



CITY OF OREGON CITY URBAN RENEWAL COMMISSION AGENDA

Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Wednesday, November 02, 2022 at 6:00 PM

Ways to participate in this public meeting:

- *Attend in person, location listed above*
- *Register to provide electronic testimony (email recorderteam@orcity.org or call 503-496-1509 by 3:00 PM on the day of the meeting to register)*
- *Email recorderteam@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)*
- *Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045*

CALL TO ORDER

ROLL CALL

CITIZEN COMMENTS

DISCUSSION ITEM

1. Financial Consulting Firm RFQ For Urban Renewal Projects

COMMUNICATIONS

ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments. Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Urban Renewal Commission
From: Executive Director Tony Konkol

Agenda Date: 11/2/2022

SUBJECT:

Financial Consulting Firm RFQ For Urban Renewal Projects

STAFF RECOMMENDATION:

Staff recommends that the Urban Renewal Commission approve the draft RFQ to engage a financial consulting firm to conduct financial examination, credit analysis, project risk assessment due diligence of Urban Renewal Projects.

EXECUTIVE SUMMARY:

On April 5, 2022, the Urban Renewal Commission completed its review of the "Framework for Decision-Making" which included the use of a financial consulting firm that would play an important role conducting its due diligence of developers and their associated projects.

BACKGROUND:

During its meeting held on July 7, 2021, The Urban Renewal Commissioners began reviewing a draft "Vision Statement and Framework for Decision-Making" provided by staff. The Commissioners contributed their own insights and ideas with regard to the vision statement. Due to time constraints, they were unable to complete their review of the second part of the draft document, "Framework for Decision-Making."

Members of the Urban Renewal Commission agreed to host a retreat to further develop the vision statement. Meanwhile, it was acknowledged that the Leland Consulting Group submitted a memo that highlighted vision statements from other communities.

On August 16, 2021, The Urban Renewal Commission held its first retreat to further draft a vision statement. The commissioners expressed their preferences as to what should be included in the vision statement. After much discussion about the structure and content of the statement, commissioners turned their attention to identifying the goals. The Urban Renewal Commissioners finished its meeting by further detailing the goals.

It was agreed that the goal categories should be the following:

- Livability
- Tourism Opportunities
- Recreational Opportunities
- Infrastructure Investments

At its retreat held on November 16, 2021, the commissioners commenced with a discussion on a framework for decision-making. Staff provided a draft document that was utilized to further aid the commissioners to home in on specific steps and elements of the decision-making process. There were a few revisions and adjustments discussed during the retreat and staff was directed to make them.

On April 5, 2022, the Urban Renewal Commission completed its review of the “Framework for Decision-Making” which included the use of a financial consulting firm that would play an important role conducting its due diligence of developers and their associated projects.

The request for qualifications requires respondents to submit their statements of qualification addressing the following elements:

