

*Schedule "B"*

**Tulsa Development Authority**

**Request for Proposal**

**Development of East Latimer Street, between North Boston Avenue and  
North Main Street, Tulsa, Oklahoma 74106**

**Submit proposals to:  
O.C. Walker  
Executive Director  
Tulsa Development Authority  
1216 N. Lansing Ave., Suite D  
Tulsa, OK 74106**

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**August 7, 2016**

**Invitation to Commercial Developer Community**

The Tulsa Development Authority (TDA) is pleased to present a development opportunity to qualified Developers wishing to do business in Downtown Tulsa, Oklahoma the opportunity for a mixed-use development. The available property is currently vacant and is located on East Latimer Street, between North Boston Avenue and North Main Street, Tulsa, Oklahoma.

The subject development site is strategically located within the Historic Brady Heights Neighborhood Area. Minutes north of the Inner Dispersal Loop (IDL) minutes from Downtown Tulsa and the Brady Arts District and is capable of accommodating a host of development opportunities such as a hotel, office, and restaurant, and multi-tenant retail mix-use, upscale commercial and high density residential. The development site also offers high accessibility from the expressway system, visibility and unsurpassed traffic; a substantial amount of downtown traffic egressed south to quick access to the expressway system.

The development site is approximately 95,732 sq. ft., or 2.20 acres. The Fair Market Value is \$140,000.00 (\$1.46/SF). The property is currently zoned PUD – 786 with underlying RM-3 and CS, Planned Urban Commercial use.

TDA welcomes submission of proposals conforming to Request for Proposal (RFP) requirements for Downtown Commercial site. All proposals shall be submitted to the TDA offices located at 1216 N. Lansing Avenue, Suite D, Tulsa, Oklahoma 74106 **by 3:00 p.m., September 16, 2016**. Selection will be made by the TDA Board of Commissioners, with consideration given to financial strength, past success, marketing strategies, quality of organization, innovation and other considerations. Should you have any questions regarding this project, please submit a written request for more information to the TDA office.

Sincerely,

  
Roy Peters, Jr., Chairman

Tulsa Development Authority

**Introduction**

The Tulsa Development Authority (“TDA”) plans to sell the East Latimer Site to create medium density commercial mix-use opportunity. The site is located in the Brady Heights Neighborhood area, located on East Latimer Street, between North Boston Avenue and North Main Street, Tulsa, Oklahoma. [See attached Aerial Photo.]

This RFP seeks to invite qualified Developers with a proven track record of large-scale construction of high quality, energy-efficient medium density mixed-use Development. We seek to work with an organization that has demonstrated commitment to the revitalization and economic development of Tulsa’s downtown landscape.

Qualified Respondents or firms with significant legal and regulatory, site assessment, marketing analysis and feasibility, job costing and accounting, and production commercial building abilities are asked to submit their qualifications. Each Respondent will also submit an overall approach or explanation of the type of philosophy that will be used to develop the subject site. Respondents should include a detailed list of their expertise and experiences in representing public, non-profit, and philanthropic entities in the development or redevelopment of urban areas.

## **Instructions for Submitting a Proposal**

### **A. General Requirements**

1. Proposals must be received **by 3:00 p.m., September 16, 2016** Central Standard Time (CST). Please place proposal in an envelope or box clearly labeled “RFP East Latimer.” Responses received after such time will be deemed “not submitted” and will not be included in the evaluation process, unless otherwise agreed to by the parties:
2. Proposals should be sent to:

O.C. Walker, Executive Director  
Tulsa Development Authority  
1216 N. Lansing Avenue, Suite D  
Tulsa, Oklahoma 74106
3. Inquiries requesting clarification regarding the Request for Proposal or the content therein must be made via e-mail and must be received prior to the end of the business day on **September 9, 2016**. Based on the level of questions, there may/may not be a Question and Answer session scheduled with the Respondents. Submit questions to:

O.C. Walker, Executive Director  
[ocwalker@tulsadevelopmentauthority.org](mailto:ocwalker@tulsadevelopmentauthority.org)

Please copy Jane Malone, Executive Assistant, on all questions, at:  
[jane@tulsadevelopmentauthority.org](mailto:jane@tulsadevelopmentauthority.org)

4. Any questions regarding this RFP will be handled as promptly and as directly as possible. If a question requires only clarification of instructions or specifications, it will be handled in an email reply. If any questions results in a change or addition to the RFP, the changes or additions will be forwarded to all solicited Respondent's as quickly as possible by addendum. Respondents should not contact members of the TDA staff or any City of Tulsa employee other than Mr. Walker regarding this RFP, or be subject to disqualification.
5. Respondent shall designate a single contact person, with appropriate contact information, to address any questions concerning a proposal. The Respondent shall also state the name and title of individuals who will make final decisions regarding contractual commitments and have legal authority to execute the contract on the Respondent's behalf. A document shall be provided showing those individuals within a firm with the legal authority to sign contractual commitments.

