

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING AGENDA**

**Tuesday, April 16, 2019**  
(Following the 7:00 pm City Council Meeting)

**City of Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon**

**URA BOARD WORK SESSION**

**1. CALL TO ORDER**

**2. TOPICS**

**A. Discuss RFP for Old School House Property (Joe Gall, City Manager)**

**3. ADJOURN to Executive Session**

**URA BOARD EXECUTIVE SESSION – JOINT SESSION WITH THE CITY COUNCIL**

**1. CALL TO ORDER**

**2. TOPICS**

**A. ORS 192.660(2)(e), Real Property Transactions (Josh Soper, City Attorney)**

**3. ADJOURN**



April 16, 2019  
Date

URA Board  
Gov. Body

Work Session  
Agenda Item

A  
Exhibit #

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# REQUEST FOR PROPOSALS: OLD SCHOOL HOUSE PROPERTY (16023 SW THIRD STREET)

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Sherwood URA  
22560 SW Pine Street  
Sherwood Oregon 97140

# Overview

The Sherwood Urban Renewal Agency (URA) is soliciting Proposals in response to this Request for Proposals (RFP) to purchase and redevelop the URA-owned property known as the Old School House property located at 16023 SW Third Street in Sherwood, OR. Through this RFP, the URA seeks proposals that will result in a development that will build using the existing Old Town standards, demonstrate through architecture or design that this is a gateway into the Old Town area, and bring jobs and patrons into the area. A mixed-use concept is preferred but not required. The URA expects that proposals will:

- Be submitted by proposers with a proven track record of establishing high-quality, attractive and distinctive uses for buildings in similar downtown settings;
- Incorporate pedestrian-oriented design;
- Demonstrate a vision to integrate with adjacent properties;
- Include elements that incorporate or reflect Sherwood's unique heritage and/or the property's history as a former school house;
- Complement the existing public and private investments in the area.

Given the property's location on a key downtown corner, the sale and development of this site presents an exciting opportunity in an increasingly vital area of Old Town Sherwood. The purpose of the RFP and proposed sale is to encourage redevelopment for a use or mix of uses compatible with a high quality, pedestrian friendly development in alignment with the Old Town standards.

## City and URA information

The City of Sherwood, which incorporated in 1893, encompasses 4.5 square miles of land on the south edge of the Portland metropolitan area, located in northwestern Oregon. Sherwood is situated in the southeast corner of Washington County, which lies in the Tualatin Valley. Sherwood currently has a population of a little under 20,000 people. The 2017 census information indicates that the median household income in Sherwood was calculated at \$78,400, compared to the state of Oregon as a whole, which had a median household income of \$50,229. The rate of home ownership in Sherwood is approximately 74% and the median value of owner-occupied housing units in Sherwood is \$318,000.

The City provides a full range of services: police protection; library; construction and maintenance of streets, parks, and utility infrastructure; recreational activities and cultural events; current and long-range planning; development review; and building permits and construction inspection. Certain services are provided by or in cooperation with regional organizations. Fire protection is through Tualatin Valley Fire and Rescue, a separate regional entity. Sherwood owns and operates a water distribution system and, jointly with the City of Wilsonville, a water treatment plant. The City owns and operates the sanitary sewer and storm water collection facilities. Sanitary sewer treatment is by Clean Water Services, a regional

authority. Electricity, Telephone service, and trash disposal are provided by private businesses. Sherwood is part of School District 88J.

The Sherwood Urban Renewal Plan was adopted and approved by ordinance on August 29, 2000. There are 596 acres designated in the Urban Renewal Plan. The Urban Renewal Agency was formed to redevelop underutilized and blighted areas in Sherwood, including Old Town. While a separate and distinct agency was formed according to Oregon statute, the governing board consists of the same group of people as the Sherwood City Council. The agency and its activities are funded by tax increment financing.

## Property Information



WASHINGTON COUNTY HISTORICAL SOCIETY PHOTO

The Old School House, as depicted above, was built in 1912 on a 0.67 acre, or 29,185 square feet, property, according to Oregon State plat maps. The property has an irregular shape and has street frontage on two sides. There are approximately 134 feet of frontage along NW Third Street and 130 feet along SW Sherwood Boulevard, a major connector between historic Old Town Sherwood and the newer section of Sherwood along State Highway 99W. The property is identified on Washington County Tax Map 2S1W Section 32BB as Tax Lot 500.

