



City of Broken Arrow

Request for Action

File #: 17-2866, Version: 1

**Broken Arrow City Council
Meeting of: 11-07-2017**

To: Mayor and City Council Members
From: Development Services Department
Title: Review and authorization of publishing Request For Proposals (RFP's), to create an Innovation District Plan and authorize staff to proceed with the process of retaining a consulting firm

Background:

The City of Broken Arrow, in partnership with the Chamber of Commerce and the Economic Development Corporation, is proposing to establish an Innovation District Plan. The purpose of this project is to create and retain a skilled workforce with a progressive vision of the future and to allow the City of Broken Arrow, its institutions, and industry to maintain its vibrant growth.

The Innovation District Plan shall serve as a policy guide, as well as a marketing and fund raising plan. It should also serve as a framework towards establishing future goals and objectives to identify and grow local employees, manufacturers and educational institutions.

In preparation towards selecting a Consulting Firm, the City has received Letters of Interest (LOI's) from 37 local, regional and national firms interested in submitting a proposal to the City on this project.

The next step in the selection process is to request proposals for the interested firms and narrow down the pool to a reasonable number of qualified firms to conduct interviews. The attached draft Request for Proposals (RFP) is being presented to the City Council, for review and input in order to ensure we select a firm capable and qualified with a similar vision with to the proposed Innovation District.

The cost of this project, is anticipated to be between \$90,000.00 and \$100,000. Currently, \$50,000 has been budgeted in the Sales Tax Capital Improvements Fund (STCI) the remaining funds will be provided from an STCI funded project that is not completed or STCI fund balance.

Cost: STCI Fund, approximately \$90,000, up to \$100,000

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**Reviewed By: Development Services Department
Finance Department
Assistant City Manager - Operations
Legal Department**

Approved By: Michael L. Spurgeon, City Manager

Attachments: Draft Request for Proposal (RFP)

Recommendation: Authorize Staff to proceed with the RFP process for the creation of the Innovation District Plan.