

# REQUEST FOR PROPOSALS

## Redevelopment of Times-Litho Site B



ISSUED DATE: February 5, 2020  
DUE DATE: April 9, 2020, 4:00 p.m.

URBAN RENEWAL AGENCY  
OF FOREST GROVE

PO Box 326  
1924 Council Street  
Forest Grove, Oregon 97116  
(503) 992-3220

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**URBAN RENEWAL AGENCY OF FOREST GROVE**  
**REQUEST FOR PROPOSALS**  
**Redevelopment of Times-Litho Site B**

***Proposals Due by 4:00 p.m., April 9, 2020***

Notice is hereby given that the Urban Renewal Agency of Forest Grove (“Agency”) is soliciting proposals from qualified development teams for the land purchase, design, financing, and construction of a redevelopment project of a 0.96-acre site, known as Times-Litho Site B and located in downtown Forest Grove, which is owned by the Forest Grove Urban Renewal Agency.

Briefly, the project objectives for the requested site redevelopment include the following:

- Enhance the downtown and adjacent neighborhood
- Maximize taxable assessed value
- Encourage new investment and development that brings people downtown
- Attracts a mix of uses
- Housing is not required as part of the Project. If housing is included, a project may contain a mix of housing types and there is a requirement to include affordable housing. Any proposed housing project must include at least 30% of the units for households earning at least 60% of the Washington County’s area median income.
- If a commercial project is proposed then ground level retail uses are required.

RFP documents are available by contacting Paul Downey, Administrative Services Director, City of Forest Grove, at 503-992-3220, or e-mail: [pdowney@forestgrove-or.gov](mailto:pdowney@forestgrove-or.gov) Copies may also be obtained at City of Forest Grove website [www.forestgrove-or.gov/rfps](http://www.forestgrove-or.gov/rfps) .

A **non-mandatory** pre-proposal conference will be held at 10 am on Wednesday, February 12, 2020, at the City of Forest Grove Community Auditorium, 1915 Main Street, Forest Grove, OR, 97116.

It is imperative that those who download the solicitation document check the website regularly for addenda and other notifications that may be pertinent. In addition, addenda will be emailed to all who are known by the Urban Renewal Agency of Forest Grove to have received a complete set of the Proposal Documents.

Sealed proposals must be received no later than 4:00 pm on April 9, 2020, at the City of Forest Grove, and addressed to the Urban Renewal Agency of Forest Grove, Attn: Paul Downey, Director of Administrative Services, 1924 Council St, PO BOX 326, Forest Grove, OR 97116. Facsimile proposals will not be accepted. Proposals received after the designated time and date will be returned unopened.

The Urban Renewal Agency of Forest Grove may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law, and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the Agency.

DATED THIS 5th DAY OF February, 2020.

Paul Downey, Administrative Services Director

## SECTION 2 – INTRODUCTION AND BACKGROUND

### 2.1 INTRODUCTION

The City of Forest Grove (“City”) is an Oregon municipal corporation with a 2019 population of approximately 25,180. The City employs approximately 180 full and part-time staff and is governed by a City Council comprised of six Councilors and the Mayor. The City also operates an Urban Renewal Agency of Forest Grove (“Agency”). The URA Board of Directors is the seven members of City Council.

### 2.2 Overview

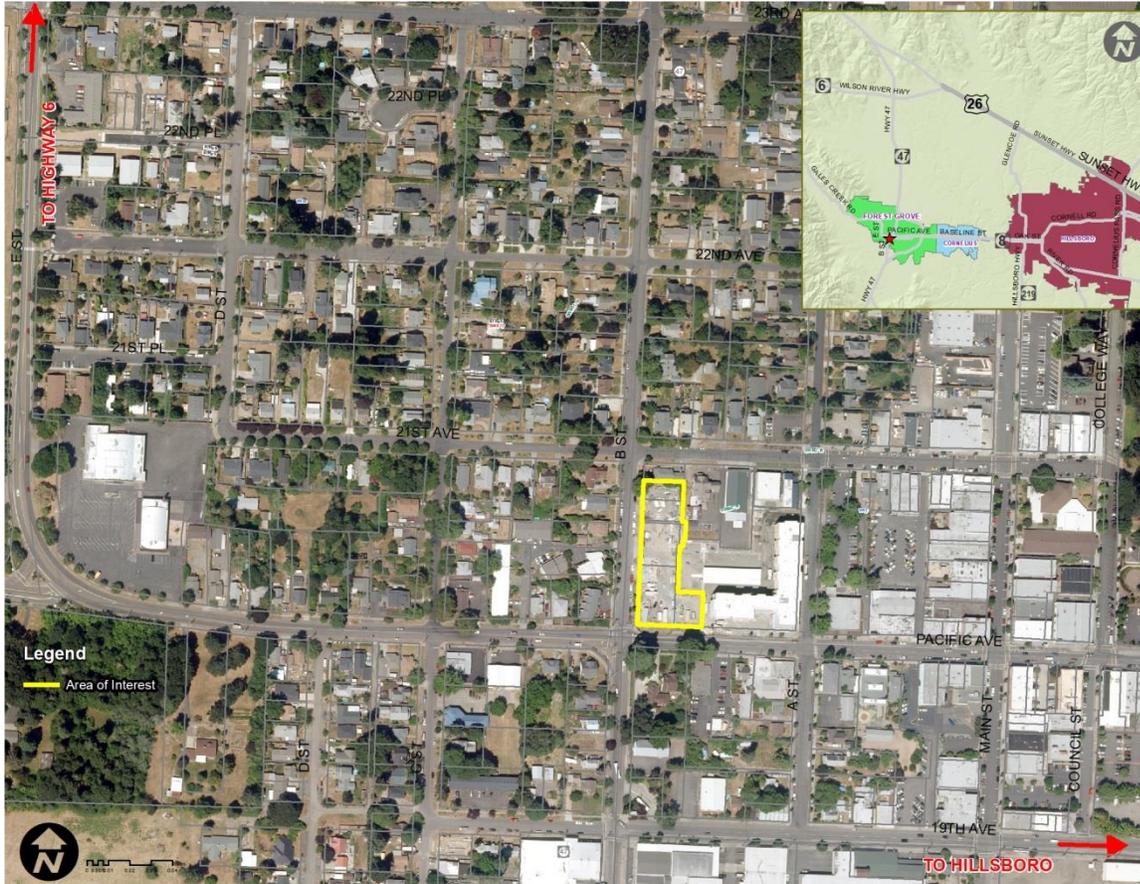
The Urban Renewal Agency of Forest Grove owns a .96 acre redevelopment site in downtown at the corner of Pacific Ave and B Street, called “Site B”, and is soliciting redevelopment proposals from qualified development teams for the land purchase, design, financing, and construction for redevelopment of the site. Site A, adjacent to Site B, was purchased in 2016 by Tokola Properties and the project, named The Jesse Quinn, resulted in a 4-story \$16 million project on 1.56 acres and consisted of 73 market rate apartments, 5 work/live units and 2,500 square feet of ground floor retail. Completed in late 2018, the building is fully leased.

