



**100 S Cincinnati Ave, Ste 6
Tulsa, OK 74103**

e info@partnertulsa.org

p 918.596.1883

w PartnerTulsa.org

Request for Proposal

Site Planning Studies for the
Fair Oaks Industrial Park
Tulsa, Oklahoma

Date Issued: December 15, 2023

Submittal Due Date: Friday January 5, 2023. No later than 5:00 P.M. CST

Submit To: Email: rfp@partnertulsa.org
Re: Fair Oaks Site Planning Studies

Number of Copies: One electronic copy in pdf format by email

PartnerTulsa invites consultants to submit proposals for site planning studies for three properties located near 11th Street and the Creek Turnpike in east Tulsa. The undeveloped land is located in Wagoner County, Oklahoma within the city limits of the City of Tulsa. The total for these services is anticipated to be \$25,000 or less, allowing for expedited approval.

The criteria for submittal are included in this document.

OBJECTIVE

The primary objective of the RFP is to select a qualified consultant to produce site planning studies to assist in future marketing and development of the sites under consideration. This effort is funded through a federal subgrant from the Economic Development Administration (EDA) through the Indian Nations Council of Governments (INCOG) as part of its Build Back Better Regional Challenge (BBBRC) Phase I Award.

SITE INFORMATION

The Fair Oaks Industrial Park is a 2,000 acre megasite industrial park focused on large-scale supply chain companies and is part of a larger 7,000-acre master planned development in the eastern portion of the City of Tulsa, Oklahoma. This park features two miles of frontage on US-412 and two miles of frontage on I-444, sitting at the intersection of US-412 and I-444. The park is five miles south of the Tulsa Ports and seven miles from Tulsa International Airport making it an ideal location for supply chain and Original Equipment Manufacturers (OEMs). The three parcels are currently zoned Agricultural but are anticipated for use as “Employment Centers” by the City of Tulsa’s Comprehensive Plan with Industrial Light to Medium (IL to IM) zoning.

The site and previously conducted studies are shown at <https://partnertulsa.org/doing-business/industrial-parks/fair-oaks-industrial-park/> as:

- Fair Oaks NW 104-acre parcel
- Fair Oaks SW 542-acre parcel, and
- Fair Oaks East 500-acre site.

The three sites considered by this RFP are currently vacant but have historically been used exclusively for agriculture. The sites are owned by Fair Oaks, LLC with a public option to the Tulsa Authority for Economic Opportunity (TAEO), dba PartnerTulsa, and are being marketed as the Fair Oaks Industrial Park under a Joint Development Agreement between Fair Oaks LLC, TAEO, and the City of Tulsa.

Conceptual plans should take into account existing and planned public infrastructure improvement locations as shown by the [Tulsa Engineering Atlas](#) and the Tulsa Metropolitan Utility Authority (TMUA) Comprehensive Plan (to be provided separately upon award). These plans and studies shall be referenced and incorporated, as appropriate, into the site developable area analysis and conceptual site layout(s).

PROPOSAL REQUIREMENTS

Scope of Desired Work.

The selected Respondent will provide conceptual site planning services to:

1. Determine the continuous developable area(s) in acres for each site for future marketing of the properties as described in the Site Information section. A parcel may have more than one developable area.
 - a. Developable areas for each parcel shall be provided in .kmz file format
 - b. Areas deemed non-developable shall include a narrative regarding the determination and identification of barriers to development.
2. Provide to-scale conceptual site plans for each parcel based upon the desired outcomes as indicated in the Site Information section. Anticipated building footprints, based upon requests to date, are expected to range from 100,000sf on smaller parcels to 1,000,000sf+ on larger parcels.
 - a. Conceptual site plans should indicate the building footprint orientation, parking, access, internal roadways, stormwater retention location to support marketing of the parcels for economic development.
 - b. Conceptual site plans shall be provided in .kmz and .pdf formats for planning use and reprinting.
3. Add Alternate 1: Provide unit cost pricing for follow-up land use planning on a per-project basis. This Add Alternate is not subject to cost breakdown requirements listed in Item 3 of Items Required for Submittal, below.
4. Add Alternate 2: Provide unit cost pricing for follow-up rendering development on a per-project basis. This Add Alternate is not subject to cost breakdown requirements listed in Item 3 of Items Required for Submittal, below.

