

CITY OF SHAWNEE, OKLAHOMA
REQUEST FOR PROPOSALS
FOR PROFESSIONAL PLANNING SERVICES
FOR PREPARATION OF MASTER PLAN FOR SHAWNEE TWIN LAKES
(March 22, 2022)

I. Purpose of Proposal

The City of Shawnee, Oklahoma requests proposals from planning and design consultants for professional services for preparation of a Master Plan for Shawnee Twin Lakes. The Master Plan for Shawnee Twin Lakes will augment the City of Shawnee 2040 Comprehensive Plan. The purpose of the planning process and resulting plan document is to provide guidance for the future of Shawnee Twin Lakes development over the next 10-20 years. The Plan is expected to state guiding principles and the vision of the city for the lake areas. The plan should address topics including land use, natural resources, transportation and utility infrastructure, community facilities, telecommunications and technology, housing, economic development, community design, and emergency services planning and enforcement.

II. Background

Shawnee, Oklahoma, in Pottawatomie County, is directly east of Oklahoma City on Interstate 40. Shawnee Twin Lakes are easily accessible via Interstate 40 at Exit 178 / Highway 270 South (Grand Casino).

The Shawnee Twin Lakes are part of the man-made dam and reservoir systems commonly used in water control and conservation in Oklahoma. Both lakes are referenced together as “Shawnee Twin Lakes.” This area is often called “Shawnee Reservoir.” Shawnee Twin Lakes are the primary water source for the City of Shawnee. In 1994, Shawnee residents approved a referendum permitting most general lake recreation on Lake #1. Fishing is allowed on both lakes along with hunting for duck, rabbit, quail, squirrel, and dove in designated areas. More detailed information about each lake is listed below:

- Lake #1 was built in 1935
 - contains 16 miles of shoreline
 - 1,336 acres
 - Normal Pool Capacity 22,600 ac-ft
 - Offers residential lake lease lots for residential housing
 - Two municipal parks
 - One municipal boat dock
 - Since 1994, allows boating, fishing, swimming and most general lake recreation opportunities

- Lake #2 was built in 1960
 - 9 miles of shoreline

- 474 acres
- Normal Pool Capacity 11,400 ac-ft
- One municipal boat dock
- Currently does not allow motorized watercraft, swimming or most lake recreation opportunities
- Currently undeveloped

Shawnee Twin Lakes are incorporated into the City of Shawnee. The core areas of Shawnee are seven to ten miles east of Twin Lakes. Twin Lakes are surrounded by incorporated areas of the Town of Bethel Acres and unincorporated Pottawatomie County. The Citizen Potawatomi Nation maintains tribal properties to the north including Grand Casino Resort Hotel.

The City operates its own water and sanitary sewer utility, servicing a population of approximately 32,000 within Shawnee. The Lake Lot Leases of Twin Lakes are primarily served by private wells and septic systems, with a rural water district located near the lake area. This plan looks towards feasibility of expanding City services to the Lake areas for residential and commercial use.

Nearly all land surrounding Twin Lakes is owned by the City of Shawnee. A Lake Lot Lease system is in place for those wishing to build residential structures.

In the Summer of 2021, an advisory committee was established by the City Commission to better understand the needs of the lakes, discuss how development desires and concerns could be balanced, and how the lakes could support various types of additional development. The Lake Advisory Committee recommendations were presented to the City Commission on February 7, 2022. One of the recommendations of the committee to the City Commission was the development of a master plan specifically for the lakes area.

III. Conceptual Scope of Services

The following section outlines certain minimum and expected components for the Twin Lakes Master Plan and process, which responding firms shall address in the proposed Scope of Services. The City is open to suggestions other than those listed, which consultants believe will be of value to producing a high-quality Master Plan for Shawnee Twin Lakes. City staff will finalize the actual Scope of Services with the selected consultant prior to contract authorization. The geographic area to be included in the Master Plan for Shawnee Twin Lakes is generally the area that is identified as the “Lakes District” in Chapter 3, Page 82 of the Shawnee Next Horizons 2040 Comprehensive Plan, which is available along with other useful information on the City web site at:

https://www.shawneeok.org/government/departments/planning/comprehensive_plan_update.php

City Staff will assist with presentations to the City Commission and Planning Commission. Although city staffing resources are limited, consultants may rely upon staff to provide background information on the City, its development policies, base map data (ArcGIS), and assistance in connecting with other local groups or participants in the process.

