



Request for Letter of Interest – Office Space/Training Center

Leadership Tulsa is an award-winning 501(c)3 not-for-profit corporation, with a mission to identify, develop and connect diverse leaders who impact the community through service.

Leadership Tulsa will be celebrating their 50th anniversary in 2023. Growing exponentially over the life of the organization, they now have multiple important leadership development programs, several paid professional staff, and a long list of alumni and active members. They are currently occupying under 2,000 SF of office space and would like to grow to a 5,000 – 6,500 SF space with a Training Center to be used by the organization to meet its mission.

Mission and Programs

Since 1973 Leadership Tulsa has trained the next generation of Tulsa leaders with the knowledge, skills and connections to make a difference. They do this through their 10-month, competitive-application flagship Leadership Tulsa program which is a complete 360 view of Tulsa's history and its current opportunities and challenges. They also do this through significant strategic partnership with community organizations, bringing leadership development opportunities to special audiences and stakeholder groups. All-in-all, more than 250 individuals are served through programs annually and these are growing all the time. Hundreds more professionals make up the alumni network, gathering frequently for training, continuing education, networking and other events. Leadership Tulsa's target market is made up of influential opinion leaders who drive public, nonprofit and business initiatives in our community.

Request for a Letter of Interest

This is a Request for a Letter of Interest issued on behalf of Leadership Tulsa. This information must be submitted in writing to Wendy Thomas by 5:00 p.m. on April 15, 2019. Submissions should be sent to wendy@leadershiptulsa.org. All responses received shall be the property of Leadership Tulsa and will not be returned.

If clarifications are needed to interpret this RLOI, please contact Wendy Thomas no later than noon on April 12, 2019. No information provided verbally or by any other personnel will be considered. All respondents should use this written document and all attachments as the sole basis of the RLOI. A selection may be made without discussion with the respondents.

Leadership Tulsa reserves the right to request additional information as may reasonably be required to make this determination and to further investigate the qualifications of the respondent and make site visits as deemed appropriate. This RLOI does not constitute an offer by Leadership Tulsa that may be accepted by any respondent. Further, this RLOI is not a binding or legally enforceable agreement and the right and obligations of the parties with respect to any transaction contemplated herein shall be set forth in a written agreement to be executed by the parties.

Leadership Center Space Requirements

The Leadership Tulsa facility search committee has determined that they would like a space that is affordable, has secure surroundings and has at least 60 available parking spaces to service the Leadership Center guests. In addition to one or more multi-function training rooms, the Center will house offices for up to 10 employees, along with space for reception, office equipment, kitchen/breakroom, storage and conference room functions. All spaces must be ADA compliant and have accessible path of travel for persons with disabilities.

They are willing to consider opportunities for co-location and strategic partnerships.

Additional considerations will be:

- Accessibility to interstate highway system
- Aesthetics and services available in the neighborhood
- Aesthetics of office space and building
- Availability by May 2020
- Fit with the organization values of diversity, equity and inclusion
- Potential for expansion in the future
- Visibility from major arterial streets
- Opportunities for visible branding inside and/or on the building exterior

Scope of Request

The following information must be included in your submission. Supplemental materials providing additional information may be attached.

- Name and contact information for the individual/organization/firm making the submission.
- Background, history or mission of the same.
- Description of the proposed space and parking being offered, including any costs, fee structure and rates. Please detail space costs including operating expenses.
- Names and descriptions of any other tenants currently under the same roof.
- Proposed project timeline and allowance that will be offered for construction costs that will necessary to make the space move-in ready.
- References

Selection Criteria

The Leadership Tulsa board, guided by the facility selection committee, will consider multiple criteria including affordability, accessibility, visibility, suitability, branding opportunities, and congruence of organization values.

In conclusion, they are looking for an institutional partner that will value the significant social capital that is brought by a highly respected nonprofit like Leadership Tulsa and be willing to make accommodations and considerations related to the capital costs and ongoing operating expenses of locating a Leadership Center for mutual benefit.