



REQUEST FOR PROPOSAL (RFP)

Comprehensive Advisory Services for the Organization, Coordination, Management, and Administration of the Design and Construction of Renovations and Additions to the Urban League Headquarters Building and Campus

Issued by: Urban League of Greater Oklahoma City, Inc.
3900 N. Martin Luther King, Jr. Ave
Oklahoma City, OK 73111

Issue Date: 2/24/2025

Proposal Due Date: 3/31/2025, 5 pm CST

Facility Walk-Through Date: 3/12/2025, 3 pm

I. INTRODUCTION

The Urban League of Greater Oklahoma City seeks proposals from qualified firms to provide comprehensive advisory services for the organization, coordination, management, and administration of the design and construction of renovations and additions to the Urban League headquarters building and campus.

It is often difficult to summarize the Urban League's work in an elevator statement. Simply put, we want educated kids and healthy communities with access to jobs and a roof over their heads. ULOKC's formal mission statement is "To assist African Americans, other minorities, and the poor achieve social and economic equality." The agency's mission is to assist people in leaving poverty and developing social and personal assets to achieve successful social mobility.

The selected firm will oversee all project phases, ensuring efficiency, compliance, and alignment with the organization's vision and goals.

II. PROJECT OVERVIEW

The Urban League headquarters and campus are vital for community engagement, workforce development, and advocacy. The planned renovations and additions aim to modernize facilities, enhance operational efficiency, and create an inclusive and dynamic environment for staff, partners, and community members. The scope of the project includes, but is not limited to:

- Architectural and engineering assessments
- Structural and interior renovations
- New facility additions
- Upgrades to infrastructure, accessibility, and sustainability features
- Integration of technology and security enhancements

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III. SCOPE OF SERVICES

The selected advisory firm will be responsible for providing services that include, but are not limited to:

1. **Project Planning & Development:**
 - Develop a strategic project roadmap.
 - Conduct feasibility studies and risk assessments.
 - Responsible for securing all necessary approvals and permits.
2. **Design & Pre-Construction Management:**
 - Facilitate the selection of architects, engineers, and design consultants.
 - Review and provide recommendations on design documents.
 - Ensure adherence to budgetary constraints and project timeline.
3. **Construction Oversight & Administration:**
 - Manage contractor selection and bidding process, including risk mitigation, e.g., insurance and safety records
 - Oversee construction activities, ensuring quality and compliance.
 - Implement cost control and schedule tracking measures.
 - Provide an explanation on any OSHA fines received in the last 3 years
4. **Stakeholder Coordination & Reporting:**
 - Maintain clear communication between project stakeholders.
 - Provide regular progress reports and documentation.
 - Ensure alignment with Urban League's mission and community objectives.

IV. PROPOSAL REQUIREMENTS

Interested firms should submit a proposal that includes the following components:

1. **Company Information:**
 - Name, address, and contact details
 - Company history and relevant experience
2. **Project Approach & Methodology:**
 - Description of proposed approach to project management and execution
 - Strategies for risk mitigation and problem resolution including schedule and budget compliance
 - Proposed frequency of updates/reporting/communication
3. **Qualifications & Experience:**
 - Relevant past projects, including client references
 - Resumes of key personnel and their roles in the project
 - Including LEED or other sustainability projects
4. **Timeline & Deliverables:**
 - Estimated project schedule with key milestones
5. **Budget & Fees:**

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- Proposed fee structure and payment schedule
 - Breakdown of costs associated with each phase of the project
 - Value Engineering submittals/proposals
6. **Additional Considerations:**
- Any value-added services or unique expertise
 - Commitment to diversity, equity, and inclusion principles

V. EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Demonstrated experience in similar projects (25%)
- Strength of project methodology and approach (20%)
- Qualifications of key personnel (20%)
- Cost-effectiveness and budget alignment (15%)
- Commitment to diversity and inclusion (10%)
- References and past performance (10%)

VI. SUBMISSION INSTRUCTIONS

Proposals must be submitted electronically to vrthompson@urbanleagueok.org no later than Monday, March 31, 2025, at 5 pm CST. Late submissions will not be considered. Questions regarding the RFP must be submitted in writing to Dr. Valerie Thompson by Friday, March 14, 2025, at 5 pm CST. All questions and answers will be shared in writing with all participants prior to the proposal deadline.

VII. TERMS & CONDITIONS

- The Urban League reserves the right to reject any or all proposals.
- This RFP does not commit the organization to award a contract.
- All costs incurred in proposal preparation are the responsibility of the applicant.

For additional information, please contact:

Dr. Valerie Thompson

(405)650-2589

vrthompson@urbanleagueok.org

We look forward to your submission and the opportunity to collaborate on this important initiative.

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