

The Wikman Building/  
Arleta Library  
4420 SE 64th Avenue  
Portland, OR 97206  
Request for Proposals:  
Acquisition and Redevelopment  
DRAFT: FPM-RFP-FY14-02  
wikman-arleta@multco.us  
ISSUED: February 27, 2014  
DEADLINE: April 24, 2014



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**All potential Respondents are responsible for monitoring the status of this RFP process and accessing the Resource Library using the website:**

**<http://web.multco.us/facilities-Property-management/surplus-Property>**

**All Addenda and Communications will be posted to this website and it will be updated each Tuesday until further notice. All questions, clarifications and other communications must be submitted in writing to:**

**[wikman-arleta@multco.us](mailto:wikman-arleta@multco.us)**



## **1. Goals and Objectives**

The purpose of this RFP is to solicit acquisition and redevelopment proposals for the Wikman Building/Arleta Library. The County is seeking proposals that address Multnomah County's disposition objectives including a viable business plan for the proposed use, receipt of the fair market value for the public asset, a strategy to preserve the building's historic character and the compatibility with the neighborhood. The final disposition decision will be made by the Multnomah County Board of Commissioners

## **2. Background**

The County manages over 3.1 million square feet of owned and leased space in 131 buildings located throughout Multnomah County. These facilities are operated to serve the citizens of Multnomah County for a variety of activities including health and dental clinics, social and mental health services, detention, court proceedings, prosecution, library services, public record search, public meetings, licensing and animal care. As public buildings, these facilities are high use buildings that cater to a wide variety of clients resulting in on-going operational and maintenance costs. Periodically, the County determines that an asset is no longer required for operations. At that time, the County enacts its Surplus Property Process

## **3. Surplus and Disposition Process**

By Resolution 2011-106, adopted September 8, 2011, the Multnomah County Board of Commissioners declared The Wikman Building, 4420 SE 64th Avenue, Portland, Oregon, as Surplus Property ("Property"). The Resolution authorized Multnomah County's Facilities and Property Management Division ("Facilities"), along with the Communications Office, to commence the Surplus Property Process. The purpose of the Surplus Property Process is to solicit public comment and suggestions prior to a disposition recommendation. The public comment period commenced September 20, 2011, and ended November 7, 2011.

By Resolution 2011-145, adopted December 22, 2011, the Board of County Commissioners accepted the Surplus Property Report and authorized exclusive negotiations with a Coalition of non-profit and community organizations to support the acquisition and redevelopment of the Property that would preserve its historic character, require its use as a neighborhood center, and provide fair market value to the County. In October 2013, after an extended process, the County transitioned from exclusive negotiations to open the process to other proposals by Resolution 2014-004 and pursue a public Request for Proposals ("RFP") process.



## **4. Property Information**

### **HISTORY:**

The Arleta Library opened at 4420 S.E. 64th Street in early September 1918. It was an original Carnegie Library. The building was modeled after the recently completed St. Johns Branch and designed by noted Portland architect Folgers Johnson.

In the early 1960s, Library Association of Portland staff took a close look at library services, comparing existing library locations to the most recent population changes and development throughout Multnomah County. In 1971, the new (present) Holgate Branch opened and in 1973, the Library Association of Portland transferred the Property to Multnomah County.

After an interior remodel, including the addition of the current mezzanine, the building served as the headquarters of the Multnomah County Community Action Agency from 1973 to 1988. Per a proclamation made by the Multnomah County Board on October 21, 1982, the "Old Arleta Heights Library Building" was dedicated to the memory of Lea Wikman.