## **B. General Notifications**

1. TDA notifies all possible respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, sexual orientation, age, ethnicity, or on any other basis prohibited by law.
2. All proposing entities shall comply with the Americans with Disabilities Act (ADA) and all proposals and a subsequent contract, if any, shall include the following statement:

"The Respondent shall take the necessary actions to ensure its facilities are in compliance with the requirements of the Americans with Disabilities Act. It is understood that the program of the Respondent is not a program or activity of the Tulsa Development Authority. The Respondent agrees that its program

or activity will comply with the requirements of the ADA. Any costs of such compliance will be the responsibility of the Respondent. Under no circumstances will the Respondent conduct any activity which it deems to not be in compliance with the ADA.”

3. TDA also notifies all Respondents that TDA has the right to modify the proposal and final selection of work product requirements as needed.
4. Although it is TDA’s intent to choose only the most qualified Respondents to interview, TDA reserves the right to choose any number of qualified finalists for interview and/or final selection.
5. The Request for Proposal does not commit TDA to pay any cost incurred in the submission of a proposal or the cost incurred in making necessary studies and designs for preparation thereof, or contract for services or supplies.

### **C. Proposal Requirements**

#### **1. Scope of Work**

In this proposal, the Respondent will specify the nature of the proposed use and design details, along with a compelling proposal that conveys the strategy for facilitating a mixed-use Development project. The proposal should also include architectural styles, landscaping, signage and materials.

Respondents should provide a detailed account of all relative performance. Past performance with developing in Downtown Tulsa is preferred. Specifically, applicants should provide an overview of the organization’s history and experience in developing affordable commercial mix-use opportunities.

The Tulsa Development Authority expects the proposal to describe the applicant’s capacity in the following project-related areas:

- **Legal and regulatory**
- **Financial ability**
- **New redevelopment projects**
- **Job costing and accounting**
- **Architectural design**
- **Operational experience with large scale development**
- **Energy-efficiency practices**
- **Sales and marketing**

- **Online sales consulting**
- **Credit Report**

It should be expressly understood by the Respondent that proposed concept is aligned to the mission of the Tulsa Development Authority.

### **Tulsa Development Authority's Mission Statement**

*"The mission of the Tulsa Development Authority (TDA) is to revitalize declining and under-developed areas, to encourage private investment, economic development and improvement of the tax base by redevelopment, rehabilitation and removal of blight."*

### **D. Items Required for Submission**

An original unbound proposal that may be copied, as well as ten (10) copies and one PDF on CD or memory stick should be submitted to the Tulsa Development Authority. With the submission to the RFP for East Latimer, will the Respondent anticipate public incentives? If so, please list any type and source of the incentive. In order to assess the capability of the Respondent to carry out the objectives of this RFP, the Tulsa Development Authority requires a detailed response to the following:

1. **Cover** – Indicate the names, address, telephone, email address and fax of the respondent. Provide the names of two contact persons who can represent the respondent.
2. **Narrative** – Prepare a memorandum that describes an approach and process for the design and construction and indicates a clear understanding of the objective of TDA. If the proposal deviates from the stated goals of the RFP, explain the reasons for the deviation.
3. **Architectural Design** – Site plans, elevations and conceptual renderings indicating possible design, materials, and proposed use of spaces and an estimated time frame for implementation.
4. **Budget** – Proposed price ranges for the prospective development, including market feasibility analysis for the overall development.
5. **Company** – Identification, qualifications, and experience of the construction team, including the names and titles of principals. Also, provide a history of the firm and description of other relevant projects underway or completed including scope of project, cost and references.
6. **Financial Status** – Evidence of existing funding sources to complete proposed project. Respondent should be aware that information submitted is subject to provisions of the Oklahoma Open Records Act.

7. **Disclosure** – Statement of Public Disclosure must be completed and submitted as part of the proposal package.
8. **Schedule** – Time frame estimated to complete project and the ability to initiate the process within 90 days following execution of a redevelopment agreement.

