



128 S. Main St.
PO Box 445
Condon, OR 97823-0445
541-384-2711
541-384-2700
www.cityofcondon.com

HOUSING REQUEST FOR PROPOSAL

JANUARY 20, 2021

DUE DATE: FEBRUARY 25, 2021, 3 P.M.

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ADVERTISEMENT

The City of Condon is soliciting written proposals to select a qualified developer to develop residential units on six to twelve vacant lots. The lots are all located on one city block totaling 1.39 acres. Respondents to this request for proposal should consider the best way to address the City Council's objectives to meet specific housing needs within the City.

The deadline for submission of responses to this request for proposal is February 25, 2021 by 3:00 PM. Please address the labels to:

City of Condon

Housing Project

Attn: Kathryn Greiner, City Administrator

128 S. Main Street

Condon, OR 97823

The City of Condon reserves the right to reject any and all proposals or accept any submittal that appears to serve the best interest of the City.

Direct questions regarding the RFP to Kathryn Greiner at (541) 384-2711 or admin@cityofcondon.com

OBJECTIVES OF THE REQUEST FOR PROPOSAL

The City of Condon is seeking to identify a qualified contractor to develop individual lots of one city block located between E. Summit St. to the north, E. Spring St. to the south and S. Jefferson St. to the west. The block is currently made up of twelve lots, each approximately 50 feet by 100 feet. The City would consider a proposal requiring a replat of the block to adjust some or all the lots to be 100 by 100 feet.

The city is offering to sell the identified property to the selected developer under specified conditions:

- All residences must meet all Oregon State building codes
- Sidewalks will be installed according to City of Condon Public Works Standards
- All utilities installed must be below ground
- Price per lot will be negotiable with successful developer. It is anticipated that rebates or credits will be given for home built within a 24-month period and for sidewalks. These rebates or credits will not be given until occupancy is established
- A process for an extension to the established 24-month timeline will be established before a development agreement is signed
- The City may entertain reductions in this sale price as necessary to facilitate the development of the property to meet affordable housing objectives

The City's primary objective for this project is to create affordable workforce housing. The preferred outcome is the development of starter homes and homes suitable in size and price for working families.

The City expects that respondents to this RFP will have researched housing needs in Condon and have evaluated the development potential of the site. Respondents should be prepared to present a conceptual site plan, approximate number of units, a financing plan, and a project schedule.

PROPERTY CHARACTERISTICS

Located between E. Spring St. and E. Summit St., three of the lots front S. Jefferson St. and three will front the City's newly extended E. McKinley Street. Legally described as lots 1 through 12 of block 66 of Lancaster's Addition to Condon. The County tax map number is 04S21E10DB-04500. The site has been used in the recent past as a baseball field and has little to no slope. The FEMA established floodplain passes through the southeast corner of the southeastern most lot (see attached map). The 12 vacant lots make up one city block totaling 1.39 acres. Each lot is approximately 50 feet by 100 feet.

The property is zoned Residential. Single family dwellings to fourplexes are allowed in this zone allowing for a possible maximum number of 24 units on the site.

The City of Condon anticipates providing water, sewer, and storm drain extensions to each lot at the City's expense prior to housing development occurring. The City also plans to develop (at the City's expense) a new asphalt paved road from E. Summit Spring to E. Spring St. to extend S. McKinley Street along the east side of the lots. No curb or sidewalk would be provided with this road extension. This anticipated investment of over \$300,000 in public infrastructure by the City of Condon is intended to reduce the cost of developing the proposed housing lots, in turn helping to reduce the cost of the housing units to be developed and sold on the lots.

The surrounding land uses are predominantly single family residential, with one duplex located across S. Jefferson St. from the property.

RFP REQUIREMENTS

Please submit 5 hard copies as well as an electronic version of the response to this RFP addressing the items listed in the section below.

1. Executive Summary
2. General Information
 - a. Name, address, email, phone number and name of primary contact person of entity making the proposal.
 - b. State the relevant experience of organization and key personnel. Please include resumes of the project leads/manager(s).
 - c. Include current or recent projects of the organization. Particularly projects similar in size or scope to this project.
 - d. Describe the organization's capacity to complete this project in the required timeframe.
3. Project Approach
 - a. In projects completed previously, how has your organization identified and addressed neighborhood compatibility in the planning and development of the projects? Please give specific examples.

- b. What type of housing has your organization determined to be lacking in the City of Condon? How will this project address these needs?
- c. What financial contingency does your organization have should any funding source fail to provide anticipated financing?
- d. How does your organization propose to get City Planning and Building Code approval to begin developing housing units on the proposed lots?

4. References

- a. Provide names, addresses, and phone numbers of references for similar completed projects. Please include a brief description of each project.
- b. Please provide photos of previously completed projects in the proposal.

EVALUATION PROCESS

Responses to this RFP will be evaluated the Condon City Council. The selection process will happen in several steps listed below.

1. The City Council will evaluate submittals determining conformance to submission requirements and set criteria.
2. The City may request additional information from respondents. Those most qualified organizations may be invited to interview and present to City Council.
3. Based upon the City Council’s review of the proposals and potential interview(s), the Council may select a preferred proposer. Negotiations will then begin to reach an initial agreement between the City and developer.
4. The selected developer will then be asked to provide detailed plans for the proposed development including project layout, schedule (with phasing if desired), and financing. The City will review and negotiate with the developer before a development agreement is reached.

SELECTION CRITERIA

Responses to this RFP will be evaluated based on the following criteria:

- Completeness of the proposal relative to RFP requirements. (10 pts)
- Demonstrated experience of the developer in the successful development of affordable housing projects of comparable size, scale, and complexity. (25 pts)
- The developer’s proven ability to access funding resources to develop and complete projects of comparable or larger size. (25 pts)
- Ability of the developer to implement high quality affordable housing development projects on time and within budget. (15 pts)
- Developer responsiveness on previous projects to neighborhood compatibility issues during design and construction. (10 pts)
- Experience in working with the public sector in public/private real estate development projects, willingness to engage in public outreach efforts to affected residents and property

owners and developing a pro-active plan to engage with local community in the development review process. (5 pts)

- Developer readiness to proceed. (5 pts).
- Developer references. (5 pts)

Respondents to this RFP should request clarification if needed. All requests for information on or clarification of the RFP, must be submitted to Kathryn Greiner in writing at least seven (7) days prior to the date set for the deadline for proposals.