
**TULSA DEVELOPMENT AUTHORITY
STAFF REPORT**

MEETING DATE: May 5, 2016
TO: CHAIRMAN & BOARD MEMBERS
FROM: O.C. Walker
SUBJECT: Release for Letter of Interest and Statement of Qualification for Professional Engineering Services for Street Lighting Design along North Peoria Avenue
LOCATION: North Peoria Avenue between East Pine Street and East Mohawk Blvd., Tulsa, Oklahoma

Background:

Redeveloper:	Tulsa Development Authority
Owner:	City of Tulsa
Location:	North Peoria Avenue, between East Pine Street and East Mohawk Blvd., Tulsa, Oklahoma
Size of Tract:	N/A
Zoning:	N/A
Development Area:	North Peoria TIF
Fair Market Value	N/A
Executive Director:	O.C. Walker

Relevant Info: The Tulsa Development Authority is pleased to announce the release of a Request for Letter of Interest and Statement of Qualifications for Professional Engineering Services for street lighting design in the area of the North Peoria TIF District.

The purpose of the is to provide preliminary and final design for street lighting along North Peoria Avenue, using LED standards. The Letter of Interest should including the following:

- Provide lighting photometric projections for areas lighted;
- Construction estimates;
- Prepare final plans and specification for lighting design;
- Prepare construction bid plans and coordinate bidding an evaluation of bids.
- A letter of interest information on similar projects completed by said firm, current staffing, team organization, insurance limits and resumes.

Staff has drafted a Request for Letter (RFL) of Interest and Statement of Qualifications for Professional Services for the North Peoria Street Lighting Project. Proposals and the timeline of events for the project are as follows:

TDA Board Approve RFL	May 5, 2016
Publish RFL in newspaper & website	May 8, 2016
RFL submission deadline	June 10, 2016
Presentations to TDA Board	July 7, 2016
RFL selection process	July 7, 2016
Enter into contract agreement	August 4, 2016

Attachments: The Request for Letters for the North Peoria Street Lighting Project

Recommendation: Staff recommends this item be approved as presented.

Reviewed By: **O.C. Walker**

REQUEST FOR LETTER OF INTEREST AND STATEMENT OF QUALIFICATIONS (LOI/SOQ) FOR PROFESSIONAL ENGINEERING SERVICES FOR:

STREET LIGHTING DESIGN IN THE AREA OF THE NORTH PEORIA TIF (BOUND APPROXIMATELY BY THE MIDLAND VALLEY RAILROAD TO THE WEST, PINE TO THE SOUTH, APACHE TO THE NORTH AND UTICA TO THE EAST).

The Tulsa Development Authority is inviting interested firms to submit a LOI/SOQ to them for the work identified below:

Provide preliminary and final design for street lighting of residential and arterial roads within the boundaries given. Provide a design for lighting Peoria between Apache and Pine using LED lighting consistent with city of Tulsa standards. Provide lighting photometric projections for areas lighted. Provide construction costs estimates. Prepare final plans and specifications for lighting designs. Prepare bid plans and coordinate bidding and evaluation of bids. Provide construction oversight and inspection services and approve contractor pay request. Coordinate work with City of Tulsa Traffic and Engineering Department. Generate project as-built drawings at conclusion of the project and make final inspection.

Provide with your Letter of Interest information on similar projects completed by your firm, current staffing, team organization, insurance limits, key resumes and verifiable references.

Total proposal to be limited to 10 single sided pages. Expensive or elaborate bindings and packaging is not required and is discouraged. Package shall be bound with either spiral binding or pressed binding.

The Tulsa Development Authority reserves the sole right to evaluate the submittal, waive any irregularities therein, select candidates for submittal of proposals, conduct interviews or reject any and all firms that submit documents should it be deemed for its best interest. All parties selected to submit proposals will be notified. Please direct comments, questions and any other request for information to O.C. Walker, Tulsa Development Authority (918) 592-4944.

Send 15 LOI/SOQ response packages to: O.C. Walker, Tulsa Development Authority, 1216 N. Lansing, Suite D, Tulsa, Oklahoma 74106. Responses shall be received until 5:00 PM CST, Friday, May 6, 2016.