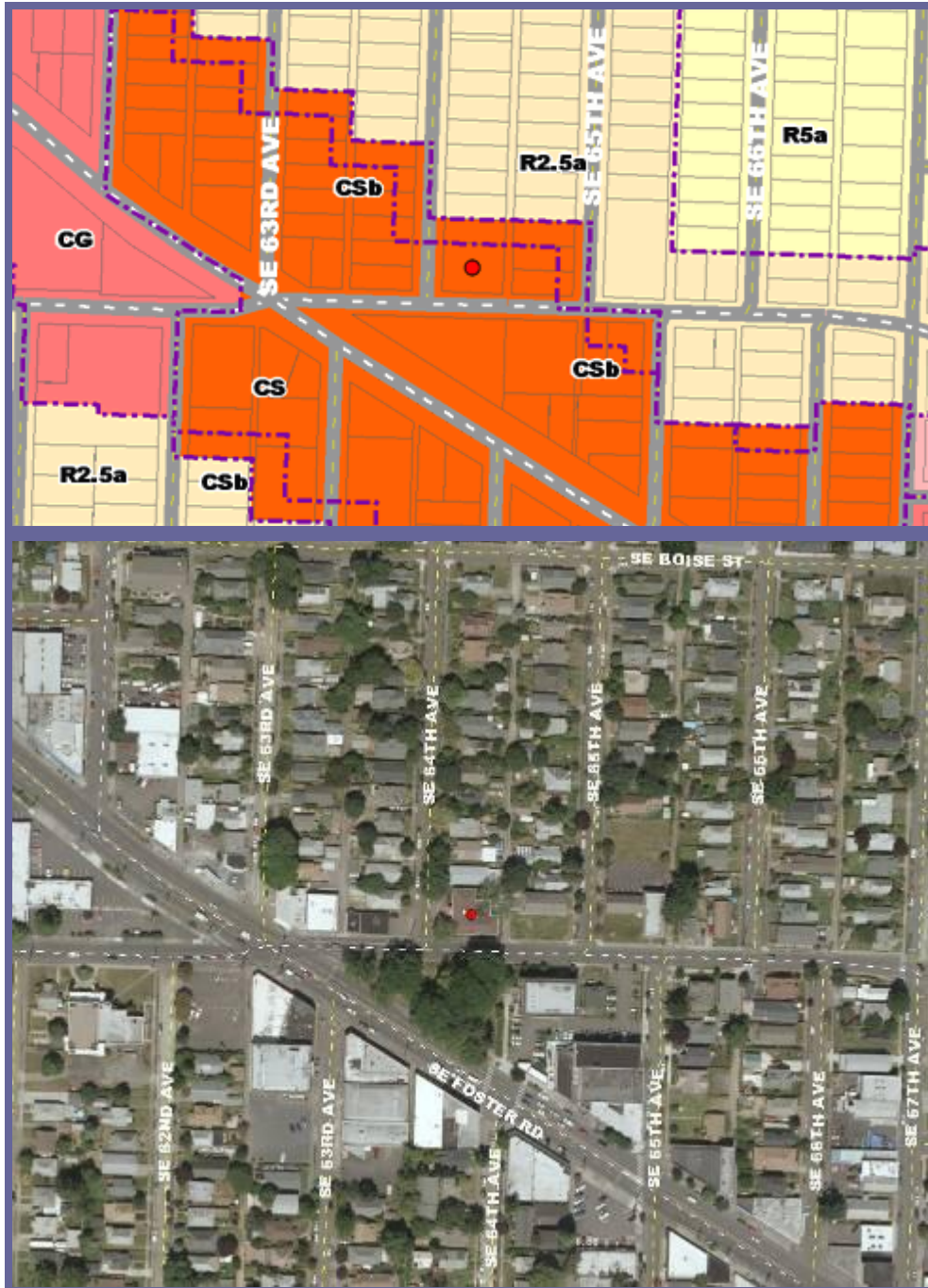
In 1988, Multnomah County Department of Community Justice (DCJ) opened its Southeast Office in the Wikman Building. A youth or juvenile office, it was the site of many innovations in juvenile justice. In June 2011, DCJ relocated staff and programs from the Wikman Building, primarily to the Juvenile Justice Complex. The Wikman has been vacant since July 2011.

### **LOCATION:**

The Wikman Building is located at 4420 SE 64th Avenue, Portland Oregon. (Property ID#R204593). The abbreviated legal description is Laurelwood, Block 8, Lots 14 & 15. The zoning is Storefront Commercial (CS), in the Buffer Overlay Zone (b), and it is located in the Lents Town Center Urban Renewal Area. It is located within the boundaries of the Foster-Powell Neighborhood Association.







