



City of Medford

REQUEST FOR QUALIFICATIONS
The Medford Urban Renewal Agency
(MURA)

REQUEST FOR QUALIFICATIONS FOR THE DEVELOPMENT OF TWO MURA-OWNED
PARCELS IN THE MEDFORD'S DOWNTOWN CORE

Issued: October 20, 2017
Submittal Deadline: Friday, January 12, 2018 at 4:30 p.m.
Contact: Kelly Madding, Deputy City Manager
kelly.madding@cityofmedford.org

I. INTRODUCTION

The Medford Urban Renewal Agency (MURA) is pleased to announce two residential development opportunities. MURA is soliciting proposals from experienced firms for the design and construction of multi-story, housing or mixed-use development, in the downtown core. The current use of the parcels is surface parking. MURA is interested in innovative proposals for these properties, including a purchase of air rights to enable development above the parking lots. MURA recognizes that additional housing and/or mixed-use developments in the downtown core are necessary to increase the downtown's vitality and provide for a housing type that is lacking in not only Medford but all of Jackson County, that which provides for a more urban experience. MURA is particularly experienced with public-private partnerships.

Medford is a growing city of almost 80,000 residents. The City and MURA are committed to supporting ambitious projects that will bring new residents to our downtown. MURA is not restricting this project as to types of units, owner or rental housing or housing targeted at households of a particular income. MURA is seeking creative uses for the sites that will complement and enhance the existing and new developments in the downtown core.

II. PROPERTIES

Both properties are in the "City Center" which is comprised of approximately 250 acres of commercially and residentially zoned land bordered by Jackson Street on the north, Tenth Street on the south, Hawthorne Avenue on the east, and Oakdale Avenue on the west.

- A. Library Property: This property is directly across from the Medford Central Library, and for the purposes of this RFQ is called the "Library Property." The Library Property is at the south end of the City Center and is known as Map 371W30BC tax lot 11600. The property is zoned Community Commercial and is 0.7 acres in size. It is in the Central Business District overlay which allows for much flexibility with regards to lot coverage, height, and parking. Currently the site functions as a surface parking lot. In addition, there is a City-owned alley behind (west) of the parking lot that is possibly available for development as well. The Library Property is situated across the street from the Medford Public Library, and is within walking distance to Rogue Community College (over 6,000 students) and Medford's Government Center which employs over 400 people.
- B. Bear Creek Property: This property is located just west of Bear Creek, and for the purposes of this RFP is referred to as the "Bear Creek Property." The Bear Creek Property is in the north-east corner of the City Center and is known as Map 371W30BB tax lot 10000. The property is zoned Community Commercial and is 3.1 acres in size. Currently the site functions as a surface parking lot. The parcel sits across from the Lithia Motors headquarters and is across Bear Creek from Hawthorne Park, one of Medford's largest parks.

III. CITY VISION

The vision for the subject properties and the Downtown area is set forth in the City Center 2050 Plan, which is available at the link below. The City Center Plan focuses on the following priorities for the revitalization of the downtown:

- To assure the continued and sustained growth of the City Center as the primary mixed-use, transit oriented regional center of the Rogue Valley.
- To increase and strengthen the quality and number of housing units in the downtown.
- To plan, encourage and support the construction of high quality downtown housing, over a wide price range that is available to all economic groups.
- Assure transit-supportive and pedestrian oriented development along regional and local transit corridors in the City Center.

The Downtown Plan is available at:

<http://www.ci.medford.or.us/SIB/files/Planning/2050%20Plan%20Current.pdf>

IV. SCOPE OF WORK

Developer responsibilities for the Project will include the following:

- Adherence to Project criteria (program, scope, quality, capital budget, and schedule,);
- Management of development processes established for Public Construction in Oregon;
- Site development;
- Design (architectural, structural, civil, MEP, etc.);
- Management (procuring and obtaining approvals) of required entitlements and permits;
- Community relations and public presentations; and
- Construction.

V. FORM OF SUBMISSION

Responses must contain the following information in the order indicated below:

1. **Cover letter with the following elements:**
 - a. Statement of interest in the Project;
 - b. Identification of the point of contact for this RFQ process with telephone number and e-mail address;
 - c. Name, address, telephone, e-mail, and website for the prime firm; and
 - d. Signature of a duly authorized principal.

