

RESOLUTION NO. 6015

**RESOLUTION AUTHORIZING ISSUANCE OF A REQUEST  
FOR QUALIFICATIONS (RFQ) FOR THE PREPARATION OF  
ANNUAL REPORT FOR THE TULSA DEVELOPMENT AUTHORITY**

**WHEREAS**, the Executive Director of the Tulsa Development Authority (TDA) has recommended that the TDA issue a Request for Qualifications (RFQ) for the preparation of an Annual Report for The Tulsa Development Authority in the form of request set forth on Schedule "A" attached hereto; and,

**WHEREAS**, it has been determined by the Board of Commissioners of TDA that approval is in the best interest of the TDA, the City of Tulsa and the citizens of the City that the Tulsa Development Authority (TDA) issue a Request for Qualifications (RFQ) for the preparation of an Annual Report for The Tulsa Development Authority.


**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TULSA DEVELOPMENT AUTHORITY, that:**

**Section 1.** The Board of Commissioners of the Tulsa Development Authority authorizes the Executive Director of the Tulsa Development Authority (TDA) to issue a Request for Qualifications (RFQ) in the form attached hereto as Schedule "A" for the preparation of an Annual Report for The Tulsa Development Authority.

**Section 2.** This Resolution shall take effect immediately.

**PASSED and ADOPTED** this 9<sup>th</sup> day of October, 2014.

Approved as to legal form  
and adequacy:

  
\_\_\_\_\_  
Jot Hartley, General Counsel  
The Hartley Law Firm, PLLC

TULSA DEVELOPMENT AUTHORITY

By:   
\_\_\_\_\_  
Julius Pegues, Chairman

Tulsa Development Authority  
REQUEST FOR QUALIFICATIONS  
ANNUAL REPORT PREPARATION

Issued October 10, 2014

For: Tulsa Development Authority – preparation of Annual Report

By: O. C. Walker, II, Executive Director  
Tulsa Development Authority  
1216 North Lansing Avenue, Suite A  
Tulsa, OK 74106  
(918) 592-4944  
ocwalker@tulsadevelopmentauthority.org

RFQ Website: <http://www.tulsadevelopmentauthority.org>

Submission: Electronic or printed

Due Date: Wednesday, October 29, 2014 at 3:00 p.m.  
**Absolutely no proposals will be accepted after this time and date.**

The RFQ response shall be limited to four (4) single-sided pages. RFQ responses may be submitted to:

O.C. Walker II, Executive Director  
Tulsa Development Authority  
1216 North Lansing Avenue  
Tulsa, Oklahoma 74106

**Or**

ocwalker@tulsadevelopmentauthority.org.

The Tulsa Development Authority (TDA) is seeking proposals for a consultant to draft (including the creation of the format and assembly of the content for) an Annual Report of operations of the Tulsa Development Authority.

Services include, but are not limited to the creation and drafting of an Annual Report for the Tulsa Development Authority (draft and final versions of the Annual Report). This Annual Report is intended to give community shareholders and other interested people information regarding the Tulsa Development Authority's activities and financial performance.

The Annual Report should include content and information including, but not limited to, the following:

- History of TDA
- Past Projects
- Current Projects
- Review of Project History
- Board Members
- Purpose Statement
- Mission Statement
- Stakeholders
- Job Creation
- Tax Revenue
- Significant Board Actions

The Project Manager for this RFQ is Mr. O. C. Walker, II, Executive Director. Mr. Walker will be the point of contact during the proposal submission, consultant selection, and subsequent annual report preparation and implementation. All correspondence, questions, etc., to the Tulsa Development Authority related to this RFQ can be addressed to:

O. C. Walker, II, Executive Director  
Tulsa Development Authority  
1216 North Lansing Avenue, Suite A  
Tulsa, OK 74106  
(918) 592-4944  
ocwalker@tulsadevelopmentauthority.org

### **Proposed Schedule**

Respondent must provide time-line associated with the completion of the project:

### **Proposed Fees**

- Respondent must provide specific recommendation for Implementation.
- Respondents must provide pricing requirements in 2 ways:
  - o Based on a turn-key price exclusive of printing and distribution; and/or
  - o Based on hourly rates for personnel participating in the preparation of the annual report with a not to exceed amount for all services, exclusive of printing and distribution.

