

OKLAHOMA CITY
URBAN RENEWAL AUTHORITY

**Request for Proposals from Prospective
Homeowners**

Residential Scattered Lot Development

**John F. Kennedy and Northeast Renaissance
Urban Renewal Project Areas**

RFP Date of Release: March 16, 2018, amended January 1, 2022. Proposal responses may be submitted at any time until further notice.

Oklahoma City Urban Renewal Authority
105 N. Hudson Street, Ste. 101
Oklahoma City, OK 73102
Phone: 405-235-3771

**Contact Person for Questions Concerning this RFP:
Olen Cook, Project Manager, olen.cook@theallianceokc.org**

Table of Contents

I.	INFILL REDEVELOPMENT VISION.....	3
II.	REDEVELOPMENT POLICIES AND REGULATORY DOCUMENTS.....	4
III.	SUBMITTAL REQUIREMENTS.....	4
A.	LOT IDENTIFICATION.....	4
B.	HOME PLAN CONFORMANCE WITH RESIDENTIAL DESIGN AND SITE PLANNING STANDARDS.....	5
C.	REDEVELOPER FINANCIAL, DESIGN AND CONSTRUCTION ABILITY TO BUILD THE HOME.....	5
D.	TIMEFRAME TO COMPLETE	5
E.	EXHIBIT A FORMS.....	6
F.	APPLICATION FEE	6
IV.	CRITERIA AND TIMELINE	6
A.	REVIEW OF PROPOSALS	6
B.	OCURA’S RIGHT	7
C.	REDEVELOPER DESIGNATION.....	7
D.	PREPARATION AND APPROVAL OF REDEVELOPMENT AGREEMENTS.....	7
E.	OTHER	7
	EXHIBIT A.....	8
	FORM 1: CERTIFICATION of READING and UNDERSTANDING	9
	FORM 2: REDEVELOPMENT PROPOSAL	10
	FORM 3: ACKNOWLEDGMENT OF DESIGN STANDARDS	11
	FORM 4: SUBMITTAL REQUIREMENTS CHECKLIST.....	12
	EXHIBIT B.....	14
	Resolution Authorizing Invitation for Proposals (Release of RFP).....	14
	Invitation for Redevelopment Proposals - Public Notice.....	14
	EXHIBIT C.....	21
	Open Records Act and Confidentiality Requirements	21

I. INFILL REDEVELOPMENT VISION

The OKLAHOMA CITY URBAN RENEWAL AUTHORITY (“OCURA”) invites the submission of written proposals from prospective homeowners for the purchase and construction of a residential home (single-family home, duplex, condominium, townhome or similar small-scale residential project) on OCURA owned lots located in the John F. Kennedy (JFK) and Northeast Renaissance (NER) Urban Renewal project areas. OCURA owns many vacant and scattered residential lots in this area and is seeking to reestablish owner occupancy in the neighborhood with well-designed, infill homes. OCURA may require the replatting of lots to achieve good site planning.

The lots related to this RFP are within the boundaries depicted in Exhibit 1 below.

