

**Request for Qualifications (RFQ):
Miscellaneous Professional Services for the
Oklahoma City Urban Renewal Authority
(OCURA) and the Oklahoma City
Redevelopment Authority (OCRA)**

RFQ Date of Release: September 30, 2024

by

The Oklahoma City Urban Renewal Authority and
the Oklahoma City Redevelopment Authority:

105 N. Hudson Street, Ste. 101,

Oklahoma City, OK 73102

Phone: 405-604-6780

Proposal Responses Due: October 31, 2024, 3:00pm C.S.T., at the
offices of OCURA and OCRA.

Responses may be submitted via postal or email, the RFQ narrative defines
submittal specifics.

**Contact Person for Questions Concerning this RFQ:
Monse Lozano, Project Assistant, info@theallianceokc.org,
The Alliance for Economic Development of Oklahoma City**

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I. PURPOSE OF RFQ

In 2011, The Alliance for Economic Development of Oklahoma City (“Alliance”) was formed. The Alliance is a 501(c)4 organization created to serve the economic development and real estate redevelopment needs of Oklahoma City.

The Alliance is a collaborative of the following organizations:

- Oklahoma City Urban Renewal Authority (OCURA)
- Oklahoma City Economic Development Trust (OCEDT)
- Oklahoma Industries Authority (OIA)
- Oklahoma City Redevelopment Authority (OCRA)
- Port Authority of Greater Oklahoma City
- Oklahoma City Industrial and Cultural Facilities Trust (ICFT)

Together these entities plan and implement public-private partnership real estate projects, urban renewal and redevelopment programs, retail and job creation strategies, and tax increment financing (“TIF”) incentives.

This RFQ is being issued by OCURA and OCRA. A significant portion of each organization’s work program involves real property transactions which often require project management, acquisition and relocation services. These organizations intend to select a group of qualified acquisition and relocation specialists for on-call services. The selected qualifying specialists will be placed on a preferred vendor list for three years, starting January 1, 2025. This RFQ will be reissued in three years to allow for competition and the ability for vendors to adjust pricing unless it is deemed necessary to reissue the RFQ beforehand to fulfill the goals and objectives of the organizations. OCURA and OCRA intend to rotate through the preferred vendor list to procure corresponding services, as needed.

II. CONSULTANT SERVICES DESIRED

1. Acquisition and Relocation Services

Project management, acquisition and relocation services comprising of, but not limited to, the following tasks are requested:

- Provide project management and acquisition and relocation services to be reviewed by the Executive Director and legal counsel of OCURA and OCRA and/or The City of Oklahoma City and in compliance with the Oklahoma Urban Redevelopment Law, other relevant state statutes and adopted Urban Renewal Plans, Policies and Procedures.
- Coordinate with the designated title company for the delivery of title reports and updates, the review of preliminary title reports in order to identify any title issues, the curing of any title defects or issues, the preparation of a land acquisition plan, and throughout the closing process.
- Coordinate with the designated environmental consultant and advise OCURA, OCRA and/or designated City staff of any environmental issues that may require remediation.

- If necessary, coordinate and monitor the process for any environmental clearance and demolition of a property.
- If necessary, the availability of relocation personnel on staff with Spanish language fluency.
- The Consultant shall maintain acquisition and relocation files demonstrating compliance with state statutes and the Policies and Procedures.

2. Architecture, Landscape Architecture, City Planning, Urban Design and Construction Management

These aforementioned specialties are often needed on project specific or an on-going basis. Typical projects may include, but are not limited to, site and master planning, project design review, drafting of guidelines and standards, neighborhood and corridor studies and plans etc. Consultants would need to:

- Perform project specific or on-going work as directed
- Conduct site visits or attend meetings as directed
- Adhere to all land use, design or other policies of OCURA/OCRA, the City of Oklahoma City or another agency with jurisdiction over the assignment
- Review designs and track construction progress
- Report to a project manager

