
TULSA DEVELOPMENT AUTHORITY BOARD MEETING

MEETING OF: June 1, 2017

TO: CHAIRMAN AND BOARD MEMBERS
FROM: OFFICE OF TULSA DEVELOPMENT AUTHORITY
SUBJECT: REQUEST FOR QUALIFICATIONS (RFQ) RELATED TO CONSULTING SERVICES FOR ANNUAL REPORT

Background:	Redeveloper:	Tulsa Development Authority
	Owner:	Tulsa Development Authority
	Developer:	N/A
	Engineer:	N/A
	Location:	N/A
	Size of Tract:	N/A
	Number of Lots:	N/A
	Development Area:	N/A
	Comp Plan:	N/A
	Fair Market Value:	N/A
	Executive Director:	O.C. Walker

This request is to approve consultants to provide the technical expertise needed to develop an Annual Report for the Tulsa Development Authority reflecting a two-year period. It was determined that the Tulsa Development Authority should prepare an Annual Report.

In addition, this is a request for the TDA Board of Commissioners to review and authorize the release for the Request for Qualifications (RFQ).

The Annual Report will be a document used to communicate with the organization the organizational goals, the actions needed to achieve those goals and all of the other critical elements developed by the TDA Board of Commissioners to move TDA forward. In addition, an Annual Report is a comprehensive report on TDA's activities throughout the past two years. This Annual Report is intended to give community shareholders and other interested people information regarding the Tulsa Development Authority's activities and financial performance.

Staff has drafted a Request for Qualifications and the timeline of events to select qualified candidates for this task are as follows:

TDA Board Approve RFQ	June 1, 2017
Publish RFQ in newspaper & website	July 2, 2017
RFQ submission deadline	August 23, 2017
Presentations to TDA Board	September 7, 2017

ACTION: APPROVAL: _____ APPROVAL W/ CONDITION: _____ DENIAL: _____ TABLED: _____
VOTE: _____

RFQ selection process
Enter into negotiations

September 7, 2017
October 5, 2017

Attachments: RFQ for Annual Report

Recommendation: Authorize Executive Director and staff to prepare an RFQ for related consulting services.

Reviewed by: O.C. Walker II
Executive Director

ACTION: APPROVAL: _____ APPROVAL W/ CONDITION: _____ DENIAL: _____ TABLED: _____
VOTE: _____

Tulsa Development Authority

REQUEST FOR QUALIFICATIONS

ANNUAL REPORT PREPARATION

Issued July 2, 2017

For: Tulsa Development Authority – Preparation of Annual Report

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

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

Submission: Electronic or printed

Due Date: Wednesday, August 23, 2017 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 – Suite D
Tulsa, Oklahoma 74106

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 D
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 turnkey 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:

EvaluationCriteria	Percentage
TEAM’S RECENT EXPERIENCE IN DRAFTING ANNUAL REPORT 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 costs 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.