The original structure had four floors, including the basement. However, the top floor was removed when the Sherwood Grange #272 purchased the building in 1950. The building was subsequently purchased by a private party and converted into a business known as Starbuck Interior Designs. In 2000, the building and property was purchased by the City of Sherwood, and subsequently sold to the Sherwood Urban Renewal Agency.

In December of 2007, the building was demolished. Due to its age, disrepair, and the diminished structural integrity due to the removal of the top floor, the building was deemed to be unsafe. However, public sentiment varied. Some advocated for preservation of the building; others called for the rebuilding of a replica of the original building.

Currently, the property is zoned Retail Commercial and is in the Smockville portion of the Old Town overlay. The site is vacant and graveled. Occasionally, the URA authorizes the property to be utilized for parking during community events, but this is rare.

## Property Advantages:

- Prominent location at the intersection of Sherwood Boulevard and NW Third St.
- Gateway to Sherwood Old Town where multiple festivals and events are held throughout the year bringing Sherwood residents and others from around the region.
- Within walking distance of schools, churches, parks, City Hall, Library, and the Sherwood Arts Center.
- Located along Tri-Met transit lines 93 and 94.

## Zoning

The site is zoned Retail Commercial (RC) and is in the Old Town (OT) overlay.

The RC zoning district provides areas for general retail and service uses that neither require larger parcels of land, nor produce excessive environmental impacts. The uses permitted in the RC zone are included in Appendix C to this RFP and can be found in Chapter 16.22 of the Sherwood Municipal Code.

The OT zoning district is an overlay district generally applied to property identified on the OT Overlay District Map, and applied to the Sherwood Plan and Zone Map in the Smockville Subdivision and surrounding residential and commercial properties, generally known as Old Town. The OT overlay zone recognizes the unique and significant characteristics of Old Town, and is intended to provide development flexibility with respect to uses, site size, setbacks, heights, and site design elements, in order to preserve and enhance the area's commercial viability and historic character. Development within the OT overlay requires compliance with specific Old Town design standards and review by the Planning Commission. The Old Town Design standards can be found in Chapter 16.162 of the Sherwood Municipal Code and are attached as Appendix D to this RFP.

## Preferred Proposal

While the URA has not determined specific uses or designs for this property, the URA is seeking development for a pedestrian-oriented use; automobile-oriented uses such as gas stations or drive-through establishments will not be considered. The preference is for a mixture of uses that will work well on the site as well as complement existing and future uses within the Old Town area.

While off street parking is not a requirement for development in the Smockville portion of Old Town, the URA is aware of parking concerns within the area and would expect to see the proposal include discussion of parking needs and plans either on or off-site or a combination of both.

## Price and Terms

Purchase proposals that reflect fair market value are preferred but not required. The URA is willing to negotiate based on the overall public benefit provided by the proposal. A fee simple sale is preferred. A good faith deposit equal to ten percent of the sale price is required upon signing of the purchase and sale agreement. Broker fees will not be paid by the URA.

## Objectives

The sale of this site presents an exciting opportunity in an increasingly vital area of downtown Sherwood. The overall objective for redevelopment of this parcel is a project that is designed to encourage a lively, attractive, and safe pedestrian realm. Proposals should reflect and support the surrounding public and private investments.

The following objectives will be used to evaluate proposals:

- **Experience and Capability:** Proposers should have a proven track record of successfully completing similar, high quality projects. Proposers should also show evidence of financial capacity and overall capability to implement this project.
- **Vision:** The vision should maximize the property's development potential and:
  - Factor in the site as a gateway to the Old Town area.
  - Integrate with adjacent properties for an overall high quality and compatible development.
  - Contribute to an active downtown with a conceptual mix of uses such as retail, office, entertainment, restaurant, hotel, or residential with building components that contribute to an inviting pedestrian environment.
  - Complement public and private investments made in the Old Town area.
  - Include elements that incorporate or reflect Sherwood's unique heritage and/or the property's history as a former school house.
- **Timeliness and Feasibility:** Proposals must include:
  - A reasonable timeline.
  - Demonstrated understanding of market potential for the proposed vision.
- **Financial benefit:** Preferred projects will have the purchase price reflect the fair market value of the property.

