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May 13, 2026

To Whom It May Concern:

The Tahlequah Regional Development Authority (TRDA) currently owns land at the Tahlequah Business and Technology Park that we are interested in recruiting businesses to locate. The property was donated to TRDA in 1981 for the benefit of the community and to create economic development and business recruitment. TRDA is interested in receiving qualifications and listing proposals from commercial real estate companies interested in marketing and helping recruit business to Tahlequah and our Business and Technology Park.

Currently, we are completing our due diligence to find the right company to partner with in helping recruit and grow our economy. We formally request you to send in the qualifications of your firm and individuals that will work directly with our organization. We request the response to include an analysis of any costs and/or fees TRDA should expect from a listing agreement with your organization to include but not be limited to commissions, marketing, and advertising. The Board of Trustees for TRDA will consider all returned qualifications for a possible partnership.

The Board of Directors has expressed interest in hearing about candidates' abilities to recruit on a nationwide scale. Our Board is also interested in marketing materials that your firm would use to market the site. Finally, we would like to have a timeline for your firm to have marketing materials ready and the site on the market were you to be the chosen candidate.

Please return your qualifications list and your proposed cost analysis to TRDA President/CEO Nathan Reed by close of business on June 5, 2026. Responses and any supporting documents for your proposal can be sent to [nathan@tahlequahchamber.com](mailto:nathan@tahlequahchamber.com). The TRDA Board will consider all proposals at the regular scheduled TRDA Board meeting on June 9, 2026. If you have any questions, please reach out to Nathan at 918-456-3742 or by the previously listed email address.

Thank you for your consideration and we look forward to hearing back from you.

Sincerely,

Nathan Reed  
President/CEO  
Tahlequah Regional Development Authority