

# Request for Information

## RFI 25-918

**Professional Services:** To Assist in Identifying potential housing development projects with existing funding gaps that are likely to apply for City funding.

**Department:** Housing

### NIGP Commodity Code(s):

208-76 - REAL ESTATE PROPERTY MANAGMEENT

918-63 - HOUSING CONSULTING

918-89 - REAL ESTATE AND LAND CONSULTING

925-61 - LAND DEVELOPMENT AND PLANNING ENGINEERING

971-30 - HOTEL AND MOTEL ACCOMMODATIONS, INCLUDING LODGES, RESORTS

998-84 - REAL ESTATE, INCLUDING BUILDINGS, HOUSES, LAND

### RFI Schedule

EVENT	DATE
RFI Issue Date	3/12/2025
RFI Submission Due Date	4/2/2025

If You have any questions or need additional information, contact the Assigned Buyer:

**Donny Tiemann, Project Buyer** / [dtiemann@cityoftulsa.org](mailto:dtiemann@cityoftulsa.org)

*All questions should be emailed with **RFI 25-918** in the subject line.*

## **I. INTRODUCTION:**

This request will assist the City of Tulsa (“City”) in gathering information related to proposed or pending housing developments that might apply for assistance from the Improve Our Tulsa 3 Housing Fund (“IOT 3”) programs.

Submission to this Request for Information (“RFI”) will not result in funding agreements; any subsequent funding decisions would be subject to a formal Request for Proposals or similar public procurement process.

While responses to this RFI will not be proactively shared publicly, any information submitted would be subject to the Open Records Act. All information requested would be helpful in the City’s analysis of next steps, but if you are uncomfortable sharing all requested information, any information shared is better than none.

We enthusiastically look forward to hearing from you!

## **II. BACKGROUND**

The March 2023 Citywide Housing Assessment identified a 10-year housing demand of 12,900 units for populations across all income levels which will require nearly \$370 million in new funding.

IOT 3, approved by voters in August 2023, includes \$75 million in new public incentives for citywide housing programs, which are projected to be collected over approximately 4.5 years beginning January 1, 2026, unless the City chooses to issue revenue bonds to advance funding, which would allow funds to be appropriated when bonds are sold.

The City of Tulsa is considering bonding up to \$35 million of the IOT 3 funds to immediately deploy towards selected development projects as early as this year. One of the decisions will be how to best allocate the portion of bonded funds to go toward one or more of the following housing programs:

- **Housing Grant Fund**
  - Leverage other programs, such as the Low-Income Housing Tax Credit (LIHTC) to increase the supply of affordable housing for households at or below the 60% area median income.
- **Housing Investment Fund**
  - Deploy revolving funds to increase the supply of affordable housing for households earning up to 120% of the area median income.

- **Housing Acquisition Fund**
  - Acquire strategic sites across the city to produce housing units.
- **Housing Infrastructure**
  - Invest in strategic areas where increase in capacity could enable more housing development with focus on projects that will utilize existing public infrastructure.
- **Housing Preservation & Rehabilitation**
  - Preserve housing by investing in rehabilitation of vacant and abandoned housing units.

### **III. PURPOSE & PROJECT REQUIREMENTS**

The purpose of this RFI is to gather information from interested developers of housing projects within the City of Tulsa limits who have existing financing gaps related to one or more of the stated housing programs and that will also align with the following overarching goals established to guide allocation and appropriation of IOT 3 Housing Funds:

- The primary focus of IOT3 Housing Funds will be housing initiatives that include Affordable Housing. (HUD defines housing as affordable if total housing costs, including utilities, are no more than 30 percent of gross household income. Housing affordability varies based on income level).
- Improve Our Tulsa funds will be leveraged to the maximum extent possible with other funds.
- The City will strive for a diverse geographic distribution to encourage a mix of household incomes within neighborhoods.
- Existing infrastructure, including water/sewer, stormwater, streets, public safety, parks, will be used whenever possible.
- The City will strive to reduce vacant housing units and improve neighborhood conditions.

### **IV. RESPONSE REQUIREMENTS:**

Responses can be brief and should provide a snapshot of current plans. Using the attached Excel template, please provide the following information in your responses:

- Identify the applicable IOT 3 housing program(s) that could help close your project(s)' existing funding gap. (Housing projects funded by IOT3 are subject to additional application processes and contract negotiations. For municipal funding of projects completed by third-party entities, the City requires adequate contractual consideration and control over delivery and outcomes to meet municipal purpose requirements of public funds.)

- Address
- Zoning, including any needed re-zoning
- Statement of site control or plan for obtaining site control.
- Proposed total unit count and expectations for rental vs ownership opportunities
- Description of development, including type(s) of housing and any other uses to be included
- Proposed unit count for populations at:
  - 60% AMI or below
  - 60% AMI to 120% AMI
  - 120% AMI or above / market rate: You can refer to this link to calculate income limits: <https://ric.novoco.com/tenant/rentincome/calculator/z1.jsp>
- Provide a list of secured or expected project financing sources and expected gaps to complete the project.
- Any information related to plans for specialized housing, if applicable (permanent supportive housing, veterans' housing, etc).
- Estimated timeline for project start and end dates.

Please use the attached template to respond and fill out the attached contact information sheet. You may include additional information or attachments, but please keep any additional information to 3 pages or less. **The template and any additional information should come as an attachment to your email.**

#### V. SUBMISSION OF INFORMATION:

Submit responses no later than by 5:00pm on Wednesday, April 2, 2025, to:

**Donny Tiemann, Project Buyer** | [dtiemann@cityoftulsa.org](mailto:dtiemann@cityoftulsa.org)

An email confirmation will be sent to the vendor upon receipt of the response by the City of Tulsa. Should you not receive a receipt confirmation, please follow up with the project Buyer for this Request for Information.

**The RFI response should come as an Attachment to your email.**

## RESPONDENT INFORMATION SHEET

**Respondent's Legal Name:** \_\_\_\_\_

(Must be Respondent's company name as reflected on its organizational documents, filed with the state in which Respondent is organized)

**State of Organization:** \_\_\_\_\_

**Respondent's Type of Legal Entity: (check one)**

- |  |  |
|--|--|
| <input type="checkbox"/> Sole Proprietorship       | <input type="checkbox"/> Limited Partnership                   |
| <input type="checkbox"/> Partnership               | <input type="checkbox"/> Limited Liability Partnership         |
| <input type="checkbox"/> Corporation               | <input type="checkbox"/> Limited Liability Limited Partnership |
| <input type="checkbox"/> Limited Liability Company | <input type="checkbox"/> Other: _____                          |

**Respondent's Address:** \_\_\_\_\_  
Street City State Zip Code

**Respondent's Website Address:** \_\_\_\_\_

**Sales Contact:**

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**Contact for Legal Notice:**

Name: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Street: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

**How did you learn about this business opportunity with the City of Tulsa?**

- Email from Assigned Buyer
- City of Tulsa Website
- Tulsa World posting
- Purchasing search engine
- Industry colleague
- Other: