The City of Oklahoma City and its Trusts

Informal Request for Proposals*

*This is an informal solicitation not subject to competitive bidding requirements applicable to formal contracts.

RFP-OCITY-207
Prototype Building Plans for Historic Preservation/Landmark Districts



SPECIAL PROVISIONS

(Special Instructions and Scope of Services)

Special Provisions are deemed to be part of the resulting Agreement with the Contracting Entity.

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The Opportunity

Project Summary

The City of Oklahoma City ("Contracting Entity") is soliciting proposals from professionally qualified individuals or organizations to develop one or more residential prototype plans and materials specifications for detached accessory building(s) (garages) meeting the established criteria for construction of new garages in Oklahoma City's designated Historic Preservation/Historic Landmark Districts. Work may also include presentation of the design(s) to the appropriate City bodies, including the City of Oklahoma City Historic Preservation Commission. Qualified applicants must meet or exceed the Secretary of the Interior's Professional Qualifications Standards for *Architecture* (a professional degree in architecture plus at least two years of full-time experience in architecture; or a State license to practice architecture) or *Historic Architecture* (a professional degree in architecture or a State license to practice architecture, plus one of the following: 1. At least one year of graduate study in architectural preservation, American architectural history, preservation planning, or closely related field; or 2. At least one year of full-time professional experience on historic preservation projects. Such study or experience shall include detailed investigations of historic structures, preparation of historic structures research reports, and preparation of plans and specifications for preservation projects).

Funding for the project is a federal matching grant-in-aid from the State Historic Preservation Office's allocation from the U.S. Department of the Interior's Historic Preservation Fund. An estimated $10,000 will be allocated to this project. Of that amount, 100% will be funded through federal funds.

Background

The City of Oklahoma City's Historic Preservation program is housed within the Planning Department. The Historic Preservation program staffs the City's Historic Preservation Commission, prepares surveys and National Register nominations of historic resources, offers educational resources and programming, and provides support to other divisions and departments related to historic preservation. The City of Oklahoma City's Historic Preservation program has participated in the Certified Local Governments (CLG) program through the State Historic Preservation Office since 1991, which provides federal grant money to communities for assisting the SHPO to carry out the National Historic Preservation Programs in Oklahoma in accordance with Oklahoma's Statewide Preservation Plan.

The purpose of this project is to develop residential prototype plans for detached garages, meeting the established standards for construction of a new garage in Oklahoma City's Historic Preservation/Historic Landmark Districts. This project is intended to improve outcomes for the review and approval of detached garages in historic districts, particularly where no historic garage remains to serve as a basis for design, by providing clear and usable plans that qualify for building permit approval through the City of Oklahoma City Development Services and a Certificate of Appropriateness through the City of Oklahoma City Historic Preservation Commission.

Goals

The goal of the project is to develop and make available prototype plans for one or more accessory garages that meet the applicable requirements for construction of a new garage in the City's Historic Preservation/Historic Landmark Districts.

Scope of Services

Description of Services

The Consultant will:

- Provide prototypical plans and materials specifications for one or more detached garages consistent with the Oklahoma City Historic Preservation Design and Sustainability Standards and Guidelines ("the Guidelines"), Chapter 4, New Construction, Sections 4.4, Garages, and 4.6, Exterior Materials at New Construction, and other relevant sections of the Guidelines as applicable.
- Appear at up to one (1) Historic Preservation Commission meeting to present the prototypical plan(s)
- Plans will be provided electronically in a format agreed upon in advance by the Contracting Entity
- Plans will include:
  - Exterior rendering(s)
  - Floor plan(s) with dimensions
  - Roof plan(s) with dimensions, showing structure, ridges, hips, valleys, slopes, eave details, and recommended placement of gutters, downspouts, and other roof features
  - Exterior elevations with dimensions, including placement and detail of window and door openings, light fixtures, and recommended placement of other building features
  - Diagram(s) for footings and/or structural floor slabs
  - List of Material and Finishes: primary structural system, façade, and interior walls, floors, and ceilings
  - List of applicable building codes the design is intended to meet or exceed

Contract Management Expectations

The Consultant will provide draft documents at a stage early enough to provide adequate time for review by the Contracting Entity and Oklahoma State Historic Preservation Office, and for revisions as needed, based upon said review. The Consultant should propose a schedule for completion and review of draft(s) and final documents with a submittal date for the final product no later than July 30, 2027. The Contracting Entity will dedicate professional staff time to consultation and review throughout the project.

Performance metrics will include submittal of complete drafts and final products in a timely manner, in accordance with the agreed-upon project schedule.

Proposal Award

Selection Process

Each proposal will be evaluated by a Selection Committee. The Selection Committee may make its selection based solely on the submitted proposals, or, at its discretion, conduct interviews and/or request presentations with some or all Proposers. The Selection Committee will then report the results of its evaluations and make a recommendation for the award.

Evaluation Criteria

The Selection Committee will use the below criteria, from the City of Oklahoma City's Purchasing Policies and Procedures Section 12.5(D) and (E), to select the proposal best meeting the needs of the Contracting Entity:

1. Overall understanding of the services to be provided
2. Experience providing similar services
3. Qualifications of Staff Assigned and Capacity to Complete Work
4. Projected Implementation Start & Completion
5. Other factors or information determined by the Selection Committee
6. Fee Schedule and Expenses

The Contracting Entity may request from some or all proposers a best and final offer.

Proposal Timeline

TIMELINE	TIME (CT) & DATE	LOCATION / ADDITIONAL INFORMATION
Proposal Issued	11/9/2026	• Questions may be addressed in writing to: Katie Friddle, kathryn.friddle@okc.gov
Proposals Due	12/9/2026	• Proposals are due by 4:00pm Central Time, via email to: Katie Friddle, kathryn.friddle@okc.gov
Interviews and/or Demos, if necessary	12/14/2026	• The Contracting Entity may interview or request demos from none, one, some or all Proposers.
Negotiation & Proposer(s) Selection	12/21/2026	• Selected Proposer(s) will be notified in writing. • Any award is contingent upon the successful negotiation of final Professional Services Agreement terms. If negotiations cannot be concluded successfully, the Contracting Entity reserves the right to negotiate a Professional Services Agreement with another Proposer or withdraw the RFP.

		• Negotiations shall be confidential and not subject to disclosure to competing Proposer(s) unless and until a Professional Services Agreement is reached.
Estimated Professional Services Agreement Execution	12/28/2026	• Subject to approval by the Contracting Entity and Oklahoma State Historic Preservation Office.

The above dates are tentative and subject to change.

Proposal Content & Instructions

Proposers are encouraged to use this table to ensure all components are included in their Proposal. Complete proposals will include the following:

	Proposal	
☐	Cover Letter	A simple letter of submittal.
☐	Company History	Describe historical background and track record of company.
☐	Project Team	Describe the team that will be working on this project. Include contact information, titles, and office locations.
☐	Technical Proposal	Describe your company's ability to perform the services as requested in the Special Provisions, including pricing.
☐	Customer References	A minimum of 3 references are required. Provide references from other local government customers when possible.
	Additional Documents: *Awarded Proposer(s) will be required to submit the following upon award. We encourage you to take note of these requirements. Please review sample documents, attached.*	
☐	Professional Services Agreement	