

Downtown Tigard Targeted Improvement Program

Request for Proposals



Downtown Tigard 50 Year Visualization

1. Introduction

The City of Tigard's urban renewal agency—the City Center Development Agency (CCDA)—is offering a 50 percent matching grant (up to \$75,000) to help offset the costs of interior tenant improvements for new restaurants, cafes, bakeries or similar businesses through its new Targeted Improvement Program. The agency is requesting proposals that will bring these types of businesses to Main Street in Downtown Tigard.

Proposals must be received no later than 5 p.m. on -----, 2012.

Send proposal to:
City of Tigard's City Center Development Agency
Attn: Sean Farrelly
13125 SW Hall Blvd., Tigard, OR 97223

Details concerning the proposal process are contained in this document.

2. Background

Tigard's historic downtown centered on Main Street is undergoing a transformation. Main Street is positioned on well-traveled transportation corridors. It is adjacent to Pacific Highway/99W which has average daily traffic counts of 50,000 vehicles and is just two blocks from Highway 217 which carries 120,000 vehicles a day. Downtown Tigard is served by TriMet's WES commuter rail line and six bus lines.

Main Street intersects the 15-mile Fanno Creek Trail, which connects Portland with Tualatin. Along the trail are many significant parks including the nearby 22-acre Fanno Creek Park and the newly acquired 26-acre Fields property directly to the southeast of downtown.

Downtown Tigard has an attractive demographic profile with an average household income of \$90,312 within a five-mile radius.

The downtown area is home to a growing cadre of dynamic new and established businesses including Max's Fanno Creek Brewpub, Live Laugh Love Glass, Café Allegro and Sherrie's Jewelry Box.

The City of Tigard has focused many resources on improving its downtown. Voters approved a 20-year, \$22 million urban renewal district in 2006. The area is undergoing significant improvements, including:

- In 2013, the southern half of Main Street will be rebuilt to incorporate "green street" features such as bioswales for stormwater treatment. Pedestrian and storefront improvements, benches, lighting, street trees and public art will support a revitalized downtown.
- Eight downtown businesses/properties have been awarded 50 percent matching façade improvement grants from the CCDA ranging from \$4,500 to the maximum of \$25,000.
- Intersection improvements at Pacific Highway/Main Street/Greenburg Road and Pacific Highway/Hall Boulevard have improved traffic flow.
- Plans to locate an urban plaza in the downtown that will host community events (such as the Tigard Area Farmers Market).

The CCDA has created the Targeted Improvement Program to further the Downtown Tigard revitalization goals. These goals include:

- Attract dynamic new businesses that increase foot traffic in the retail core.
- Develop amenities, such as parks, plazas, green streets and streetscapes that reinforce downtown’s position as the “green heart” of Tigard.
- Incorporate the themes of natural resources such as Fanno Creek and sustainability into new development.
- Support the development of a dynamic mix of housing with retail on the ground floor, accessible by all transportation modes.

3. Program Details

A. Eligible Applicants.

Property owners and business owners/tenants are eligible for program funding. To be considered for the grant, the applicant must have a letter of intent to lease or an option to purchase agreement for a building that is contingent on receipt of incentives. Prior to receiving a commitment of the funds, the successful applicant must submit either (a) a signed lease for the subject property with at least three years remaining from the estimated completion date of the proposed tenant improvement project, or (b) an executed Purchase and Sale Agreement. The responsibilities of the tenant, property owner and the city/agency will be defined in the program’s Letter of Commitment. Property owner and business owner must be current on all city charges, taxes or assessments.

B. Types of Businesses.

The grant program is available to attract specific types of businesses to currently vacant ground floor commercial spaces on Main Street (see map for eligible properties). The primary desired businesses are new food-related ventures including:

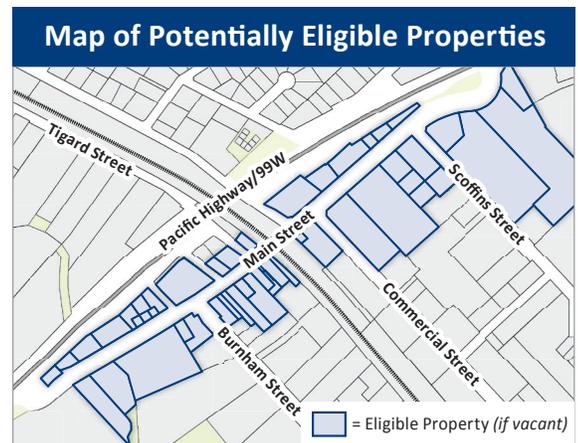
- Restaurants.
- Cafes/tea shops.
- Bakeries/dessert shops.
- Grocery stores.
- Other similar businesses.
- Produce markets.
- Health food stores.
- Specialty food stores.
- Ice cream parlors.