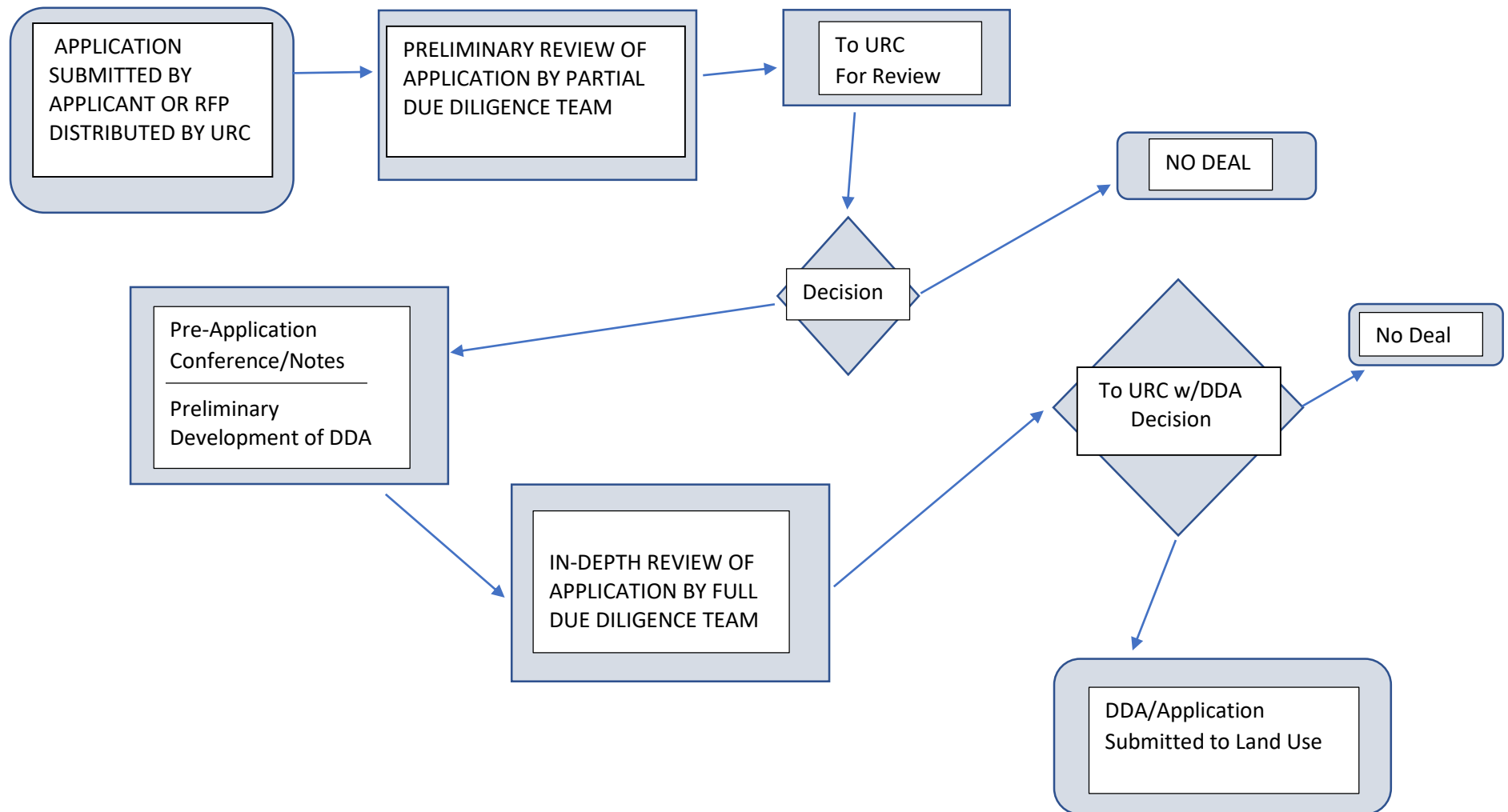
1. Expertise/resume of company’s staff directly involved in fulfilling the scope of work.
2. Expertise with evaluating commercial real estate projects.
3. Experience with conducting market analysis.
4. Experience in utilizing various forms of development incentives including Tax Increment Funding (“TIF”).
5. Capabilities in deal structuring and providing negotiation support of disposition and development agreements (“DDA”).
6. Abilities in performing financial analysis and risk assessment of redevelopment or urban renewal projects.
7. Experience with conducting investigative financial/credit intelligence gathering.
8. Expertise in reviewing and analyzing developers’ legal business formations and associated affiliate companies to reveal the true nature of developers’ ownership to mitigate the level of legal and financial risk posed to the Urban Renewal District in the event of unsuccessful project completion.
9. Experience with evaluating the expertise of developers’ capabilities in the development of high impact projects.

Following the selection of a financial consulting firm, the Executive Director of the Urban Renewal Commission and/or designee will negotiate a Personal Service Agreement (“PSA”) covering a period of one year. The consultant selected to perform work under the contract will use the URC’s standard Personal Services Agreement (attached). The PSA will identify the type of services, work scope, fee, and terms of payment for services.