2. Firm profile stating the following:

- a. Years in business;
- b. History;
- c. Number of full-time employees by the following categories:
 - 1) Development
 - 2) Architecture / Engineering
 - 3) Construction;
- d. Experience developing in Oregon;
- e. Statement of confirmation concerning financial capacity to complete project(s)
 - 1) Document the following:
 - a) Total number of projects in pipeline
 - b) Bonding amount for all projects in pipeline
 - c) Bonding capacity remaining less projects in pipeline;
- f. Financial condition (If audited documents are not available, then send documents reviewed or compiled by an independent accountant.) Financial information can be sent in a separate package and are not included in the page limit.
 - 1) Income statement
 - 2) Balance sheet
 - 3) Statement of cash flows
 - 4) Statement of retained earnings (or member basis if an LLC) for 2015 and 2016.
 - 5) Involvement in ongoing litigation (if applicable, provide an explanation and why it should not be a factor for this procurement);
- g. Portfolio Profile: For projects undertaken by your firm, list number of dwelling units by the following categories:
 - 1) Single Family
 - 2) Multi-Family
 - 3) Mixed-use.

3. Qualifications:

Provide profiles of housing projects that best illustrate the team's experience and capabilities. For each project, please provide all of the following information:

- a. Project name;
- b. Client name (identify if the institution is public or private);
- c. Project Status (in progress or complete);
- d. Key team members (partner firms);
- e. Location (city, state);
- f. Project Detail;
 - 1) Construction type (masonry, steel, wood, or hybrid)
 - 2) Unit type/configuration
 - 3) Size (gross square footage)
 - 4) Size (net assignable square footage)
 - 5) Financing Mechanism (bonds, equity, etc.)
 - 6) Total project cost

- 7) Estimated Project Budget
- 8) Variance (Project cost less Estimated Project Budget)
- 9) Project schedule (design duration, construction duration, start date, completion date, anticipated completion date, and variance)
- g. Renewable energy components (solar, wind, etc.), if applicable; and
- h. Low impact development components (e.g., green roof), if applicable.

4. Development Approach

- a. Please describe your general experience and approach in the following areas:
 - 1) Entitlement/permit approval process
 - 2) Design process
 - 3) Construction process
- b. Team structure-provide a description and the following information:
 - 1) Organizational chart
 - 2) Key personnel
- c. Based on your experience, please identify creative financing and other unique approaches you have used on similar projects.

VI. REVIEW CRITERIA

The City will evaluate submissions based on the following criteria (% of total score indicated in parentheses). The MURA Board will have the final discretion in selecting a developer, and possibly an alternate developer.

1. Demonstrated strength, capacity, and stability of the firm and team members including financial strength and resources (15%);
2. Number of housing units provided (20%);
3. Demonstrated experience with projects similar in size and scale (15%);
4. Consistency with City's goals and objectives as described by applicable plans such as the City Center 2050 Plan which can be found at:
<http://www.ci.medford.or.us/SIB/files/Planning/2050%20Plan%20Current.pdf> (10%);
5. Economic impact and fiscal benefit to the City (15%);
6. Demonstrated ability to deliver a quality project on time and within budget (20%); and
7. Overall quality of submission (5%).

VII. ADDITIONAL INFORMATION

1. Pricing Information and Negotiating a Disposition and Development Agreement (DDA)

The City and the selected proposer shall mutually discuss and refine the scope of the project and negotiate a DDA. If the City and the initial selected proposer are unable for any reason to negotiate a DDA the City shall in writing terminate negotiations with the selected proposer. The City may then negotiate with the other proposers by order of rank. The City may at any time terminate the developer selection process, as determined to be in the best interest of the City. The City reserves the right to waive irregularities and the right to reject any proposals at any point during the selection process. The City also reserves the right to approve all sub consultants and team members. The City shall not be liable for any costs incurred by proposers in the preparation of proposals to this RFQ, including any meetings that may be required or requested.

2. Certifications and Notice:

By submission of your response, the signatory (a duly authorized representative of the submitting proposer) must certify that the respondent is not, to the best of their knowledge, in violation of any Oregon tax law. For purposes of this certification, "Oregon Tax Laws" means a state tax imposed by ORS 401.792 to 401.816, ORS chapters 118, 314, 316, 317, 318, 320, 321 and 323; the elderly rental assistance program under ORS 310.630 to 310.706; and local taxes administered by the Department of Revenue under ORS 305.620.

Pursuant to OAR 580-061-0030, by submitting a proposal, the respondent certifies that the proposer has not discriminated against Minority, Women or Emerging Small Business Enterprises in obtaining any required subcontracts.

Pursuant to OAR-061-0040, respondents are hereby notified that policies applicable to consultants and contractors have been adopted by the City that prohibit sexual harassment and that respondents and their employees are required to adhere to the City's policy prohibiting sexual harassment in their interactions with employees of the City of Medford.

VIII. SCHEDULE AND QUESTIONS

Submissions are due on or before Friday, January 12, 2018 at 4:30 p.m.

Envelopes shall be labeled: Downtown Housing RFQ

All questions must be directed to the contact below.

Submission packages shall be:

- 40 pages maximum in length;
- Delivered as 9 bound copies and 1 electronic (.PDF) to:

Downtown Housing RFQ
Ms. Kelly Madding
Deputy City Manager

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