## **BUILDING:**

The lot is 8,000 square feet and the Property is served by City water and sewer and all urban utility services are available. The rentable building area is 5,187 square feet.

The building was completed in 1918 in the Twentieth Century Colonial style. It features a hip roof with cupola, a red brick exterior, and round arched windows.



The interior was remodeled in 1973, with the addition of a mezzanine. The furnace is natural gas and the building has central air conditioning.

The building has limited parking, with two possible spaces off the alley on the east side.

Address:	4420 SE 64th Avenue
Property ID#:	R204593
Legal:	Laurelwood, Block 8, Lots 14 & 15

### Planning Information

Zone:	Storefront Commercial (CS) Map 3437
Overlay:	Buffer Overlay Zone (b)
Urban Renewal Area	Lents Town Center
Comprehensive Plan	Urban Commercial (UC)
Conservation District:	n/a



*Kitchen First Floor.*



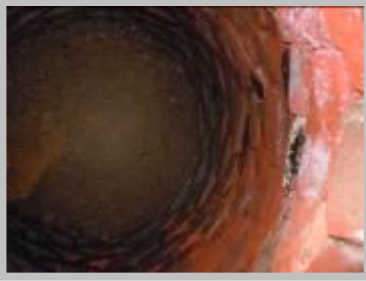
*Main Room First Floor.*

*First Floor Restroom.*



*First Floor Typical Office.*





Recent maintenance activity includes the repair of the storm drain system at Property in June 2011 at an approximate cost of was \$29,000 including replacing of the original brick dry wells with two new concrete vaults as is required by code, connecting the



four roof drains to the new vaults by about 200 feet of underground drain pipes, and re-caulking the joints of the metal gutter liner at the cornice level. There was additional painting of critical areas incidental to the drainage work.

Building Floor Plans are available in the Resource Library available on the webpage:

<http://web.multco.us/facilities-property-management/surplus-property>



*Northeast corner courtyard.*

*South building façade.*





## **VALUATION:**

In January 2013, the County commissioned an independent appraisal of the Property with a valuation conclusion of \$260,000. This value assumed an "Owner-User" as most likely use and was based on a Sales Comparables Approach. (The Income Approach was not employed.) The 2013-2014 Assessed Real Market Value: is \$446,060, though the Property is currently exempt from property taxes due to County ownership. There are no financial encumbrances or debt on the Property.

## **5. Industry Forum**

On February 19, 2014, an Industry Forum was held at the Property to assist in the preparation of this RFP. (Details to be added after the Industry Forum.)

## **6. Scoring Criteria**

In order to be considered, all proposals must contain the following information in the format described below. Multnomah County reserves the right to identify, clarify and accept any minor irregularities or informalities in determining whether a proposal is considered.

### **SCORING CRITERIA (Total 100 Points)**

All proposals that are received prior to the deadline for submissions will be evaluated by an Evaluation Committee. The evaluation will be based on the information submitted in response to the following Scoring Criteria. The Multnomah Board of County Commissioners has sole discretion on the final selection.

#### **A. Cover Letter (0 pts)**

Provide a signed cover letter from an authorized officer or director of the Responder submitting the proposal, including an acknowledgement and acceptance of the General Conditions contained in Section 9.

#### **B. Project Feasibility (40 pts)**

Describe the business plan for the proposed redevelopment of the Property, including an explanation of how the Property will be put to productive use and a description of the sources and uses of funds needed for acquisition, redevelopment and successful five year operation of the Property. Describe Responder's role in past similar projects, if any, that Responder has undertaken and completed successfully Explain any underlying assumptions that, if incorrect, would make successful completion of the project at risk and plans to mitigate the risk of such an event. Describe Responder's financial capacity to close on the purchase of the Property within 60 days following the selection.



### **C. Community Asset (25 pts)**

Multnomah County recognizes that the Property has been an important asset in the surrounding community for nearly a century and that it is important that the Property continue to serve a role in the community. Describe how the proposed use is compatible with the character of the neighborhood and potential ways that community members will be able to access or otherwise benefit from the Property as a community asset.

