

RESOLUTION NO. 6042

**RESOLUTION AUTHORIZING ISSUANCE OF A REQUEST
FOR QUALIFICATIONS (RFQ) FOR ENGINEERING AND
CONSULTING SERVICES FOR THE NORTH PEORIA TIF**

WHEREAS, the Executive Director of the Tulsa Development Authority (TDA) has recommended that the TDA issue a request for Qualifications (RFQ) for engineering and consulting services to the Tulsa Development Authority in support of and assistance to TDA's administration of the North Peoria Avenue Tax Increment District Number Four (the North Peoria TIF), 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 such services.


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 engineering and consulting services to the Tulsa Development Authority in support of and assistance to TDA's administration of the North Peoria Avenue Tax Increment District Number Four (the North Peoria TIF).

Section 2. This Resolution shall take effect immediately.

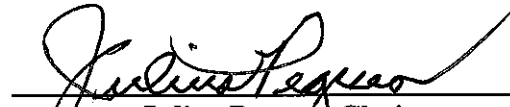
PASSED and ADOPTED this 11th day of December, 2014.

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

CONSULTING SERVICES FOR NORTH PEORIA TAX INCREMENT FINANCING
(TIF) DISTRICT NUMBER FOUR

Issued December 11, 2014

For: Tulsa Development Authority – Consulting Services for the North Peoria
Tax Increment Financing (TIF) District

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

RFQ Website: <http://www.tulsa-development-authority.org>

Submission: Electronic or printed

Due Date: Wednesday, December 31, 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@tulsa-development-authority.org

The Tulsa Development Authority (TDA) is seeking proposals for a consultant to assist with the Design, Project Planning and Consulting Service for the North Peoria Tax Increment District (TIF) Number Four, whose boundaries are as follows: North – East Apache Street, South, - East Pine Street, East – North Utica Avenue, West – Midland Valley Railroad/Osage Walking Trail.

Consultant services related to the implementation of the specific project contained within the North Peoria TIF is an eligible expense within both the existing TIF Plans and Oklahoma State Statute Title 62 (Local Development Act). It is anticipated that TDA would engage the Consultant on an "as requested" basis and that the cost of the required consulting

services would be provided at the time the overall project budget is presented to the TDA Board for approval. This Consultant is intended to provide a vision to the community shareholders and other interested people in the North Peoria TIF District. The Project Consultant should include content and information including, but not limited to the following:

Objectives

- Design, creation and project planning drafts for the North Peoria TIF
- Project estimates, implementation and oversight related to the eligible projects identified in the adopted TIF District under responsibility of the Tulsa Development Authority
- The Consultant selected will present to the Tulsa Development Authority all of the necessary materials needed to make informed decisions regarding the cost, timeframe and execution for the projects
- The Consultant will prepare and present updates to TDA on the continued progress of the projects until completion
- Projects will be varied in nature, examples of past projects include:
 - Streetscaping, public facilities improvement, playground purchases and installation
- Use engineering principals and standards to evaluate and estimate construction cost and feasibility of various projects
- Identify and suggest for approval of the TDA project team members as needed (architects, civil engineers or other professionals) for project evaluation
- Perform requested services at an hourly rate for services associated with the actual construction of larger projects to be paid on the basis of a pre-approved fee

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

- Respondent must provide specific recommendation for Implementation.
- Respondents must provide pricing requirements in 2 ways:
 - (a) Hourly for requested services; and
 - (b) A percentage of project construction costs for design and construction services.

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 following evaluation 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
RESPONDENT'S RECENT EXPERIENCE IN FULFILLMENT OF TIF FUNDED PROJECTS	25
VERIFIABLE REFERENCES	10
RESPONDENT'S ORGANIZATION AND RESUMES	10
PAST PERFORMANCE ON TDA, 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 1216 North Lansing Avenue, Suite A, Tulsa, OK 74106. 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.