



Posting Date: Wednesday, October 30 & Friday, November 1, 2019

Oregon City Police Department

Request for Proposal

Commercial Real Estate Broker Services

Submission Date Deadline: 5:00 pm, Friday, November 22, 2019

I. INTRODUCTION

The City of Oregon City is seeking proposals from Commercial Real Estate brokers, agents, or advisors, hereafter referred to as "respondent." The City intends to select a licensed, qualified firm or individual to provide commercial real estate brokerage services to assist in the sale of property located at 320 Warner Milne Road, Oregon City, OR 97045.

The City of Oregon City Police Department will review and may select one respondent, based on submitted proposals. The City reserves the right to accept or reject any or all submittals and waive technicalities or irregularities if such action is believed to be in the best interest of the City.

II. PROJECT BACKGROUND

The Oregon City Police, Municipal Court, and Code Enforcement departments are currently operating in the building, located at 320 Warner Milne, which was purchased by the City of Oregon City in the 1980s. Construction of a new public safety facility for the above-mentioned departments is underway at the site of the old Mt. Pleasant School, 1232 Linn Avenue, Oregon City, with completion expected in August 2020.

In June 2019, an appraisal of the property to be sold was completed by Colliers International Valuation and Advisory Services, based out of Portland, OR. The As-Is Market Value of the property (building and land) is valued at \$3.12M. A copy of the full appraisal is included as Exhibit 1 to this RFP.

The building is an Office (low-rise office) property totaling 16,220 SF of Net Rentable Area (NRA) located on a 3.20-acre site. The improvements are comprised of a Main Office building totaling 11,900 SF NRA (800 SF basement not included in NRA) built in 1970 and three Modular Office buildings totaling 4,320 SF NRA (1,440 SF each) built in 1991 with periodic renovations. The economic site is 1.86 acres (81,000 SF) with surplus land area of 1.34 acres (58,292 SF). The subject property has a single-tenant design that is fully owner-occupied, which is above the stabilized occupancy level estimate of 95% that was developed in the appraisal.



III. PROJECT DESCRIPTION

The scope of the project will be to identify potential purchasers and solicit purchase proposals for the property. The proposal should include purchase price and terms, as well as terms for the potential lease-back of the property. As noted above, the current tenant in the building is building a new facility with anticipated completion in summer 2020. Depending on the date of sale, as well as progress on the new facility, the police, code enforcement, and municipal court departments will need to operate out of the building until they have fully occupied the new facility.

IV. ANTICIPATED SCOPE OF WORK

The selected respondent will provide the City with a range of commercial real estate listing services. All such services shall be performed in accordance with the scope of work defined in a Personal Services Agreement (PSA) and Standard Conditions (see Exhibits 5 and 6). Under this Agreement, the selected respondent will provide the services as outlined in the scope of work. The successful respondent responsibilities shall include, but not limited to:

1. Advertising, marketing, placing signage on the property, and online marketing to include a virtual tour, photo gallery, and promotional video as deemed necessary;
2. Listing the office space/property in the available MLS database;
3. Advising the City on negotiations and purchase terms as appropriate;
4. Advising the City on negotiation of lease-back terms;
5. Delivering buyer proposals for consideration by the City;
6. Assisting the City in negotiating sales agreement with prospective buyers; and
7. Other brokerage services as necessary to complete sale of the property.

V. EVALUATION & SELECTION PROCESS

A committee will evaluate and rank the proposals in accordance with the criteria identified in this document. The City of Oregon City has the right to require any clarification or change needed to understand the respondent's proposal.

Each of the following items should be specifically addressed in the respondent's proposal. Otherwise, indicate why no response is given. Identify the item to be addressed in the introduction to each response. Proposals must identify which person or persons in the firm will be providing the services, and the information requested below should be provided for that person. Evaluation criteria and weighting factors shall be as follows:

**Proposal Evaluation Criteria/ Weighting Factors**

Proposal Criteria	Evaluation Weighting Factors
Firm Qualifications	25%
Team References	15%
Work Plan	30%
Cost of Services	30%
TOTAL	100%

PROPOSAL FORMAT**Firm Qualifications:**

- ✓ Briefly summarize your firm's qualifications and experience for the proposed work and list staff that will be assigned to the contract. An officer of your firm authorized to execute contracts, or other similar agreements, must sign the letter. Please also include documentation of licensing and standing to conduct business in the City of Oregon City;

Team References:

- ✓ Provide a list of references (at least three) whom you have worked with in the last 36 months for each team member;
- ✓ Responses should include listing locations, terms, and contact information (name, phone & email) of the building owner/client;

Proposed Work Plan for Marketing the Property:

- ✓ Describe recommended signage, advertising, listing, and other work proposed to market and sell the property.

Proposed Commission and Fees:

- ✓ Provide proposed commission schedule for proposed lease-back and sale terms, and any other instances for which the respondent would expect to be paid or reimbursed. Please also include your firm's listing agreement.



The committee will select no more than five Real Estate Brokers or Firms to proceed to a reference check. The committee will choose a broker or firm based on the results of the proposals and reference checks. The City of Oregon City will then enter negotiations for a contract award with the broker or firm whose qualifications and project approach would be most advantageous to the project.

Proposers responding to the RFP do so solely at their expense, and Oregon City is not responsible for any expenses associated with the RFP.

Protests concerning the selection process must be in writing and delivered to the Oregon City Police Chief—Jim Band no later than seven (7) calendar days after the date of the intent to award is provided to RFP respondents. The protest will be reviewed pursuant to the Protest Procedures set forth in OAR 137-048-0240.

VI. CONTRACT

The successful respondent shall enter into a Personal Services Agreement with the City (See Exhibit 4). **All contractors doing business with the City of Oregon City shall be in possession of a current business license with the City of Oregon City.*

All billings shall be processed through the Oregon City Police Department.

VII. RFP SUBMITTAL

The deadline for proposals submission is **Friday, November 22, 2019, at 5:00 p.m.** Please submit proposals to Kelly Dilbeck, Police Business Manager, electronically via email to kdilbeck@orc city.org or in hard copy at 320 Warner Milne Road, in Oregon City.

If you have questions or would like to tour the facility, please contact Chief Jim Band at jband@orc city.org or by telephone at 503-496-1686.

All proposals become part of the public file for the project, without obligation to the City of Oregon City. The City reserves the right to reject any or all submittals for good cause, in the public interest, and is not liable for any costs incurred by the firms or individuals in the proposal preparation or presentation.

RFP EXHIBITS:

- Exhibit 1:** Colliers International Valuation & Advisory Services Appraisal
- Exhibit 2:** Tax Lot 201 Property Report
- Exhibit 3:** Tax Lot 500 Property Report
- Exhibit 4:** Zoning Letter from the City of Oregon City Community Development Department
- Exhibit 5:** Personal Services Agreement
- Exhibit 6:** Standard Conditions to Oregon City Personal Services Agreement