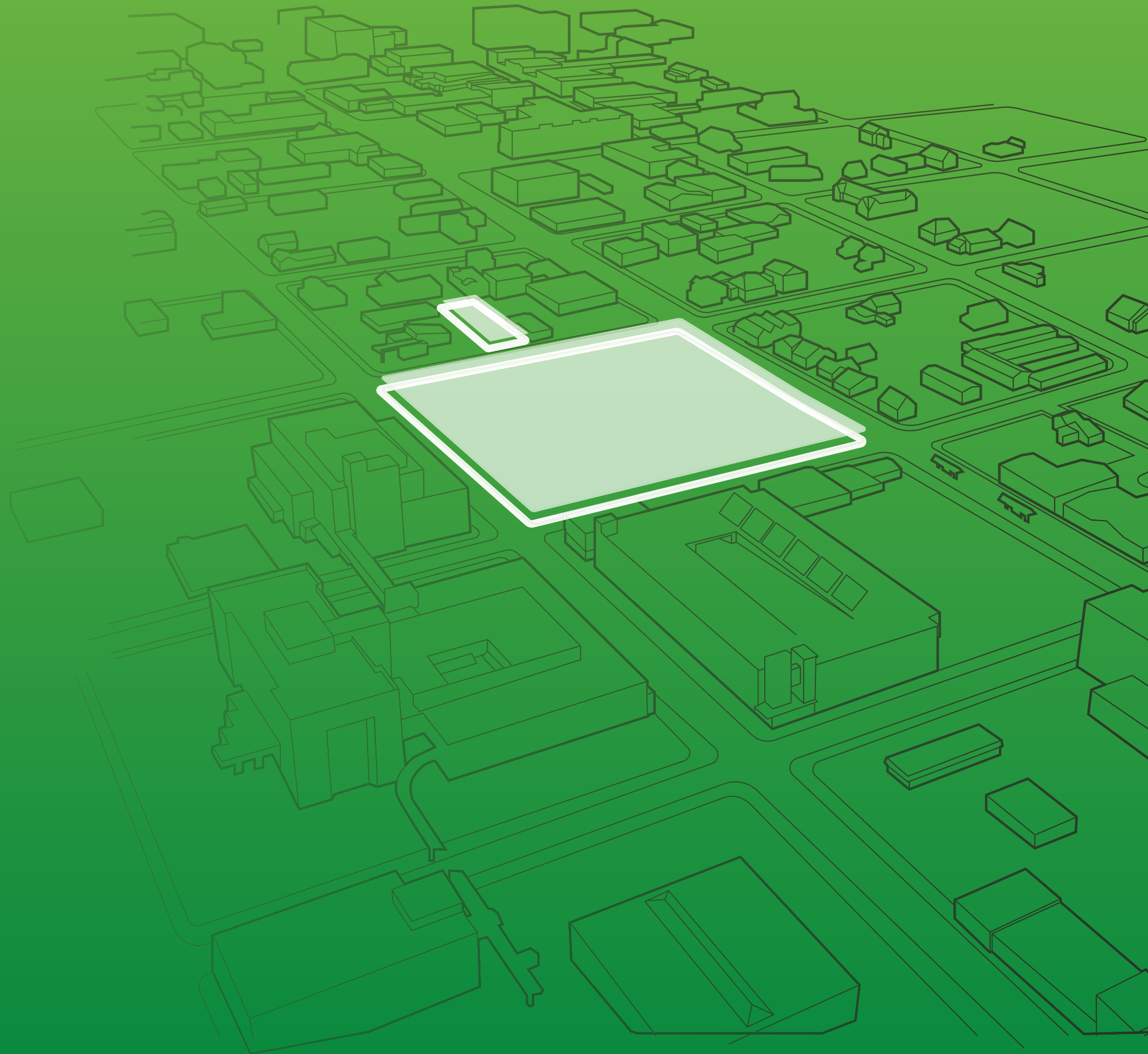


*Block 67 is a catalytic transit-oriented mixed-use project that enhances the vibrancy and activity within Downtown Hillsboro, and provides a critical link between the Main Street and Health and Education Districts and the Baseline/Oak commercial corridor.*



## REQUEST FOR QUALIFICATIONS

BIDDINGO PROJECT # 201708-10003

### DUE DATE AND TIME FOR RESPONSE SUBMITTALS:

**October 6, 2017 @ 3:00 PM PDT**

Responses to this Request for Qualifications shall be uploaded to Biddingo and labeled with the Project Title. Respondents must also submit one (1) unbound original response to the City.

An on-site meeting and project overview will be hosted by the City Economic Development team on September 7, 2017. The meeting will be held from 10AM until 12PM on the Block 67 site. The meeting is intended to provide additional information on the offering, discuss context and elements of the Site, and answer any questions. The meeting is optional to interested parties and not mandatory for submission or consideration of responses.

SUBMIT PROPOSAL TO:  
Dan Dias, Senior Development Manager  
City of Hillsboro  
Economic Development Department  
150 E. Main Street 5th Floor  
Hillsboro, OR 07123  
503.681.5275

**BLOCK  
67**



## Table of Contents

1. Introduction and Development Opportunity	4
2. Site Information	6
3. Policy Background and Key Policies	10
4. Market Analysis Summary	12
5. Development Offering and Consideration	14
6. Submission and Selection Process	18
7. Post Selection Process and Entitlement	22
8. General Conditions	23
9. Appendices	25

# 1. Introduction and Development Opportunity

## Block 67 Overview

Block 67 is a recently acquired City owned site located in the center of the Downtown area. Block 67 is a catalytic transit-oriented mixed-use project that enhances the vibrancy and activity within Downtown Hillsboro, and provides a critical link between the Main Street and Health and Education Districts and the Baseline/Oak commercial corridor.

The City of Hillsboro seeks a qualified partner to redevelop this critical site in an effort to advance the City's vision and goals for Downtown, deliver needed market rate housing and contribute to Downtown's vibrant mix of uses and authentic character.