- **Consistency with City Policies and Goals:** The URA expects the proposed vision will be consistent with the City of Sherwood’s policies and goals for the Old Town overlay, the Comprehensive Plan and Council Goals. See Appendix E

## Submission Requirements

The URA invites proposals from prospective purchaser/developers setting forth details regarding the proposer’s vision for the property, offer to purchase, and other issues identified in this RFP. **The deadline for submitting proposals is 5:00 p.m. on May 20, 2019.**

Please submit one original proposal using 8 ½” x 11” size paper and an electronic copy in a Microsoft compatible or Adobe PDF format on a USB flash drive or CD, in a sealed opaque envelope clearly marked “Old School House Property Proposal,” to the address listed below. Proposals should be addressed to:

Sherwood Urban Renewal Agency  
Attn: Joseph Gall  
22560 SW Pine Street  
Sherwood, OR 97140

Misdelivered, late, faxed, and electronically submitted proposals will be considered non-responsive. The contents of the proposals responding to the request for proposals shall be confidential until the deadline for submission of proposals.

Proposals should include the following information:

1. Provide the name(s), address(es), telephone number(s), and e-mail address(es) of the proposer. Identify the principal person(s) authorized to negotiate on the proposer’s behalf. All proposals must be signed by a principal of the proposer.
2. Identify and describe any relationship the proposer may have with subsidiaries, joint venture partners, or others who are significant to the project.
3. Narrative addressing how the proposal meets the objectives outlined in the Objectives section above, including the following specific information:
  - a. **Experience and Capability:**  
Provide documentation demonstrating that the proposer meets the RFP objectives for Experience and Capability, and in particular that the proposer is qualified to undertake the proposed project. Documentation should include, at minimum:
    - i. Information regarding experience with projects similar to the proposed project, developments in urban areas, and public/private development.
    - ii. Examples, including images, of prior projects that demonstrate high-quality urban design and use.



- iii. No fewer than three references from previous projects of a similar nature.
- iv. Documentation regarding the proposer's financial capacity and overall capability to implement this project, including evidence of prior ability to finance and complete similar projects and evidence of financing commitments for the proposed project.

**b. Vision:**

Provide a detailed description of the proposer's vision and proposed use(s) for the property, and how they meet the RFP objectives for Vision.

**c. Timeliness and Feasibility:**

Provide detailed information regarding how the proposal meets the RFP objectives for Timeliness and Feasibility, including a preliminary schedule for the proposed project that addresses, at a minimum, property acquisition, design and preparation of plans, start of construction, completion of construction, and tenanting. The schedule should provide for development in a logical and expeditious manner.

**d. Financial benefit:**

- i. Provide the amount and terms of the purchase offer and an explanation of how the proposal provides the best financial benefit for the URA. The URA will consider both long term and short term benefits.
- ii. Describe and explain any public assistance requested.

**e. Consistency with City Policies and Goals:**

Provide a detailed explanation of how the proposal is consistent with the City of Sherwood's policies and goals for the Old Town overlay, the Comprehensive Plan and Council Goals.

## Selection Process and Schedule

The URA will conduct a fair and impartial process for the selection of a buyer/developer based upon the objectives and evaluation criteria described in this RFP. A panel of local staff and regional experts in economic development will review the proposals and make a recommendation to the URA board. The URA board will make the ultimate decision regarding the selection of a proposer, regardless of the review panel's recommendation.

While criteria weights are provided as a general guideline, the panel and, ultimately, the URA board, will select the proposal that provides the best overall project, regardless of how high a proposal scores on any given specific criteria.

The URA reserves the right to interview any or all proposers at any point during the evaluation process. The review panel and/or URA board may also contact some or all of the proposers at any time to request clarification or additional information. The URA may obtain information from any legal source for clarification of any proposal. The URA need not inform the proposer of any intent to perform additional research in this respect or of any information thereby received. The URA may also perform, at its sole option, investigations of any proposer. Information may include, but shall not necessarily be limited to, current litigation and

references. All such information, if requested by the URA, becomes part of the public record and may be disclosed accordingly.

The URA reserves the right to negotiate modifications of proposals, and to negotiate specific elements within a proposal. After the URA has selected a preferred proposer, it will proceed to negotiate a purchase and sale agreement (PSA). The URA reserves the right to negotiate a final PSA that is in the best interest of the URA. The URA will attempt to reach a final agreement with the successful proposer but may, in its sole discretion, terminate negotiations and reject the proposal in the event additional information becomes available which affects the URA's evaluation, or agreement on a final PSA cannot be reached within a reasonable time. The URA may then attempt to reach final agreement with the next ranked proposer, and so on with the remaining proposers, until an agreement is reached. In the alternative, the URA may at any time elect to reject all proposals, and thereafter may begin the process over.

