

PORTLAND'S HOUSING BOND REQUEST FOR INTEREST: REAL ESTATE BROKERAGE

REQUEST In 2016 Portland voters approved measure 26-179, Portland's Housing Bond ("Housing Bond"), which authorizes the City to issue up to \$258,400,000 in general obligation bonds for the development (new) or acquisition of (existing) housing to convert to affordable housing. The Portland Housing Bureau (PHB) expects the Housing Bond will result in a minimum of 1,300 housing units.

This Request for Interest (RFI) seeks proposals from real estate brokers and other professionals to provide brokerage and related services to PHB in furtherance of Housing Bond goals. Brokers should be supportive of PHB's mission and willing and able to provide regular listings and potential leads for land and/or buildings for sale within the City of Portland.

PHB is particularly interested in building relationships with a diverse network of brokers. The City values and supports diversity and is dedicated to advancing equity by increasing opportunities for Disadvantaged Business, Minority Owned, Women Owned, and Emerging Small Business enterprises (D/M/W/ESB). PHB also seeks brokers with a record of implemented equity policies and procedures that align with the [City's Equity Goals](#).

Minimum requirements and preference criteria for brokers are contained in the body of this RFI and are guided by Portland's Housing Bond Policy Framework.

SOLICITATION COORDINATOR:

Tanya Wolfersperger, Program Coordinator
Portland Housing Bureau
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SOLICITATION LOCATION: www.portlandoregon.gov/phb/brokersfi

GENERAL INFORMATION

Solicitation Title:	Portland's Housing Bond Brokerage RFI
Solicitation Coordinator:	Tanya Wolfersperger (503) 823-3251 tanya.wolfersperger@portlandoregon.gov
Proposal Delivery Location:	JoAnn Gillmer, Housing Sr. Administrative Specialist Portland Housing Bureau 421 SW 6 th Ave, Suite 500 Portland, OR 97204
RFI Webpage:	www.portlandoregon.gov/phb/brokersrfi

Direct all questions regarding this RFI to Tanya Wolfersperger

SCHEDULE

RFI Issued	Monday, January 29, 2018
Developer/Sponsor Mandatory Information Session	None
Proposals Submission Schedule:	Review of proposals will begin March 15, 2018.
Anticipated Notice of Results:	Announcement of results will be made on a case-by-case basis

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I. INTRODUCTION AND GENERAL INFORMATION

Following the passage of Measure 26-179, Mayor Ted Wheeler directed PHB to organize and facilitate a Stakeholder Advisory Group (SAG) to provide direction on the expenditure of Portland's Housing Bond funds. The SAG met over the course of six months and on October 11, 2017 delivered its final report to the Portland City Council. The SAG report known as Portland's [Housing Bond Policy Framework](#) includes important direction for bond implementation.

The Policy Framework sets the following policy goals and priorities:

- Confirms bond funds will create a minimum of 1,300 affordable housing units, through both new construction and acquisition;
- Sets as additional goals that:
 - 650 of the bond funded units be "family-sized," i.e. two or more bedrooms; and
 - at least 600 units will be for households earning 30% or less of area median income (AMI) of which 300 may be supportive housing provided funding for supported services is secured from external sources;
- Emphasizes the importance of serving "Priority Communities;"
 - Communities of Color
 - Families
 - Households experiencing homelessness or at imminent risk of becoming homeless, and
 - Households facing imminent displacement.
- Seeks to focus resources geographically:
 - For building acquisitions, with preference for areas at high risk for gentrification;
 - For land acquisitions, with preference for High Opportunity Areas (defined as receiving a 3 or higher [Opportunity Map](#) score).

The purpose of this Request for Information (RFI) is to gather data to assist the City to better understand the availability of suppliers in the marketplace, and approaches and solutions to the project contemplated. Respondents are invited to submit a response to this RFI by addressing the following:

This RFI explicitly incorporates the policy objectives of the Policy Framework. Proposers are expected to be familiar with the Framework and supportive of the PHB's and the community's goals. The selected proposers will be tasked with identifying properties to help meet those goals through the acquisition of either land or buildings or both. The selected proposers will also be expected to provide customary brokerage services and may also from time to time be asked to provide information and advice to the Bureau on achieving bond goals.

II. REQUIREMENTS AND PREFERENCES

In addition to demonstrating a commitment to helping PHB achieve Housing Bond goals, proposers must:

Requirements

- Have a valid real estate brokerage license in the state of Oregon.
- Have demonstrated experience in the area of commercial brokerage services.
- Have facilitated a minimum of three transactions within the past two years for multifamily residential buildings with 20 or more units AND/OR land that could accommodate such scale of development.
- Not have any pending or previous professional ethical violations.

Preferences

PHB will give preference to proposers who:

- Are certified Minority or Women owned businesses.
- Have been members in good standing for at least one year of one or more real estate organizations focusing on minority or women real estate professionals.
- Can demonstrate positive steps taken to increase participation of minority or women professionals within the proposer's organization.

Requirements represent minimum thresholds:

- Proposals must meet all the Requirements to be considered;
- PHB may prioritize proposals that meet any or all of the Preference Criteria above. Preference Criteria are not additive: proposals meeting more Preference Criteria will not necessarily be more highly ranked than those meeting fewer.

