

Request for Qualifications

Request for Community Engagement Consulting Services

THE SERVICES

The Tulsa Development Authority is seeking proposals for Community Engagement Consulting Services.

1. Introduction

The Tulsa Development Authority (TDA) received funding from the United States Department of Transportation (DOT) OST/ Build America Bureau under the Innovative Finance and Asset Concession Grant (IFACG) program Federal Award Identification Number (FAIN 69A6212550018) as authorized under the Transportation Infrastructure Finance and Innovation Act (TIFIA). This Grant is to study the implementation of Transit Oriented Development as envisioned in the Innovative Finance and Infrastructure Grant.

Company Overview

About TDA:

Tulsa Development Authority (TDA) is a public body corporate organized and existing under Title 11 O. S. §§38-101 thru 38-119 of the laws of the State of Oklahoma and created by the City of Tulsa, Oklahoma pursuant to Title 11 O. S. Section 38-107 as an Urban Renewal Authority authorized to exercise its powers and transact business for the benefit of the City of Tulsa as the beneficiary of TDA.

Governance:

TDA is governed by a board of five (5) Commissioners of the Tulsa Development Authority (TDA), who will continue to function as a legally separate entity governing the assets and resources of TDA.

2. Mission and Vision Statements

Mission:

We are innovators who create and manage public assets and resources to drive economic growth. We invest in Tulsa's economy, businesses, neighborhoods, and people with the goal of leveraging our resources to create economic opportunity and drive equitable outcomes.

TDA | Tulsa Development Authority

Vision:

We envision a future where race, nativity, gender, or zip code do not determine economic opportunity, and all people can maximize their potential to create and share in Tulsa's economic prosperity.

Background:

The Kirkpatrick Heights/ Greenwood Master plan (KHGMP) was a 16-month community led Master Planning process to create a vision and framework for redevelopment of 56 acres of publicly owned property in the Kirkpatrick Heights/ Greenwood area of North Tulsa. (Link to the master plan can be found here: <https://www.ourlegacytulsa.org/>)

The KHGMP focuses on three TDA-owned existing assets which comprise the 56 acres that are the subject of the KHGMP. These sites (See Map 1 red shading) are known as 1) The Core, 2) Greenwood Plaza, and 3) The Green Stitch. The KHGMP master plan calls for significant public transit enhancement to better connect the community. Concepts explored in the KHGMP Master Plan include Bus Rapid Transit and streetcar facilities that would enhance the value of the 56-acres, providing increased value for residents and improved community amenities, better access to jobs, healthy food, and recreation. The TIFIA program and innovative finance asset concessions involving the 56-acres seek to create value from these parcels by helping to fund transit infrastructure to serve this community and create new affordable housing units and create jobs that benefit residents. Existing Asset descriptions are below:

1. The Core: The Kirkpatrick Heights Addition area is the largest of the three at 45.2 acres, between OSU-Tulsa, the Heights Historic District, Emerson Elementary, and Interstate 244. The Core is made up of 63 parcels, all TDA-owned with the exception of the standing Salvation Army Rehabilitation Center.
2. Greenwood Plaza: Located within the same block as the historic Vernon AME Church and across from the Greenwood Cultural Center and OSU Tulsa, the Plaza is the smallest of the three sites and within the historic Greenwood District. The community has emphasized the significance and importance of hosting Juneteenth at this location. Ideas include a more permanent event space (e.g., amphitheater), flexible park and plaza spaces, recreation, entertainment, small vendors and businesses, and community amenities.
3. The Green Stitch: Located on the eastern edge of the study area, the Stitch extends from Oklahoma Street down through B.S. Roberts Park. The Stitch includes two large stormwater detention basins, collecting excess stormwater from surrounding neighborhoods to the north. As with the Core, traces of historic streets are visible, as well as the presence of old growth trees. Given its current use for stormwater detention, improvements to the Stitch must make sure that this critical infrastructure function can remain.

Map 1



3. Overview

The TDA hopes to build its organizational capacity to launch a Putting Assets to Work asset management strategy, taking previously identified Existing Assets with the potential to become Enhanced Assets through the next phase of analysis and project development. The TDA expects to leverage public-private partnerships, the investment of private capital, the TIFIA loan program, and asset concession arrangements in order to advance TDA, Greenwood Legacy Corporation (GLC), and Kirkpatrick Heights / Greenwood Master Plan (KHGMP) goals and

objectives. In partnership with the GLC, TDA seeks to engage the stakeholders in the KPGMP study area to further the goals of the plan and seek meaningful dialogue and feedback on the needs, desired outcomes, and physical development of the area.

