



Date: May 14, 2025

To: Johna Easley, President & CEO

From: Lora Conger, CFO

RE: RFP 2025-002-Parking Lot Expansion at 1345 N. Lansing Ave., Tulsa

EMSA engaged the services of Wallace Design Collective, PC to assist with the management, bidding, and construction phases of the parking lot expansion project at EMSA's newly acquired facility located at 1345 N. Lansing Ave. Services provided by Wallace include the development of the Request for Proposals, assessing qualified proposals, and making a vendor recommendation.

EMSA received five (5) sealed bids from qualified contractors. Sealed bids were opened and tabulated on April 30, 2025, with bid costs ranging from \$1,122,200 (low) to \$1,187,500 (high). Qualified contractors were evaluated against several criteria to include total base bid, submission completeness, and compliance with requirements defined within the RFP. Wallace Design determined VOY Construction was the lowest priced and most qualified vendor. References for similar projects in size and scope were provided and verified. References checks confirmed the quality, timeliness of work, and overall responsiveness of VOY Construction.

EMSA's Purchasing Policy A3 Section 7, Part H, states that the Board of Trustees shall have authority to award contracts to the lowest secured bidder meeting specifications. Furthermore, Section 8, Part B, Competitive Bidding Act and Public Trust Law, states that all public construction contracts exceeding \$100,000 shall be let and awarded to the lowest responsible bidder after solicitation for sealed bids.

As such, EMSA is requesting Board approval to award RFP 2025-002-Parking Lot Expansion in the amount of \$1,122,200 to VOY Construction. Post Board approval and as outlined in the RFP, construction is expected to begin on June 9, 2025 and be completed within 90 days.