The objectives listed in this RFP will be used as a guideline for the evaluation of the proposals. All or part of the objectives may or may not be implemented in the final agreement with the selected proposer. The URA reserves the right to negotiate details within the objectives after acceptance of proposals and prior to the final agreement. The URA also reserves the right to extend the deadline for RFP responses or to modify the selection process or other aspects of this property offering, in its sole discretion.

In the interest of a fair and equitable selection process, the URA retains the sole responsibility to determine the timing, arrangement, and method of proposal presentations throughout the selection process. Respondents are cautioned not to undertake any activities or actions to promote or advertise their proposals except in the course of authorized presentations.

### Selection Criteria weighting

<b>Criteria</b>	<b>Weight</b>
Experience and Capability	20
Vision	50
Timeliness and feasibility	40
Financial benefit	10
Consistency with City goals/policies	30

## Preliminary schedule

The selection process is expected to be completed in July 2019. The schedule for the selection process is subject to change at any time based on the needs of the URA in the sole discretion of the URA board, but is currently anticipated to be as follows:

URA issues RFP	<b>April 18, 2019</b>
Responses due	<b>May 20, 2019 at 5:00 p.m.</b>
Panel review complete	<b>June 3, 2019</b>
Supplemental information due (if applicable)	<b>June 28, 2019</b>
URA Board review & selection	<b>July 16, 2019</b>

## Designated Contacts

The following URA staff are the designated contacts for information or questions related to this RFP:

Joseph Gall, ICMA-CM, URA Manager  
503-625-4200 [gallj@sherwoodoregon.gov](mailto:gallj@sherwoodoregon.gov)

Julia Hajduk, Community Development Director  
503-625-4204 [hajdukj@sherwoodoregon.gov](mailto:hajdukj@sherwoodoregon.gov)

Mailing Address:

City of Sherwood Urban Renewal Agency  
22560 SW Pine Street Sherwood, OR 97140

All inquiries, whether relating to the proposal process, administration, deadlines, or technical aspects of the RFP, must be directed to the URA Manager or Community Development Director. For the sake of fairness, proposers are not to contact any URA or City of Sherwood staff or official, other than the URA Manager or Community Development Director, concerning this RFP. Contact with any other staff or officials concerning this RFP will be grounds for disqualification.

For general information, please visit the City of Sherwood website at <http://www.sherwoodoregon.gov/>

## Other Information

Proposers responding to this RFP do so solely at their expense, and the URA is not responsible for any proposer expenses associated with responding to the RFP. Proposers invited to participate in interview evaluations are responsible for scheduling and paying for their own travel arrangements.

The URA reserves the right to waive minor irregularities or omissions in compliance with the requirements of this RFP to the extent the URA determines it is in the best interest of the URA to do so. The URA also reserves the right to reject any or all proposals or cancel this RFP at any time in its sole discretion. Proposers therefore, by proposing, agree that doing so is at their own risk and the URA shall have no liability related thereto.

By the act of submitting a proposal in response to this RFP, the proposer certifies that:

- To the best of proposer's knowledge and belief, and in the case of sole proprietorship, partnership, or corporation, each party thereto certifies as to its own organization, under penalty of perjury, that, no elected official, employee, or person whose salary is payable in whole or part by the URA or the City of Sherwood has a direct or indirect financial interest in the proposal, or in the services to which it relates, or in any of the profits thereof, other than as fully described in the proposal.
- The proposer, if an individual, is of lawful age, is the only one interested in this proposal, and no person, firm, or corporation, other than that named, has any interest in the proposal, or in the proposed contract.

All facts and opinions stated in this RFP and all supporting documents and data are based upon information available from a variety of sources. No representation or warranty is made with respect thereto.

All information submitted by a proposer shall become and remain the property of the URA and is considered public information and subject to disclosure pursuant to the Oregon Public Records Law, except such portions of the proposal which are exempt from disclosure consistent with Oregon law. If a proposal contains any information that the proposer believes is exempt from disclosure under the various grounds specified in the Oregon Public Records Law, the proposer must clearly designate each such portion of its proposal as exempt, along with a justification and citation to the authority relied upon. Identifying the proposal, in whole, as exempt from disclosure is not acceptable. Failure to identify specific portions of the proposal as exempt shall be deemed a waiver of any future claim of that information as exempt.

