST CITY

REQUEST FOR QUALIFICATIONS

PROFESSIONAL PLANNING SERVICES –
COMPREHENSIVE PLAN UPDATE

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Notice is hereby given that The City of Midwest City, is requesting parties with extensive experience in Comprehensive Planning to submit their qualifications for updating the Comprehensive Plan for the City of Midwest City, OK.

Attached is a copy of the Request for Qualification (RFQ) for Professional Planning Services. Qualification statements will be due in the office of the City Clerk, Midwest City Municipal Center, 100 N. Midwest Blvd., Midwest City, Oklahoma, until **10:00 a.m. on January 5, 2024** for:

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Qualification statements received after the above date and time set, shall not be considered and shall be returned unopened. Qualification statements shall be made in accordance with the requirements for qualification statement packet, all of which are on file and available for public examination at the Office of the City Clerk in the Midwest City Municipal Center.

The envelope shall bear a legible notation thereon stating that it is a qualification statement for the project proposed. The qualification statement shall be filed with the City Clerk in the City Clerk's office. All qualification statements shall be typewritten or in ink.

Any correspondence, questions or requests for copies of the Request for Qualifications should be directed to Petya Stefanoff, City of Midwest City, Planning & Zoning Department; 100 N. Midwest Blvd., Midwest City, OK 73110, (405) 739-1229.

The specifications are complete as written. No oral representations made by any agent or employee of the City or its affiliate agencies shall be of any force or effect unless reduced to writing and submitted to all prospective proposers at least 24 hours in advance of the proposal deadline.

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I. Introduction

A. Project Overview and Objective

The intent of this REQUEST FOR QUALIFICATION (RFQ) is to develop a “short list” of qualified consulting firms (Firms) to be invited to submit proposals for updating the Comprehensive Plan for Midwest City, OK.

The Comprehensive Plan update will entail a baseline analysis of demographic and socioeconomic data and public meetings to:

- Establish Goals & Objectives;
- Update the Thoroughfare Plan;
- Develop the Future Land Use Plan;
- Update the Housing & Neighborhoods Plan;
- Develop Economic Development Strategies and Implementation Strategies;
- Update the Trails Master Plan (Optional)

Firms selected for the “short list” will be sent a Request for Proposals (RFP) outlining the expected outcomes of the Comprehensive Plan updated.

B. Project Description

Since the last update of the Comprehensive Plan (2008), the City of Midwest City grew in terms of population, development, and economic opportunities. The update of the Comprehensive Plan needs to reflect the growing needs of the community and guide future development in the City of Midwest City. The Comprehensive Plan is envisioned as a planning, policy, and strategic guide for development in the community. It will serve as a guide for future associated planning documents as well as policy guide for staff and decision-makers regarding future development.

II. Project Timeline

A. Proposed Schedule

The services sought by the City of Midwest City shall meet the following schedule:

EVENT	DATE
Qualification Submission	Friday, January 5 2024 10:00 AM
Short-List Established & RFP Sent	January 15 – January 18 2024
Proposal Submission	Thursday, March 7 2024 10:00 AM
Interviews w/ Selection Committee	March 18 – March 29 2024
Consulting Firm Selected	Friday April 12 2024

B. Inquiries

Any correspondence, questions or requests for copies of the Request for Qualification should be directed to Petya Stefanoff, City of Midwest City, Planning and Zoning Department; 100 N. Midwest Blvd., Midwest City, OK 73110, (405) 739-1229.

III. R.F.Q. Criteria

A. Qualification Statement

Firms shall submit three (3) paper copies and one (1) electronic copy (PDF) of the sealed Qualification Statement to the City of Midwest City, City Clerk; 100 N. Midwest Blvd., Midwest City, OK 73110. The envelope shall bear a legible notation thereon stating that it is a Qualification Statement for the project proposed. All documentation should not exceed 11" X 17". The electronic copy can be via USB flash drive included in the envelope. All expenses in the preparation of this RFQ are not reimbursable by the City of Midwest City and are the sole responsibility of the Firms.