B. Eligible Improvements.

Eligible improvements to be funded by the program include:

- Demolition and shell reconstruction.
- Plumbing, mechanical and electrical improvements.
- Fire/life safety improvements including seismic upgrades and fire-suppression systems.
- Interior finishes including flooring, painting and built-in casework.
- Historic restoration of interior feature.
- Hazardous materials abatement, such as asbestos removal.
- Americans with Disabilities Act (ADA) improvements.

All contractors hired by program participants must be licensed in the state of Oregon.



Storefront Improvement Program

Property owners and businesses with signed leases may also be eligible for the Storefront Improvement Program, which has matching grants available (up to \$25,000) for exterior improvements. ***This program has a process separate from this RFP.***

For more information, contact
Redevelopment Project Manager
Sean Farrelly at 503-718-2420 or
sean@tigard-or.gov.

C. Grant Funding.

The Targeted Improvement Program awards matching grants on a dollar-for-dollar basis for eligible tenant improvements. Matching grants are distributed to the applicant in the form of a reimbursement, once construction is complete and the terms stated in the Letter of Commitment have been met. If the terms and conditions are not met, the rebate will not be issued.

Key terms that must be satisfied prior to grant reimbursement include:

1. Proof of approved permit(s).
2. Completion of the project and submission of lien waivers from all laborers and material suppliers.
3. Inspection of improvements by the City of Tigard for consistency with information provided in completed application.
4. Passing inspection from appropriate agencies (such as city building department, fire department, etc.).
5. Approved business has been in operation for one month.

4. Requests for Proposals (RFP) Schedule

The CCDA estimates the RFP schedule will be:

ACTION	COMPLETION DATE
Issue Request for Proposals	_____, 2012
Proposals due to CCDA	120–150 days from RFP issuance
Submittal review and interviews with top-ranked proposers	within three weeks of due date
Evaluation committee recommendation	within two weeks of interview
Grant award made by CCDA board	following CCDA meeting
Final Commitment Letter Agreement negotiated	within four weeks of CCDA board approval

5. Submission Requirements

To be considered for funding, applicant must submit three copies of their proposal by [DATE]. Proposals must include the program application form (Attachment A) and the following:

- A. Photographs of the unimproved space.
- B. Scale drawings of proposed improvements (early conceptual plans are adequate).
- C. Business prospectus that includes:
 - i. A business plan summary; projected sales including products or services to be offered; branding concept; target customer profile; expenditure per customer; length of visit per customer ; and a description of how proposed business distinguishes itself from the competition.
 - ii. Business startup requirements.
 - iii. List of financial assets, funding sources and uses, financial pro forma with 10-year operating projections.
 - iv. Résumés of business owners and/or operators.
- D. Copy of Letter of Intent to Lease or Option to Purchase Agreement.

6. Evaluation Process

Proposals will be reviewed by city staff for completeness and conformance to the proposal instructions. All eligible proposals will be evaluated by an evaluation committee comprised of two members from the City Center Development Agency board and two members from the City Center Advisory Commission. The evaluation committee will score each proposal using the evaluation criteria identified below. Interviews with one or more of the top ranked applicants may also be scheduled with this evaluation committee and final scores may be modified following the interview.

The evaluation committee will make their recommendation to the CCDA board for final approval.

The CCDA expects to make one award, but will consider making multiple smaller awards. The CCDA also reserves the right not to make any awards from this RFP.

7. Evaluation Criteria

FACTORS	MAXIMUM POINTS
1. The proposed business owner/manager's proven track record of success.	
Owner's/manager's past record of success.	40 points
Strength of business prospectus.	
2. The potential of the proposed business to significantly enhance Downtown Tigard.	
Complementary to existing business mix/business type presently lacking.	40 points
Proposed business will stimulate Main Street activity.	
3. Proposed project's financial terms.	
Feasibility of financing structure – private financing and equity contribution.	20 points
Public financial investment – requested grant amount will leverage significant private investment.	

