



Request for Qualifications

Architectural and Engineering Services for the
EnvisionCommercial Facade Grant Program
Tulsa, Oklahoma

Date Issued: March 10, 2025

Submittal Due Date: Friday April 4, 2025, No later than 5:00 P.M. CST

Submit To: Email: rfp@partnertulsa.org
Re: Facade Grant Technical Assistance

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

PartnerTulsa invites consultants to submit qualifications for architectural and engineering services in support of a facade grant program in the North Peoria and 36th Street North commercial arterial corridors within the city of Tulsa, Tulsa County.

The criteria for submittal are included in this document.

OBJECTIVE

As part of the Housing & Urban Development (HUD) objectives for neighborhood revitalization, community impact funds will be invested in the 36th Street North and Peoria Avenue commercial corridors. The goal of this program is to encourage the rehabilitation and reuse of commercial and retail structures in the 36th Street North and Peoria corridors, at the intersection of which is Envision Comanche. This effort will result in a lasting community benefit of improving the physical assets in the commercial districts adjacent to this HUD Community Choice neighborhood with the goal of improving quality of life through access to retail and commercial services.

The primary objective of this RFQ is to select a qualified consultant(s) to provide architectural and/or engineering services to assist facade grant applicants in preparation of project documents.

BACKGROUND

The target area for this grant program includes the commercial corridors of North Peoria Avenue between the Gilcrease Expressway and 46th Street North, and 36th Street North between MLK Jr. Avenue and Lewis Avenue. The fee per project is estimated at \$5,000-\$7,000 with up to 20 projects to be funded for a total of \$120,000. This effort is funded through a federal grant from the U.S. Department of Housing and Urban Development through the Tulsa Housing Authority and Tulsa Authority for Economic Opportunity, dba PartnerTulsa.

Recognizing that the cost of building rehabilitation for retail reuse can be costly, the Facade Grant Program has been created to assist in funding elements of that increased cost to accomplish a public benefit for revitalizing structures to promote commercial investment and retail offerings. PartnerTulsa will prioritize projects that improve the exterior appearance of the building through a grant for physical improvements.

During the facade grant program, technical assistance from Respondents selected through this RFQ will be provided resulting in conceptual designs followed by construction documents and drawings suitable for obtaining contractor quotes and for permitting and construction.

Follow-on construction grants will be awarded to the applicant as reimbursement of costs incurred for execution of approved designs with a maximum award of \$60,000.00 or up to 50% of construction costs, whichever is less.

SCOPE OF WORK

The selected Respondent will provide architectural and/or engineering services to:

1. Conduct initial consultation with the applicant to determine the scope of facade grant-funded improvements to be conducted. Improvements eligible under the grant include:
 - Restore, replace, or add street-facing (facade) building elements.
 - Restore, replace or add window systems.
 - Replace or repair the portion of the roof features if visually part of the façade.
 - Repair, replace, or add masonry, siding, paint, or other surface finishes.
 - Repair, replace, or add exterior light or lighting fixtures, including security lighting.
 - Repair, replace, or add building artwork, including murals, in accordance with City of Tulsa codes.
 - Repair, replace, or add screening or fencing.
 - Repair, replace, or add landscaping or hardscaping.
 - Repair parking areas, including striping and bollards.
2. Develop conceptual drawings of proposed facade improvements to support the applicant in obtaining construction estimates.
3. Develop construction documents and drawings suitable for permit applications and for construction.

ITEMS REQUIRED FOR SUBMITTAL

An electronic proposal in a single pdf file of 10 pages maximum per scope of work shall be submitted by email. To assess the capability of the respondent to carry out the objectives of this RFQ, 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 for projects of similar scope

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, March 10, 2025
Written Questions on RFP Due	Friday, March 21, 2025 by 5:00pm CT
Proposal Due	Friday, April 4, 2025 by 5:00 p.m. (CDT)
Target Notification of Award Date	Friday, April 11, 2025
Target Contract Approval Date	Thursday, April 24, 2025

STATEMENT OF LIMITATIONS

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

PartnerTulsa intends 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, in its sole discretion, to accept or reject any or all qualifications and proposals, to waive any informality,

irregularity 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 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. PartnerTulsa will not pay or reimburse Respondent for any costs incurred in the development or submittal of a proposal.