



**MEMORANDUM
PLANNING & DEVELOPMENT
DEPARTMENT**

DATE: August 23, 2017

TO: Dawn Warrick, Director

FROM: Theron Warlick, Senior Planner

SUBJECT: Questions from Pre-Proposal Call #1, #2, and written submissions

CC: Nick Doctor, Chief of Community Development and Policy

Both Pre-Proposal conference calls have been completed and all written questions submitted. The following is a comprehensive list of questions and answers from all sources.

<p>...whether a budget or a budget range has been established for the initiative?</p> <hr/> <p>What is the budget for this Plan?</p>	<p>We ask Respondents to propose a budget sufficient to complete the requirements of the RFP including, but not limited to, the scope of work, timeframe for completion, and deliverables. The budget will be determined on the strength and complexity of the proposals.</p> <hr/> <p>Please review the RFP and propose a budget.</p>
<p>[paraphrasing] the Proposal Requirements make no mention of showing approach and methodology, though the Evaluation Criteria suggest that this will count for up to 20 of 100 points. Please explain the inconsistency.</p>	<p>This appears to be an oversight. We <i>do</i> ask that you share your approach and methodology and it will be evaluated per section VIII of the RFP. An addendum will be added to include approach and methodology in Section VII as well as Section VIII.</p>

<p>Can you expand upon the desire for “actionable guidance” referred to in the RFP? To what extent should the plan formulate a proactive agenda for the district’s improvement?</p>	<p>The plan should provide a proactive timeline and strategic recommendations that account for development already under-way, as well as other desired public and private investments. We ask that you to take advantage of our Guide to Small Area Planning, which offers a simple but clear matrix that can provide us with a detailed road map and proactive agenda for development, identification of specific (capital) projects, policies and programs including recommended funding sources (if applicable), estimated cost and responsible parties will ensure our ability to effectively act on plan recommendations.</p>
<p>What are the implications of Arena District improvement on public finance?</p>	<p>The City has not committed to any particular funding mechanisms, though we have an array of public finance tools available. We will carefully consider any recommendations you may offer. The district currently falls within the Tulsa Stadium Improvement District.</p>
<p>(the) Arena District boundary is smaller than the Master Plan Study Area boundary. How was the Master Plan Study Area boundary determined and is there any wiggle room for adjusting it as the planning process unfolds?</p>	<p>The initial boundaries were developed through study of existing conditions and consultation with a steering committee. Section III, Scope of Work, requires consideration of, and, if necessary, modifications to, the Study Area Boundary.</p>
<p>Do submitting firms need to be registered as a business in Tulsa?</p>	<p>Bidders do not have to be registered with the Purchasing Division in order to be considered in an award. We ask that they register in order to be assured of receiving any addenda/notices that may be published pertaining to the specific project.</p>
<p>Can a recording of the conference call be provided to call-in participants?</p>	<p>We do not have a recording. This list of questions and answers, along with any and all addenda, will serve as the official record.</p>
<p>Is there any residential located within the proposed study area?</p>	<p>Within the current study area boundary:</p> <ol style="list-style-type: none"> 1. Hewgley Terrace Senior Housing, 420 S Lawton Ave, 150 units 2. Blair Apartments, 614 S Elwood Ave, 40 units, 3. Y Lofts, 515 S Denver Ave, 79 units