Qualification Statements should include the following information:

1. A brief history and overview of the company/corporation.
2. List of past experience with similar types of Comprehensive Plan projects with digital copies or website addresses where they can be found.
3. Client references from a minimum of three (3) current or recently completed projects for which Planning services were provided. The references should include names, telephone numbers, and email addresses of persons the City can contact regarding the Firm's past performance on similar projects.
4. Provide the size of your firm with respect to the number of personnel and their areas of responsibility. Also, provide a list of the firm's current workload.
5. Detail your experience, policies and accomplishments regarding Comprehensive Planning experience dealing with municipalities and other public entities.
6. Organization and description of your proposed Project Team. Identify the principal contact person, providing the name, title, address, telephone, fax numbers, and email address. Provide resumes and descriptions of the roles of key personnel.

IV. Selection Process

The RFQ/RFP selection process will consist of the following.

The first phase will consist of receiving Qualification Statements from prospective Firms, which must be received by **Friday, January 5, 2024 at 10:00 a.m.** at the City Clerk's office.

A second phase, after Qualification Statements are received, in which the City requests select Firms to submit proposals and conducts evaluation interviews. Proposals are currently slated to be received by **Thursday, March 7, 2024 at 10:00 a.m.** Interviews are currently slated to be scheduled **March 18 to March 29, 2024.** Thereafter, City will tentatively designate one or more prospective Firm(s), negotiate with such Firm(s) in order to achieve the best and most desirable

project, and to obtain a contract on financial arrangements and other terms and conditions satisfactory to City. City staff will review the submittals and may request additional information.

The Midwest City Council reserves the right to reject any or all qualification statements.

The selection of the Firm will be made solely based on the review of the qualification statements and proposals received, which fully respond to the information requested.

This RFQ does not commit the City to procure or award a contract for any work.

Respondents acknowledge and agree that the City will not be liable for costs, expenses, losses, damages, (including damages for loss of anticipated profit) or liabilities incurred by the Respondent as a result of, or arising out of, a response to this RFQ.

All information submitted in response to this RFQ shall become the property of the City, and as such, may be subject to review as public records.

The City reserves the right to cancel, alter or amend this RFQ. In such an event, all persons or firms who have received the RFQ and have registered with the City will be notified in writing.

The City reserves the right to request clarifications from any or all submitting firms; however, the City shall not be required to request missing information from the respondents that may cause the submittal to be non-responsive.

Any protest of the award of this proposed contract shall be in writing, shall specify the grounds for the protest in specific terms and shall be received by the City Clerk within three (3) business days after the award of the contract by the governing body. All other provisions of the specifications shall also apply.

V. Instructions for Submittal

A. General Requirements

The qualification statements must be received in the City Clerk's Office of Midwest City no later than **Friday, January 5, 2024 at 10:00 a.m.** Please clearly mark envelopes with:

RFQ: Comprehensive Plan Update

1. Proposals must be sent to:

City Clerk
City of Midwest City
100 N. Midwest Blvd
Midwest City, OK 73110

2. Inquiries and questions should be submitted in writing to:

Petya Stefanoff
pstefanoff@midwestcityok.org
Phone: 405-739-1229

3. Any questions regarding this RFQ will be handled as promptly and directly as possible. If a question is only a clarification of instructions or specifications, it will be handled verbally. If any questions result in changes or additions to the RFQ, the changes and additions will be forwarded to all applicants as quickly as possible by addendum.
4. All materials associated and generated as a result of the RFQ and ensuing project becomes the property of the City of Midwest City.
5. The chosen Firm must meet all terms and conditions of the contract awarded.

VI. Additional Resources

- Comprehensive Plan from 2008
 - <https://www.midwestcityok.org/community-development/page/2008-comprehensive-plan-update>
- Trail Master Plan from 2009
 - <https://www.midwestcityok.org/community-development/page/trails-master-plan>