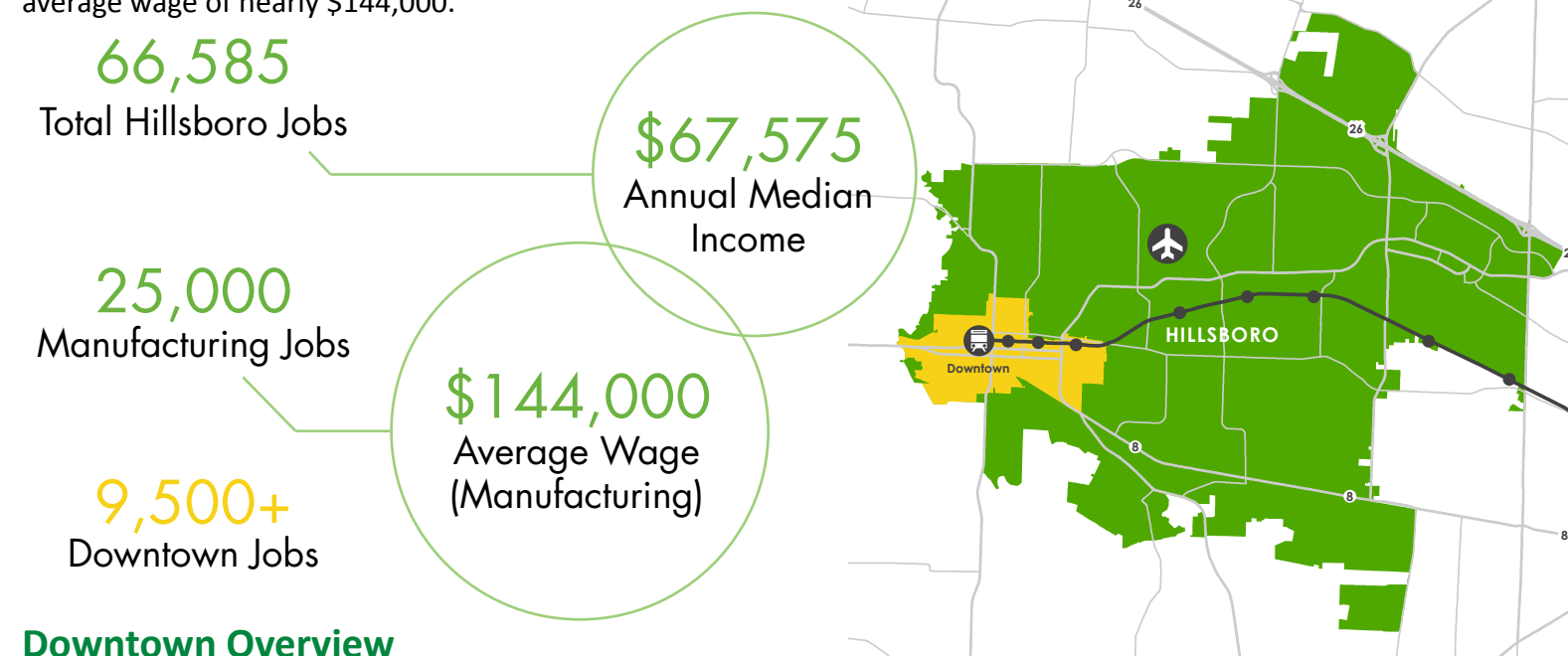
### The location of this project within the Downtown area is ideal because of:

- Walkability and immediate access to transit,
- Adjacency to key uses such as the Tuality/Oregon Health and Science University (OHSU) Medical Campus and the Pacific University Health and Education Campus, and the City and County civic centers,
- Accessibility to Downtown's extensive amenities including retail, dining, shopping and recreating and socializing,
- Proximity to Hillsboro's burgeoning industrial and employment areas fifteen minutes by car or two to three light rail stops away, and
- Immediate access to rural areas for fresh produce, wines and recreation

## Hillsboro Overview

Located in the heart of Oregon's Tualatin Valley, Hillsboro was founded in 1842 and incorporated in 1876. Now Oregon's fifth largest city with nearly 100,000 residents, Hillsboro enjoys award-winning urban planning, an affordable cost of living, a strong economic base and one of the state's most diverse populations. It supports the state's fourth largest school district, two higher-education campuses (Pacific University and Oregon Health and Sciences University), and over 1,500 acres of designated green spaces including Jackson Bottoms Wetlands Preserve.

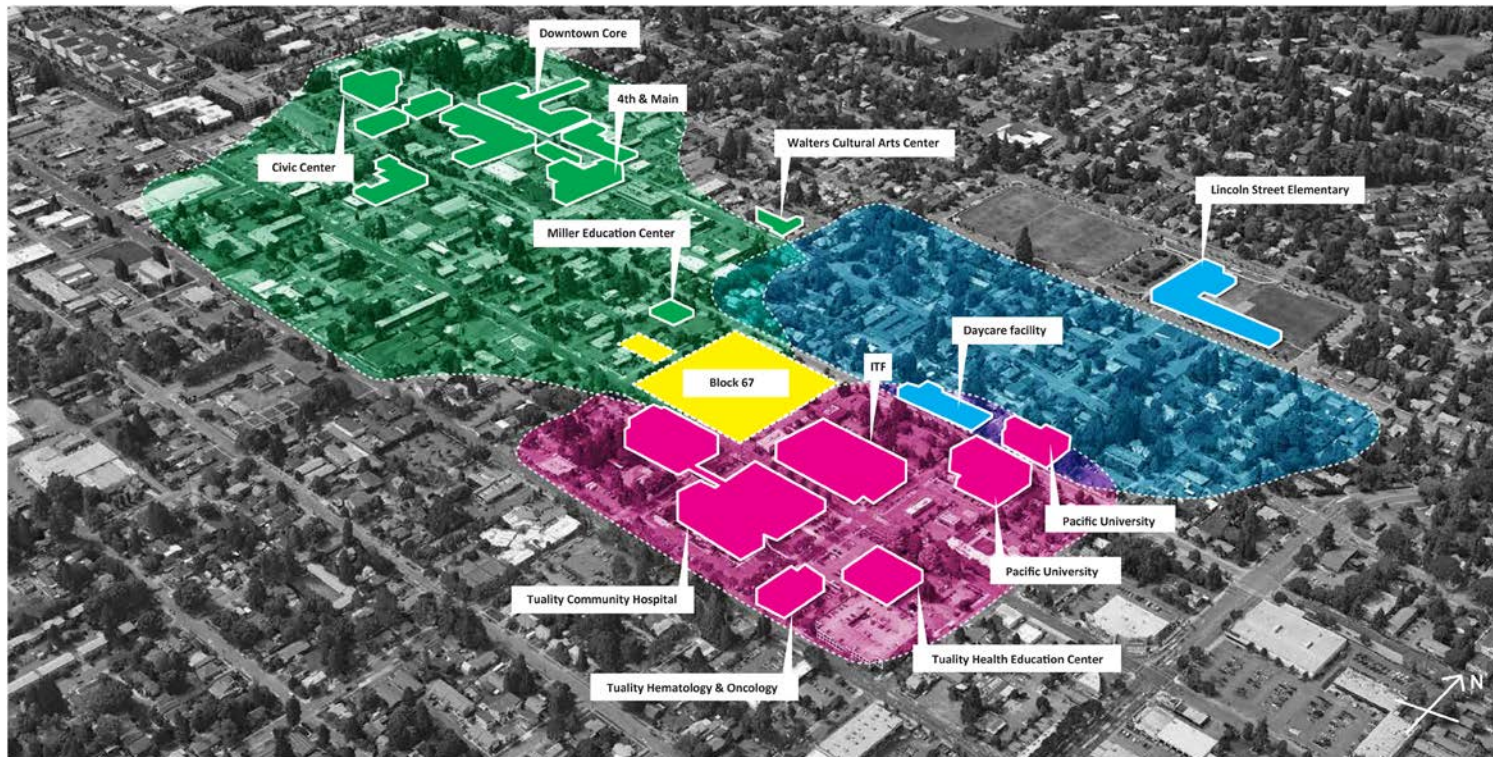
Total employment in the City is 66,585 with an annual median income of \$67,757. Hillsboro is a center for high technology and advanced manufacturing. It is home to many of Oregon's largest and most economically critical businesses such as Intel, Genentech, Acumed, Qorvo, Nike, Kaiser, Salesforce, Oracle, Standard Insurance and Laika Studios to name just a few. Employment in its manufacturing sector is approximately 25,000 with an annual average wage of nearly \$144,000.