### 2.3 Background

Forest Grove is a fast growing full-service city of 25,180 and is 25 miles west from downtown Portland, accessible by Highways 8 and 47. The City is part of the Silicon Forest, home of Pacific University and the northern gateway to wine country. Since 2000, Forest Grove has grown by 36.2%, faster than Washington County (36.1%), the Portland PMSA (28.6%), and the state of Oregon (22.6%). Median household income of \$54,503 has grown by 15.2% from 2010-2017, also faster than State of Oregon (13.9%) but slightly slower than Washington County (18.3%). Much of the newer housing product has been single family homes along with a few attached townhouse infill projects. However in 2018, three projects accounting for 300 market rate residential apartments were developed. All were leased over a fairly short period.

In December 2012, the City purchased the 2.68 acre “Times-Litho” site as a distressed property from Bank of the West. The concern was the abandoned property would deteriorate further or be used as storage by other potential buyers. The City subsequently demolished the building in 2016.

In 2014, the City established an Urban Renewal Agency to support revitalization efforts in the downtown and the commercial corridor. The Agency purchased the Times Litho site from the City. In 2014, the City and Agency negotiated with Tokola Properties for a mixed-used project with the start of construction in 2016. The Tokola development, named Jesse Quinn, is a 4-story \$16 million project on 1.56 acres.



Times-Litho Site B Corner of Pacific Ave and B Street

**2.4 The Site**

The Times-Litho property Site B is located at the corner of Pacific Avenue and B Street. Pacific Avenue is the main east-west arterial through Forest Grove. The site, located on the western side of downtown, enjoys excellent visibility on Pacific Avenue. It is 1/4 mile from the Pacific University campus. The City has jurisdiction for both B Street and Pacific Avenue where Site B is located.

**A. Street Address:**

1803 Pacific Avenue & 2025-2033 B Street

**B. Property Identification**

		SF	Acres
Map & Tax Lot: 1S306BB03701	R423090	5,184	0.12
Map & Tax Lot: 1S306BB03702	R423107	5,184	0.12
Map & Tax Lot: 1S306BB03800	R423116	9,861	0.23
Map & Tax Lot: 1S306BB04100	R423143	13,292	0.31
Map & Tax Lot: 1S306BB04200		8,023	0.18

**C. Property Size:** 5 tax lots, 0.95 acres

**D. Comprehensive Plan Designation:**

The site is located within the Town Center Transition (TCT) land use designation. The TCT designation was established to increase employment and housing in close proximity to the Town Center core area. A mix of residential, retail and office uses are allowed in the TCT area.

**E. Zoning Designation:**

The site is zoned Town Center Transition (TCT) consistent with the Comprehensive Plan designation. The TCT zones allows retail, office and residential development at 40 units per acre by right, and up to 100 units per acre with incentives. Within the TCT zone. buildings may be up to four stories in height. New commercial uses must be built at a minimum floor area ratio (FAR) of 0.5:1 meaning a one-story building must cover at least 50% of the site. The maximum FAR is 4:1 meaning a four-story building could cover the entire site. Off-street parking is desired but not required for non-residential uses. See Forest Grove Development Code Article 3, Sections 17.3.400 – 17.3.440 (Town Center Zones) for more information.

**F. Topography**

The property is located approximately 220 feet above sea level. The site ranges from generally flat to a very mild grade from north to south.

**G. Flood Plain Status:**

The site is well outside both the 100 and 500 year flood plains and is within Zone C, Area of Minimal Flooding, as shown by Flood Insurance Rate Map (Community-Panel Number 410241 0002 B dated March 15, 1982).

**H. Utilities**

The site has electric, natural gas, water service, wastewater service as well as connections to the City storm water lines.