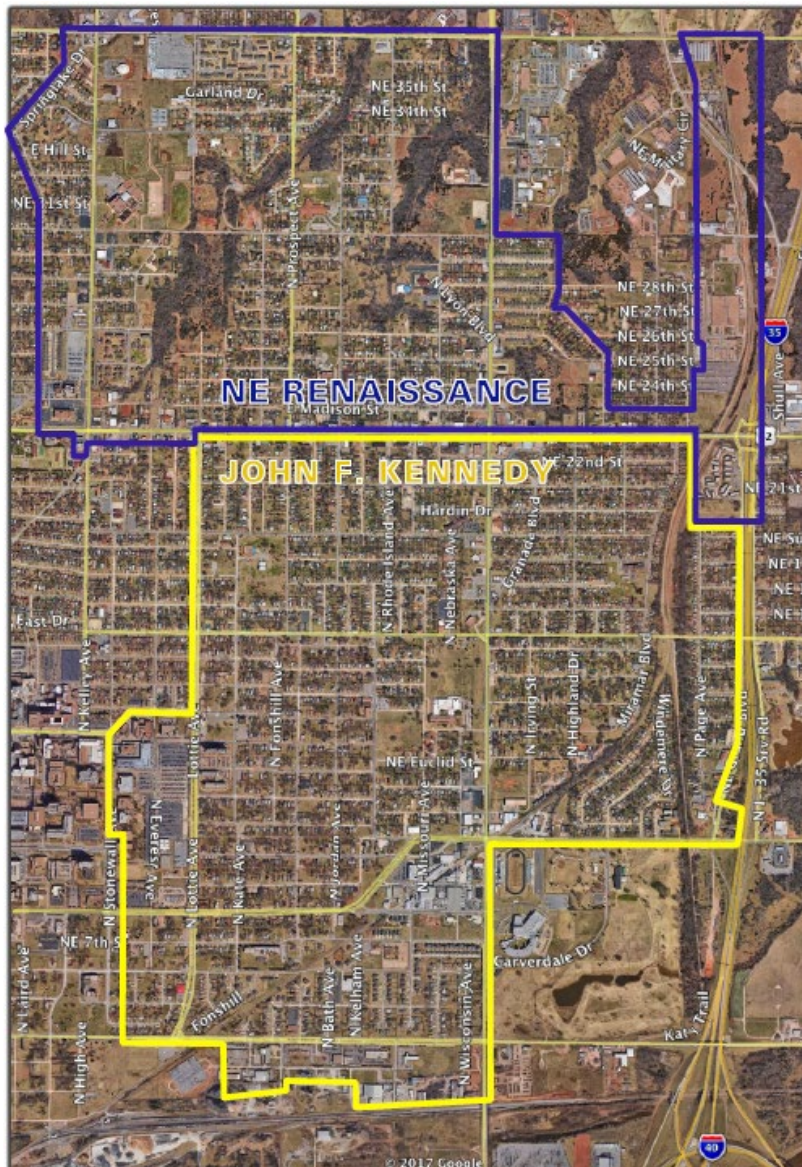


Exhibit 1: JFK and NER Boundaries for Lots

Available residential lots corresponding to this RFP can be viewed online at <https://www.ocura-ok.org/land-inventory>. The available residential lots are depicted and identified in the property legend in yellow as “OCURA Vacant Residential Property” and gold as “OCURA Vacant Multifamily Property.”

II. REDEVELOPMENT POLICIES AND REGULATORY DOCUMENTS

OCURA has established the following policies related to the sale of lots:

1. Owner occupancy required. The sale of lots is intended to promote owner occupancy. Prospective buyers must agree to occupy the home upon completion of construction. Construction of a duplex or similar multi-unit housing will be considered as long as one of the units is owner-occupied.
2. Oklahoma City Urban Renewal Authority Residential Design Standards. Design review and plan approval will be required for all residential homes. In March 2015, OCURA adopted revised residential design and site planning standards for the area. These standards will be used to review home plans and site features such as setbacks, garage orientation, fencing, walls and so forth. (Design review typically requires that the Redeveloper¹ retain the services of an architect or other qualified design or construction professional to assist with home design, lot layout and City of Oklahoma City building permit processing.) A link to the residential design and site planning standards can be found [here](#) or on OCURA’s web site at www.ocura-ok.org/rfps.
3. City of Oklahoma City Zoning. Proposals must be consistent with City zoning and other development standards. OCURA will consider supporting a variance application if the variance is in the best interest for redevelopment of a site.
4. All property is offered as-is. The condition of the lots is offered “as-is,” this may include, but is not limited to access, utilities, site grading, tree removal, site cleanup, rezoning, etc. These costs are exclusively the cost of the homeowner/builder/developer and will not be covered or reimbursed by OCURA.

III. SUBMITTAL REQUIREMENTS

Proposals must be submitted to OCURA and include all of the following:

A. LOT IDENTIFICATION

Redevelopers must identify the OCURA lot they are proposing on. State the type of home (single-family, duplex, etc.) to be built and the anticipated square

¹ Throughout this document, a prospective homeowner is referred to as the “Redeveloper”.

footage of the home. Prospective homeowners may only propose to build on one lot at a time.