OPTIONS:

1. Approve the draft Financial Consulting Firm RFQ for Urban Renewal Projects
2. Do not approve the draft Financial Consulting Firm RFQ for Urban Renewal Projects

Framework for Decision-Making Urban Renewal Project Procedures Diagram

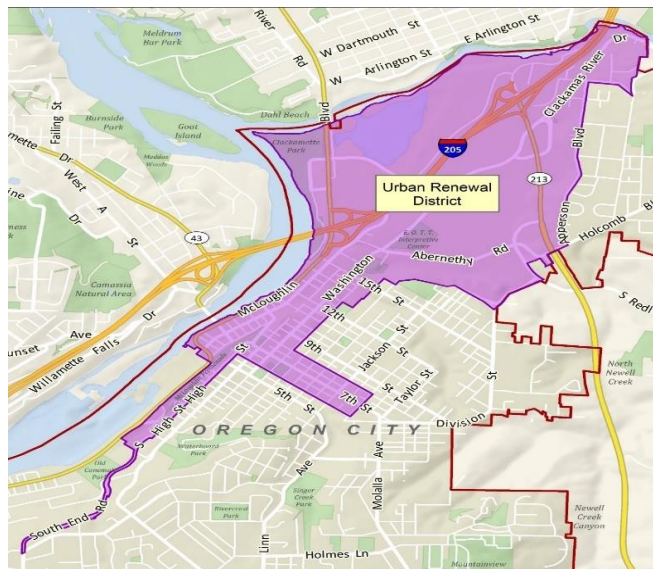


REQUEST FOR QUALIFICATIONS (RFQ)
For Financial Consulting Services –
Urban Renewal District
City of Oregon City
September 1, 2022

September 1, 2022

Provides analytical, strategic, and financial consulting services for:

- High Impact Development Projects
- Public / Partnership
- Financial/Credit Intelligence



James N Graham, CEcD, Economic Development Manager

Urban Renewal District

Economic Development Department of Oregon City re

625 Center Street

Oregon City, OR 97045

REQUEST FOR QUALIFICATIONS (RFQ)

For Financial Consulting Services
Urban Renewal District
City of Oregon City

The Urban Renewal Commission seeks information on the qualifications of financial consulting firms or individuals to provide analytical, strategic and financial consulting services in support of complex, high-impact development projects that will be situated within the Urban Renewal District of Oregon City.

Information on the qualifications of financial consulting firms will be received up to **4:30 P.M. Pacific Standard Time on Monday, December 5, 2022**, at either City Hall of Oregon City, 625 Center Street, Oregon City, Oregon 97045 or electronically to jgraham@orc.org. Late proposals will not be considered.

Responders to this request for qualifications are responsible for ensuring contact information is correct and that email updates are being received and not being sent to spam folders. Hence, the Urban Renewal Commission is not responsible for failure of responders to receive notifications of any changes or corrections made by the Commission communicated via email or letter.

The City of Oregon City reserves the right to:

- (1) waive any minor irregularity, informality, or non-conformity with the provisions or procedures of this RFQ, and to seek clarification from the respondent if required;
- (2) reject any proposal that fails to substantially comply with all prescribed solicitation procedures and requirements;
- (3) base awards with due regard to quality of services, experience, compliance with specifications, and other such factors as may be necessary in the circumstances;
- (4) make the award to any vendor whose proposal is in the best interest of the Urban Renewal Commission.
- (5) reject any or all proposals; and
- (6) postpone award of the contract.

I. SUMMARY OF REQUEST

It is the intent of the Urban Renewal Commission (“URC”) to enlist the services of a qualified financial consulting firm to examine the professional and financial capabilities of private developers involved with various projects within the Urban Renewal District of Oregon City. Oregon

The Urban Renewal Commission is seeking the services of a qualified financial consulting firm to conduct the following activities:

1. provide analytical, strategic and financial consulting services in support of complex, high-impact development projects;
2. review and analyze project proformas to evaluate financial feasibility of the project;
3. evaluate developers’ proposals and identify appropriate financial structures and

safeguards to determine whether developers have thoroughly mitigated various risks that may impact the viability of the project; and

4. conduct both average cost and marginal cost techniques in determining the cost of development projects.

The URC views its relationship with the chosen consultant as a partner where the consultant will assist the URC by providing technical expertise and advisory services.