### **D. Price (20 pts)**

Multnomah County seeks to be a responsible steward of public assets and to receive fair market value on any sale of a public asset. Describe the proposed purchase price for the Property and your proposal's rationale for the proposed purchase price. Describe the proposed payment strategy i.e. cash, commercial lending, and/or other mechanisms.

### **E. Historic Preservation (15 pts)**

Multnomah County supports the preservation of the historic nature of the building. Describe how the historic character will be preserved and enhanced by the acquisition and redevelopment of the Property.

## **7. Schedule**

(Schedule is subject to modification during the RFP process.)

- A. February 11, DRAFT RFP Released
- B. February 19, 2014: Industry Forum at Property, 10:00 am.
- C. February 27, 2014: RFP Released.
- D. March 12, 2014: Property Inspection Tour 11:30 am to 12:30 pm.
- E. April 24, 2014: RFP responses due.
- F. May 2014: Evaluation Committee/Potential Interviews
- G. June 2014: Board action.

## **8. Site Tour**

All potential Respondents are invited to an optional Property Inspection Open House and Site Tour on March 12, 2014, 11:30 am to 12:30 pm at the Property.

Courtesy R.S.V.P. to: [wikman-arleta@multco.us](mailto:wikman-arleta@multco.us)

## **9. Proposal Formatting and Submission Requirements**

- 1. Proposal Format
  - a. Proposal should be organized in the same order as Scoring Criteria, A-E above.



- b. On the top sheet/cover page, indicate:  
FPM-RFP-FY14-02 and  
Name and address of entity submitting the proposal
  - c. Include a Table of Contents immediately after the Cover Letter.
  - d. Number all pages (other than cover, cover letter and attached forms).
  - e. Tabs are optional.
  - f. Any optional oversized drawings or graphics submitted should be reduced to an 8.5 x 11 inch format.
  - g. Submit one (1) unbound original proposal containing pages with original signatures where required, and all attachments.
  - h. Submit two (2) stapled copies.
2. Paper Size / Formatting
- a. Use of recycled/recyclable materials is strongly preferred
  - b. Use of plastic and non-recyclable products is strongly discouraged
  - c. Paper size: 8.5 X 11 inches
  - d. Margins > ¾ inch around the perimeter of each page
  - e. Maximum number of pages allowed shall be twenty (20) pages not including cover or cover letter. Note: one "page" equals one piece of paper.
  - f. 12 point type
3. CD-ROM or SD Flash Card or USB Flash Drive
- Include a Windows PC compatible CD-ROM or SD Flash Card or USB Flash Drive containing:
- a. An electronic "PDF" version of the proposal.
  - b. An electronic "TIF" file of each of any optional graphics (resolution ≥ 150).
  - c. Name each file with the prefix:  
FPM-RFP-FY14-02 \_"entityID" \_"contents"

**NOTE: If you do not have the capability to provide this information in this format, contact [wikman-arleta@multco.us](mailto:wikman-arleta@multco.us) by April 7, 2014.**

**Submission Deadline:**

**In order to be considered, proposals must be RECEIVED by Multnomah County at the address stated below by 4:00 p.m. PT on April 24, 2014. Submit Proposals to:**

***Multnomah County Facilities & Property Management Division  
ATTN: Wikman-Arleta RFP  
401 North Dixon, Portland, OR 97227  
Tel. 503.988.4149***



## 10. Evaluation Process

- A. Proposals will be reviewed by an Evaluation Committee. The Evaluation Committee will be selected by the County.
- B. Following review by the Evaluation Committee, one or more of the Respondents may be asked to participate in an oral presentation and/or interview to clarify information before the Evaluation Committee.
- C. The Evaluation Committee will recommend to the Board of County Commissioners the proposal(s), if any, which should be considered further and provide a summary of the rationale used to support the recommendation, including scoring of the proposals.
- D. County staff will prepare a report on the findings and recommendations of the Evaluation Committee for presentation to the Multnomah County Board of Commissioners.
- E. The Multnomah County Board of Commissioners may, in its sole discretion, select the recommended proposal, select another proposal from the list of proposals, or determine that none are acceptable.
- F. All Respondents will receive notice by certified mail of the County's determination.
- G. Following announcement of the County's selection, all proposals received will be available for public inspection at the offices of Multnomah County Facilities and Property Management for a period of thirty (30) business days.

