



CITY OF THE DALLES, OREGON  
CONTRACT DOCUMENTS FOR

**CONTRACT NO. 2018-006**

**REQUEST FOR PROPOSALS  
WALDRON DRUG /GITCHELL BUILDING**

Attention: Matthew Klebes, Assistant to the City Manager  
City of The Dalles, Oregon  
313 Court St.  
The Dalles, OR 97058  
Telephone: (541)-296-5481 ext. 1150

Responses will be received at the office of the City Clerk  
313 Court St., The Dalles, OR 97058  
Until Thursday, October 26, 2017 4 p.m.

**ADVERTISEMENT FOR PROPOSALS  
CONTRACT NO. 2018-006**

Separate sealed responses for **WALDRON DRUG/GITCHELL BUILDING** will be received by the City of The Dalles, at the office of the City Clerk, City Hall, 313 Court St., The Dalles, OR 97058, until 4:00 p.m. Pacific Prevailing Time, October 26, 2017. The City of The Dalles is requesting proposals for revitalizing, restoring, and addressing concerns with a downtown historic commercial building.

The Request for Proposals may be examined at the office of the City Clerk, City Hall, 313 Court Street, The Dalles, Oregon, 97058, and (541) 296-5481, ext. 1119 or on the City's website under the, "Job Openings and RFPs" tab. This advertisement will be posted in The Dalles Chronicle the two (2) Sundays following the release date. A copy of the Request for Proposals will also be available for inspection at the **Daily Journal of Commerce Plan Center**, P.O. Box 10127, Portland, OR 97296, (503) 274-0624; **Oregon Contractor Plan Center**, P.O. Box 477, 14625 SE 82nd Drive, Clackamas, OR 97015 (503) 650-0148; **Southwest Washington Contractors**, 7017 NE Hwy 99, Suite 214, Vancouver, WA 98665; **Central Oregon Builders Exchange**, 1902 NE 4th St., Bend, OR 97701 (541) 389-0123; **Tri-City Construction Council**, 20 East Kennewick Ave., P.O. Box 6025, Kennewick, WA 99336 (509) 582-7424. Electronic copies of the Request for Proposals may be obtained free of charge from the City Clerk's office.

The City of The Dalles may reject any response not in compliance with all prescribed public proposal procedures and requirements, and may reject for good cause any or all responses upon a finding of the City it is in the public interest to do so. The City also reserves the right to waive any informality in connection with said response or to postpone the award of the contract for sixty days.

No response may be withdrawn after the time set for the response opening, or before the award of the Contract, unless award is delayed for a period exceeding 60 days.

Any change to the solicitation document will be done by written Addenda. Notice of the proposed Addenda will be posted on the City's website under the, "Job Openings and RFPs" tab and a copy of the Addenda will be mailed to each potential proposer who has obtained a solicitation document from the City.

City of The Dalles  
Izetta Grossman, City Clerk

PUBLISHING DATE: July 28, 2017

**REQUEST FOR PROPOSALS**

The City of The Dalles is seeking proposals from parties interested in revitalizing and restoring a downtown historic commercial building, the landmarked Waldron Drug Building, also known as the Gitchell Building. This building is located in Downtown The Dalles on City property next to the Lewis and Clark Festival Park. The City desires to see ownership of this structure transferred to a suitable private or nonprofit organization as well as the historic structure preserved, ideally restored, and removed from its proximity to the railroad tracks to a more suitable location.

This Request for Proposals (“RFP”) describes the City’s intentions for the Project. Information about submission requirements and the selection process are also included. Submissions can be made via hardcopy only. Submission packets are to be delivered to:

Assistant to the City Manager  
City of The Dalles  
313 Court  
The Dalles, OR 97058

**Responses are due on Thursday, October 26, 2017 4 p.m.** Any response received after the due date whether by mail or otherwise will not be considered.

**All questions should be addressed to Matthew Klebes, Assistant to the City Manager (541) 296-5481, ext. 1150, or by email at [mklebes@ci.the-dalles.or.us](mailto:mklebes@ci.the-dalles.or.us)**

<b><u>Anticipated Schedule</u></b>	
Release of RFP-----	Friday, July 28, 2017
Submittals Due-----	Thursday, October 26, 2017 4 p.m.
Preliminary Decisions/Short List Identified-----	Thursday, November 16, 2017

## 1. PROJECT SUMMARY

The City, working with the Columbia Gateway Urban Renewal Agency, is interested in the transfer of ownership as well as the preservation, restoration, and relocation of the Waldron Drug Building, also known as the Gitchell Building, from its current location near the Union Pacific Railroad tracks in the Lewis and Clark Festival Park.