3. Civil Engineering and Traffic Analysis

From time-to-time civil engineering and/or traffic analysis services are needed for the following types of activities: traffic impact studies, cost estimating, design for roadways and utility systems, construction document and bid preparation and solicitation, bid review, award, and project construction management, easement descriptions, compiling engineering information for grant applications and advisement on various engineering and traffic related matters. Consultants would need to:

- Perform project specific or on-going work as directed
- Conduct site visits or attend meetings as directed
- Adhere to all regulations and other policies applicable to the project or assignment
- Report to a project manager

4. Community and Neighborhood Engagement and Outreach

Professional firms, non-profits or individuals (contractors) to coordinate and provide outreach that informs, builds capacity and promotes neighborhood and civic engagement in various areas of Oklahoma City. Consultants would need to:

- Perform project specific or on-going work as directed
- Conduct and facilitate meetings with the community and neighborhoods
- Clearly communicate messages and report back concerns and feedback
- Navigate neighborhood and community sensitivities
- Report to a project manager

5. Demolition and Site Work

From time to time the following demolition and site work services are needed and include:

- Demolition of houses or commercial structures in varying degrees of disrepair in Oklahoma City
- Demolition of site pads, pavement or other past structures
- Asbestos testing and abatement of structures
- Site and dirt work of OCURA and/or OCRA construction sites

In conjunction with performing the aforementioned, the following will apply:

- Services will be on demand
- Site visits or attendance at meetings to complete the work as directed
- Adherence to all regulations and other policies applicable to the assignment
- Report to a project manager

6. Environmental Assessment and Testing

Phase 1 and 2 Environmental Assessments. Consultants could be responsible for:

- Preparation of Phase 1 Environmental Site Assessments (ESAs) using the most recent ASTM standards
- Preparation of Phase 2 Environment Assessments including sampling, developing field sampling plans and related findings reports and recommendations
- Preparation of cleanup plans, related cost estimates and clean up alternatives
- Preparation of Quality Assurance Plans
- Cleanup Project Management
- Attendance at staff or public meetings, as necessary

Environmental Testing. Consultants could be responsible for:

- Testing for lead, asbestos and other contaminants
- Remediation of Contamination
- Permitting related to testing, contaminate removal and disposal
- Providing the name of the environmental testing labs to be used

7. Home Construction Inspections

Home construction phase inspection services comprising of, but not limited to, the following tasks are requested:

- Pre-footing inspection: Review and discuss approved plans with the contractor/builder to ensure construction conforms to the plans and specifications
- Pre-slab inspection: Inspect layout of forms for concrete slab to ensure that they conform with the plans and specification
- Post-frame inspection: Inspect walls to ensure they are set according to the plans and specifications at that time

- Final inspection: Review finished development according to approved plans
- Upon the completion of each phase inspection, a written report should be provided

8. Independent Appraisal Services

Appraisers and their staff responding to this RFQ must be MAI certified. Appraisal services comprising the following tasks are requested:

- Perform appraisals and reuse appraisals on specific properties as directed
- Conduct a physical inspection as part of the appraisal
- Perform independent verifications and physical inspections of the comparable sales properties used in the requested appraisal
- Assure that appraised market values are developed using consistent and uniform appraisal techniques and assumptions
- Ensure that all appraisals comply with the Uniform Standards of Professional Appraisal Practice (USPAP) as pertains to limited restricted and/or mass appraisals
- Provide assistance, if needed, in litigation and/or condemnation proceedings

9. Land Surveying Services

Surveying work must be completed by or under the supervision of an Oklahoma Registered Land Surveyor in compliance with The Oklahoma Minimum Standards for the Practice of Land Surveying as adopted by the Oklahoma State Board of Registration for Professional Engineers and Land Surveyors and the Minimum Standard Detail for ALTA/ASCM Land Title Surveys as adopted by the American Land Title Association, American Congress on Surveying and Mapping and the National Society of Professional Surveyors effective February 23, 2011.

For ALTA/ASCM title services, the work must be performed by a bonded abstractor and reviewed by a licensed attorney in cooperation with an Oklahoma Registered Land Surveyor selected by OCURA/OCRA. For other title services listed under Section II, a bonded abstractor must perform the work.