B. HOME PLAN CONFORMANCE WITH RESIDENTIAL DESIGN AND SITE PLANNING STANDARDS

Redevelopers must sign Form 3 in Exhibit A acknowledging their understanding of OCURA’s residential design and site planning standards referenced previously in this RFP. Home plans **do not** have to be presented with this submittal; however, **do** identify the architectural category intended for each proposed lot based on the Residential Design Standards.

Upon proposal approval and once a redevelopment agreement is executed, OCURA will request the following be submitted:

- Construction Budget
- Site Plan/Floor Plan
- Elevations
- Landscaping Plan
- Specifications for Materials, Doors, Windows and Garage Doors

OCURA will conduct design review on the plans and specifications to ensure conformance. Design approval must be granted from OCURA as a condition to proceed to closing.

C. REDEVELOPER FINANCIAL, DESIGN AND CONSTRUCTION ABILITY TO BUILD THE HOME

Please provide the following:

1. Pre-approval letter from a financial institution committing to finance construction of the home(s). (Evidence of Financing will be confirmed prior to the sale of any lot(s).)
2. Name of architect or design professional who will be assisting with design of the home(s).
3. Name of Contractor/Builder who will be constructing the home(s).
4. Provide the anticipated value of the home(s) to be constructed.

D. TIMEFRAME TO COMPLETE

Provide the timeframe to commence and complete construction of the home(s).

If necessary, OCURA will negotiate timeframes to commence and complete the project. It is not the intent of OCURA to sell lots for land banking by a Redeveloper.

E. EXHIBIT A FORMS

The Redeveloper must sign and/or complete Forms 1-4 in Exhibit A of this RFP.

F. APPLICATION FEE

Proposals must include a non-refundable application fee of \$150 per lot in the form of bank certified check. Unsuccessful proposals will not have this fee returned.

IV. CRITERIA AND TIMELINE

A. REVIEW OF PROPOSALS

After receipt of proposals, the submissions will be reviewed for completeness by OCURA staff based upon, but not limited to, the following criteria:

1. Identification of architect/design professional and contactor/builder that will be assisting in the process.
2. Evidence of Financing and other information submitted with the proposal to carry out this project.
3. Identification of lot(s), home-type, anticipated square footage of the home and anticipated value of the home to be constructed.
4. Ability of the Redeveloper to initiate the development process within a reasonable timeframe after execution of the redevelopment agreement and to complete the project in a timeline satisfactory to OCURA.
5. Appropriateness of proposed architectural category for proposed lot(s) in accordance with the OCURA Residential Design Standards. (Design plans will need to be approved after a redevelopment agreement is in place but prior to the sale of any lots.)
6. Execution of Forms 1-3 in Exhibit A.
7. A non-refundable application fee of \$150 per lot.

Reviews and evaluations by staff of OCURA and other consultants, public or private organizations or committees requested by the Urban Renewal Authority Board of Commissioners will be advisory only. The level of consideration and weight to be given to any review will be determined by the Board of Commissioners, and the Board of Commissioners reserves complete and final authority for actions and approvals in connection with the selection process.

B. OCURA’S RIGHT

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

C. REDEVELOPER DESIGNATION

Upon review and evaluation of the redevelopment proposal or following negotiations with a prospective Redeveloper, the OCURA Board of Commissioners may grant a proposer a Redeveloper designation. This designation will be under such terms and conditions as the Board deems appropriate. A Redeveloper designation will confer no legal rights upon the prospective Redeveloper other than the opportunity to negotiate terms of a redevelopment agreement with OCURA.

D. PREPARATION AND APPROVAL OF REDEVELOPMENT AGREEMENTS

The final phase of the selection process will consist of negotiations to outline the terms and conditions of a redevelopment agreement. Site conveyance will be provided by a Special Warranty Deed, subject to such restrictions as required by OCURA. Disposition (sale of the lot) must take place at or above “fair value” as required by Oklahoma Law.