**I. Environmental Conditions**

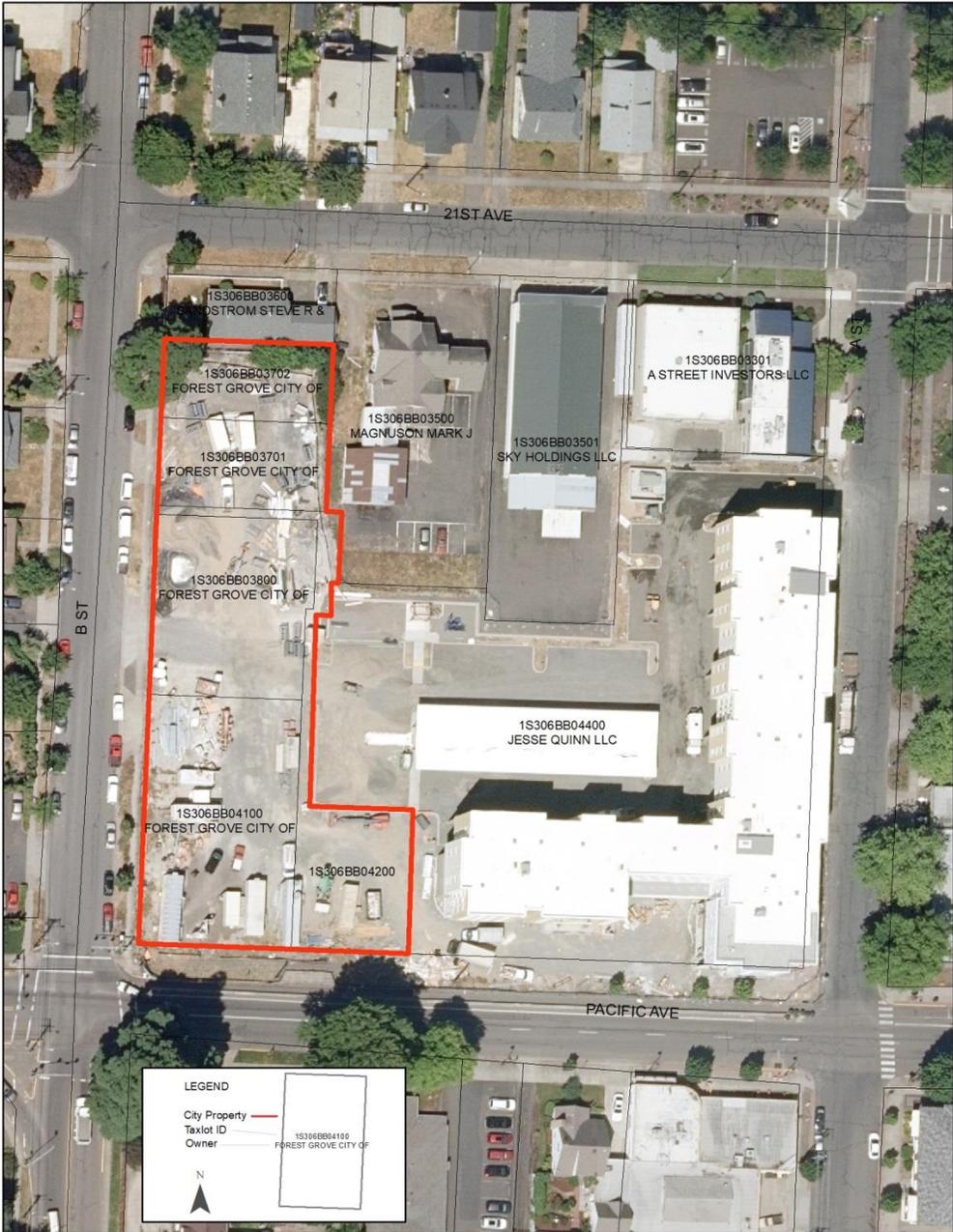
A Phase I Environmental Site Assessment was completed on September 14, 2009. A Phase II Limited Subsurface investigation Environmental Site Assessment was completed on December 4, 2009. The laboratory results indicated that none of the targeted regulated contaminants were detected in the analyzed soil samples above the most stringent clean-up levels established by the Oregon Department of Environmental Quality for an occupational setting. The laboratory analytical results indicated that lead was indicated in two groundwater samples. The Oregon DEQ does not recognize any additional exposure pathways for lead in groundwater. The conclusion of the Phase II study was that no significant release of potential contaminants of concern related to the past use of this property has occurred.

**J. Urban Renewal Agency Financial Incentives/Participation**

Preference will be given to proposals that minimize direct financial participation by the Agency. Requests for limited indirect financial participation by the Agency such as land write-down, off-site improvements, or limited property exemption under the City's Vertical Housing Development Zone Program will be considered by the Agency.



**Times Litho Site B**



**Times Litho Site B by Tax Lot**

## SECTION 3 – GENERAL INFORMATION

### 3.1 ISSUING OFFICE AND SUBMITTAL LOCATION

The Director of Administrative Services Department of the City will issue the Request for Proposal document of behalf of the Agency and be the point of contact for the City for all questions, concerns, and protests. Each Proposer must provide four bound copies of their proposal; one copy should be marked "ORIGINAL".

**The outside of the sealed envelope should state "RFP Times Litho Site B Redevelopment" and shall be addressed and submitted to the following location by April 9, 2020, by 4:00 p.m.:**

Urban Renewal Agency of Forest Grove  
Attention: Paul Downey,  
Director of Administrative Services  
1924 Council Street  
PO Box 326  
Forest Grove, OR 97116  
Phone: (503) 992-3220

All proposals must arrive at the issuing office on or before the listed due date and time. Facsimile proposals will not be accepted.

### 3.2 ANTICIPATED RFP SCHEDULE

The Agency anticipates the following general timeline for receiving and evaluating the proposals and selecting a development team to redevelop Site B. The schedule may be changed if it is in the Agency's best interest to do so.