### **Consultant Selection Process**

Qualified consultants interested in being considered for this project are invited to forward electronic or written responses to the RFQ. The TDA Executive Director will review all submissions and submit recommendation(s) to the TDA Board of Commissioners. The consultant deemed best qualified for the project will be chosen by the TDA Board of Commissioners. All potential consultants will be notified via email as to the results of the final selection.



### **Evaluation Criteria**

The criteria will be considered in the overall assessment of the consultant's qualifications and response to the RFQ objectives. The criteria are weighted in terms of selection Importance as follows:

<b>Evaluation Criteria</b>	<b>Percentage</b>
<b>TEAM'S RECENT EXPERIENCE IN DRAFTING ANNUAL REPORT DOCUMENTS</b>	25
<b>VERIFIABLE REFERENCES</b>	10
<b>TEAM ORGANIZATION AND RESUMES</b>	10
<b>PAST PERFORMANCE ON CITY OF TULSA (AND RELATED AUTHORITIES) CONTRACTS</b>	25
<b>PERCENTAGE OF WORK TO BE PERFORMED LOCALLY WITHIN THE TULSA METROPOLITAN AREA</b>	10
<b>MINORITY &amp; DISADVANTAGED BUSINESS UTILIZATION</b>	10
<b>COST</b>	10
<b>TOTAL</b>	100%

Upon selection of the preferred consultant, the TDA will negotiate a detailed scope of services, project schedule and fee for services. The TDA reserves the right to adjust the project scope to respond to any budgetary constraints. The TDA Executive Director will then recommend to the TDA Board of Commissioners for their consideration, an action authorizing the TDA to enter into a professional services agreement with the preferred consultant.

### **Interviews**

The TDA reserves the right to ask consultants to further refine and/or clarify their response in a follow-up Interview. Request for presentations are at the sole discretion of the TDA. Presentations, if requested, will be held at City Hall, 10<sup>th</sup> floor, North Conference Room, located at 175 E.2nd St., Tulsa, OK 74103. Any and all cost associated with any submitted response materials and interviews will be the responsibility of the applicant.

### **RIGHTS RESERVED**

Should It become necessary to revise any part of this RFQ, provide additional information necessary to adequately interpret provisions and requirements of this RFQ, or respond to written inquiries concerning the RFQ, the TDA reserves the right to issue an Addendum to the RFQ to all respondents who received the initial RFQ.

The TDA reserves the right to extend the submission deadline by a reasonable time. The TDA reserves the right in its sole discretion to recommend the award of a contract related to this RFP based upon the written responses received by the TDA without prior discussion or negotiation with respect to those responses. Any contract awarded in connection with this RFQ will be subject to approvals as required by law, including final authorization by the TDA Board of Commissioners.

The TDA reserves the right to accept or reject any and all responses, at its sole discretion, received as a result of this RFQ, to waive minor irregularities, and to conduct discussion with all responsible respondents, in any manner necessary, to serve the best interest of the TDA and the City of Tulsa. Additionally, neither the TDA nor the City, can be held responsible for any costs incurred in the preparation of a response to this RFQ.

The TDA reserves the right to request additional information from any or all prospective respondents, if necessary, to clarify that which is contained in the responses. No decision can be inferred from request for information and/or interviews during review process.

Further, the TDA reserves the right to invite any or all respondents to an interview to explore further the possibility of an engagement. Participation in an interview upon such an invitation would be voluntary.

The TDA reserves the right to modify project budgeting or otherwise work with the selected consultant to ensure compliance with the City of Tulsa's living wage requirements.

The TDA does not discriminate in any aspect of contracting on the basis of age, creed, color, disability, gender, marital status, national origin, race, or sexual orientation.