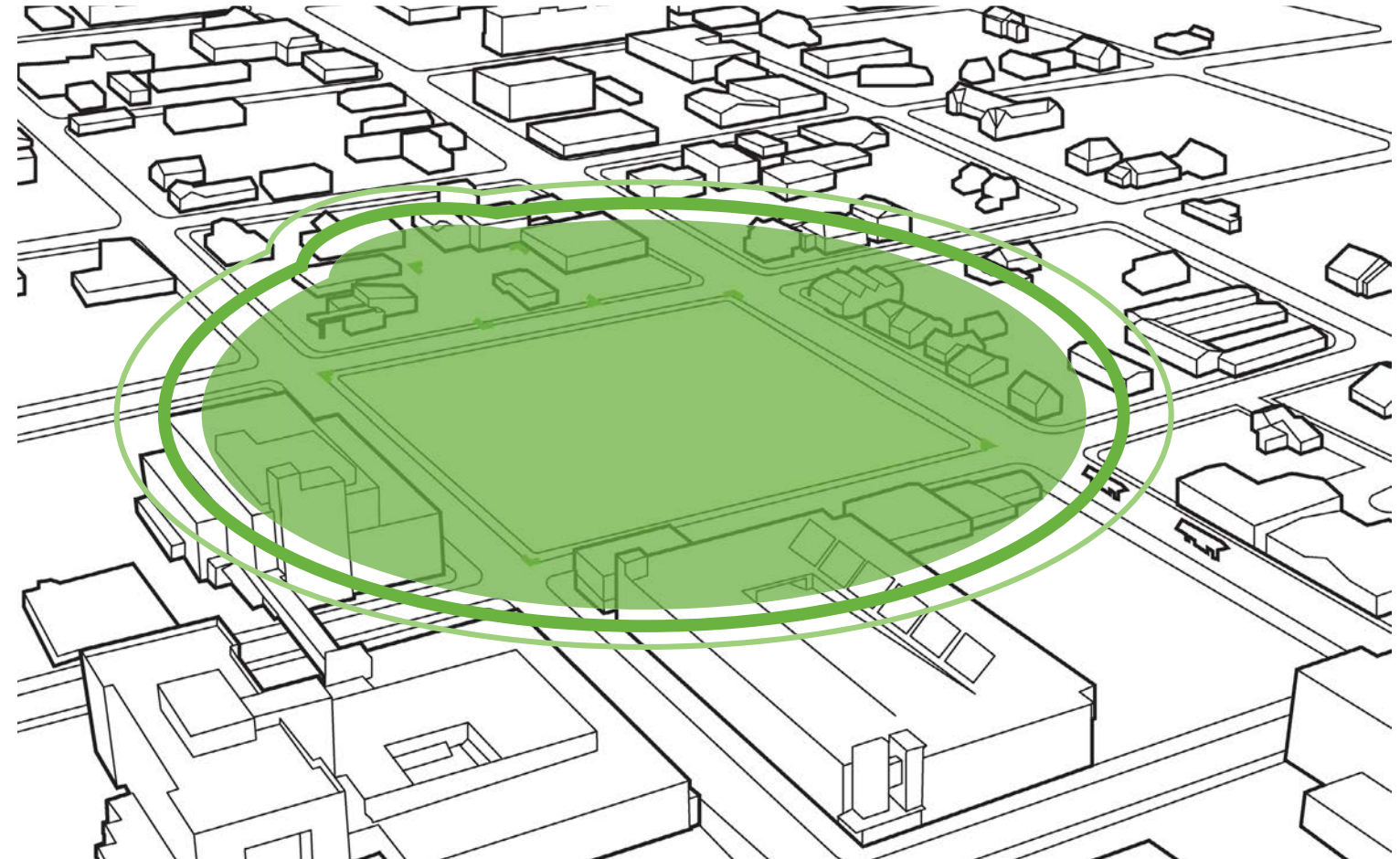
## Downtown Overview

Downtown Hillsboro is an active district that contains the City's traditional Main Street, the seat of Washington County, and the historic center of the City, with buildings dating to the late 1800's. The Civic Center (city hall) is located here, along with the Washington County administrative offices and the Washington County Courthouse. Downtown is also home to the local community hospital (Oregon Health and Sciences University Partner – Tuality Healthcare) with approximately 1,100 employees and 600 to 1,000 visitors per day, and Pacific University's College of Health Professions and Masters of Business Administration Program with nearly 2,000 students and 200 staff, with plans for future expansion in a Phase III building to be located at the SW Corner of SE 8th Street and SE Washington Street. In total there are over 9,500 jobs in the Downtown. Downtown Hillsboro is also home to 4 performing arts venues and is the arts and culture center of the City. Downtown Hillsboro is also well served by transit, with the Max light rail Blue line providing frequent service. The site is located adjacent to the Health and Education District Max Station.

The City is also preparing to conduct a study to evaluate the SE Oak Street and SE Baseline Street couplet (a portion of the HWY 8 corridor). This project seeks to support redevelopment along the Oak/Baseline couplet by providing a comfortable, human-scale environment for residents and business customers while at the same time accommodating auto and truck traffic along the State highway. It also seeks to increase accessibility by persons using all modes of transport to priority community service destinations such as City and County offices, the Health & Education District, the 10th Street commercial corridor as well as the Main Street district, with its restaurants, retailers and arts and entertainment venues. The City anticipates using this project to address key questions and challenges related to the Oregon Highway 8 corridor as it passes through Downtown Hillsboro. The Oak/Baseline study may involve the Block 67 site due to its frontage along SE Baseline Street.