III. SUBMITTAL REQUIREMENTS/APPLICATION

Proposers must submit one electronic copy of the following documents. These are minimum submittal requirements. PHB in its sole discretion may require additional information.

- **Cover Letter:** that describes an understanding and commitment to the Housing Bond policies and priorities. The cover letter should be signed by the proposers designated representative and include the following sentence:

“This proposal explicitly acknowledges and accepts the RFI’s General Conditions.”
- **Project Team:** Provide a professional resume for each key person proposed to be assigned to the project. Resumes should include educational background, professional development, and demonstrate that the individual(s) meets the qualification and experience requirements for performing the work as outlined in this RFI.
- **Firm Summary:** that describes the firm qualifications, background and experience, including experience in equity and workforce diversity, specifically:
 - Describe your firm’s workforce demographics and any measurable steps taken to ensure a diverse internal workforce (e.g., women and people of color).
 - Describe your firm’s mission and any past or current work your firm has conducted to advance equitable outcomes and/or opportunities for Communities of Color;
 - How do you approach internal on-the-job training, mentoring, technical training, and/or professional development opportunities for women and people of color.
- **Relevant Transactions:** Example deals and/or listings that align with Housing Bond development priorities.

Submit one (1) flash drive (or similar media) containing electronic versions of all documents to:

**JoAnn Gillmer, Housing Sr. Administrative Specialist
Portland Housing Bureau
421 SW 6th Ave, Suite 500
Portland, OR 97204
Phone: (503) 823-9313**

IV. SELECTION PROCESS AND EVALUATION CRITERIA

Upon receipt, all applications will be reviewed for adherence to this RFI's submittal requirements. Proposals not meeting submittal requirements may be deemed non-responsive and eliminated from further consideration. PHB reserves the right to identify, clarify and accept any minor irregularities or informalities in determining whether a proposal is responsive.

Proposals meeting submittal requirements and Project Requirements will undergo a preliminary review by staff from PHB and Home Forward (PHB's partner for Portland's Housing Bond). Proposals will then be reviewed by a committee comprised of PHB management staff, Home Forward staff and members of the Bond Oversight Committee. PHB's Director will make the final selection(s) with input from PHB's Commissioner-in-Charge.

Except as otherwise stated in this RFI, proposals will be evaluated based on the following Evaluation Criteria:

- Overall responsiveness to this RFI; and
- The Requirements and Preferences contained in Section II

V. GENERAL CONDITIONS

This RFI is not a solicitation of competitive bids. A contract will NOT result from this Request for Information (RFI). A separate competitive solicitation may result following the City's review of the Responses submitted. This RFI in no manner obligates the City of Portland or its Bureaus to issue a Request for Information (RFI) or to the eventual purchase of any services that may be described or proposed.

If a future RFI or other type of solicitation results from this RFI, Respondents to this RFI are hereby notified that all information, documentation and any specific content or approaches included in the RFI Responses may be analyzed, may appear in various reports, and may be used in any resulting solicitation. PHB specifically reserves the right in its sole discretion to determine which proposals best serve the public good, and to:

- A. Revise the solicitation, evaluation, or selection process including extending the deadline or canceling without selecting any projects.
 - B. Waive informalities and irregularities in the proposals received in response to this RFI.
 - C. Disqualify without recourse or appeal any or all proposals.
 - D. Reject any or all proposals with or without cause.
 - E. Determine the timing, arrangement and method of any presentation throughout the process.
 - F. Verify and investigate the qualifications and financial capacity of the proposer(s), and any of the information provided in the proposal.
1. Every effort has been made to provide current and correct information; however, unless citing a specific PHB approved resolution or plan, PHB makes no representation or warranty with respect thereto.
 2. All proposals received shall become the property of PHB and considered an official public record subject to inspection by the public in accordance with ORS 192.502 and PHB's Public Records Access Policy after the completion of the RFI process; and may be used for any purposes relevant to the decisions and actions undertaken by PHB towards development of the property being offered. Entities are advised that confidential financial information should be clearly labeled and submitted separately from the remainder of their proposal. Similarly, if any entity responding to this RFI believes that a specific portion of its response constitutes a "trade secret" under Oregon Public Records Law (ORS 192.501.2) and is, therefore, exempt from disclosure, the entity must clearly identify that specific information as a "trade secret" and submit it together with the confidential financial information. Identification of information as a "trade secret" does not necessarily mean that the information will be exempt from disclosure. PHB will make the determination of exemption from disclosure based on the nature of the information and the requirements of the Oregon Public Records Law.
 3. Restrictions on communication. Every effort has been made to include herein all the information necessary to prepare and submit a responsive proposal to this RFI. However, in the event additional information is desired, please adhere to the following:

Tanya Wolfersperger, Program Coordinator
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All substantive questions and answers will be posted online at: www.portlandoregon.gov/phb/brokersfi

4. PHB accepts no responsibility or obligation to pay any costs incurred by any potential or eventual proposers in the preparation or submission of a proposal or in complying with any subsequent request by PHB for information or participation throughout the evaluation process.