The community engagement plan produced by this consultant and any amendments will build upon prior planning efforts in partnership with the community, key stakeholders and property owners to:

- Engage and foster relationships with KHGMP stakeholders.
- Capitalize and carry forward the lessons and actions identified during the KHGMP community engagement completed as part of the master plan formulation.
- Advance awareness of the Greenwood Legacy Corporation (GLC) and the KHGMP.
- Model creative methods of community engagement and strategies which seeks to overcome potential barriers (e.g. childcare, transportation) to reach residents who aren't captured through traditional methods.

4. Scope of Work

- The anticipated consulting scope of work for this RFQ may include, but not limited to the following tasks and deliverables:

Task 1: Conduct Introduction meeting with TDA staff and GLC to develop the community engagement strategy and plan. The Consultant will facilitate meetings to gather feedback and develop action item priorities to help shape the community engagement plan. The purpose of the plan is to provide meaningful opportunities for dialogue between the community, GLC and TDA on the implementation of the KHGMP specifically the elements of the plan related to transit and housing.

Key engagement activities may include:

- Listening sessions with community groups such as residents, neighborhood groups, and organizations within the footprint of the study area.
- Outreach strategies such as pop-up tabling at community events, at local service providers like the Library, or door-to-door canvassing.
- Online engagement via social media platforms including website, Facebook, Instagram, and similar.
- Online and facilitating focus groups, surveys, or other feedback mechanisms to gather input from the community.

Deliverables – Final Engagement Plan:

- a. A final list of engagement activities.
- b. A detailed schedule outlining the dates, times, locations, and outreach activity.
- c. The production of any Survey, Conversation Toolkits, and all materials required for proposed engagement activities. Based on any feedback from staff, the Consultant will revise and present the final Community Engagement plan to the TDA and GLC.

Task 2: Execute the Community Engagement Plan.

Specific actions may include:

- Scheduling, organizing and conducting community meetings to execute community engagement strategy.
- Executing initiatives such as community meetings, including coordinating presentations, events, and collateral takeaways.
- Responding to resident and stakeholders' questions and comments to ensure they are heard. Integrate feedback appropriately to the communications strategy.
- Sharing feedback and follow-up with the community (e.g. feedback loop).

Task 3: Prepare Final Community Engagement Outcomes Report. The purpose of the final report is to develop a clear, concise document of the results from the community engagement activities.

Deliverables - Final Report should include, at a minimum:

- a. Executive Summary highlighting the key findings and takeaways from the engagement activities.
- b. Data gathered throughout the process.
- c. Major themes and community/stakeholder priorities identified during the process.
- d. The Consultant will provide a draft final report for review by the TDA and GLC and making any requested revisions. A final revised report will then be forwarded to the TDA and GLC.

5. Proposal Contents

Cover

A one-page cover should be provided to include the following information:

- TDA RFQ Title and Submittal Date
- Company name
- Business mailing address and web address
- Type of company (publicly traded, privately owned, corporation, LLC, etc.)

- Headquarters location and additional locations (City, State) serving this RFQ.

- **Approach to Delivery of Services**

The Respondent, through its written proposal, must describe its approach to delivering the Services, demonstrating appreciation for the key issues and stakeholders, for achieving the objectives, and for having an appropriate methodology and plan for delivering the Services. The Respondent should indicate in their Approach to Delivery of Services how the Services will be delivered. This section should include a detailed breakdown and description of the specific steps that will be followed to perform the Scope of Work and address the Objective and Background concerns listed above.

- **Project Management**

Please provide a project organizational chart plus a one-paragraph summary with photo for each key staff member on your team, including subcontractors as appropriate. Clearly identify the Project Manager for your team and provide the Project Manager contact information. For each key staff member indicate their role and responsibilities in the project along with a summary of relevant past project experience, key skill sets, or other qualifications.

- **Past Experience**

The Respondent should provide evidence of the ability and experience to undertake the specified objectives/duties in this RFQ. Provide a discussion of the firm's overall qualifications and experience in providing similar services.