## 2. Site Information



	Parcel A (full block)	Parcel B
<b>Owner</b>	City of Hillsboro	City of Hillsboro
<b>Address</b>	206 SE 6th Avenue	233 SE 6th Avenue
<b>Map and Taxlot</b>	1N231DC11300	1N231CD10600
<b>Size (acres)</b>	3.61	0.24
<b>Size (square feet)</b>	157,251	10,454
<b>Dimensions (depth x width)</b>	396'x397'	148'x70'
<b>Current Conditions</b>	Vacant, half gravel pad and half parking lot	Vacant, parking lot
<b>Environmental Conditions</b>	The City has completed environmental cleanup on the Site. The City has received a <a href="#">No Further Action determination by the Department of Environmental Quality</a> . No further environmental work is anticipated on the Site.	
<b>Land Use and Zoning</b>	The site is within the <a href="#">Downtown Plan District</a> and is zoned <a href="#">Station Community Commercial – Downtown (SCC-DT)</a> . The purpose of this zone is to create a vibrant downtown core and active place with shopping dining entertainment venues arts and cultural experiences civic activities and spaces and high density mixed-use and residential developments.	

<b>Zoning Summary*:</b>	
Minimum Floor Area Ratio	0.75
Maximum Height	75' (this can be increased through a discretionary land use review process)
Minimum Height	1 story
Minimum Building Frontage	50%
Commercial Setback	0 - 15'
Minimum Residential Density	30 units per acre
Maximum Residential Density	90 units per acre
Minimum Residential Parking	0.75 per dwelling unit
Minimum Commercial Parking	None

\*Zoning information can be found within [Hillsboro Community Development Code \(CDC\) section 12.23.300](#) and the [Downtown Plan District can be found in CDC section 12.61](#).

Block 67 is also located within the Downtown Urban Renewal Area (URA). The URA was established in 2010 and creates a funding mechanism by which the City can better implement the goals and policies for Downtown and can also be used to participate in public-private partnerships.

## Infrastructure

The site is located within the Historic Downtown Core and has a multitude of existing infrastructure adjacent to and serving the site. The infrastructure information listed below documents existing infrastructure facilities, and makes note of potential improvements that may be required and needed to accompany redevelopment of the site. Additional information and studies will be conducted at later phases of the project and will be needed to further analyze infrastructure serviceability and other possible improvements. These studies include but are not limited to, Traffic Impact Analyses (TIA), sewer capacity analysis, and storm water analyses. All utility information to be analyzed and confirmed by development team in future phases of the project.

## Water

There is ample water capacity existing for the site. Water lines exist in the rights-of-way on all sides of Parcel A and along the eastern frontage of Parcel B.

Location	Existing Infrastructure	Additional Information
SE Baseline Street	12 inch ductile iron	
SE 7th Avenue	8 inch ductile iron	
SE Washington Street	10 inch plastic	
SE 6th Avenue	6 inch cast iron, and 8 and 10 inch ductile iron	Approximately 300 lineal feet of 6" cast iron pipe is located near Parcel A's western property line and will need to be evaluated with site design and may need to be relocated.

## Sanitary Sewer

A sanitary sewer analysis would be needed to evaluate capacity of adjacent infrastructure to meet development demand. The City and Clean Water Services evaluated the downstream and waste water treatment plant capacities and determined them to have capacity for redevelopment of the site.

Location	Existing Infrastructure
SE Baseline Street	8 inch clay/high-density polyethylene (HDPE)
SE 7th Avenue	8 inch polyvinyl chloride (PVC)
SE Washington Street	8 inch PVC
SE 6th Avenue	6 inch clay

## Storm Sewer

Storm sewer is available on all sides of Parcel A and along Parcel B's SE 6th Avenue frontage. Storm sewer capacity analysis, as well as evaluation of needed storm water quality and detention facilities with redevelopment of the Site.

Location	Existing Infrastructure	Additional Information
SE Baseline Street	Unknown diameter and unknown material	This pipe would need further evaluation and analysis.
SE 7th Avenue	12 inch PVC	
SE Washington Street	18 inch PVC	
SE 6th Avenue	8 inch concrete	There are two 8 inch concrete storm mains located in SE 6th Avenue.

## Transportation and Access

A transportation impact analysis (TIA) will be required for the project. The Oak/Baseline study, mentioned previously, may inform additional transportation access and improvement needs along the Site's Baseline Street frontage. It is anticipated that a signal will be required at the intersection of SE 6th Avenue and SE Baseline Street with Site redevelopment. A portion of the signal installation is anticipated to be creditable, depending upon the TIA. A pedestrian signal is also needed at the SE 6th Avenue and SE Oak Street and is also anticipated to be a requirement of redevelopment of the Site. A portion of this improvement may also be creditable depending upon the findings of the TIA. There is also a pedestrian connection that will be needed at Main Street that may also be creditable depending upon the TIA. Access to the site will occur from SE Washington Street, SE 6th Avenue and/or SE 7th Avenue. Access will not be allowed from SE Baseline Street due to its designation as an Arterial and an Oregon Department of Transportation facility.

Light rail transit serves the site and is located immediately north of the site with a stop 100 feet to the northeast of the site. The TriMet line 47 bus route runs along SE Baseline Street located immediately south of the site and connects the Downtown area with Orenco Station and North Hillsboro Employment Areas. The line 48 bus also runs on SE Baseline Street and connects Downtown with Beaverton and the Sunset Transit Center.

Location (Designation)	Dedication or Improvements Anticipated
SE Baseline Street (Arterial)	Dedication may be needed for sidewalk widening.
SE 7th Avenue (Local Street)	No dedication needed. Sidewalks will need to be widened to 8 feet with a 4 foot planter strip.
SE Washington Street (Local Street)	No dedication needed. City Code requires a 12 foot sidewalk with trees in tree wells. Sidewalks will need to be widened to 8 feet with a 4 foot planter strip.
SE 6th Avenue (Neighborhood Route)	No dedication needed. Sidewalks will need to be widened to 8 feet with a 4 foot planter strip.

## Other Utilities

Franchise utilities, except power transmission lines, will need to be placed underground with site redevelopment.

# 3. Policy Background and Key Policies

The City of Hillsboro, Washington County, and the Portland Metropolitan Area continue to experience high levels of growth, especially in the areas of multifamily residential and employment. Downtown Hillsboro is and remains a key City target area for growth, activity and revitalization within the greater Hillsboro community. Hillsboro has completed a significant level of work to plan for, position, and deliver redevelopment in its Downtown area. The community's desire to reinvest and add additional vibrancy and activity to Downtown is expressed in multiple City policy provisions.