Required Minimum Components

1. Final Master Plan for Shawnee Twin Lakes Document - The final report shall be submitted by digital copy, with all components (text, photos, maps, tables/spreadsheets, etc.) delivered in their respective native file formats (.ai, .docx, .indd, .jpg, .mxd, .psd, .pub, .shp, .xlsx, etc.).

Additionally, a fully collated PDF file of the final plan shall be provided. Thirty (30) printed, bound color copies of the final approved plan shall be provided.

2. Master Plan for Shawnee Twin Lakes Summary Document – The selected consultant shall deliver a summary document, in a user-friendly format that includes language and graphics, which covers core components of the entire Master Plan for Shawnee Twin Lakes and can be understood by a broad audience. Like the final plan document, this summary document shall be submitted in its respective native file formats and as a collated PDF file. The number of printed copies, if any, will be determined during the planning process.

3. Public Input - The proposal shall include a detailed description of how public input will be obtained. The process may include, but not be limited to, public meetings, working sessions, public open houses, stakeholder interviews, and electronic forms of stakeholder outreach. Some form of electronic/web-based media must be included as part of the planning process. A minimum of two (2) public Open Houses shall be required. Proposals should include specifics on how the in-person and online components for public participation will be utilized.

Expected Components

City of Shawnee anticipates the Master Plan for Shawnee Twin Lakes document and planning process will include the following components, although the extent and scope of work of each will need to be finalized with the selected consultant. Firms responding to the RFP should offer insight into successful approaches and strategies gained from similar past projects.

1. **Meetings** – Multiple meetings are anticipated during the planning process. At a minimum, responding firms are expected to plan for an introductory meeting with the City Commission and Planning Commission to review the process and set expectations; and:
 - a. *Staff Meetings* – as necessary throughout process to review input and draft documents.
 - b. *Committee Meetings* – The City Commission is advised by the Committee-of-the Whole and/or a stakeholder advisory team which are anticipated to participate in the process. Responding firms should anticipate at least 8 of these committee meetings during the process.
 - c. *Planning Commission Workshop and Public Hearing* – one workshop and one public hearing.
 - d. *Small Group* meetings with elected officials and/or key stakeholders – several, as appropriate.
 - e. *Public Open House* - a minimum of two (2) public Open Houses shall be required.

- f. *City Board Meeting* – at least one (1) to adopt the plan, following the public hearing and recommendation from the Planning Commission.