ALTA/ASCM Surveys. From time to time the following real property services are needed and include:

- ALTA/ASCM surveys, topography surveys may be requested
- conduct site visits or attend meetings as directed to complete the survey
- adhere to all regulations and other policies applicable to the assignment
- Report to a project manager

Other Professional Surveying Services. In addition to the Alta/ASCM surveys, other surveying work may be needed and include, but are not limited to: pin surveys, design services, construction staking and as built surveys.

10. Land Title Examination and Title Insurance

Abstracting and Land Title Services to Support an Alta/ASCM Survey

Miscellaneous assignments including, but not limited to, abstracting, title insurance, ownership reports, title reports, closing or settlement statements and escrow services

In conjunction with performing the aforementioned, the following will apply:

- services will be on demand
- may require site visits or attendance at meetings to complete the work
- will require adherence to all regulations and other policies applicable to the assignment
- report to a project manager

III. RFQ SUBMITTAL REQUIREMENTS

1. **Submission Form.** Fill out and submit the Submission Form in Exhibit A. Submit one form per service proposal.
2. **Statement of Professional Credentials and Qualifications Related to the Consultant Services Required.** List all professional services you feel your firm is qualified to perform. Provide an overview of your company listing any previous experience with the services you are submitting for and list any previous experience under the Oklahoma Urban Redevelopment Law and other relevant state statutes. List all team members, their roles, applicable professional certifications and licenses, and qualifications for assignments as applicable. Present a sampling of projects completed by the team that are similar to the tasks being proposed. If your firm has a particular specialty, please give details.
3. **Business Registration at SAM.gov.** To ensure eligibility, it is mandatory to have and maintain an active registration on SAM.gov. Failure to renew your registration annually can result in disqualification from opportunities. To verify compliance, please provide your Unique Entity Identifier (UEI) and proof of active registration with the U.S. System for Award Management. You can access your entity's status through your SAM.gov account at <https://SAM.gov>. Proof of registration is crucial for demonstrating your continued eligibility.
4. **Evidence of Professional and Business Licenses and Insurances for Professional Liability, Workers Compensation and General Liability and Auto.**
5. **W9.** Please provide a completed W9.
6. **Additional information.** Please feel free to list any additional information you feel would be helpful for us to consider in reviewing your application.

IV. REVIEW OF RFQ SUBMISSIONS: CRITERIA AND TIMELINE

After receipt of proposals, the submissions will be reviewed for completeness by staff. The next phase of the selection process will consist of review and evaluation of the proposals based upon, but not limited to, the following criteria:

1. Review of consultant team qualifications and their demonstrated expertise in completing assignments similar to the services proposed.
2. Prior experience.
3. Ability to provide insurance coverage requested.
4. Interviews may be requested.

V. TIMELINE FOR REVIEW

RFQ Release	September 30, 2024
RFQ Response Due Date	October 31, 2024
Staff Review Period	November 2024
Board Approval of Vendor List	December 2024
Fee Schedules will be requested and required	January 2025
Vendor List Period	Jan. 1, 2025 – Dec. 31, 2027

Note: Estimated time frames are subject to change.

VI. PLACEMENT ON VENDOR LIST/FEE SCHEDULE

After vendors are placed on the vendor list, a Fee Schedule will be requested and required for services and consultation through 2027. Pricing may be a fixed price, hourly or a combination thereof. Vendors will be held to those rates for any services provided.

Additionally, it will be requested and required to provide insight on how reimbursables will be billed. Vendors will need to indicate if there is a charge to attend any meetings associated with the work and if they are included in the fee schedule. If meetings are charged separately, a fee schedule for that will need to be provided.

VII. OCURA/OCRA'S RIGHTS

OCURA and OCRA reserve the unconditional right, at their sole discretion, to reject any or all proposals submitted for any reason or no reason. They may, at their discretion, waive any informalities, minor defects, or technical inaccuracies in the proposals. They reserve the right to request and obtain any additional information necessary to complete evaluation of the proposals.