## Downtown Framework Plan

In November 2009, the City adopted the [Downtown Framework Plan](#) which outlined goals and policies to inform actions and development in Downtown Hillsboro. The Plan was created based upon input from citizens who live, work and play in Downtown Hillsboro. Ultimately, the Plan was memorialized in the [Hillsboro Comprehensive Plan \(Sections 26 and 27\)](#).



## The revitalized downtown core and surrounding neighborhoods are the heart of Hillsboro.

Hillsboro's downtown offers a unique atmosphere and mixture of lifestyles and choices... As the downtown community prospers over time with new private and public investments, the environmental, economic, cultural and social assets of the downtown community are protected and enhanced for future generations.

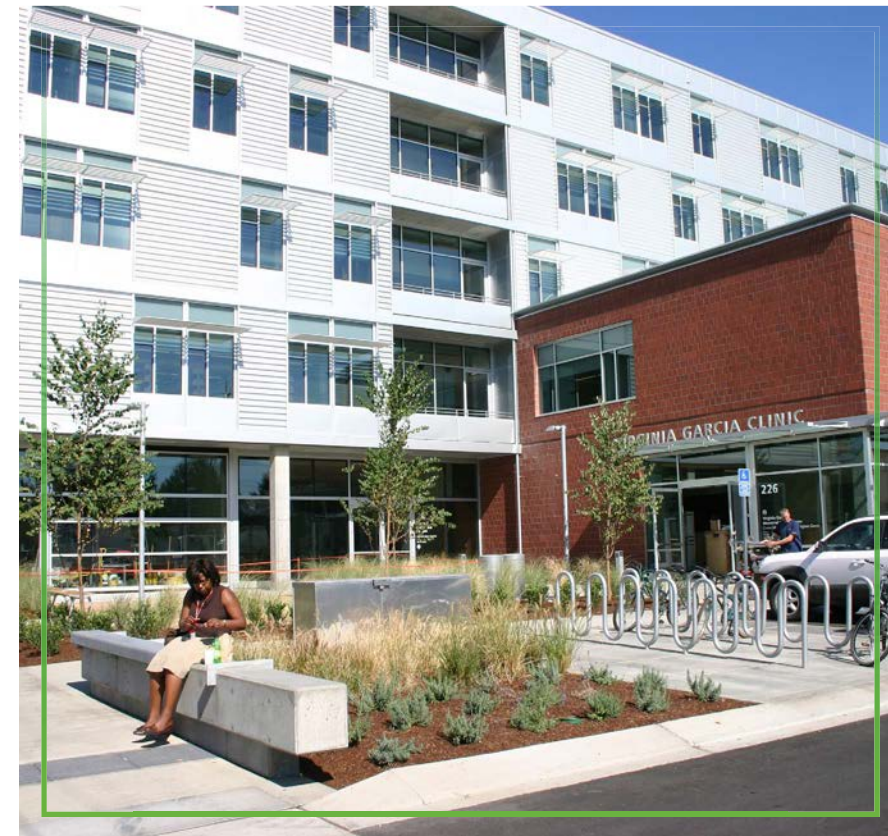
*-Downtown Framework Plan*

## Downtown Urban Renewal Plan

The City adopted the [Downtown Hillsboro Urban Renewal Plan](#) in May of 2010. The Urban Renewal Plan efforts built off of the Downtown Framework Plan and provide a critical funding source to advance many of the goals and initiatives outlined and adopted in the Framework Plan. Funds from urban renewal can be used towards, infrastructure projects, studies and plans, public-private partnerships and to assist in redevelopment efforts.

## Key Downtown Framework Plan Goals and Policies

[Key Downtown Framework Plan and Urban Renewal Plan goals and policies](#) that are most applicable to the Block 67 project have been excerpted and included in [Appendix 2](#). This excerpt has been provided for ease of use in responding to the submittal requirements of this RFQ.



# 4. Market Analysis Summary

The City of Hillsboro recently commissioned and completed two market studies. The first market study was to evaluate and summarize demand for future housing development within Downtown Hillsboro, and the second market study analyzed the feasibility for the Downtown Hillsboro area to support a new grocery store. The market studies included scopes which evaluated the greater Downtown Hillsboro area and also conducted a more detailed analysis for the Block 67 site. The reports are attached as appendices for further review.

## Residential Market Analysis

This analysis was conducted by Johnson Economics and included an assessment of projected demand by product type and price range, as well as an assessment of market context and achievable pricing for five major housing types: market rate apartments, affordable apartments, for ownership housing, senior housing and student housing. The analysis provided the following findings:



There is a **2.8%** vacancy rate City wide and Downtown is closer to **1%**.

There is strong net new demand and anticipated absorption in Downtown for approximately **200 units per year for the next five years**.

Achievable rents are between **\$1.75 and \$2.05 per square foot** with the highest achievable rents in the Health and Education District.

Rents can be increased if linked with a food market or grocer.

Podium style projects will likely require some cost assistance.

The Block 67 site is a strong mid-market independent senior living location given proximity to transit, health care and amenities.

There is likely demand for **100 units** of student housing in a market apartment setting rather than a dormitory style setting due to nature and make-up of student population.

## Grocery Market Analysis

This analysis was conducted by Economic and Planning Systems, Inc. and included an assessment of the ability for Downtown Hillsboro, and surrounding neighborhoods, to support a new grocery store. The study evaluated current supply and demand for groceries and similar markets in and near Downtown. This analysis also coordinated with the housing analysis to gain perspective on current market conditions and future market conditions with residential unit growth. The report concluded the following findings:

The area is presently well served by a diverse array of existing grocery retailers, resulting in a market that is likely at or close to equilibrium with limited demand for additional grocery space at best.

There is **market support for a niche retailer** that could be folded into a more comprehensive mixed-use development plan.

A **small format grocery store of about 10,000 square feet** or less or specialty foods shop as part of a retail component within a larger mixed-use development project is more likely to realize Downtown's high-density potential.

Finding a store with an appropriate fit for the community is of great importance in Downtown Hillsboro due to the diversity of existing grocery suppliers in the greater Downtown area.

Additional income growth in the area and increased density over time will increase the demand and viability of additional grocery retailers.