2. Plan Elements

- a. *Guiding Principles*: The Master Plan for Shawnee Twin Lakes is expected to clarify the ideas discussed by the Lake Advisory Committee and to guide future decisions about how the lakes are developed over time. The principles shall provide additional insight regarding land use, water use and conservation, natural resources, transportation, infrastructure, community facilities, telecommunications and technology, housing, economic development, community design, and emergency services planning.
- b. *Development History*: Augment the adopted Shawnee Next Horizons 2040 Comprehensive Plan information and incorporate previously unavailable data.
- c. *Assessment of Current Market Conditions*: Present current data and analysis of population and socioeconomic data. Identify strategies to address trends in lake side commercial, residential and recreational development on land and water.
- d. *Assessment of Strengths, Weaknesses, Opportunities and Threats*: Assess the strengths and weaknesses of Shawnee Twin Lakes and identify opportunities and threats.
- e. *Define a Workable Strategy for Improvement*: Make recommendations for a realistic strategy for the City to improve Shawnee Twin Lakes.
- f. *Natural Resources Conservation*: Incorporate best practices for natural resources conservation including but not limited to use of a public water supply for recreation and erosion prevention.
- g. *Provide Guidance for Private-Sector Investment*: Include guidance and recommendations that can be shared with prospective investors, developers, and business owners to highlight the benefits of investing and doing business in the Shawnee Twin Lakes area.
- h. *Identify a Program of Public Improvements*. Make recommendations concerning public investments including but not limited to parking (with a special emphasis on the location of and funding strategies for public parking lots and facilities), streets, sidewalks, lighting, pedestrian amenities, utilities, and other capital improvements. This should include discussions regarding the best way to provide public infrastructure to the lake areas and alternative methods for service delivery.
- i. *Future Land Use Map and Recommended Implementation Strategies*: Review the current land uses and identify properties susceptible to change and/or that the City should actively work to facilitate change. Include recommendations about Twin Lakes future land uses and identify implementation strategies (new policy statements, regulations, economic development initiatives, etc.) Produce a new Shawnee Twin Lakes Future Land Use Map for both Lake #1 and Lake #2.
- j. *Transportation*: Establish a set of guiding principles and/or philosophy which may be used by the City to help guide the creation and evaluation of future Twin Lakes transportation and mobility-related decisions; understanding that some transportation issues will begin outside of the designated planning parameters. This might include low road or bridge weight limits, other road hazards or natural design features impeding egress/ingress, etc.

- k. *Public Safety*: Identify best practices for public safety staffing, physical infrastructure and code/regulation enforcement. Develop best practices to monitor or limit Lake Access during peak busy periods.
- l. *Design Strategies*: Establish a set of guiding principles and/or philosophy which may be used by the City to help guide the creation and evaluation of future Twin Lakes streetscape and public space decisions, including an assessment of the feasibility of one or more “festival streets” to be identified as having the potential to be closed to vehicular traffic during special events.
- m. *Implementation*: Include a summary of recommended actions related to Master Plan for Shawnee Twin Lakes implementation, along with cost projections and relevant timing considerations. This element should communicate a clear action agenda.

IV. Firm Proposals & Fee Structure

All proposals are to include the following information in a six (6) part tab format as follows:

1. Cover/transmittal letter (1 page maximum), signed and dated by Principal(s).
2. Introduction/description of firm (2 pages maximum per firm involved in the project):
 - a. Include discussion regarding ability to serve as consultant for this project.
3. Identify the Project Team:
 - a. Clearly indicate the designated team leader for the project as well as the specific individuals who will be assigned to the work.
 - b. As concisely as possible, list team members and their professional certifications, disciplines, and the primary role of each individual/firm on the team. Organizational charts may be included, if appropriate.
 - c. Provide examples of successful projects of similar scope and nature for each team member and identify the team member’s role in each example project.
4. Project Approach – Discuss the following:
 - a. Explain your proposed approach to gaining public input and developing long-range goals and policy implementation.
 - b. Describe your experience in conducting workshops in conjunction with a Master Plan for Shawnee Twin Lakes process.
 - c. Provide examples of how the team has successfully facilitated community meetings and used web-based media to solicit input.
 - d. Describe your experience coordinating various stakeholders to build community consensus in a compressed timeframe.
 - e. Capability to prepare recommendations with realistic capital and operating cost estimates.
 - f. Experience in controlling project budget and timelines.
5. Fee Structure:
 - a. Provide a chart which breaks down the hourly rates of the individual team members assigned to this project.
 - b. Include a non-binding estimate of the relative percentage of time anticipated to be spent by each team member for each aspect of the project.

- c. Present separate time and fee sub-total estimates for components of the Master Plan for Shawnee Twin Lakes and include these in your firm’s response. Present a total project fee estimate range, inclusive of all components of the Master Plan for Shawnee Twin Lakes. The purpose of this breakdown is to assist the City in determining which components of the Master Plan for Shawnee Twin Lakes to include in the effort and/or adjust in scope.
 - d. Identify any reimbursable expenses and/or other fixed fee items.
 6. Municipal Client References:
 - a. Provide a minimum of five (5) successfully completed plans of a similar subject and scope. Specify the client, location, and firm members that participated and their role in the project, scope of work, total fee, schedule, and implementation results/status.
 7. Projected Completion Schedule.

