

RESOLUTION NO. 6016

**RESOLUTION AUTHORIZING ISSUANCE OF A REQUEST
FOR QUALIFICATIONS (RFQ) FOR THE DEVELOPMENT AND PREPARATION OF
STRATEGIC PLAN 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 development and preparation of a Strategic Plan 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 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 development and preparation of a Strategic Plan for The Tulsa Development Authority.

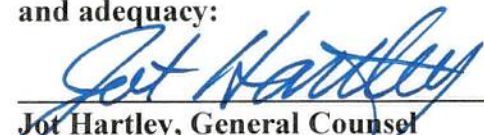
NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE TULSA DEVELOPMENT AUTHORITY, that:

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 development and preparation of a Strategic Plan for The Tulsa Development Authority.

Section 2. This Resolution shall take effect immediately.

PASSED and ADOPTED this 9th 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
STRATEGIC PLAN PREPARATION

Issued October 10, 2014

For: Tulsa Development Authority – Preparation of Strategic Plan

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) a Strategic Plan for the Tulsa Development Authority. The Tulsa Development Authority (TDA) invites your firm to submit a proposal in response to this RFQ for Consultant Services to draft a Strategic Plan.

Services include, but are not limited to: creating and drafting of a Strategic Plan for the Tulsa Development Authority. It is anticipated that the person or team selected will be able to present the Tulsa Development Authority with all of the necessary materials to make informed decisions regarding the details, cost, and time frame to complete the project. The person or team selected will also prepare and present updates to TDA on the continued

progress of the project until completion. Information will be varied in nature; examples of subject matter and content of the Strategic Plan should include, but not be limited to, the following:

- Acquisition
- Disposition
- Tax increment Financed Projects
- Land Redevelopment Projects
- Streetscaping
- Public Facilities and Infrastructure
- Revenue Sources
- Investment Strategies
- Capital Formation Strategies
- Projects resulting in job creation for persons in low to moderate income status

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 Strategic Plan 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 Strategic Plan 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:

Evaluation Criteria	Percentage
TEAM'S RECENT EXPERIENCE IN DRAFTING STRATEGIC PLAN DOCUMENTS	25
VERIFIABLE REFERENCES	10
TEAM ORGANIZATION AND RESUMES	10
PAST PERFORMANCE ON CITY OF TULSA (AND RELATED AUTHORITIES) CONTRACTS	25
PERCENTAGE OF WORK TO BE PERFORMED LOCALLY WITHIN THE TULSA METROPOLITAN AREA	10
MINORITY & DISADVANTAGED BUSINESS UTILIZATION	10
COST	10
TOTAL	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, 10th 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.