[Review both market studies in Appendices 5 & 6](#)

# 5. Development Offering and Consideration

The City acquired the 3.85 acre Site in December of 2016 with a vision of delivering a higher density mixed-use development that would benefit Downtown and advance the goals and policies of the Downtown Framework Plan and Urban Renewal Plan. Prior to City acquisition, the site was home to the Hank’s Thriftway grocery store, which closed in 2015, and numerous other small retail uses. The City demolished the structure in early 2017, completed environmental assessments on the Site and removed two in-ground residential heating oil tanks and contaminated soil. The City received a [No Further Action determination from DEQ](#).

The City seeks a development team that can partner with the City to redevelop the Site to meet the requirements of this RFQ, incorporate elements from the “Request list” below and demonstrate delivering on the Downtown Framework Plan and Urban Renewal Plan Goals as summarized above and included in the attached documents.

## Response and Development Requirements

The City is interested in a development team capable of redeveloping the Block 67 site with a development program containing the following required elements:

### Requirement 1

A mixed-use project containing market rate residential units.

### Requirement 2

Open space that serves both the larger community and Site development. This could be in the form of an urban plaza or other public gathering place, along with pedestrian connectivity to other districts within Downtown.

### Requirement 3

A project that contains high quality urban design and construction with durable materials.

### Requirement 4

A plan to efficiently address the required parking for proposed uses, and for the anticipated parking needs of the respective uses. Any parking provided on the Site shall be provided in a manner that is attractively integrated into the urban form of the project.

## Response and Development Requests

The City is also interested in the inclusion of at least some of the following requested elements in the development program:

### Request 1

Employment or job creation through the provision of commercial uses including office or other employment uses.

### Request 2

Mixed-income housing including possible affordable/attainable housing, student housing, and/or senior housing components.

### Request 3

A project amenity strategy including retail along with a food and/or small grocer/market component.

### Request 4

Inclusion of a hotel or lodging component.

### Request 5

Integration of the quarter block to the west of the Site including Parcel B of the Site and other additional properties.

## Incentives and Investments

The City anticipates working with a development team with a proven track record of successful public-private partnerships involving multiple sources of public and private funding and finance. Below are some tools that may be considered for use on the project depending on financial need, the mixture of uses and the attainment of the goals for Downtown, as well as inclusion of the requirements and requests listed above.

- Land Value Write Down/Ground Lease
- Vertical Housing Tax Abatement
- Shared Parking, Support for Parking
- Entitlement and Permitting Assistance
- Carry Cost of the Land for Phased Projects
- System Development Charge Credits
- Urban Renewal Funds

The list above is not inclusive or exclusive. Other tools may be proposed and used based upon further discussion between the selected development partner and the City.



## Potential Opportunities for Inclusion within RFQ Responses

There are opportunities for development teams to engage and possibly incorporate other opportunities associated with existing stakeholders in the Health and Education District and entities expressing interest in the Block 67 site. These opportunities include:



m.o. stevens



As active members of the Health and Education District, Tuality Healthcare and Pacific University have been engaged in the discussion surrounding future development of Block 67 and are willing to discuss potential opportunities with prospective developers.

*Steve Krautscheid, Ancillary Services Administrator*  
 Email: [steve.krautscheid@tuality.org](mailto:steve.krautscheid@tuality.org)  
 Phone: 503.681.1087



Pacific University provides a diverse learning community offering a unique combination of undergraduate, graduate and professional programs in the liberal arts and science, education, business, optometry and the health professions. Pacific University is an active member of the Health and Education District and has been engaged in the discussion surrounding future development of Block 67 and are willing to discuss potential opportunities with prospective developers. Contacts at each of the institutions are below.

*Mike Mallery, Vice President for Finance and Administration*  
 Email: [mallerym@pacific.edu](mailto:mallerym@pacific.edu)



hillsboro chamber of commerce



HSD and PCC are working collaboratively to bring three new CTE Career Pathways to Downtown Hillsboro: Medical Interpretation (part of PCC Allied Health programs), Criminal Justice (potentially a comprehensive Public Services program), and Entrepreneurship & Digital Marketing. HSD and PCC are interested in potentially being a component of the Block 67 redevelopment effort. This potentially means that the HSD-owned property immediately north of Block 67 Parcel B could be incorporated into the overall project. For additional information and discussion please contact:

**Hillsboro School District**  
*Mike Scott, Superintendent*  
 Email: [ScottM@hsd.k12.or.us](mailto:ScottM@hsd.k12.or.us)

**Portland Community College**  
*Sandra Fowler-Hill, Rock Creek President*  
 Email: [sandra.fowlerhill@pcc.edu](mailto:sandra.fowlerhill@pcc.edu)



opsis architecture



### Office User

The City has been approached by a potential office user for properties in Hillsboro. Kidder Mathews represents the interested party. For additional information, Mark Fraser is the contact.

*Mark Fraser, Senior Vice President, Partner*  
 Email: [mfraser@kiddermathews.com](mailto:mfraser@kiddermathews.com)  
 Phone: 503.750.8200

# 6. Submission and Selection Process

## Submittal Requirements

A. **Cover Letter:** Provide a cover letter describing the interest in the Site, and summarizing the major points contained in the RFQ. Please also discuss the elements/uses you anticipate including in the redevelopment of the Site.

B. **Team Members:** Identify the lead development firm or entity for the project and team members. Include the contact person, entity name, address and telephone number of each of the members of the team. Also include indicate the proposed entity with whom the City would discuss and negotiate a contract.

C. **Relevant Experience and Financial Capacity of the Team:** Describe the relevant experience of the team in delivering public-private partnership projects and delivery of transit oriented and mixed-use developments. Include a summary of similar projects delivered by the team along with pictures of completed projects or renderings for projects currently under review or construction.

Also include evidence of the team’s financial capacity to complete the anticipated development. This could include year-end financial statements, financial statements from successfully completed projects, or letters of interest from investment partners. Financial information that is provided and also proprietary can be maintained as confidential. If your team desires this financial information to be kept confidential, then please indicate this on the submitted information.

D. **Concept Development Program/Vision for the Site:** Describe your team’s preliminary development program for the site, noting how you are incorporating the required elements and any of the City’s requested elements. Include estimated number, square feet, and types of residential units, square feet and types of other uses, and number of parking spaces (including the use of shared or public parking). Also include any phasing for delivery of the project. Please explain why you chose to include certain uses and elements and why you may have not included others.

Explain why and how this proposal best meets the goals of the Downtown Policies, the vision for the Block 67 site and elements of this RFQ, including bringing additional activation and intensity to the Health and Education District and greater Downtown, delivering market rate housing in Downtown, generating tax increment within the urban renewal district, and catalyzing development on other sites in Downtown. Please note that any proposed redevelopment plan must use the Site in a manner consistent with the Urban Renewal Plan Goals and Policies listed in Section 3.

