



Mayor's Office of Economic Development

Date: Tuesday, October 29, 2019

To: Nancy Roberts, Chair, Tulsa Development Authority
Tulsa Development Authority Commissioners

From: Kian Kamas, Chief of Economic Development, City of Tulsa

Subject: Monthly Update RE: Community and Economic Development Strategic Planning

This memo marks the first of what I intend to become a monthly update memo to the members of Authorities, Boards, and Commissions which will participate in the planned Community and Economic Development Strategic Planning Process. I look forward to working with each of you in the coming months and hope to use these memos, coupled with a brief in-person update at each meeting, to ensure you are engaged and informed throughout the process. Should you have questions regarding the process at any point, I am available to speak via phone or to meet in person. I will be holding time open before each monthly meeting to accommodate drop-ins for interested commissioners who wish to ask questions or discuss the process further.

Overview and Current Status

On Thursday, October 10th, the City of Tulsa released RFP 20-708 to officially open solicitation for firms to assist in a strategic planning effort that will review the Mayor's Office of Economic Development, the Mayor's Office of Community Development, the Tulsa Development Authority, Tulsa Industrial Authority, Tulsa Parking Authority, Tulsa Public Facilities Authority, and the Economic Development Commission. The RFP is currently scheduled to close on November 20, 2019, and a pre-bid call for interested respondents was held on Friday, October 25th. Approximately 22 individuals registered for the pre-bid call, with 11 announcing their participation during the call. We currently expect to review proposals, conduct interviews, and select a consultant by the end of the year. The Staff Working Committee and the Chairs of each referenced public entity will form the committee which will review proposals, interview respondents, and recommend a bid award. Factoring in necessary time to negotiate a contract with the winning bidder, it is likely that the actual study and strategy will launch in March 2020.

Below is an outline of key upcoming dates related to the RFP and selection process:

- **November 20:** Proposals due to City Clerk
- **November 21:** Proposals opened by Purchasing Department
- **November 22:** Valid proposals distributed to Working Committee, including Chairs
- **December 5:** Working Committee will meet to review scoring of each proposal and to down-select for interviews
- **December 13:** Date held for Round 1 interviews with down-selected firms
- **December 19:** Date held for alternative Round 1 interviews or Round 2 interviews
- **December 20:** Target date for Purchasing to begin contract negotiations

Structure and Oversight

Each Chair of the above-referenced public entities will serve on the Steering Committee for the effort, which will also include the Mayor, members of the City Council, and key business and

community leaders. Membership beyond the Chairs is currently being finalized, and it is expected that a total of 16 members will comprise the Committee. The purpose of the Steering Committee is to provide strategic oversight and guidance throughout the process, and to serve as public ambassadors during and after the process.

In addition to the Steering Committee, a Staff Working Committee will provide technical assistance throughout the process, helping to schedule in-person visits from the consultant team, conduct research, and provide data and information related to the study. As the Executive Director of TDA, O.C. Walker will serve on this committee, alongside key city staff, and representatives from the Tulsa Planning Office, Working in Neighborhoods, Tulsa Housing Authority, and the Tulsa Regional Chamber.