



Resolution 2003-013

A RESOLUTION AUTHORIZING THE ISSUANCE OF A REQUEST FOR PROPOSAL FOR DISPOSITION OF THE MORBACK HOUSE

WHEREAS, the property known as The Morback House will become vacant by the end of February 2003, when its current occupants, the Sherwood Police, move to their new facility; and

WHEREAS, the Morback House is not included in any long range plans for development or rehab by the City; and

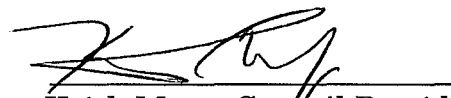
WHEREAS, there have been parties who have expressed interest in purchasing, or leasing the facility.

NOW, THEREFORE, THE CITY RESOLVES AS FOLLOWS:

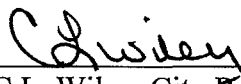
Section 1. At the next Urban Renewal Agency Board of Directors meeting, scheduled to take place on January 28, 2003, the Board will assign review for the RFP applications, shown hereon as Exhibit A, to the Sherwood Urban Renewal Policy Advisory Committee (SURPAC).

Section 2. The City Manager, in his capacity as Urban Renewal Agency Administrator, will be directed by the Urban Renewal Agency Board of Directors to oversee the request for proposal to the Public, for disposition of the Morback House.

Duly passed by the City Council this 28th day of January 2003.


Keith Mays, Council President

ATTEST:


C.L. Wiley, City Recorder



URBAN RENEWAL AGENCY

REQUEST FOR PROPOSAL

- I. PROJECT** Development Property – Morback House
- II. PROJECT MANAGERS** Ross Schultz, Urban Renewal Agency Admin.
City of Sherwood
20 NW Washington Street
Sherwood, Oregon 97140
Telephone: (503) 625-5522

III. BACKGROUND

The City of Sherwood Urban Renewal Agency is currently seeking to sell, or lease property owned by the City, known as the Morback House, located in Old Town. The address of this property is 90 NW Park Street, in Sherwood, Oregon. The Property is located in Veterans Park, and is one of Sherwood's oldest homes. It is located next to City owned parking and is considered a part of the fabric that gives our Old Town character.

Presently the property is vacant and has all utilities available to it. The property is in the Agencies "Old Town Overlay Zone", our most flexible zoning.

The Agency would like to sell, or lease the property for a residence, or commercial undertaking. All proposals will be reviewed by the Agencies advisory committee SURPAC (Sherwood Urban Renewal Planning Advisory Committee). This committee will select no more than 2 proposals and negotiate terms of sale or lease. Since this property has been purchased for redevelopment, the Agency is extremely flexible in price of the property and terms of the sale, depending on how the proposed development of the property meets the Agencies goals. (Please reference The City of Sherwood Urban Redevelopment Plan – on our web page at www.ci.sherwood.or.us).

IV. SCOPE OF SOLICITATION

The District wishes to encourage creative proposals. Ideas that may not fall within a purchase or lease model will be considered. ALL proposals will be reviewed. However, the following are requirements for this solicitation;

- a. The District requires that the structure and feeling of the property be kept in tact as a historic part of Sherwood Old Town. Any use for the building will be limited to current foot print and look of the building.
- b. The Development must conform to the Old Town Design Standards (located on the City's Web Site).
- c. The proposal must include a business plan for the development and a financial plan including operating cost, projected revenues, and a timeline for the completion of the development. Source of money to complete the development must also be identified.
- d. A list of business partners who will be responsible for the development. Also, a brief resume of all involved parties and/or companies. If the developer is a non-profit, a tax ID number must be submitted.
- e. A list of developer expectations of the City or the City's Renewal Agency. What items will be required from the Agency, and or the City to make your development work.

V. SOLICITATION SCHEDULE

RFP issued	February 1, 2003
Proposals due at Sherwood City Hall	April 1, 2003
SURPAC Review complete	May 1, 2003
SURPAC negotiation of terms complete	May 15, 2003
Urban Renewal Agency Meets to Approve	June, 2003
Project Award	June, 2003

This project could be fast tracked as required after Proposals are due.

VI. SUBMITTAL REQUIREMENTS

Three copies of your response to the RFP should be submitted to the District.

Proposals shall be submitted to City Hall, 20 NW Washington Street, Sherwood, Oregon 97140, by 5:00 p.m. April 1, 2003. Proposals delivered later will not be considered for this solicitation. Responses by FAX will not be accepted.

All questions on this request shall be addressed to the attention of the City of Sherwood Urban Renewal Agency Manager, 20 NW Washington Street, Sherwood, OR 97140. All proposals shall be clearly marked "Morback House Project".

The City of Sherwood Urban Renewal Agency reserves the right to reject any or all proposals submitted or to waive any minor formalities of this request if in the judgment of the Agency Administrator the best interest of the Agency would be served.

Please address the following as applicable to your proposal;

Cover Letter

Describe why you or your firm should be considered for this proposal.

Capabilities and Qualifications

Provide the following information about your firm:

- Firm name, background, and history. Include number of years in business and scope of the business.
- List of recent project examples of similar work performed along with references and phone numbers. All projects listed should include the following:
 - a. Description of facility
 - b. List of major components
 - c. Complexity
 - d. Schedule
 - e. Public relations with community and neighborhoods
- Management and organizational capabilities, particularly regarding staff and resource capacity to respond to time and scope requirements.

Personnel

Describe significant team members, particularly firm principal(s), key staff personnel, and sub-consultant staff. Descriptions or resumes should address individual experience and qualifications.

Project Approach

Outline the work tasks required and define the approach and methodology for accomplishing all phases of the work, along with an associated timeline.

References & Examples

Provide references if available.

VII. SELECTION CRITERIA

The Agency will select the preferred development based on the following criteria;

1. How the proposal fits with Agency Goals and the Fabric of Old Town
2. Innovative approach for the development
3. Probability of a successful development
 - i. Stability of developer
 - ii. Marketing analysis for commercial space (if applicable)
 - iii. Cost to develop

- iv. Timeline of plan
4. City requirements to accomplish the development
5. Past success of the developer
6. This project is considered a high priority for the district and the design should be in harmony with the historical nature of Old Town Sherwood. Proposals will be evaluated by the SURPAC committee and then recommended to City Council, acting as the Agency Board.

VIII. OTHER INFORMATION

All questions on this proposal should be addressed to Ross Schultz, Agency Manager 503-625-5522. Only written responses from the Agency will be deemed official response.

During evaluation of proposals, you may be contacted by staff for clarifications or other questions.

DATED this 1st day February 2003.

CITY OF SHERWOOD URBAN RENEWAL AGENCY

Ross Schultz, Agency Administrator