## 11. General Conditions

- A. Multnomah County ("County") specifically reserves the right to determine which proposal best serves the public good, and to:
  - 1. Revise the solicitation, evaluation, or selection process including extending the deadline or canceling without selecting a developer, purchaser or other entity.
  - 2. Waive informalities and irregularities in the proposals received in response to this solicitation.
  - 3. Disqualify without recourse or appeal all proposals.
  - 4. Reject all proposals with or without cause.
  - 5. Determine the timing, arrangement, and method of any presentation throughout the process.
  - 6. Verify and investigate the qualifications and capacity of the Respondent to complete the project as proposed.





- B. Every effort has been made to provide current and accurate information; however, unless citing a specific County approved resolution or plan, County makes no representation or warranty with respect thereto.
- C. All proposals received shall become the property of Multnomah County and may be used for any purposes relevant to the decisions and actions undertaken by Multnomah County towards disposition and redevelopment of the property being offered.

Multnomah County is required to disclose non-exempt public documents pursuant to ORS 192.410-192.505. ORS 192.502(4) exempts the County from disclosing information submitted in response to a solicitation where the information is such that it “should reasonably be considered confidential.”

A Respondent who determines that information within a proposal meets the statutory requirement and desires that such information remain confidential shall mark the pages containing such information with the word “CONFIDENTIAL.”

If a Respondent marks every page of a proposal as “CONFIDENTIAL” the statutory requirement is not met; any proposal so marked will not be deemed to have been submitted in confidence and, upon request, the entire proposal will be disclosed.

The County will keep properly marked information confidential unless ordered to release the information and materials by the District Attorney pursuant to ORS 192.460.

Any Disposition or Sale Agreement executed by the County and the successful Respondent will be a public document subject to disclosure, no part of which can be designated as confidential.

- D. Restrictions on communication

Every effort has been made to include herein all the information necessary to prepare and submit a proposal to this RFP. However, in the event additional information is desired, please adhere to the following:

If you have a question about any of the information or requirements contained in this solicitation, direct your questions in writing to:

[wikman-arleta@multco.us](mailto:wikman-arleta@multco.us)



All RFP modifications, questions and answers will be posted to the Multnomah County website page:

<http://web.multco.us/facilities-property-management/surplus-property>

- E. During the course of this solicitation, Respondents are cautioned not to undertake any activities or actions to promote or advertise their proposals except in the course of authorized presentations; or to make any direct or indirect (through others) contact with members the Multnomah County Board of County Commissioners; Multnomah County Facilities staff; Evaluation Committee members (if named); or, Multnomah County staff members not identified in this solicitation as a contact for specific information.
- F. Multnomah County will not hold “one-on-one” meetings with any Respondent during the solicitation process and the evaluation process except as part of a scheduled interview or presentation process involving all or a “short list” of Respondents. County may, however, ask individual Respondents clarifying questions or obtain additional information about some specific point of a proposal.
- G. Failure to abide by these restrictions is grounds for disqualification.
- H. This solicitation does not commit Multnomah County to enter into an agreement.
- I. Multnomah County accepts no responsibility or obligation to pay any costs incurred by any potential or eventual Respondent in the preparation or submission of a proposal; or in complying with any subsequent request by Multnomah County for information or participation throughout the evaluation process.

## 12. Sales Negotiations

Sales negotiations resulting from the RFP could result in a request for best and final offer, or similar. It is anticipated that a bargain and sale deed would be the form of deed for the Property transfer.

## 13. Resource Library (on line)

<http://web.multco.us/facilities-property-management/surplus-property>

- 1. THA Architectural Report-October 2012
- 2. Title Report-February 2014
- 3. Hazardous Materials Report-February 2006
- 4. Operating Expenses 2011-2013