Please also identify and discuss any concerns with the Site, the City’s objectives, and this offering. Whenever possible, please also provide examples or ideas for how these concerns may be resolved.

Please also provide up to three plan sheets depicting the project concept and development program, such as a site diagram, site plan or rendering that identifies the location of buildings, uses, accesses points and other critical elements within the Site. Do not include detailed architectural renderings or visualizations.

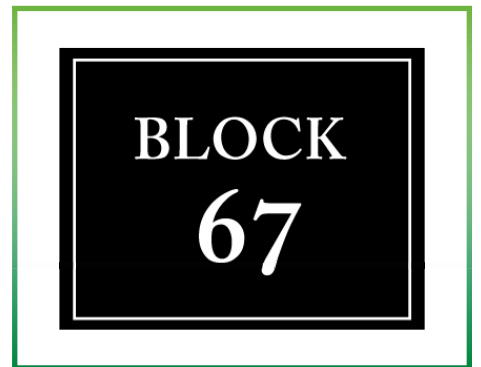
E. **Financial Feasibility of Vision for the Site:** Provide information and perspective regarding sources (equity and debt, public vs private) and uses for achieving the proposed development vision and program. Indicate the purchase price that the development team intends to acquire the site(s) for, as well as, the public incentives needed to finance the project. Evidence provided shall demonstrate to the City that the development team has the ability to secure funds required to meet the commitments to construct the anticipated development. Provide any non-binding letters of support from financial partners (this can be included in the appendix).

Please indicate in the response, whether the team desires for the financial elements to remain confidential. Seek to minimize public investment and impacts to the taxable base to the degree practicable.

F. **References:** Please provide information for three references, including at least one public sector development partners able to speak to the development team’s experience on similar projects. Include any information on the nature of these projects associated with each reference.

G. **Page Limit:** Please limit responses to 30 pages or less. Resumes, marketing materials and other similar materials may be included in an appendix.

H. **Appendices:** Additional and relevant information such as examples of similar projects, non-binding letters of support from financial partners, example financials from completed projects of a similar nature to this project, testimonials from projects or stakeholders, resumes of key members of the development team and other materials as desired by the development team may be included in appendices attached to the response. As noted above, confidential or sensitive financial information may be kept proprietary if requested and to the extent permitted by law. If your team desires to keep any of this information confidential, then please indicate this request within your response and on the applicable documents and materials.

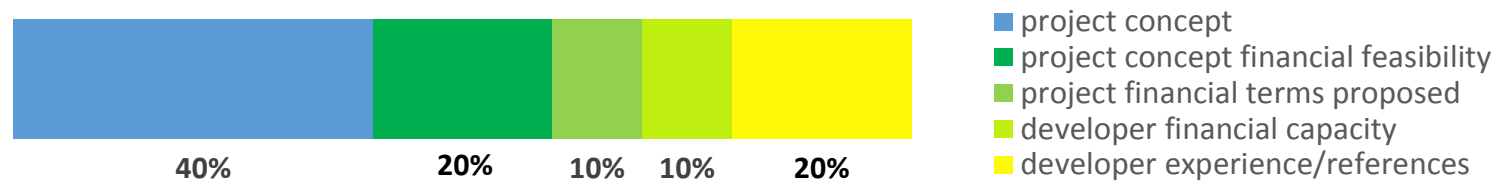


## Review Criteria

Developer responses will be evaluated based upon the materials as described in the submittal requirements above, the incorporation of the Downtown and Site goals and policies outlined in Section 3 Policy Background and Key Policies and the criteria listed below. The City seeks the team with the most creative and compelling vision for the Site that meets the stated goals, requirements, and requests; as well as the most realistic approach of delivering the vision. The City also seeks a development team with the financial capabilities to deliver the envisioned project and stated project goals. Lastly, the City seeks the development team with the most advantageous approach to pairing public and private resources to deliver the highest return on investment of public dollars and for public purposes.

City staff and the City’s Selection Committee will assess the proposals that are in compliance with the submission requirements outlined above, using the selection criteria and response weights as indicated below. The development team with the strongest results and best proposal will be selected. A limited number of teams may be asked to make project presentations to the City upon completion of the initial review of responses.

## Weighted Importance of Selection Criteria



### Project Concept

- The proposal’s ability to enhance the economic viability of Downtown.
- The proposal’s ability to deliver the required elements and incorporate requested elements.
- The proposal’s ability to address and advance the objectives of the Project, along with the stated goals and policies of the Downtown Framework Plan and the Urban Renewal Plan.
- The proposal’s ability to deliver a quality development that will enhance the character of the area through good urban design, including pedestrian connections through and within the Site and to surrounding areas.

### Financial Feasibility and Public Participation

- The amount of incentives and public investment anticipated to be requested.
- The project’s ability to benefit the City of Hillsboro through financial benefit such as tax generation and generation of tax increment, provision of an attractive public open space amenity(s), delivery of high density market rate housing units, and the direct and indirect economic benefit to the community.

### Developer Financial Capacity

- The financial ability of the development team to deliver the anticipated project as indicated and in a timely manner.

### Developer Experience/References

- The qualification and experience of the developer team, including investors, builders, designers and project managers, on similar types of projects.
- The demonstration of the development team in the successful development, operation and performance of mixed-use project(s) of comparable size and scale.

## Timing and RFQ Review Process

The following is the expected schedule for review of responses and selection of the successful development partner, subject to change.

**August 18, 2017:** RFQ Released

**September 7, 2017:** Optional On-Site Meeting and Project Overview. Meeting would be located at the Block 67 site and would be from 10AM until 12PM.

**September 15, 2017:** Deadline for requests for clarification to the RFQ

**September 20, 2017:** City issuance of clarifications to the RFQ

**October 6, 2017 (3:00PM):** Response Deadline

**October 18 – October 27, 2017:** Response Evaluation and Ranking by Review Committee

**November 6-10, 2017:** Development Team Presentations (as needed)

**November 20, 2017:** Final Selection of Development Partner

**December 4-8, 2017:** Exclusive Negotiating Agreement (ENA) Period Starts

## Selection Committee

Initial responses to the RFQ will be reviewed, evaluated and ranked by a Selection Committee (Committee). The City anticipates that if two or more development teams are ranked as having a reasonable chance of being the best qualified that a select number of development teams will be asked to present their concept and responses to the Committee to discuss the proposals in greater detail and to obtain more familiarity with the development teams. Following any presentations by development teams, the Committee will evaluate and rank the final teams and make a recommendation to the City Manager. The City Manager will then make a final decision and select a team to advance to the next phases of the Project. Development teams not selected to advance in the process will be notified in writing of the City’s determination.

