

City of Broken Arrow, Oklahoma

**Letter of Interest
for the Preparation of the
New Comprehensive Plan (Vision 40)**

February 2017

The City of Broken Arrow, Oklahoma, population 110,000, is soliciting Letters of Interest (LOI) from interested, qualified, planning consulting firms, to begin the process of preparing a new Comprehensive Plan, as well as updating parts of the existing Comprehensive Plan which has been successfully implemented since 1997.

The objective of this process is to seek appropriate, qualified consulting firms to participate in a pre-application review process and discuss requests for qualifications and the anticipated Scope of Work.

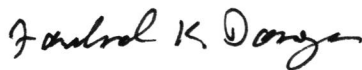
Planning consulting groups that have the capabilities, experience and desire to be motivated over the next eighteen (18) months to undertake this project may submit a Letter of Interest (LOI) indicating their interest to:

City of Broken Arrow
Attn: Farhad K. Daroga, Special Projects Manager
Development Services Department
220 S. First Street
Broken Arrow, OK 74013

All that is required at this time is the Letter of Interest. Please do not submit brochures or supplementary data. The City of Broken Arrow may not provide additional information before Letters of Interest have been submitted and the pre-application inquires' phase begins.

All Letters of Interest must be received by February 24, 2017, at 5:00 P.M. Furthermore, Request for Proposals and supplemental data will be sent in according to the attached schedule. This will be based upon responses received by the City of Broken Arrow.

Respectfully,
City of Broken Arrow, Oklahoma



Farhad K. Daroga
Special Projects Manager
February 9, 2017

City of Broken Arrow, Oklahoma
Comprehensive Plan (Vision 40)
February 2017

Anticipated Schedule

Issue Letter of Interest (LOI)	February 10, 2017
LOI Due	February 24, 2017
Publish Requests for Proposal (RFP)	March 21, 2017
Pre-application Inquiries	April 4,5,6, 2017
Deadline to submit RFP to the City	April 28, 2017
Review of RFP's to be completed by City	May 22, 2017
Invite selected firms to interview	June 2, 2017
Consultant Interviews	Week of June 19, 2017 or June 26, 2017
Anticipate Start of Project	August, 2017

* Note: Schedule is Subject to Change

City of Broken Arrow, Oklahoma
Statement of Interest/No Interest
February 2017

Project Name: City of Broken Arrow - Comprehensive Plan (Vision 40)

The Development Services Department of the City of Broken Arrow wants to invite planning consulting firms to submit Letters/Statements of Interests. If you do not respond to this inquiry for the Letter of Interest by February 24, 2017, we will assume that you no longer desire to be on our list to consider for this project.

We **ARE** interested in providing planning and designing services for the following project:

<u>Project Name</u>	<u>Estimated Budget</u>
_____ Comprehensive Plan (Vision 40)	Approx. \$ 300,000.00

We **ARE NOT** interested for the following reasons:

- _____ Current workload prohibits submitting for this project.
- _____ This firm is not interested in this type of work.
- _____ Insufficient time to respond for this project.
- _____ This firm is not interested in doing work for the City of Broken Arrow.
- _____ Other (Please specify below).

Remarks: _____

Firm: _____ **Phone #:** _____

Address: _____

Email: _____

Signed: _____ **Name:** _____

Title: _____ **Date:** _____