E. OTHER

All lot sales are subject to surveys, title examinations, environmental assessments, and/or engineering studies as determined relevant by OCURA. The Redeveloper will be responsible for some or all of the costs associated with such activities. Additionally, if it is determined that certain actions are necessary to make the lot developable, the costs for such actions will be described in the redevelopment agreement and considered in the determination of the purchase price of the property. If unable to reach an agreement, OCURA may choose not to sell the lot.

END OF RFP NARRATIVE

EXHIBITS FOLLOW

EXHIBIT A

OKLAHOMA CITY URBAN RENEWAL AUTHORITY

**RFP PROPOSAL FORMS 1-4 TO BE EXECUTED FOR
RFP SUBMITTAL**

FORM 1: CERTIFICATION of READING and UNDERSTANDING

I, the undersigned prospective Redeveloper, or the authorized representative of the prospective Redeveloper, hereby certify that I have read and understand the Request for Proposals (RFP) requirements and further certify that I have read and understand the Invitation for Redevelopment Proposals Public Notice (Exhibit B) as issued by the Oklahoma City Urban Renewal Authority.

Printed Name of Prospective Redeveloper

Signature/Title

SUBMITTED this _____ day of _____, 20____.

FORM 2: REDEVELOPMENT PROPOSAL

The undersigned proposes to purchase from the Oklahoma City Urban Renewal Authority, an Oklahoma public body corporate ("OCURA"), all or a portion of OCURA's property in Oklahoma City, Oklahoma (the "Redevelopment Site"), as referenced by the Request for Proposals (RFP) issued by OCURA. The proposal contained herein will become binding only if this proposal results in the execution of an agreement to redevelop the Redevelopment Site which is satisfactory to OCURA.

The undersigned proposes to purchase the Redevelopment Site for a total sum of \$_____.

The undersigned understands and agrees that this proposal must comply with all requirements and provisions of the RFP.

All data, documentation and materials required by the RFP is supplied herewith and made a part of this proposal.

SUBMITTED this _____ day of _____, 20_____.

Printed Name(s) of Prospective Redeveloper(s)

Signature

Signature

Address 1

Address 2

Telephone/Fax

Email Address

FORM 3: ACKNOWLEDGMENT OF DESIGN STANDARDS

In an attempt by the Oklahoma City Urban Renewal Authority (“OCURA”) to deliver architecturally compatible housing options in northeast Oklahoma City, certain design standards were adopted in March of 2015 by OCURA. These standards will be used to review the home plan(s) and its (their) site features such as setbacks, garage orientation, fencing, walls and so forth. A link to the residential design and site planning standards can be found [here](#) or on OCURA’s web site at www.ocura-ok.org/rfps.

I, the undersigned prospective Redeveloper, or the authorized representative of the prospective Redeveloper, hereby certify that I have read and understand the OCURA Northeast Residential Design Standards and agree to follow these standards while developing on OCURA parcels.

Printed Name of Prospective Redeveloper

Signature/Title

SUBMITTED this _____ day of _____, 20____.

FORM 4: SUBMITTAL REQUIREMENTS CHECKLIST

Complete each step for Proposal then return to OCURA by mail, email, or in person.

A. LOT IDENTIFICATION - Tell us what lot you want. Use the map in the document.

- LOT #

- Tell us the type of home you are planning to build on the lot. For example, single-family or duplex.

- Tell us an estimate of how many square feet you are expecting the home to have. _____

B. HOME PLAN CONFORMANCE WITH RESIDENTIAL DESIGN AND SITE PLANNING STANDARDS - Read OCURA's design and planning standards.

- Identify the architectural category intended for the proposed lot based on the Residential Design Standards.

C. REDEVELOPER FINANCIAL, DESIGN AND CONSTRUCTION ABILITY TO BUILD THE HOME - Please provide the following:

- A pre-approval letter from a financial institution committing to finance construction of the home. (Evidence of Financing will be confirmed prior to the sale of any lot.)

- Name of architect or design professional who will be assisting with design of the home.

- Name of Contractor/Builder who will be constructing the home.

- Provide the anticipated value of the home to be constructed.