- |  |                              |
|--|------------------------------|
| • RFP Released/Sent to Interested Proposer List    | February 3, 2020             |
| • Non-Mandatory Pre-Proposal Conference            | February 12, 10:00 a.m.      |
| • Deadline to Submit Changes/Solicitation Protests | February 21, 2020, 2:00 p.m. |
| • Last Date for an Addenda                         | February 28, 2020            |
| • Proposals Received by URA                        | April 9, 2020, 4:00 p.m.     |
| • Urban Renewal Advisory Committee Interviews      | April 30, 2020               |
| • Urban Renewal Agency Board Consideration         | May 26, 2020                 |
| • Board Passes Resolution Selecting Proposal       | June 8, 2020                 |
| • Notice of Intent to Negotiate MOU                | June 9, 2020                 |
| • Negotiation of MOU Commences                     | June 16, 2020                |
| • URA Board Approval of MOU                        | August or September, 2020    |

#### 3.21 Non-Mandatory Pre-Proposal Conference

A **non-mandatory** pre-proposal conference will be held Wednesday, February 12, 2020, at 10:00 AM at the City of Forest Grove Community Auditorium, 1915 Main Street, Forest Grove, OR 97116.

### 3.3 CHANGES TO THE SOLICITATION BY CITY ADDENDA

The Agency reserves the right to make changes to the RFP by written addendum, which shall be issued to all prospective Proposers known to the City of Forest Grove or Agency to have received the Proposal document.

A prospective Proposer may request a change in the RFP by submitting a written request to the address set forth above. The request must specify the provision of the RFP in question and contain an explanation for the requested change.

NOTE: All requests for changes or additional information must be submitted to the Agency no later than the date set in the RFP Schedule.

The Agency will evaluate any request submitted, but reserves the right to determine whether to accept the requested change. If in the Director's opinion, additional information or interpretation is necessary; such information will be supplied in the form of an Addendum as stated above.

Any addenda shall have the same binding effect as though contained in the main body of the RFP. Oral instructions or information concerning the objectives of the project given out by Agency managers, employees, or agents to the prospective Proposers shall not bind the Agency.

- a) Addenda will be e-mailed or delivered to all Interested Proposers known by the Agency to have received the Proposal Document and will be posted on the City website.
- b) No addenda will be issued later than the date set in the RFP Schedule, except an addendum, if necessary, postponing the date for receipt of Proposals, withdrawing the invitation, modifying elements of the proposal resulting from a delayed process, or requesting additional information, clarification, or revisions of proposals leading to obtaining best offers or best and final offers.
- c) Each Proposer shall ascertain, prior to submitting a Proposal, that the Proposer has received all Addenda issued, and receipt of each Addendum shall be acknowledged in the appropriate location on each Addendum and included with the Proposal submittal.

### **3.4 CONFIDENTIALITY**

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the Proposals for which Proposer requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the Proposal the Proposer requests exception from disclosure. Proposer shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the Agency as a result of this RFP. Proposer should not mark the entire proposal document "Confidential."

### **3.5 CANCELLATION**

The Agency reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the URA's best interest. In no event shall the Agency have any liability for the cancellation of award.

### **3.6 LATE PROPOSALS**

All Proposals that are not received by the deadline stated in the RFP schedule will be considered late. Delays due to mail and/or delivery handling, including, but not limited to delays within Agency's internal distribution systems, do not excuse the Proposer's responsibility for submitting the Proposal to the correct location by the stated deadline.

### **3.7 DISPUTES**

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the Agency shall be final and binding upon all parties.

### **3.8 PROPOSER'S REPRESENTATION**

Proposers, by the act of submitting their Proposals, represent that:

- a) They have read and understand the Proposal Documents and their Proposal is made in accordance therewith;
- b) They have familiarized themselves with the local conditions under which the work will meet their satisfaction;
- c) Their Proposal is based upon the requirements described in the Proposal Documents without exception (unless exceptions are clearly stated in the response).

### **3.9 CONDITIONS OF SUBMITTAL**

By the act of submitting a response to this Invitation, the Proposer certifies that:

- a) The Proposer and each person signing on behalf of any Proposer certifies, and in the case of a sole proprietorship, partnership or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by the Agency, has a direct or indirect financial interest in the Proposal, or in the services to which it relates, or in any of the profits thereof other than as fully described in the Proposer's response to this solicitation.
- b) The Proposer has examined all parts of the Request for Proposal, including all requirements and contract terms and conditions thereof, and, if its Proposal is accepted, the Proposer shall accept the contract documents thereto unless substantive changes are made in same without the approval of the Proposer.
- c) The Proposer, if an individual, is of lawful age; is the only one interested in this Proposal; and that no person, firm, or corporation, other than that named, has any interest in the Proposal, or in the proposed contract.
- d) The Proposer has quality experience providing development in a capacity similar to the duties outlined within the project objectives.

### **3.10 PROPOSER REQUESTS INTERPRETATION OF RFP DOCUMENTS**

Proposers shall promptly notify the Agency of any ambiguity, inconsistency or error, which they may discover upon examination of the Proposal Documents. Proposers requiring clarification or interpretation of the Proposal Documents shall make a written request for same to the Director at the submittal address located in Section 3.1.

The Agency shall make interpretations, corrections, or changes of the Proposal Documents in writing by published Addenda. Interpretations, corrections, or changes of the Proposal Documents made in any other manner will not be binding, and Proposers shall not rely upon such interpretations, corrections, and changes.

Should any doubt or difference of opinion arise between the Agency and a Proposer as to the items to be furnished hereunder or the interpretation of the provisions of this solicitation, the decision of the Agency shall be final and binding upon all parties.

### **3.11 PROPOSER REQUESTS FOR ADDITIONAL INFORMATION**

Requests for information regarding Agency services, programs, or personnel, or any other information shall be submitted in writing directly to the Director at the address in the Invitation. All requests for additional information shall be submitted in writing. Answers shall be provided to all Proposers of record on the date that answers are available.