Please include:

The Respondent should provide three project examples on how they have previously applied the proposed approach or performed similar scopes of work for community development or a governmental development team. Two references of organizations that have worked with the firm in a professional consulting capacity within the last five years. Each reference must include the organization's name, mailing address, contact name, contact telephone, email information, and the specific service(s) provided by the candidate. Ideal references will be in a similar industry, geography, and have similar sizes.

- **Budget**

The Respondent is required to deliver a detailed proposal of fees in submitting their proposal. Clearly state all fees and expenses, including any fees or expenses to third-party contractors. *The proposal should illustrate the Respondents understanding of the level of effort required to serve TDA's needs. Any direct charges should be shown as a flat fee with a markup not to exceed 10%.*

- **Small Business Utilization**

Respondents should state their commitment to utilize local small business service providers where possible and be prepared to provide documentation of their outreach efforts.

- **Conflict of Interest**

At the time of submitting a proposal, the Respondent agrees there is no conflict of interest (real or perceived) unless specifically and clearly identified in their proposal with a recommended plan to manage the conflict of interest. The Respondent agrees to notify the President/ CEO of TDA immediately if an actual or potential conflict of interest arises at any point during the RFQ, contracting or service delivery process.

- **Key Information and Deadlines**

Topic	Key Information
TDA Project Manager	Gary Hamer, Director of Strategic Planning Gary@partnertulsa.org 918-596-7573
Grants Compliance Administrator	Gretchen Mudoga Gretchen@partnertulsa.org 918-576-5566
RFQ Published and Notices Issued	On or before 5:00 pm CT, May 27, 2025
Due Date for Brief Email of Intent to Respond with Key Contact Information (Name, Title, Company, Email, Phone)	All Respondents wish to express an interest in responding to the RFQ should issue a brief email of intent (no more than 250 words) by June 3, 2025, by 5:00pm CT directed to the TDA Project Manager.
Requests for Information regarding RFQ	All Questions or Requests for Information from Respondents must be submitted in writing as indicated below on or before 5:00 pm CT, June 10 Questions should be submitted by email to the TDA Project Manager referencing in the subject line: TDA RFQ – Request for Information.
Responses to Questions Emailed to All Respondents	TDA will send answers to all questions posed by potential respondents on or before 5:00 pm CT, June 16, 2025.
Closing Time for Proposal Submittals and Method to Submit Proposal	All Responses to this Request for Proposals must be submitted on or before 5:00 pm CT, June 20, 2025 , by email to the TDA Project Manager referencing in the subject line: TDA Response to RFQ – [Your Entity Name] . Proposals submitted other than as detailed in this paragraph or after the deadline shall

	be deemed to be invalid and may be excluded from consideration.
Review and Recommendation by Committee	July 2025
Board Approval of Recommended Respondent	July 2025
Contracting	July – August 2025
Expected start date of Contract	Anticipated start date for services: on or before September 1, 2025
Deployment	September 2025
Full Implementation	December 2027

6. Proposal Evaluation

TDA will convene a committee which may include TDA staff, GLC representatives, and City of Tulsa staff to evaluate proposals in accordance with the following rubric. Respondents will be judged on the following evaluation criteria:

Evaluation Criteria	Point Range
Scope and Approach to Delivery of Services	0 – 30
Project Management	0 – 20
Past Experience / References	0 – 30
Budget	0 - 20
Total Possible Points	0- 100

7. Conditions of Requests for Qualifications

1. The Tulsa Development Authority (TDA) is seeking QUALIFICATIONS for the provision of the Services described herein.
2. Each Respondent to this RFQ is expected to fully inform themselves on all aspects of the work required to be performed.
3. TDA may, at its discretion, vary the Request for Qualifications before the Closing Time. Changes to the RFQ will be marked clearly and emailed to all interested parties who submitted an email indicating their intent to respond.
4. TDA may, at its discretion, discontinue the RFQ, may decline to accept any proposal, may decline to issue any contract, or may opt to satisfy its requirements separately from the RFQ process.
5. Respondents should submit proposals in the format specified in the RFQ.
6. Proposals shall be provided in English and with prices quoted in U.S. Dollars.
7. If requested by TDA, the Respondent must be able to demonstrate its financial stability and its ability to remain viable as a provider of the Services over the term of any agreement.