ITEMS REQUIRED FOR SUBMITTAL

An electronic proposal in a single pdf file of 10 pages maximum shall be submitted by email. To assess the capability of the respondent to carry out the objectives of this RFP, PartnerTulsa requires the following:

1. COVER PAGE - Indicate the name, address, telephone, and email address along with the names of the primary and secondary points of contact for the Respondent.
2. QUALIFICATIONS NARRATIVE – Respondents shall provide:
 - A summary of the methodology to be used in conducting the scope of work.
 - Identification of the staff proposed for the work and their qualifications.
 - Statement of Respondent's experience with projects of similar scope.
 - Three references from similar projects performed in the last five years.

3. PROPOSAL – A not-to-exceed estimate and schedule of deliverables shall be included for determination of best value to PartnerTulsa. Estimates shall include personnel, classification, hourly rate, hours, and total for each activity in the scope of work. Estimates shall show direct cost markup and limit to 5%. Travel costs shall be shown and should reflect current GSA rates. Lump sum awards or billing are not allowed by the BBBRC federal funding.

Any questions regarding any substantive matters arising during preparation of this proposal should be addressed to the following by the date indicated in the Submittal Process Timeline table.

Michelle Barnett, SVP Economic & Workforce Development
Michelle@partnertulsa.org

Down-selection of Respondents will be based upon evaluation of qualifications as indicated by the Narrative and Team Qualifications information provided. Proposals from qualified Respondents will then be evaluated for best value to PartnerTulsa to select the Respondent for award.

Note: All materials submitted to PartnerTulsa may be subject to public disclosure under the Oklahoma Open Records Act.

SUBMITTAL PROCESS TIMELINE

Listed below is the anticipated schedule for all actions related to this RFP. In the event that there is any change or deviation from this schedule, such change will be posted on PartnerTulsa’s website at <https://partnertulsa.org/current-opportunities/rfps/>.

Issuance of RFP	Friday, December 15, 2023
Written Questions on RFP Due	Friday, December 22, 2023 5:00 p.m. (CDT)
Proposal Due	Friday, January 5th, 2024, 5:00 p.m. (CDT)
Target Notification of Award Date	Friday, January 10th, 2024

STATEMENT OF LIMITATIONS

This RFP, the submissions in response to it, and any relationship between the PartnerTulsa and Respondents arising are subject to the specific limitations, conditions and representations expressed in the RFP.

PartnerTulsa intends and has the authority to select one or more consultants to conduct the scopes of work for the subject area as described in this RFP. This RFP shall not be construed in any manner to create an obligation on the part of PartnerTulsa to enter a

contract for any project whatsoever, 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.

PartnerTulsa reserves the right to hold discussions with, to request presentations from, and to conduct negotiations with, any or all Respondents that PartnerTulsa deems appropriate in its sole discretion. PartnerTulsa reserves the right, as it deems its interest may require in its sole discretion, to accept or reject any or all qualifications and proposals, to waive any informality, irregularity, informalities or non-conformity in the documents received, and to accept or reject any or all items provided by the Respondents.

GENERAL NOTIFICATIONS

1. PartnerTulsa 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 based on race, religious creed, color, national origin, ancestry, physical disability, sex, sexual orientation, age, ethnicity, or on any other basis prohibited by law.

2. All Respondents 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 following 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 PartnerTulsa. 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 following the ADA."

3. PartnerTulsa also notifies all Respondents that PartnerTulsa has the right to modify the proposal and final selection of product requirements as needed.

4. Although it is PartnerTulsa's intent to choose only the most qualified respondents, PartnerTulsa reserves the right to choose any number of qualified finalists for interview and/or final selection.

5. The Request for Proposal does not commit PartnerTulsa to pay any costs incurred in the development or submittal of a proposal.