### **3.12 COMPETITION**

Respondents are encouraged to comment, either with their Proposals or at any other time, in writing, on any specification or requirement within this RFP, which the respondent believes, will inordinately limit competition.

### **3.13 COMPLAINTS AND INEQUITIES**

Any complaints or perceived inequities related to this RFP or award of work referenced herein shall be in writing and directed to the Director of Administrative Services at the address listed in the RFP and shall be received no later than the date listed in the RFP Schedule. Such submittals will be reviewed upon receipt and will be answered in writing.

### **3.14 COST OF RFP AND ASSOCIATED RESPONSES**

The Agency is not liable for any costs incurred by a proposer in the preparation and/or presentation of a proposal. The Agency is not liable for any cost incurred by a proposer in protesting the Agency's selection decision.

### **3.15 AGENCY TO REQUEST CLARIFICATION, ADDITIONAL RESEARCH, & REVISIONS**

The Agency reserves the right to obtain clarification of any point in a Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in a finding that the Proposer is non-responsive and consequent rejection of the Proposal.

The Agency may obtain information from any legal source for clarification of any Proposal or for information on any Proposer. The Agency need not inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

The Agency may perform, at its sole option, investigations of the responsible Proposer. Information may include, but shall not necessarily be limited to credit history, recent financial statements, current litigation, bonding capacity and related history, and contacting references. All such documents, if requested by the Agency, become part of the public records and may be disclosed accordingly.

The Agency reserves the right to request revisions of proposals after the submission of proposals and before award for the purpose of obtaining best offers or best and final offers.

### **3.16 REJECTION OF PROPOSALS**

The Agency reserves the right to reject any or all Proposals received as a result of this request. Proposals may be rejected for one or more of the following reasons, including but not limited to:

- a) Failure of the Proposer to adhere to one or more of the provisions established in this RFP.
- b) Failure of the Proposer to submit a Proposal in the format specified herein.
- c) Failure of the Proposer to submit a Proposal within the time requirements established herein.
- d) Failure of the Proposer to adhere to ethical and professional standards before, during, or following the Proposal process.

The Agency may reject any Proposal not in compliance with all prescribed public procurement procedures and requirements, and may reject for good cause any or all Proposals upon a finding of the Agency that it is in the public interest to do so.

### **3.17 MODIFICATION OR WITHDRAWAL OF PROPOSAL BY PROPOSER**

A Proposal may not be modified, withdrawn, or canceled by the Proposer for sixty (60) calendar days following the time and date designated for the receipt of Proposals.

Prior to the time and date designated for receipt of Proposals, Proposals submitted early may be modified or withdrawn only by notice to the City of Forest Grove Administrative Services Director, at the Proposal submittal location, prior to the time designated for receipt of Proposals. Such notice shall be in writing over the signature of the Proposer. All such communications shall be so worded as not to reveal the amount of the original Proposal or any other material contents of the original Proposal.

Withdrawn Proposals may be resubmitted up to the time designated for the receipt of Proposals provided that they are then fully in conformance with these Instructions to Proposers.

### **3.18 PROPOSAL OWNERSHIP**

All Proposals submitted become and remain the property of the Agency and, as such, are considered public information and subject to public disclosure within the context of the federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502, public records exempt from disclosure.

Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, the Agency shall make available to any person requesting information through the Agency's processes for disclosure of public records, any and all information submitted as a result of this solicitation without obtaining permission from any Proposer to do so after the Notice of Intent to award has been released.

### **3.19 DURATION OF PROPOSAL**

Proposal prices, terms and conditions shall be firm for a period of at least ninety (90) days from the deadline for receipt of submittal. The successful proposal shall not be subject to future price escalation or changes of terms if accepted during the ninety (90) day period. Price decreases or changes in terms by others after the acceptance of a proposal will not be considered.

### **3.20 AFFIRMATIVE ACTION/NONDISCRIMINATION**

By submitting a proposal, the Proposer agrees to comply with the Fair Labor Standard Act, Civil Rights Act of 1964, Executive Order 11246, Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the Proposer specifically certifies, under penalty of perjury, that the Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

### **3.21 PERFORMANCE AND PAYMENT BONDS**

No performance and payment bonds are required.

## SECTION 4 – PROJECT DEVELOPMENT OBJECTIVES

### 4.1 INTRODUCTION

The Urban Renewal Agency of Forest Grove is soliciting development proposals and has identified project objectives that meet its interests. The Agency expects to convey the property to the developer whose proposal best meets the development objectives outlined in this RFP. Conveyance and development of the property will be negotiated and documented through a “Memorandum of Understanding” (MOU) and a “Disposition and Development Agreement” (DDA) between the developer and the Agency.

### 4.2 OVERVIEW

The Urban Renewal Agency of Forest Grove owns a .96 acre redevelopment site in downtown at the corner of Pacific Avenue and B Street (Site B) and is soliciting redevelopment proposals of the site from qualified development teams for the land purchase, design, financing, and construction for redevelopment of the site. The City had a market-value appraisal of the site in January 2019 which valued the site at \$370,000.

### 4.3 PROJECT OBJECTIVES

The Agency has identified the following project objectives for the site. The project objectives for the site are consistent with Comprehensive Plan designation and policies for the Town Center.

The Agency desires to work in partnership with the Proposer to facilitate development of the subject site to meet the following objectives. The Agency is looking for a coordinated, cohesive concept plan for the entire site. The concept plan diagram does not need to be detailed at this point (e.g., a bubble diagram or schematics of the site). Even if the Proposer plans to develop only a portion of the site, the Agency needs an overall concept plan for the entire site to evaluate how the site could be developed. Development on the site must complement and be sensitive to the context of the site interface between the existing downtown business district to the east and the less intensive commercial and residential neighborhood to the west.