<p>How much residential is there in the downtown Central Business District?</p>	<p>Data tracked by the Tulsa Regional chamber indicates 1,524 units currently existing in the IDL (Inner Dispersal Loop); and another 1,334 either planned, under renovation, or renovation announced, for a grand total of 2,858 residential units.</p>
<p>There are a large number of surface parking lots located within the study area. Has any study been done reallocating the parking to on street parking?</p>	<p>Yes. The recently completed Downtown Walkable Tulsa Study, by Jeff Speck, recommends expansion of on-street parking.</p>
<p>Are there any architectural guidelines for this area?</p>	<p>There are no urban design guidelines governing private development at this time.</p>
<p>What is the thought behind the southern boundary of the study area (it jogs to include some parcels on the south side of W. 7th Street, but doesn't include the adjacent ones)?</p>	<p>The inclusion of parcels on the south side of W 7th Street was done to incorporate a key hotel that connects directly to Tulsa's convention center, and serves a key role for the Arena District. The boundary may be adjusted as a part of the Scope of Work.</p>
<p>Has the study for the Cox Convention Center been completed yet?</p>	<p>The Cox Business Center – Market and Program Assessment will be included as an addendum.</p>
<p>Will you be circulating a list of attendee firms on the pre-bid call after?</p>	<p>We have included a list of firms on the pre-bid calls as an addendum to the RFP.</p>
<p>Will names of the folks on the call be distributed?</p>	
<p>Will you be posting or make available the list of pre-proposal conference call participants and their contact information so as we can speak to those interested already about potential teaming opportunities?</p>	
<p>Can we get a list of those companies attending both Pre-Proposal Calls?</p>	

<p>Are there any Minority/Women-Owned Business Requirements for the team?</p> <hr/> <p>On the pre-bid call, a small business enterprise goal was mentioned of 3%. We cannot find reference to this requirement in the RFP document. Is this a requirement or just a non-required goal? Can you provide a link to a list of SBE businesses?</p>	<p>Not expressly, though the Contractor shall comply with all applicable laws regarding equal employment opportunity and nondiscrimination.</p> <hr/> <p>The City of Tulsa's Small Business Enterprise Utilization Program (SBE) is a program in place for architectural, engineering, and construction contracts. The City is in the process of extending the SBE program to other professional services contracts, including Planning Services, in the near future. However, it <u>will not</u> apply to this contract.</p> <p>We do encourage Tulsa-area firms who have not already done so to apply to the SBE Program today, and all professionals to familiarize themselves with our Member List, as SBE utilization will likely be a requirement in multiple upcoming planning opportunities.</p>
<p>Do you envision this as a planning vs. an economic consultant lead?</p>	<p>Planning, with thoroughly integrated contributions from economic consultants.</p>
<p>How do you see this tying into adjacent districts including Brady Arts District to the north?</p>	<p>We believe this to be a pivotal question best addressed by the Scope of Work. Connections are an important theme of this effort.</p>
<p>What types of private land use types do you anticipate?</p>	<p>The Community Context offers a peek at opportunities and issues, but as with adjacencies, we offer no pre-baked solutions. We will seek to address this collaboratively in the Scope of Work.</p>
<p>What level of market demand analysis has been done?</p> <hr/> <p>Has a feasibility study been for the convention hotel conducted for the district?</p>	<p>We have nothing current to offer.</p>
<p>Are recommendations for the Station/station area anticipated as part of this process, or will those be addressed through other transportation network projects currently underway?</p>	<p>We envision a separate effort to address downtown transportation and transit, though work under this contract could include analysis and recommendations for the use, or even the reuse, of the Denver Station.</p>

