



REQUEST FOR QUALIFICATIONS

NADTC Grant – Food Desert Plan

RELEASE DATE: September 7th, 2018

INCOG is accepting statements of qualifications for a **Food Desert Plan**. This submittal is for consultant qualifications only. **DO NOT PROVIDE PROPOSED FEES FOR THIS PROJECT.**

Qualifications are to be mailed or delivered to: INCOG, Attn: Clark Miller; 2 W. 2nd Street, Suite 800, Tulsa, Oklahoma, 74103 by **September 21st, 2018 at 5:00pm CST**. Provide 1 hard copy of your Statement of Qualifications and send an electronic copy to cmiller@incog.org. INCOG will select a consultant or consultants to interview. It is anticipated that a contract will be negotiated with the selected firm. INCOG has an estimated budget of \$10,000 for consulting services allocated to this project. Incident costs will be covered by INCOG.

Answers to questions received from potential firms will be posted at no later than 5:00pm, September 17th, 2018, after which no further communication with consultant teams will occur. Updates will be posted to: www.incog.org/transportation

For more information visit www.incog.org/transportation or contact Clark Miller at (918) 579-9473 or cmiller@incog.org.

I. Introduction.

INCOG is seeking a qualified consultant or team of consultants to develop a Food Desert Plan with the purpose of identifying solutions to serve and connect seniors and people with disabilities living in food deserts in Tulsa to healthy food sources; building new partnerships and strong community involvement throughout the planning process; and finding solutions that improve accessibility and can be replicated in other food desert areas within the region.

II. Project Area Description

The Indian Nations Council of Governments (INCOG) has delimited a food desert target area for this planning proposal and the future implementation of a pilot program. The nine square-mile area is located north of Downtown Tulsa. Within this area, 85% of the total population is living in a food desert, of which 21.7% are people with disabilities and 12.7% are 65 years old and older. The target area's population is low-income, with 33% living below poverty level.

III. Background

The goal of this planning proposal is to provide access to healthy food sources for seniors and people with disabilities while involving them in the planning process. Currently, 24% of Tulsa's population lives in food deserts, which are areas with no access to grocery stores providing at least 500 square-feet of fresh, affordable and nutritious foods within a mile or less of distance. The potential outcome of this planning proposal will include solutions to better connect and service the senior and people with disabilities communities in food deserts and provide them with access to nutritious food sources.

Tulsa averages 2.32 persons and 1.8 vehicles per household, meaning the city is suburbanized and its population is car-dependent. The Metropolitan Tulsa Transit Authority (MTTA), provides 3 million fixed-route trips and 120,000 paratransit trips annually, through 17 fixed bus routes, 1 suburban route, 2 express routes and 6 night bus routes. People with disabilities may use the Tulsa Transit Lyft Program, which provides door-to-door service with lift-equipped minibuses. While this service costs riders \$3.50 per trip, it costs MTTA \$28 and due to heavy demand it is difficult to schedule, and doesn't fully cater to users individual needs. Tulsa also has human service organizations which include a broad range of transportation service options designed to meet the needs of a variety of populations. Because seniors and people with disabilities find it difficult to physically access a fixed route bus, the planning proposal will aim to help create alternative solutions that increase healthy food access. **Planning process and Food Desert Plan has to be completed by December 20th, 2018.**

IV. Proposed Scope of Services

The consultant may be asked to provide the following services:

- 1) Coordinate project initiation and schedule of services.
- 2) Develop tools for receiving public involvement and manage public participation efforts.
- 3) Design planning process and organize and facilitate 4 focus groups.
- 4) Organize and facilitate workshop/meeting to review surveys and get feedback from focus group participants/advisory board and the general public.
- 5) Develop outreach survey and distribute them to target population.
- 6) Analyze collected data from surveys and develop a report.
- 7) Organize and facilitate Advisory Board Committee meetings for this planning project.
- 8) Present research and analysis of peer city similar programs and local opportunities.
- 9) Present innovations and emerging trends in solutions to better connect seniors and people with disabilities in food deserts to nutritious food sources.
- 10) Based on data collected from public involvement, develop strategic plan including funding mechanisms for service area and organizational structure.
- 11) Develop final Plan for presentation to INCOG staff, Advisory Committee and local leadership, and to be submitted to the National Aging and Disability Transportation Center.

V. Evaluation Criteria

Qualifications will be evaluated by an internal staff review committee. Qualifications will be reviewed in terms of content and completeness. Previous client references may be contacted to verify client satisfaction, including clients not listed on the proposal. This RFQ is open to any firm that provides consulting services that comply with all elements identified within this RFQ. Statements of Qualifications should include:

- A. Experience and technical competence of the Consultant and project staff in public participation efforts and transportation planning. This includes:
 - 1) Familiarity with the Tulsa Metro area's non-motorized transportation challenges, either through experience or shown in the SOQ.
 - 2) Consultant's record and success on similar projects, examples of similar work.
 - 3) Client references for similar projects.

The grading of SOQs will be accomplished by considering the following:

- Whether the CONSULTANT has sufficient qualifications and experience to successfully perform the Scope of Services. The reviewers will also assess the applicability and relevance of the CONSULTANT'S experience and previous projects. Contact with specific references may be used to better clarify the nature and relevance of past projects.
- CONSULTANT'S response must demonstrate a level of familiarity with the proposed scope of work and an understanding of the planning challenges posed by the project. CONSULTANT should demonstrate familiarity with the Tulsa Metro area's non-motorized transportation challenges.

- CONSULTANT'S response should demonstrate success on similar projects and provide examples of similar work. Proposed staffing for the project should have been involved in referenced projects. Demonstrate how the proposed staff completed the work demonstrated in this section.
- CONSULTANT should provide at least 3 client references, including contact information from previous clients.

The SOQ is limited to twelve (12) single-sided pages. Any additional documentation should be included as hyperlinks. Send 1 hard copy of the SOQ to Clark Miller, INCOG, 2 West 2nd Street, Suite 800, Tulsa, Oklahoma 74103. Send an electronic copy to cmiller@incog.org. Statements of Qualification are due to INCOG by **5:00 p.m. CST on September 21st, 2018.**

INCOG reserves the sole right to evaluate the submittal, waive any irregularities therein, select candidates or reject any and all firms that submitted should it be deemed for its best interest. Parties selected will be notified by e-mail. Please direct comments, questions, and any request for information to Clark Miller, INCOG Area Agency on Aging Director, at (918) 579-9473 or cmiller@incog.org.