#### **The Agency’s vision for redevelopment of Site B is a project that will:**

- Enhance the downtown and adjacent neighborhood.
- Maximize taxable assessed value.
- Encourage new investment and development that brings people downtown.
- Provides tangible benefit to the urban renewal area and City such as needed retail, services, housing and/or employment.
- Provides a transition between the downtown and residential and commercial districts.
- Housing is not required as part of the Project. If housing is included, a project may contain a mix of housing types and there is a requirement to include affordable housing. Any proposed housing project must include at least 30% of the units for households earning at least 60% of the Washington County’s area median income.
- If a commercial project is proposed, then ground level retail uses are required.

#### **Objectives of the Project:**

- **The project encourages a mix of uses that stimulates the downtown**  
The Agency envisions the redevelopment of Site B as an opportunity to have a significant positive impact on the downtown. The project should be financially successful on its own as well as having a broader catalytic effect that will lead to further redevelopment, higher property values and increased spending in the downtown. The project should go beyond something that is minimally feasible and offer more amenities, have an attractive design, and inviting appeal.

- **Maximize taxable assessed value of the site**  
Development of the site should, to the extent possible, consist of elements that generate taxable value leading to increased property taxes.
- **The project could be developed as a public-private partnership**  
The Agency is open to a public-private partnership approach that would include not only the Agency but could also include Metro and the City. Public partnership participation could include regulatory and permitting assistance, public outreach and communication, marketing, off-site infrastructure, reduction in land purchase price (land write-down), or property tax exemption through the City's Vertical Housing Development Zone program.
- **Residential proposals must incorporate an affordable housing element**  
Forest Grove desires affordable housing near shopping, services and transit. Site B is located on Tri-met Line 57 providing service to Cornelius, Hillsboro and Beaverton. Line 57 provides frequent 24/7 service. The approach for providing affordable housing will be determined by the developer. At least 30% of the units should be affordable for households earning no more than 60% of Washington County's median household income.
- **Commercial projects must include ground level retail uses**  
The Agency and the City recognize its vibrant and historic downtown to be a significant advantage in quality of life and desirability of the overall community. Vital to a mixed use walkable downtown is the inclusion of first floor retail space that draws interest for pedestrians and creates a sense of place for the community. Therefore, the Agency desires to see retail space on the ground floor of any project proposed on this site. The amount and uses of the retail space will be determined by the developer. Adding retail to the mix also addresses several other goals: it creates jobs, it makes the site more of a destination and it helps make the project more likely to stimulate the downtown and surrounding properties.
- **Provide off-street parking to support proposed uses**  
Although the Town Center Transition Zone does not require off-street parking for non-residential uses, a limited amount of off-street parking should be provided for the proposed development concept.
- **Allow flexibility to determine most suitable project for the site**  
The Proposer should have a fair amount of latitude in the following areas to present elements they believe will best lead to a successful project. These are:
  - Whether the project is to be phased or completed all at one time. The Agency desires that the project be developed as one phase.
  - The type of parking, if proposed, be it underground, tucked under or surface.
  - Whether the project features a vertical design with space stacked on top of each other or horizontal across the site.

## SECTION 5 – PROPOSAL AND PROPOSER REQUIREMENTS

### 5.1 SUBMITTAL OF PROPOSALS

In order to be considered for this project, each Proposer must provide four total bound copies of their proposal; one copy marked “ORIGINAL” and a pdf copy of the proposal on a USB drive. All proposals must arrive at the issuing office on or before the listed due date and time. A corporate officer who has been authorized to make such a commitment must sign the proposals. Proposals shall be sealed in an envelope, with the words “Urban Renewal Agency of Forest Grove, RFP Times Litho Site B Redevelopment” clearly written on it. The document shall be addressed and delivered to the issuing office identified in Section 3.1.

### 5.2 PROPOSER REQUIREMENTS

The following minimum criteria will apply:

- A. Proposer shall include sufficient evidence as to the Proposer’s qualifications to perform the work. This information shall disclose and include all pertinent facts as may be appropriate and shall include a description of past performance on projects of similar type, scope and size.
- B. If necessary, proposer shall be currently licensed/certified/insured to provide the requested services in the state of Oregon. Shall obtain a City of Forest Grove business license if selected.
- C. Shall demonstrate, to the satisfaction of the Selection Review Committee, the ability to provide the services required within the Scope of Work, within the timeline indicated, to the City and shall demonstrate a proven history of providing such service for public agencies.
- D. Shall not have a record of substandard workmanship. The City will verify this requirement by communication with the licensing authority, the Proposer’s clients and references, and as many other references as may be deemed appropriate.

### 5.3 PROPOSER REPRESENTATIONS

The Proposer further agrees to the following:

- A. To examine all specifications and conditions thoroughly.
- B. To provide for appropriate insurance, deposits, and performance bonds if required.
- C. To comply fully with the scope of services as attached for the agreed contract.
- D. That any and all registration and certification requirements required for Contractors are met as set forth in the Oregon Revised Statutes.

### 5.4 PROPOSER REPRESENTATIVE

The selected Proposer shall assign a competent representative acceptable to the Agency who will represent the Proposer in negotiating an MOU and ultimately a Disposition and Development Agreement (DDA) with the Agency. If the representative is removed by the Proposer, the new representative must be acceptable to the Agency.