No format restrictions are placed on the submission with the exception of a request by the Tulsa Development Authority that the final presentation be 8 ½" x 11" in size. Submittal may be supplemented with any existing brochures of the firm or partnership that address the submission requirements. Any questions regarding any substantive matters arising during preparation of this proposal should be addressed to:

O.C. Walker, Executive Director  
Tulsa Development Authority  
1216 N. Lansing Avenue, Suite D  
Tulsa, Oklahoma 74106  
Email: [ocwalker@tulsadevelopmentauthority.org](mailto:ocwalker@tulsadevelopmentauthority.org)

#### **Statements of Limitations**

This RFP, the submission in response to it, and any relationship between TDA and developer's arising from the RFP are subject to specific limitations, conditions and representations expressed in the RFP. Any questions regarding conflicts or apparent conflicts or other substantive matters arising during preparation of the proposal should be addressed in writing to:

O.C. Walker, Executive Director  
Tulsa Development Authority  
1216 N. Lansing Avenue, Suite D  
Tulsa, Oklahoma 74106  
Email: [ocwalker@tulsadevelopmentauthority.org](mailto:ocwalker@tulsadevelopmentauthority.org)

TDA intends and has the authority to select a developer for the subject area(s) as described in this RFP. This RFP shall not be construed in any manner to create an obligation on the part of TDA to enter into a contract for services contemplated hereby, nor to implement any of the actions contemplated hereby, nor to serve as the basis for any claim whatsoever for reimbursement of costs for efforts expended in preparing a response hereto, regardless of whether the respondent is selected as the developer.



TDA reserves the right to hold discussions with, to request presentations from, and to conduct negotiations with, any or all applicants that TDA deems appropriate in its sole discretion. TDA reserves the right, as it deems its interest may require in its sole discretion, to accept or reject any or all proposals, to waive any informality, informalities or non-conformity in the proposals received, and to accept or reject any or all items in a proposal. In the event that TDA determines that all submissions in response to the RFP are deemed unsatisfactory, TDA also reserve the right in its sole discretion to pursue the objectives of this RFP with individuals or firms outside of this selection process. Selection of a developer to implement the project is subject to negotiations and execution of a satisfactory development agreement approved by TDA.

## **Appendix I. Developers Statement of Public Disclosure**

In order to assess the capability and resources of each developer submitting qualifications for this development RFP, TDA requires each firm to provide a statement containing the following information:

- The name, address, telephone, e-mail and fax number of each principal and partner of the developer and of each professional partner associated with the team involved in design, construction management and market analysis of the project.
- Identification of any affiliation or other relationship between any of the members of the team responding to this offering and any company, parent company, subsidiary or other affiliate.
- Identification of any past or present business, familial or personal relationship between any of the design firm employees, principals or partners responding to this opportunity and any employee or officer of the Tulsa Development Authority.
- If the developer is not an individual doing business under their own name, a description of the business organization (whether a corporation, non-profit or charitable institution, partnership, business association, joint venture or other entity) indicating the jurisdiction under whose laws it is organized and operating and a brief history of the organization and its principals.
- Identification of the principals, partners or professionals participating in the design, construction management and market analysis who have entered into or intend to enter into an agreement to be part of the design team and a copy of any executed agreement.
- The names, address, telephone number, e-mail and fax numbers of at least three (3) references for each participating principal, partner and a letter authorizing each reference to respond to inquiries from the Tulsa Development Authority. Two (2) of the references shall be employees of lending institutions from which the firm previously obtained construction and permanent financing.

- Identification of any previous federal, state, or local government projects and any projects taken under the auspices of any governmental or quasi-governmental entity in which the firm or its principals, partners or affiliates have been involved, including a description of any failures in performance in accordance with the original timetable or original terms of the transaction.
- Description of any completed, pending, or threatened criminal or civil governmental investigations or proceeding against the firm or any of its principals, partners, or affiliates by the United States Government, the State of Oklahoma, the County of Tulsa and the City of Tulsa, including any unpaid income taxes, sales taxes, employment taxes, real property taxes, and water or sewer assessments which are not being contested pursuant to appropriate and lawful means.
- Description of any unfilled obligations proffered to any governmental body in connection with any project by the firm or any of its principals, partners or affiliates.
- The statement should be certified and signed by the applicant as true and correct to the best of their knowledge and belief.

## Parcel Information