\$ _____

D. TIMEFRAME TO COMPLETE - Provide the timeframe to start and expected time to finish construction of the home.

- Start Date: _____

- End Date: _____

If necessary, OCURA will negotiate timeframes of the project. (It is not the intent of OCURA to sell lots for land banking by a Redeveloper.)

E. EXHIBIT A FORMS - Complete & Sign Forms 1-4 in Exhibit A of the RFP.

- Form 1: Certification of Reading & Understanding
- Form 2: Redevelopment Proposal
- Form 3: Acknowledgment of Design Standards
- Form 4: Submittal Requirements

F. APPLICATION FEE

- Proposals must include a non-refundable application fee of \$150 per lot in the form of bank certified check. Unsuccessful proposals will not have this fee returned.

G. READ THE ENTIRE RFP PACKET

- Read packet to ensure understanding of all obligations and requirements.

EXHIBIT B

**OKLAHOMA CITY URBAN RENEWAL
AUTHORITY**

Resolution Authorizing Invitation for Proposals (Release of RFP)

Invitation for Redevelopment Proposals - Public Notice

INSERT RESOLUTION HERE.

INVITATION FOR DEVELOPMENT PROPOSALS – Release of RFP

The OKLAHOMA CITY URBAN RENEWAL AUTHORITY (“OCURA”) invites the presentation of written proposals from individuals (“Redeveloper”) for residential development on properties owned by OCURA in the John F. Kennedy (JFK) and Northeast Renaissance (NER) Urban Renewal Plan Project Areas.

The selection process will be initiated by the submission of formal written proposals to OCURA in accordance with these instructions. Prior to the day and time for receipt of such formal written proposals, OCURA will provide all prospective Redevelopers with available information, background material, and advice in order to encourage the preparation of proposals which most fully reflect the objectives of OCURA. To acquire this necessary information please contact Cassi Poor, Project Manager at cassi.poor@theallianceokc.org or (405) 235-3771 to schedule a pre-submission meeting.

Proposals may be submitted at any time until the invitations for proposals are closed by the Board of Commissioners. All formal written proposals for the purchase and redevelopment of OCURA owned land in the JFK and NER Urban Renewal Areas will be received at the offices of the Oklahoma City Urban Renewal Authority, 105 North Hudson Avenue, Suite 101, Oklahoma City, Oklahoma.

The evaluation of redevelopment proposal will in part be based upon the principal criteria of:

1. Identification of lot(s), home-type, architect/designer, builder/contractor and anticipated square footage of the home
2. Financial capacity to carry out this project-based information submitted with the proposal
3. Timeframe and ability to complete the project
4. Appropriateness of proposed architectural category with OCURA’s Residential Design Standards
5. Execution of Forms 1-3 in Exhibit A of this RFP
6. A non-refundable application fee of \$150 per lot.

OCURA may enter into direct negotiations with the Redeveloper(s), in order to achieve the best and most desirable project in accordance with the redevelopment objectives of the area and to obtain an agreement as to price and other terms and conditions satisfactory to OCURA.

The RFP may be obtained at <http://ocura-ok.org/rfps> or hard copies may be obtained from OCURA for a non-refundable fee of Thirty Dollars (\$30.00).

This invitation for redevelopment proposals will not create any legal obligation for OCURA to enter into a contract for redevelopment except on terms and conditions it deems in its discretion to be satisfactory and desirable and the right is reserved to reject any and all proposals.

Published in the Journal Record on Friday, March 16, 2018.

EXHIBIT C

**OKLAHOMA CITY URBAN RENEWAL
AUTHORITY**

Open Records Act and Confidentiality Requirements

OPEN RECORDS ACT AND CONFIDENTIALITY REQUIREMENTS

All materials submitted to the Authority 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 the Authority 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 the Authority, 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 the Authority to determine if the Proposer is qualified to contract with the Authority should be submitted in a separate envelope and marked as confidential financial information.

Should an Open Records request be presented to the Authority 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, the Authority will assume that the Proposer agrees that said records are not confidential and are subject to public access.

End of Exhibits