### 5.5 PROPOSAL FORMAT AND REQUIREMENTS – MANDATORY

Each Proposer shall provide the following in addition to describing individual team member qualifications:

#### 5.5.1 Introductory Letter (Two Pages Maximum)

Include the name of the proposing development team or Individual and its principal business address and phone number. The letter should address the Proposer’s willingness and commitment, if selected, to provide the services as outlined in the Project Objectives and why the Proposer believes it should be selected. Please also indicate to the extent known, your preliminary thoughts about the development program for the site of interest. You do not have to indicate any preliminary ideas –but if you have a broad or specific ideas about programming (e.g. use mix, density of development, etc.), please so indicate. The letter should be addressed to Paul Downey, Administrative Services Director, and should be signed by an officer of the firm authorized to bind the firm to all comments made in the proposal.

Please provide all contact telephone, fax numbers, e-mail addresses, and addresses of your office(s).

### **5.5.2 Proposer Profile, Experience and References (Seven Pages Maximum)**

Please include the following:

- A. A corporate overview, structure and organization, the year it was established, the type of services available, and the size of staff. Provide the proposed organizational structure under which the Proposer will provide the requested services to the City, including the designation of the Principal in Charge and other key personnel.
- B. Identification of all development team members that will be assigned to this project including the developer and the legal contracting entity, the prospective owner of the project (if different from the developer), other investment partners, the architect(s) and their proposed responsibilities, the contractor (if known), anticipated sources of equity and anticipated lenders, all as applicable. Résumés for each team member should be included as a separate attachment (and not counted toward the page total). The introduction of each team member should indicate each member's ability to perform the requested services and time that will be devoted to this project. Describe individual roles, responsibilities, credentials, and related experience.
- C. A description of the developer, architect and contractor's experience and qualifications in the development and construction, particularly of mixed-use projects, including those with housing with active ground floor uses, commercial and office projects. Describe the team's experience in the development of high quality, successful urban infill projects. Include any partnerships with the public sector. Provide three and up to five references most comparable to a Town Center project of this size, highlighting for each project:
  - Design features, materials and construction methods
  - Hard construction cost per square foot and overall project hard cost
  - How quality was maximized within the project budget
  - Any public/private partnership agreements
  - Neighborhood or community involvement
  - List of developer, architect and contractor firms
  - Client name, contact person, address, telephone number, and e-mail address for each client described.
- D. A description of all projects which the Proposer is currently working on which may pose a potential conflict of interest with this project.
- E. A statement to confirm Proposer's ability to comply with our minimum qualifications. Also list any exceptions.

### **5.5.3 Proposer's Description of Proposed Project (Fifteen Pages Maximum)**

Please provide detailed information on the specifications and features of the proposed project.

Please provide answers in this format and as straightforwardly as possible.

- A. Indication that the Proposer has a clear understanding of the requested services.
- B. Provide a brief narrative description of the proposed project addressing the following factors including how it will meet the project objectives outline in Section 4.3:
  - Vision, goals, major design elements and urban design approach
  - Include a general illustrated concept for the site (e.g. bubble drawing, schematics)
  - Building Program, including approximate building square footage by type of use (retail, residential, office or parking)
  - If contains housing: total number of units, average size and percent and number affordable.
  - Design character and quality standards
  - Construction approach and building envelope materials
  - Anticipated sustainable building and site practices and materials

- Open/green/public space, if any
  - Relationship to adjacent uses and the Town Center
  - Identified constraints or challenges
  - Proposed arrangement for property transfer or acquisition
- C. The successful Proposer will be required to secure and maintain appropriate insurance coverage: Workers' Compensation, Professional Liability of \$2 million, and General Liability of \$2 million. Proof of such coverage, in the form of a broker issued certificate, must be received by the Agency prior to the beginning of the contract date and with the signed contract. Can your Firm provide proof of coverage in the form of certificates of insurance for these dollar amounts?
- D. Furnish a disclosure statement of involvement in any civil or criminal litigation or investigation regarding your business practices during the past five years.

#### **5.5.4 Proposers Financial Capacity**

- A. Explain the team's financial capacity and share any preliminary thoughts about estimated project costs and financing approaches for the team's project ideas (depending on how refined the project ideas are at this stage). Please discuss likely or possible equity and debt sources. Provide as much information warranted, such as financial statements, to make the case that the team possesses the financing capacity to develop the project site. (Any financial documents submitted to the Agency should be placed in a separate envelope and clearly marked as confidential. Please provide only one paper document for this information. Copies or electronic files are not required.)
- B. Describe any expectations for public financial participation at this stage. The response should include general statements relating to financial participation, assistance with permits, and other potential public funding sources.
- C. Provide a preliminary estimated time frame to carry out the project(s) and describe if you envision a phased approach.

#### **5.5.5 Declaration of Independent Contractor Status**

Select and submit one applicable form.

#### **5.5.6 Addenda**

All Addenda of this RFP shall be submitted as part of the Proposal. Receipt of each Addendum shall be acknowledged by the Proposer by signing in the appropriate designated location. Each Proposer shall ascertain, prior to submitting a Proposal, that the Proposer has received all Addenda issued by the Agency.

## **SECTION 6 – PROPOSAL SELECTION AND EVALUATION**

### **6.1 GENERAL INFORMATION**

Each proposal will be judged on its completeness and quality of its content. The Agency reserves the right to reject any or all proposals and is not liable for any costs the Proposer incurs while preparing or presenting the proposal. All proposals will become part of the public file, without obligation to the Agency. Upon the completion of the evaluations, the Agency intends to negotiate a contract with the Proposer whose proposal is deemed to be most advantageous to the Agency.

### **6.2 SELECTION REVIEW**

The review process will include staff, the Urban Renewal Advisory Committee (URAC), and the URA Board of Directors. The URAC has been appointed by the URA Board of Directors to advise them on URA issues.