The City Manager will culminate the review and selection process by selecting a single team to enter into an Exclusive Negotiating Agreement (ENA).

The decisions to select a single team with whom to enter into an ENA, and meet with and further engage development teams on an as needed basis, will be made at the sole discretion of the City based upon its reasonable judgement.

## Process for Submitting Proposals

The RFQ is available electronically on the City’s website: <https://biddingo.com/hillsboro>

Respondents must register within the Biddingo software system in order to download documents and upload responses. Registration is at no charge and respondents need not subscribe to access Hillsboro RFPs and other bidding opportunities. When registering select the “Consulting Services” category, under the “Select Categories” section of the registration form. Respondents will register through Biddingo and upload the full RFQ response using the software. Respondents may contact the City point of contact to confirm successful upload and City receipt of the respondent’s documents.

In addition, respondents must submit one (1) unbound original response to the City.

## 7. Post Selection Process and Entitlements

### Exclusive Negotiation Agreement (ENA) and Project Discussion Period

Following the selection process, the selected development partner and the City will execute an Exclusive Negotiation Agreement and begin discussions regarding specifics of the Site redevelopment. The Exclusive Negotiation Agreement will stipulate the period needed to finalize a more detailed concept plan and term sheet for the Site; including development specifics regarding project schedule, uses, site and development design, project phasing, financial elements, public participation in the project, and public outreach.

### Term Sheet

The term sheet is anticipated to contain the negotiated terms and conditions of the development transaction between the development partner and the City. The terms are likely to include but are not limited to the business deal points, performance milestones, financial obligations, schedules and disposition terms.

### Public Outreach

The development partner and the City will collectively conduct public outreach during the next phase of the project. Outreach may include open houses and community meetings to propose and discuss site plans, development programs and project design. A public outreach and process may also be needed as part of the project's entitlement process.

### Entitlements and Approvals

The development partner will lead efforts to acquire necessary entitlements and permit approvals following the Exclusive Negotiation Period and agreement on the Term Sheet discussed above. Land use review processes will be determined by the nature of the development proposal.

### Disposition and Development Agreement (DDA) & Closing

The development partner and City staff will negotiate a DDA once the Term Sheet is approved by the development partner and the City of Hillsboro. The DDA will contain all terms and conditions of the Site's disposition transaction and development of the Site. The DDA is subject to the approval by the City and its attorney, and the City reserves the right to cease negotiations and refrain from entering into a DDA.

## 8. General Conditions

- All facts and opinions stated within this RFQ and all supporting documents and data are based on information available from a variety of sources. No representation or warranty is made with respect thereto.
- The City reserves the right in its sole discretion to accept or reject all responses to this RFQ, without cause.
- The City reserves the right in its sole discretion to modify the selection process or other aspects of this RFQ, including canceling the RFQ without selecting a developer or team. The City will take reasonable steps to ensure that any modification or clarification to the RFQ shall be distributed in writing to all persons who have requested a copy of the RFQ.
- The City reserves the right to request additional information following review of initial submissions. In addition, the City may retain consultants to assist in the evaluation of submissions.
- In the interest of a fair and equitable selection process, the City reserves the right to determine the timing, arrangement, and method of any presentation throughout the selection process. Teams are cautioned not to undertake any activities or actions to promote or advertise their proposals except during City-authorized presentations. Teams are encouraged to contact the City point of contact to learn more about ideas and visions for the Site and the area. However, developers and their representatives are not permitted to make any direct or indirect (through others) contact with other members of the City staff, City Council, other elected or appointed officials, or Selection Committee concerning their proposals, except in the course of City-sponsored presentations. Violation of these rules is grounds for disqualification of the team.
- The City requests that developers and members of their team who are considering responding to this RFQ not contact any prospective public agency funding partners, other than the City itself.
- The City reserves the right to verify and investigate the qualifications and financial capacity of any and all members of the proposing teams.
- The City accepts no responsibility or obligation to pay any costs incurred by any party in the preparation or submission of a proposal or in complying with any subsequent request for information or for participation throughout the evaluation process.

### Conflicts of Interest

Please disclose any conflicts of interest or potential conflicts of interest that may arise as a result of your company's being hired for this Project. Identify and describe fully any family or business relationships which any employees of your company may have or have had with any employee or elected official of the City of Hillsboro or any affiliated entities. The development team and sub-consultants shall identify any group, individual or organization that they may have worked for, or currently work for, that has had ownership, lease, development, related or similar interest in the City. **Note: Failure to disclose any existing or potential conflicts will automatically disqualify the Proposal from consideration.**

### Nondiscrimination

The City notifies all possible respondents that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.

(Continued on next page)

# General Conditions (Continued)

## Proprietary Information

Only information which is in the nature of legitimate trade secrets of non-published financial data may be deemed proprietary or confidential. Any material within a proposal identified as such must be clearly marked in the proposal and will be handled in accordance with the Oregon Public Records Law, ORS 192.410 et. Seq., and applicable rules and regulations. Any proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

All submissions shall become the sole and exclusive property of the City. Development teams shall not copyright, or cause to be copyrighted, any portion of their submission. Within the bounds of public records laws, the City will maintain the confidentiality of submissions at least until the preliminary selection of a development partner. Any proprietary financial information or other information which developer teams submit will be maintained as confidential as allowed by Oregon's public records law. Submissions or information that the proposal team would like to remain confidential must be marked confidential.

## Media/Communications

News releases by the development partner pertaining to its selection and subsequent plans will require review and prior written approval from the City.

## BOLI/Prevailing Wage

The City makes no representations as to whether or not a project to be developed as a result of this RFQ, or any possible City participation therein, is a "public improvement" project and as such is subject to the prevailing wage requirements of the Oregon Bureau of Labor and Industry.

# Appendices

1. [Site Flyer](#)
2. [City of Hillsboro Downtown Framework Plan Goals and Policies](#)
3. [Hillsboro Downtown Framework Plan](#)
4. [Downtown Hillsboro Urban Renewal Plan](#)
5. [Residential Market Analysis for Downtown Hillsboro](#)
6. [Downtown Hillsboro Grocery Retail Market Analysis](#)
7. [Hillsboro Comprehensive Plan \(Section 26 – Downtown Hillsboro Framework Plan\)](#)
8. [Hillsboro Community Development Code Subchapter 12.61 Downtown Plan District](#)
9. [Hillsboro Community Development Code Subchapter 12.23.300 Station Community Commercial – Downtown Zone \(SCC-DT\)](#)
10. [DEQ No Further Action Letter](#) and [UST Decommissioning Letter](#)
11. [Biddingo Registration Information](#)