8. General Proposal/Contract Conditions

A. Limitation and Award.

This RFP does not commit the CCDA to the award of a contract. Neither the CCDA, nor its agents, are liable for any cost incurred by proposers prior to execution of a Letter of Commitment. All prospective proposers who respond to this RFP do so solely at their own cost and expense. The cost of preparation of a submittal and any related expenses, including travel, shall be entirely the responsibility of the proposer.

B. Conflict of Interest.

All persons or entities filing a proposal thereby certify that neither the City of Tigard/CCDA, nor any of its officers, agents or employees, has a pecuniary interest in the proposal or has participated in contract negotiations on behalf of the City of Tigard/CCDA; that the proposal is made in good faith without fraud, collusion, or connection of any kind with any other proposer for the same call for proposals; and the proposer is competing solely on its own behalf without connection with, or obligation to, any undisclosed person or firm.

9. Right's Reserved by the City Center Development Agency

- A. The CCDA will determine, in its sole discretion, the responsiveness of each proposal to this RFP. Proposals deemed responsive will then be reviewed by the evaluation committee.
- B. CCDA reserves the right to request additional information from any and all respondents to clarify information contained in proposals.
- C. CCDA reserves the right, at its sole discretion, to accept or reject any and all proposals received as a result of this RFP, to waive minor irregularities, and to conduct discussions with all responsible respondents, in any manner necessary, to serve the best interest of CCDA.
- D. CCDA reserves the right at any time either before or after proposals are submitted to specify additional terms and conditions.

10. Official Contacts

Questions regarding the Targeted Improvement Program and this RFP must be directed to:

Sean Farrelly
Redevelopment Project Manager
13125 SW Hall Blvd., Tigard, OR 97223
503-718-2420 | sean@tigard-or.gov

11. Addenda

The CCDA may modify the RFP at any time at least five (5) days prior to the RFP due date, by issuance of a written addendum to all proposers who are participating in the process at the time the addendum is issued. Addenda will be numbered consecutively. Verbal modifications to the RFP shall not be binding upon the CCDA.

12. Solicitation Protest

A person may protest or request a change of a qualification requirement or evaluation criteria no later than seven (7) calendar days prior to the due date of the statement of qualification. No protest of a qualification decision or grant award because of a qualification requirement or evaluation criteria will be considered after such time. The protest or request for change shall include the reason for the protest or change, any proposed language, and why the proposed language would benefit the CCDA. The CCDA shall consider the protest or request for change and may reject the protest or request for change, issue an addendum or cancel the RFP. The protest must be submitted to:

Sean Farrelly
Redevelopment Project Manager
13125 SW Hall Blvd., Tigard, OR 97223
503-718-2420 | sean@tigard-or.gov

13. Selection Protest

Proposers who disagree with the CCDA's selection decision may protest that decision to the City of Tigard Purchasing Office. The judgment used in the scoring by individual evaluators is not grounds for appeal. No protest because of a solicitation provision, evaluation criteria, scope of work, specification or contract term that could have been raised as a solicitation protest will be considered. The selection protest must be submitted in writing within seven (7) calendar days of the Notice of Intent to Award. The protest shall be submitted to the Contracts and Purchasing Office at:

Joe Barrett

Contracts and Purchasing Office

13125 SW Hall Blvd., Tigard, OR 97223

503-718-2477 | joseph@tigard-or.gov

The selection protest must state all the relevant facts that establish that all higher ranked proposers were ineligible for selection because their submittals were non-responsive or the proposer was not responsible. A written decision will be sent to the protester.

14. Equal Opportunity Policy

The CCDA requires all proposers to comply with the City of Tigard's equal opportunity policies. The city's programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, religion, color, national origin, sex, sexual orientation, age, marital status, handicap or political affiliation. A copy of the city's policy is available upon request.

15. Public Record

All information submitted by proposers shall be public records and subject to disclosure pursuant to the Oregon Public Records Act (ORS 192.410 et seq.), except such portions for which proposer requests exception from disclosure consistent with Oregon law. Any portion of a submittal that the proposer claims constitutes a "trade secret" or is "confidential" must meet the requirements of ORS 192.501(2) and ORS 192.502(4). Applicant must clearly identify such material, by marking it "CONFIDENTIAL."

All information submitted by proposers are not open for public inspection until after the notice of intent to award a contract is issued. Except for exempt materials, all information submitted by proposers will be available for viewing after the evaluation process is complete and the notice of intent to award is sent to all participating parties.



City of Tigard

COMMUNITY DEVELOPMENT

13125 SW Hall Blvd., Tigard, OR 97223

www.tigard-or.gov