<p>Are there any cities that staff or steering committee members have visited that have an arena district they see as a model or comparable?</p>	<p>Nothing specific. The greater concern at the moment seems to center on creating something that doesn't compete with the unique, local flavor of existing downtown districts, and allows for the continuation of organic, local entrepreneur-based economic development that has successfully shaped downtown Tulsa.</p>
<p>Is there a plan in progress for commuter rail transit in Tulsa area and if so, what is the status and schedule of that plan?</p> <hr/> <p>Are there any approved or accepted future transportation plans that the City holds as the goal for light rail. Any established station locations? If so what time frame is anticipated for implementation?</p>	<p>FastForward, the regional transit plan, has studied many potential transit alignments. The quantitative data would seem to indicate that intracity, high-capacity rail is still decades out.</p> <p>Bus Rapid Transit, however, is feasible now and preparations are being made along two arterial corridors, the first of which will open in 2019. Both alignments (one north-south, the other east-west) will connect to downtown.</p> <hr/> <p>Fast Forward has studied the feasibility for light rail; fixed guide rail projects in general did not score well but BRT did. Two BRT lines will here are some transportation elements in the Downtown Master Plan. BRT developed in proximity to downtown.</p>
<p>Will the City of Tulsa be the point of contact for organizing stakeholder activities, or will the consultant be responsible for handling the full range of tasks and communication?</p>	<p>The selected consultant will be responsible for incorporating a "robust public engagement process" (pg. 3). Public engagement and transparency are important in Tulsa, and this will be a high-profile project, likely attracting media attention and the interest of Tulsans.</p> <p>City staff is available, however, to help guide that public engagement strategy and ensure it both meets the needs of the Tulsa community and benefits from historic insight and experience.</p>

<p>I was curious if you could mention your top 3 needs for this project?</p>	<p>A funding package has been identified to support Cox Business Center expansion, <i>some</i> implementation of the plan, as well as the plan itself:</p> <ul style="list-style-type: none"> i. Planning for Cox Business Center expansion ii. Address connections to other districts iii. Deliver a list of capital improvement projects and funding
<p>Can you speak to your expectations for local participation vs. experience applied to Tulsa.</p>	<p>We may have misunderstood this question and will attempt to answer it in two ways:</p> <ul style="list-style-type: none"> a. This plan will require strong public engagement which we believe may be difficult to achieve remotely. While experience is important, we do not believe that it is a substitute for willingness to engage directly with citizens of Tulsa. b. If this question is asking whether we value experienced planners from other cities over participation by theoretically less experienced local firms, then we would say our principle objective right now is to complete the work described in the RFP, though it does serve the City's long-term interest to cultivate planning capacity locally. (refer to question on SBE)
<p>Can there be teams or must it come from a complete firm?</p>	<p>You may certainly elect to form teams on your own.</p>
<p>Just out of curiosity, what is driving the 8-month deadline? Any specific funding deadlines that are driving schedule?</p>	<p>Yes, the prospect of capital funding in a forthcoming bond issue is contributing to the timeframe.</p>
<p>What is the City's anticipated timeframe for the completion of the master plan?</p>	<p>8 months.</p>
<p>Can you provide any details on land ownership?</p>	<p>Most parcels are privately owned with exception of County, City, and Federal facilities and owned properties. The Tulsa County Assessor's website offers an interactive map that shows land ownership.</p>

<p>Branding/Storytelling related to the scope of the project?</p>	<p>We are Interested in cultivating an identity around convention center. This district's name is a placeholder, and can be changed. We welcome better ways to connect with downtown</p>
<p>Are you seeking local or destination stops?</p>	<p>To be determined. Our key desire at this point is to see high quality public and private spaces and avoid disposable architecture.</p>
<p>Are there any current developments going on in the area that wouldn't be obvious on the map?</p>	<p>A hotel opened on 3rd and Denver. We will include a report from Tulsa Regional Chamber in an addendum.</p>
<p>Can you talk about the city's resiliency efforts and planning and how this relates to the master planning RFP?</p>	<p>The city has a Chief Resiliency Officer and is a proud member of the Rockefeller Foundation's 100 Resilient Cities Network. The key focus for the Tulsa is racial disparities and focusing on social and cultural issues. We want to ensure that downtown Tulsa belongs to everyone and this plan will reflect that. A broad and inclusive public engagement in the planning process can help ensure that.</p>
<p>Can 11x17 be used for tables and schedules?</p>	<p>Yes and good catch. Thanks.</p>
<p>Is there an existing comprehensive wayfinding system in the downtown area or in each district?</p>	<p>Yes. It is inadequate and was a comprehensive and expensive process but is currently outdated.</p>