8. Nothing in this RFQ will be construed to create any binding contract (express or implied) between TDA and any Respondent until a written Contract is entered into by the parties.
9. The Respondent agrees to attach their sample contract for Services which incorporates by reference the proposed TDA Terms and Conditions of Contract.
10. The Respondent agrees that participation in any stage of the RFQ process is at the Respondent's sole risk and cost.
11. Proposals shall be limited to 20 pages in length, including cover and appendices.
12. Evaluation of proposals may result in the selection of a Respondent for Contract or short-listing of multiple Respondents. If a short-list is developed, selected Respondents will be asked to provide a follow-up presentation based upon criteria identified by the TDA.

8. Federal Provisions

This RFQ is subject to following the provisions below and federal competition rules (2 CFR 200.319):

(A) Contracts for more than the simplified acquisition threshold, which is the inflation adjusted amount determined by the Civilian Agency Acquisition Council and the Defense Acquisition Regulations Council (Councils) as authorized by [41 U.S.C. 1908](#), must address administrative, contractual, or legal remedies in instances where contractors violate or breach contract terms, and provide for such sanctions and penalties as appropriate.

(B) All contracts in excess of \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

(C) Equal Employment Opportunity. Except as otherwise provided under [41 CFR Part 60](#), all contracts that meet the definition of "federally assisted construction contract" in [41 CFR Part 60-1.3](#) must include the equal opportunity clause provided under [41 CFR 60-1.4\(b\)](#), in accordance with [Executive Order 11246](#), "Equal Employment Opportunity" ([30 FR 12319, 12935, 3 CFR Part, 1964-1965](#) Comp., p. 339), as amended by [Executive Order 11375](#), "Amending [Executive Order 11246](#) Relating to Equal Employment Opportunity," and implementing regulations at [41 CFR part 60](#), "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor."

(D) Davis-Bacon Act, as amended ([40 U.S.C. 3141-3148](#)). When required by Federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-Federal entities must include a provision for compliance with the Davis-Bacon Act ([40 U.S.C. 3141-3144](#), and [3146-3148](#)) as supplemented by Department of Labor regulations ([29 CFR Part 5](#),

“Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-Federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act ([40 U.S.C. 3145](#)), as supplemented by Department of Labor regulations ([29 CFR Part 3](#), “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-Federal entity must report all suspected or reported violations to the Federal awarding agency.

(E) Contract Work Hours and Safety Standards Act ([40 U.S.C. 3701-3708](#)). Where applicable, all contracts awarded by the non-Federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with [40 U.S.C. 3702](#) and [3704](#), as supplemented by Department of Labor regulations ([29 CFR Part 5](#)). Under [40 U.S.C. 3702](#) of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of [40 U.S.C. 3704](#) are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence.

(F) Rights to Inventions Made Under a Contract or Agreement. If the Federal award meets the definition of “funding agreement” under [37 CFR § 401.2 \(a\)](#) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of [37 CFR Part 401](#), “Rights to Inventions Made by Nonprofit Organizations

and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency.

(G) Clean Air Act ([42 U.S.C. 7401-7671q](#).) and the Federal Water Pollution Control Act ([33 U.S.C. 1251-1387](#)), as amended—Contracts and subgrants of amounts in excess of \$150,000 must contain a provision that requires the non-Federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act ([42 U.S.C. 7401-7671q](#)) and the Federal Water Pollution Control Act as amended ([33 U.S.C. 1251-1387](#)). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA).

(H) Debarment and Suspension (Executive Orders 12549 and 12689)—A contract award (see [2 CFR 180.220](#)) must not be made to parties listed on the governmentwide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at [2 CFR 180](#) that implement Executive Orders 12549 (3 CFR part 1986 Comp., p. 189) and 12689 (3 CFR part 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than [Executive Order 12549](#).

(I) Byrd Anti-Lobbying Amendment ([31 U.S.C. 1352](#))—Contractors that apply or bid for an award exceeding \$100,000 must file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant or any other award covered by [31 U.S.C. 1352](#). Each tier must also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the non-Federal award.

(J) See [§ 200.323](#).

(K) See [§ 200.216](#).