V. Submission Requirements

All proposals shall be submitted in a sealed envelope marked “Response to City of Shawnee, Oklahoma Twin Lakes Master Plan RFP” to:

City of Shawnee, Oklahoma
Attn: Rian Harkins, AICP – Master Plan for Shawnee Twin Lakes RFP
222 N Broadway Ave
Shawnee, OK 74801

Proposals Due: April 29, 2022, at 3:00 p.m.

Number of copies required: Five (5) copies, plus one electronic copy on a USB drive or similar device.

All proposals and pricing shall remain firm for 120 days after the due date. The submission of a proposal does not guarantee acceptance of said proposal or guarantee of a contract for the project.

VI. Evaluation Criteria

The City will establish an Evaluation Committee whose members will evaluate and rank each submittal based on the required information provided. Evaluation factors are based on the abilities of the proposer to efficiently perform the Scope of Services as generally outlined in the RFP. The Evaluation Committee will seek to identify the proposals which will best meet the needs of the City of Shawnee, Oklahoma.

During the evaluation process and at the sole discretion of the City, requests for clarification of one or more proposer submittals may be conducted. This request for clarification may be performed by the City in a written format, or through scheduled oral interviews. Such clarification request will provide proposers with an opportunity to answer any questions the City may have on a proposer’s submittal.

Submissions will be evaluated on a total score basis, with a maximum score of one hundred (100) points for the following factors:

EVALUATION FACTORS	POSSIBLE POINTS
Ability of proposer to meet or exceed the requirements defined in the RFP Quality and thoroughness of the proposal. Creative and concise approach to the study. Demonstration of clear process to accomplish and deliver all required project Components.	25
Experience, Qualifications and References Related experience with similar projects comparable in type, size, and complexity. Knowledge, expertise, and overall experience of personnel assigned to project.	25
Community Engagement Demonstration of understanding and commitment to execute creative, contextual, and engaging approaches to community engagement. Ability to reach under-represented citizens and their successful inclusion into the engagement process.	15
Work Quality, Scheduling, Cost Control Demonstrated ability to perform high quality work, to control costs, and to meet project schedules.	20
Completeness of response to RFP Extent to which Proposal meets the requirements outlined within the RFP.	10
Fee Schedule Pricing approach related to the tasks listed.	5
TOTAL	100

After proposal submissions are reviewed and scored, the selection committee will invite 3-5 consultant teams to interview in person or online. Final consultant selection will take place based on the outcome of those interviews.

VII. Administration Information

The City of Shawnee anticipates selecting a consultant in the Spring of 2022, with the project commencing in the Summer of 2022. The City anticipates completion of all related planning work within 6-9 months of the kick-off meeting date once it has been determined. The selected consultant(s) should be able to enter a contract with the City of Shawnee and begin work within one month of a contract being approved by the City Commission.

The City of Shawnee reserves the right to award one (1) contract for all or any combination of items, to award two (2) or more contracts for any combination of items, to waive technicalities, request additional documentation of any firm at any time, reject or negotiate any and all proposals or bids, or to award a contract to a firm other than the lowest priced response when, in the opinion of the City Commission, the best interests of the City of Shawnee will be served by such action. The City will not be obligated to the selected firm until a written contract for services is fully approved and executed by both parties. All proposals shall be evaluated for completeness, level of experience with similar projects, qualifications of firm and key personnel, references, timeliness of completion/schedule and cost of services. No contract shall be assigned or any part of the same

subcontracted without the prior written consent of the City and all data, documents, and other information provided by the consultant shall become the property of the City of Shawnee.

VIII. Questions

All questions concerning this Request for Proposals shall be communicated to Rian Harkins, Community Development Director, in writing, via email to Rian.Harkins@shawneeok.org. No questions shall be forwarded to any other City representative during the solicitation period.