



December 10, 2020

**RE: REQUEST FOR LETTER OF INTEREST AND STATEMENT OF QUALIFICATIONS (LOI /SOQ) FOR PROFESSIONAL CONSULTING SERVICES FOR:**

**GREENWOOD CULTURAL CENTER (GCC) FACILITY REHABILITATION**  
**Improve Our Tulsa II – Project No. SP 20-6**

Your firm, among others, is invited by the City of Tulsa to submit a Letter of Interest/Statement of Qualifications (LOI/SOQ) for the above referenced project. Your submittal is to include a Design Team and Related Services Questionnaire, (Form TUL-9280) found on the City's website:

<https://www.cityoftulsa.org/media/14663/tul-9280-october-2020.pdf>

The Professional Consulting Services Selection Committee (PCSSC) will receive on behalf of GCC and the Parks Department, submittals for this work **until 5:00 p.m., Thursday, January 28, 2021.**

The submittal shall be limited to fifteen (15) single-sided pages, excluding Form TUL-9280. Submit seventeen (17) copies of the LOI/SOQ and Form TUL 9280 addressed to: City of Tulsa PCSSC, 2317 South Jackson, Room S-200, Tulsa, OK 74107.

**Greenwood Cultural Center Facility Rehabilitation:**

- Project Budget (total): \$5,340,000 - includes all components of design, studies, investigations, permitting, construction, contingencies, inspections, construction material testing and special inspections.
- Consultant services to be Architect led.
- Scope of work, will include, but not limited to:
  - facility assessment, building envelope, site evaluation, programming, schematic design, design development, construction documents for rehabilitation and new improvements to the facility and campus.
- Consultant services will include:
  - Architectural
  - Mechanical, Electrical and Plumbing
  - Building(s) Envelope
  - Civil / Structural
  - Surveying
  - ADA
  - Specialty disciplines shall be included as needed.
- Emphasis will be placed on your team's experience and approach to project development, facilitating prioritization of rehabilitation / improvements components, budget analysis, and construction documents being completed on time and within budget.
- Regular progress meetings (weekly) will be held to ensure coordination, budget, concepts and design are as required by the Greenwood Cultural Center and City of Tulsa.



**RE: LETTERS OF INTEREST STATEMENT OF QUALIFICATIONS FOR:  
GREENWOOD CULTURAL CENTER (GCC) FACILITY REHABILITATION  
Improve Our Tulsa II – Project No. SP 20-6**

Page 2

- The design agreement will require the use of a work breakdown structure (time and fees) and a scheduling program to monitor and track progress.
- In-house Quality Assurance and Quality Control review for submittals will be required.
- The design team will make presentations to the GCC Executive Director, Board, and Project Committee. There will be quarterly presentations to the Sales Tax Overview Committee.

Each LOI/SOQ shall contain the following information. The PCSSC in conjunction with the GCC Project Committee will evaluate and recommend short-list or selection of the design team based on the criteria below:

**1. FIRM QUALIFICATIONS: 15 points**

- A brief history of the firm. Describe firm's current staff capability and services anticipated to be provided by outside consultants.
- Describe your proposed team's history of collaboration and results.

**2. EXPERIENCE CONSIDERATIONS: 25 points**

- Similar project type (complexity, size, etc.)
- Experience is to include projects of a relevant nature, with date of completion.
- Projects of relevant scope, with date of completion.
- Examples of utilization of small business enterprises as part of the design team and their role and functions.
- Firm's project budgeting and cost estimating procedures with results.

**3. TEAM ORGANIZATION AND RESUMES: 25 points**

- Resumes of all team members shall note licensures, certifications and professional memberships.
- Definition of small business enterprise incorporation into the planning/design roles and responsibilities.

**4. AVAILABILITY TO PERFORM WORK: 10 points**

- Availability of staff and outside consultant workload (time allocation forecast).
- Competing projects in progress and status.
- Percent of work to be done in Tulsa Metro area.

**5. DOCUMENT QUALITY: 10 points**

- Describe approach to providing quality construction documents, i.e. multi-disciplinary coordination, standards to be used, software, specifications, project management approach, and in-house quality assurance and quality control.

**6. REFERENCES: 5 points**

- Provide verifiable, relevant project references with current contact information; do not include City of Tulsa personnel.

**7. SMALL BUSINESS ENTERPRISE UTILIZATION (SBE): 10 points**

- Please read the City of Tulsa SBE utilization instructions and then outline your plan to attain 10% or more utilization.

December 10, 2020



**RE: LETTERS OF INTEREST STATEMENT OF QUALIFICATIONS FOR:  
GREENWOOD CULTURAL CENTER (GCC) FACILITY REHABILITATION  
Improve Our Tulsa II – Project No. SP 20-6**

Page 3

- For potential small business enterprises within the Tulsa area, they can apply to be registered as an SBE at the following site:

<https://www.cityoftulsa.org/economic-development/support-and-services/small-business-enterprise-program/>

**PLEASE NOTE: The purpose for this phase of the selection process is for your team to communicate your qualifications and respond to the items requested. It is NOT to make recommendations on the needs of this project. Tours of the facility will be scheduled with short-listed firms, as needed.**

The Professional Consulting Services Selection Committee (PCSSC) and GCC reserves the sole right to evaluate the submittals, waive any irregularities, recommend selection of a firm, develop a short-list of firms to submit proposals / interview or reject any and all firms that submitted should it be deemed in their best interest.

The results of the LOI/SOQ review will be communicated to all firms by mail or email. **Please direct comments, questions, and requests for information/clarification to Gary Schellhorn at [gschellhorn@cityoftulsa.org](mailto:gschellhorn@cityoftulsa.org) or by phone, 918.261.9106.**

Your interest in our capital program is appreciated.

Sincerely:

**CITY OF TULSA**

A handwritten signature in blue ink, appearing to read "Paul D. Zachary".

Paul D. Zachary, P.E., Chair  
Professional Consulting Services Selection Committee

CC: Frances Jordan, Executive Director Greenwood Cultural Center  
PCSSC members  
Anna America, Chief of Culture and Recreation  
Omara Jimmerson, Parks Department  
Marsha Hinds, Lead Engineer Special Projects  
Gary Schellhorn, Project Manager