Following the selection of a financial consulting firm, the Executive Director of the Urban Renewal Commission and/or designee will negotiate a Personal Service Agreement (“PSA”) covering a period of one year. The consultant selected to perform work under the contract will use the URC’s standard Personal Services Agreement (attached). The PSA will identify the type of services, work scope, fee, and terms of payment for services.

A decision to renew or extend an existing contract beyond the initial three-year period will be in the sole discretion of the Executive Director of the Urban Renewal Commission or his/her designee.

II. PROFESSIONAL SERVICES

- A. Firms responding will submit their statements of qualification addressing the following elements:

1. Expertise/resume of company’s staff directly involved in fulfilling the scope of work.
2. Expertise with evaluating commercial real estate projects.
3. Experience with conducting market analysis.
4. Experience in utilizing various forms of development incentives including Tax Increment Funding (“TIF”).
5. Capabilities in deal structuring and providing negotiation support of disposition and development agreements (“DDA”).
6. Abilities in performing financial analysis and risk assessment of redevelopment or urban renewal projects.
7. Experience with conducting investigative financial/credit intelligence gathering.
8. Expertise in reviewing and analyzing developers’ legal business formations and associated affiliate companies to reveal the true nature of developers’ ownership to mitigate the level of legal and financial risk posed to the Urban Renewal District in the event of unsuccessful project completion.
9. Experience with evaluating the expertise of developers’ capabilities in the development of high impact projects.

- B. Responders will submit their statements of qualification with respect to their experience with engaging the public in the following ways:

1. participating on project advisory committees;
2. making public presentations to policy makers and the general public; and
3. written analytical reports that convey complex concepts in easy to

comprehend methods, utilizing graphics and charts

III. GENERAL REQUIREMENTS

- A) The responding consultant may propose a consultant team. If a consultant team is proposed, resume information must be provided on each key team member.
- B) An authorized representative of the responding consultant must sign the proposal and their name and title must appear below the person's signature. Signing the proposal certifies that:
 - 1. the person has the legal authority to do so on behalf of the responding firm;
 - 2. no employee of The City of Oregon City, or any partnership or corporation in which the City or URC employee has an interest, will or has received any remuneration of any description either directly or indirectly, in connection with the approval or performance of resulting from this RFQ; and
 - 3. the statements contained in the proposal are true and complete to the best of the responding firm's knowledge.

IV. COST OF PREPARING A PROPOSAL

The RFQ does not commit the URC to pay any costs incurred by the responding firm's submission or presentation of this RFQ, or in making necessary preparation thereof.

V. PROPOSAL VALIDITY PERIOD

The information included in the proposal remains valid for 60 days from the proposal due date or until the Urban Renewal Commission award is made.

VI. SUBMISSION REQUIREMENTS

Submit an electronic copy no later than **4:00 PM on Monday, December 5, 2022 to:**

James N Graham, CECD, Economic Development Manager
jgraham@orccity.org

VII. INTERPRETATIONS AND ADDENDA

Questions regarding this project proposal must be submitted jgraham@orccity.org. If necessary, interpretations or clarifications in response to such questions will be made by issuance of an "Addendum" to all responding consultants within a reasonable time prior to proposal closing, but in no case less than 72 hours before the proposal closing. If an addendum is necessary after that time, the City, at its discretion, can extend the closing

date.

Only questions answered by formal written addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

VIII. BUSINESS LICENSE/FEDERAL ID REQUIRED

Once selected, a City of Oregon City Business License is required. Chapter 5.04 of the City Code states no person shall do business within the City without a current, valid City license. No contracts shall be signed prior to the obtaining of the City of Oregon City Business License.

Upon award of proposal, contractor shall complete a W-9 form for the City.

IX. CITY MAY REQUEST MORE INFORMATION

It is the intent of the City to make selections from the proposals submitted. However, more information may be requested to fully and accurately evaluate proposals if two or more proposals seem to be equally qualified. The City reserves the right to obtain clarification of any point in a firm's 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 rejection of the firm's proposal.

ATTACHMENTS

- Exhibit 1 Standard Personal Services Agreement
- Exhibit 2 Standard Conditions to Oregon City Urban Renewal Commission Personal Services Agreement
- Exhibit 4 Business License Application