Staff will first review the proposals to ensure proposals meet the basic requirements of the RFP and may have follow-up questions prior to the Project proposals going to the URAC who will review and rank all proposals, interview selected proposers, and make a recommendation to the Urban Renewal Agency Board of Directors on which proposal or proposals to consider.

The URAC will review the project in terms of the evaluation criteria listed in Section 6.4. If additional information is deemed necessary as part of the evaluations, such information will be solicited in order to allow the committee to complete the evaluation process. Proposers selected for final evaluation will be required to make an oral presentation of their proposal to the URAC and staff. Such presentations shall provide an opportunity for Proposers to clarify their proposal to ensure thorough mutual understanding. The presentation may also include additional questions from staff and the URAC related to the proposal and the scope of work.

The URAC will rank and recommend one or more projects to the URA Board of Directors for final consideration. At the Agency's option, presentations with questions from the Board of Directors may be conducted with the selected Proposer(s) in order for the Board of Directors to make a final determination and authorize staff to enter into a Memorandum of Understanding (MOU) and ultimately a Disposition and Development Agreement (DDA) with the successful proposer. The Agency may also seek expert advice to help review proposals. Such advisor(s) to the Agency may attend evaluation meetings and Proposer presentations, evaluate the proposals, and lend any such expertise to the process as requested by the Agency. However, any such person that is contacted by the Agency for their expert advice shall not, from first being contacted until the RFP process is completed, or otherwise brought to an end, have communications with any Proposers regarding their proposals or the process once the RFP is issued.

### **6.3 INTERVIEWS**

The Agency will schedule the time and locations of the interviews, if required, on the dates indicated in the RFP Schedule. The Agency reserves the right to change the interview dates. Interviews will take place at a location to be determined, in Forest Grove. Firms invited to the interview will be responsible for making and paying for their own travel arrangements.

### **6.4 EVALUATION CRITERIA**

The criteria listed below will be used to evaluate the Proposers to determine the finalists and apparent successful development team. Since the URA is evaluating the creativity of the development vision and the URA does not have a specific type of development it is envisioning, specific points will not be awarded to the proposals.

#### **6.4.1 Comprehensiveness of Project Approach**

Concept reflects a realistic and creative development vision for the site and is responsive to project objectives, site characteristics and context. The project approach includes a realistic schedule leading to disposition of the Agency's property.

#### **6.4.2 Experience, Capability and Qualification of Development Team**

The credentials, capacity and experience of the assigned staff selected to perform the requested development project as described in this RFP.

#### **6.4.3 Meeting Vision and Objectives**

How well does the proposed project address the visions and objectives for the redevelopment of the site.

#### **6.4.4 Reference Check**

The Agency reserves the right to contact references as part of the decision-making process and prior to making a final selection.

### **6.5 BEST AND FINAL OFFERS**

If in the best interest of the Agency the department has chosen to employ a method of Proposer selection leading to best and final offers, the Agency may conduct private discussions with qualified Proposers as allowed by ORS 279B.060(6).

### **6.6 RANKING OF PROPOSALS**

a) Proposals may be ranked by the URAC based on evaluation of responses and interviews (if any) with the first-ranked Proposer being that Proposer which is deemed to be the most appropriate and fully able to perform the services, and the second ranked Proposer being the next most appropriate, all in the sole judgment of the Selection Review Committee.

## **SECTION 7 – CONTRACT**

### **7.1 CONTRACT AWARD**

The intent of this RFP is to enter into negotiations for a Memorandum of Understanding (MOU) with the selected proposer to begin discussions on developing the project. If the discussions resulting from the MOU are successful, it is the URA's intent to enter into a Disposition and Development Agreement (DDA) so the project can be constructed. If an MOU cannot be negotiated with the selected proposer, the URA reserves the right to negotiate with the next selected proposer or commence the RFP process again.

### **7.2 REQUIREMENTS**

The firm must be covered by Workers' Compensation Insurance, which will extend to and include work in Oregon. In addition, the firm must also submit documents addressing general liability insurance, automobile and collision insurance, professional liability insurance, and indication that there is no conflict of interest on the part of the Contractor's submission of a proposal for the services being solicited under this RFP.

### **7.3 MOU AND DDA ADMINISTRATOR**

Paul Downey, Director of Administrative Services, shall be the Administrator for the Development Project selected through this RFP process.

**Conflict Of Interest**

The undersigned Proposer and each person signing on behalf of the Proposer certifies, and in the case of a sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no member of the City Council, Urban Renewal Agency of Forest Grove Board of Directors, officer, employee, or person, whose salary is payable in whole or in part by the City or Agency, has a direct or indirect financial interest in the award of this Proposal, or in the services to which this Proposal relates, or in any of the profits, real or potential, thereof, except as noted otherwise herein. The undersigned hereby submits this Proposal to furnish all work, services systems, materials, and labor as indicated herein and agrees to be bound by the following documents: Request for Proposal, Memorandum of Understanding, and associated inclusions and references, specifications, Proposal Form, Proposer response, mutually agreed clarifications, appropriately priced change orders, exceptions which are acceptable to the Agency, and all other Proposer submittals.

**Reciprocal Preference Law - Residency** Resident Proposer ( ) Non-Resident Proposer ( )

**Signature Block**

The Proposer hereby certifies that the information contained in these certifications and representations is accurate, complete, and current.

\_\_\_\_\_  
Proposer Name Proposer

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Proposer Mailing Address, City, State, Zip

\_\_\_\_\_  
Proposer Facsimile Number

\_\_\_\_\_  
Proposer E-mail Address

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date