



## City of McAlester

Community & Economic Development

1<sup>st</sup> & Washington • P.O. Box 578 • McAlester, OK 74502 • (918) 423-9300

### **CITY OF MCALESTER COMPREHENSIVE PLAN REQUEST FOR PROPOSALS (RFP)**

The City of McAlester, Oklahoma is requesting proposals from qualified consulting firms with experience in community development, land use planning, long range planning, GIS mapping, demographic and economic analysis, and citizen outreach to provide professional planning services to update the City's 1996 McAlester Comprehensive Plan. The updated Comprehensive Plan is envisioned as both a physical plan and policy guide for staff and decision makers regarding future development in McAlester over the next fifteen years.

Elements of the scope of work are inclusive of but not limited to:

1. Community SWOT Analysis (strengths, weaknesses, opportunities, and threats)
2. Community identity and vision
3. Comprehensive Plan Update
4. The consultant shall review the current Land Development Code in its entirety to identify gaps or conflicts with the updated Comprehensive Plan's recommendations. Consultant shall prepare the appropriate ordinances for consideration of the Planning Commission and City Council to address these gaps or conflicts, as well as any outdated provisions of the Code as well. Key Components of Chapter 62 Land Development Code to be addressed shall include but not be limited to:
  - Article V- Zoning Ordinance
  - Article VI- Subdivision Regulations
  - Article VII- Sign Ordinance

The complete RFP and submission requirements, may be obtained from the McAlester Community & Economic Development Department at 28 E. Washington Ave., McAlester, OK 74501 or by emailing Jayme Clifton at [jayme.clifton@cityofmcalester.com](mailto:jayme.clifton@cityofmcalester.com).

Respondents should submit questions and/or requests for clarification to the City of McAlester no later than 4:00 p.m. (CST) on Friday, February 17, 2017. Questions regarding the RFP should be directed to Jayme Clifton by emailing [jayme.clifton@cityofmcalester.com](mailto:jayme.clifton@cityofmcalester.com). Answers to the questions and any supplemental instructions will be in written form which, if issued, will be faxed or mailed to all known prospective respondents (at the respective addresses furnished for such purposes), not later than 72 hours prior to the date fixed for the receipt of RFP responses.

Proposals shall be accepted in the Office of Community & Economic Development until 4:00 p.m. (CST) on Friday, March 17, 2017. Please submit one (1) original and six (6) copies of your RFP response in a sealed envelope reflecting on the outside thereof the respondent's name and "Comprehensive Plan RFP Response". Responses may be hand delivered to the address provided above or mailed to the Community & Economic Development Department, City of McAlester, P.O. Box 578, McAlester, Oklahoma 74502. The City may waive any informalities or reject any and all RFP responses.

The City of McAlester will evaluate proposals based on the criteria listed in the RFP including project approach, project team, past project experience, project schedule and a public participation approach that utilizes the latest techniques and technologies to ensure robust public participation.