The URA may publish of its own accord, and will make available to any person requesting information, through the URA's processes for disclosure of public records, any and all information submitted as a result of this RFP not exempted from disclosure, without obtaining permission from any proposer to do so. However, if a public records request is made for material marked by the proposer as exempt, the URA will attempt to notify the impacted

proposer prior to any release of the material. Application of the Oregon Public Records Law by the URA will determine whether any information is actually exempt from disclosure. The URA accepts no liability for the release of any information submitted.

# Appendices

- A. Site Map
- B. Site Photographs
- C. Retail Commercial Code section
- D. Old Town Overlay standards

## Appendix A – Site Map

## Appendix B – Site Photographs



# Approved Minutes

**SHERWOOD URBAN RENEWAL AGENCY BOARD OF DIRECTORS  
MEETING MINUTES**

**Tuesday, April 16, 2019**  
(Following the 7:00 pm City Council Meeting)

**City of Sherwood City Hall  
22560 SW Pine Street  
Sherwood, Oregon 97140**

- 1. CALL TO ORDER:** Chair Mays called the meeting to order at 8:00 pm.
- 2. BOARD PRESENT:** Chair Mays, Vice Chair Tim Rosener, Board Members Kim Young, Renee Brouse, Russell Griffin, and Doug Scott. Board Member Sean Garland via conference call.
- 3. STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, Finance Director Katie Henry, and City Recorder Sylvia Murphy.
- 4. TOPICS:**

**A. Discuss RFP for Old School House Property**

City Manager Joe Gall explained that the city planned to publish the RFP (request for proposal) for the Old School House property on April 18 but wished to receive input from the URA Board of Directors on the draft RFP (see record, Exhibit A) prior to its publication. Chair Mays enquired if the RFP advertisement would run in the Sherwood Archer. Mr. Gall replied that he had planned to submit it to the Archer and stated that he had also had two 4x8 commercial real estate signs created to be placed on the property. Mr. Gall added that the deadline for the submittal of proposals for the property was May 18. Mr. Griffin asked about the reasoning behind allotting 50 points for "Vision" under Selection Criteria weighting on page 8. Community Development Director Julia Hajduk replied that under "Objectives" on page 5, the city made clear the specifics of what they requested in a comprehensive RFP. Ms. Hajduk clarified that the city had used the framework from a similar RFP in Eugene to model the current Old School House property RFP, as well as modifying previous criteria from the prior RFP for the property. She summarized the outline for the interview panel and commented that the panel would be comprised of herself, City Manager Joe Gall, Planning Manager Erika Palmer, and various outside expert consultants. Ms. Young clarified that the interview panel would be responsible for the ranking of the submitted proposals and would provide a recommendation to the URA Board. Ms. Hajduk replied that was correct and added that the URA Board had the ability to reject the recommendation from the panel. Chair Mays enquired if the recommendation from the interview panel would include a summary report to explain their reasoning. Mr. Gall stated that a summary report would be added to the recommendation submitted to the URA Board. Ms. Young stated she would like to see the scoring report cards the panel had completed for the submitted proposals. Mr. Scott recommended changing the weighting of the criteria of "Timeliness and feasibility" from 40 points to 30 points, and "Consistency with City goals/policies" weight from 30 points to 40 points. Community Development Director Julia Hajduk outlined her idea of supplying the board with the proposal review sheets completed by the interview panel for the board to review.

**5. ADJOURN to Executive Session**

Chair Mays adjourned the meeting at 8:12 pm to convene to an Executive Session.

**URA BOARD EXECUTIVE SESSION – JOINT SESSION WITH THE CITY COUNCIL**

1. **CALL TO ORDER:** Chair Mays called the meeting to order at 8:12 pm.
2. **BOARD PRESENT:** Chair Mays, Vice Chair Tim Rosener, Board Members Kim Young, Renee Brouse, Russell Griffin, and Doug Scott. Board Member Sean Garland via conference call.
3. **STAFF AND LEGAL COUNSEL PRESENT:** City Manager Joe Gall, City Attorney Josh Soper, Community Development Director Julia Hajduk, Public Works Director Craig Sheldon, and Finance Director Katie Henry.
4. **TOPICS:**
  - A. **ORS 192.660(2)(e), Real Property Transactions**

**5. ADJOURN**

Chair Mays adjourned the meeting at 8:46 pm.

Attest:

  
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Sylvia Murphy, MMC, Agency Recorder

  
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Keith Mays, Chair