END OF RFQ NARRATIVE

EXHIBITS FOLLOW

Exhibit A

SUBMISSION FORM

Business Name: _____

Contact Name: _____

Contact Email: _____

Which service are you submitting a proposal for? **Submit one form for each consultant service, if applying for more than one category.**

- Acquisition and Relocation Services
- Architecture, Landscape Architecture, City Planning, Urban Design and Construction Management
- Civil Engineering and Traffic Analysis
- Community and Neighborhood Engagement and Outreach
- Demolition and Site Work
- Environmental Assessment and Testing
- Home Construction Inspections
- Independent Appraisal Services
- Land Surveying
- Land Title Examination and Title Insurance

Please submit your completed proposal in the following order for each applicable service. See Section III. for full RFQ Submittal Requirements.

1. Submission Form
2. Statement of Professional Credentials and Qualifications Related to the Consultant Services Required
3. Business Registration on [SAM.gov](https://sam.gov)
 - **Provide your UEI:** _____
 - Provide proof of active registration
4. Evidence of Professional and Business Licenses and Insurances for Professional Liability, Workers Compensation and General Liability and Auto
5. W9
6. Any additional information

Exhibit B

OPEN RECORDS ACT AND CONFIDENTIALITY REQUIREMENTS

All materials submitted to OCURA/OCRA pursuant to this Request for Proposals are potentially subject to the mandates of the Oklahoma Open Records Act (Act), 51 Okla. Stat. §§ 24A.1. et seq. The purpose of the Act is to ensure and facilitate the public's right of access to and review of government records so they may efficiently and intelligently exercise their inherent political power. Almost all "records", as that term is defined in the Act, may be disclosed to the public upon request. Except where specific state or federal statutes create an exception or confidential privilege, persons or entities who submit information to public bodies have no right to keep this information from public access, nor is there any reasonable expectation that this information will be kept from public access. See 51 Okla. Stat. §§ 24A.2.

If you believe that any information you will or may submit to OCURA/OCRA pursuant to this Request for Proposals is or should be kept confidential under a specific state or federal statute, and therefore, not subject to public disclosure, you must comply with the following:

- a. Place said documents/records in a separate envelope marked "Confidential". DO NOT label your entire response to the Request for Proposals as "Confidential" – label only those portions of the response that you feel are made confidential by state or federal law as "Confidential". If only a portion of a document is confidential, please identify specifically the portions of the document you are claiming are confidential. (Under the Oklahoma Open Records Act, a public entity may be obligated to produce documents for public inspection even if the documents contain only a portion of material which is confidential. However, the public entity can redact the confidential portions.)
- b. For each document for which you are claiming a confidential privilege, identify the federal and/or state law that creates said privilege, e.g., for trade secrets, see 21 O.S. § 1732 (Larceny of Trade Secrets) and the Uniform Trade Secrets Act, 78 O.S. §§ 85, et seq.

Please note that OCURA/OCRA, consistent with § 24A.3(d) of the Act, understands that "personal financial information, credit reports or other financial data obtained by a public body for the purpose of evaluating credit worthiness, obtaining a license, permit, or the purpose of becoming qualified to contract with a public body" is not subject to disclosure under the Act. Financial information requested by this Request for Proposals for evaluating the creditworthiness of the Proposer or the purpose of allowing OCURA/OCRA to determine if the Proposer is qualified to contract with OCURA/OCRA should be submitted in a separate envelope and marked as confidential financial information.

Should an Open Records request be presented to OCURA/OCRA requesting information the Proposer has identified as “Confidential”, the Proposer will be informed, and the Proposer will be responsible for defending its position in the District Court, if needed.

If the Proposer fails to identify any records submitted as part of your proposal as “Confidential” by placing them in the “Confidential” envelope AND if the Proposer fails to identify the specific state or federal law creating such privilege, OCURA/OCRA will assume that the Proposer agrees that said records are not confidential and are subject to public access.

End of Exhibits