



MEMORANDUM

Council Agenda
Item No. IX. A
5/21/2024

The City of OKLAHOMA CITY

TO: Mayor and City Council

FROM: Craig Freeman, City Manager

Ratifying and approving Addendum No. 1; and approving Professional Services Agreement with Raftelis Financial Consultants, Inc. (C252942), professional consulting services to conduct an analysis of the private development process, \$246,750.

Purpose:

To enter into an agreement with a service provider for professional consulting services to conduct a comprehensive analysis of the private development review and permitting process by the City of Oklahoma City.

Background:

On January 16, 2024 (Item No. IX.W.), the City Council approved a Request for Proposals (RFP) for professional services to conduct an analysis of the private development process in Oklahoma City (RFP-OCity-159). The RFP was advertised in the Journal Record and posted in the electronic bidding system. A non-mandatory pre-proposal meeting was held electronically on January 25, 2024. Sixty-six potential proposers viewed the RFP with five proposals received. On January 30, 2024, Addendum No. 1 was issued to provide Organizational Charts as requested at the pre-proposal meeting.

The RFP evaluation committee reviewed and evaluated the five proposals and determined the proposal submitted by Raftelis Financial Consultants, Inc. best met the requirements of the RFP. Staff was approved to negotiate a Professional Services Agreement with Raftelis Financial Consultants, Inc. based upon the evaluation committee's recommendation. This contract is for an estimated period of nine months with work expected to begin in June of 2024.

Staff is requesting Council ratify and approve Addendum No. 1 and approve a Professional Services Agreement with Raftelis Financial Consultants, Inc. (C252942) for the professional consulting services to conduct an analysis of the private development process in Oklahoma City, \$246,750.

Professional Services Agreement:

(C252942)

Raftelis Financial Consultants, Inc.

Professional Services as proposed.

Fixed Fee Cost for Completed Scope of Work:
\$246,750

Source of Funds:

General Fund – General Operations – Development Svcs Admin – Other Services and Charges
(1001-58001XX-52000001)

Review:

Finance Department

Recommendation: Addendum be ratified and approved and Professional Services Agreement be approved.