The City is seeking respondents with demonstrated experience and capacity to relocate and preserve this building to the fullest extent possible in one or more phases. The City is interested in a timely redevelopment of the site and expects that the project would be underway by the spring of 2018 and completed by the summer of 2019.

The building sits on two lots which are both owned by the City of The Dalles. These lots are described on the Wasco County Assessor's Map as: 1N 13E 3 BA 700 and 1N 13E 3 BA 600

*The City is not required to select any of the proposals and may decide to conduct an additional RFP process if appropriate.*

## **2. OUTCOME DESIRES**

The City of The Dalles seeks creative concepts for the preservation, restoration, and relocation of all or part of the historic Waldron Drug Building also known as the Gitchell Building. Given the historic nature of the building and its history related to the downtown, this relocation would ideally be within the downtown district.

Proposals that not only relocate the building but also historically preserve and/or re-use all or part of the historic structure will be given higher consideration. Uses of the building may include restaurants, retail spaces, and other uses that contribute to the downtown fabric, activity, and walk-ability. The building may also be relocated and preserved as a historic landmark with no intention of utilizing the interior of the building.

The City of The Dalles will consider proposals that will keep the building in its current location but these proposals must directly address the dynamics of the Union Pacific Railroad right of way, the building's proximity to the rail way, public and private access, and the buildings condition.

Key features of the historic building for preservation and restoration include the storefront system on the South side of the building facing the Union Pacific Railroad tracks, historic "ghost signs" on the East and West sides of the building, as well as other potential features that are hidden or not currently apparent.

The City seeks a proposal from an organization or individual with a demonstrable ability to undertake the proposed project, preferably with a track record of success with projects of similar scope.

## **3. CONTEXT FOR RELOCATION, PRESERVATION, AND REUSE**

As a Certified Local Government, the Historic Landmark Commission of the City of The Dalles has identified the preservation and re-use of the Waldron Drug/Gitchell Building as a short-term goal for 2017. This building is currently the oldest commercial structure still standing in Downtown The Dalles.

As part of its 2017-2018 prioritized goals, the City Council has adopted the following goal:

*"Resolve Gitchell Building issues regarding whether it should be demolished, stabilized, or rehabilitated."*

The City of The Dalles has facilitated the completion of several evaluations and studies of the buildings structure and conditions. These evaluations and studies are listed in Attachment A and can be accessed electronically on the City of The Dalles website ([www.ci.the-dalles.or.us](http://www.ci.the-dalles.or.us)) under the "Job Openings and RFP's" tab. Hard copies of these reports can be provided as requested from the City of The Dalles at the requester's expense.

The City of The Dalles has already taken significant steps and investment of capital to secure and preserve the building as funding has permitted. This includes roof, HVAC, structure stabilization, and interior remodel work to preserve and mitigate deteriorating conditions of the building.

At the May 8, 2017 City Council meeting The Dalles City Council moved to direct staff to proceed with development of a Request for Qualifications (RFQ) to allow private, nonprofit, and other entities the opportunity to present their proposal and ability to address the concerns regarding the building condition, liability, and historic nature. City staff ultimately determined that a better solicitation process would involve the issuance of a Request for Proposals.

Coordination and communication with the Union Pacific Railroad, the City of The Dalles, and the Historic Landmark Commission throughout the design and execution of any proposal is paramount. Unique conditions exist between the building, property, and railroad tracks. *All* action will need to be clearly communicated. Primary conditions include the historic nature of the building and the railroad Right of Way that extends into the footprint of the building as documented in a KPFF report,

*“The south face of the building is approximately 12 feet from the centerline of the north Union Pacific Railroad (UPRR) track...If this clearance is to be maintained relative to occupied building space, an alternative to address this would be to provide a new interior shear wall at the 25-foot location..., and leave the southern portion of the building unoccupied, but with the historic façade refinished and intact.” (Page 6 KPFF Study)*

Additionally, there are engineering dynamics between the building foundation and railroad track foundation that have not been fully determined.

#### **4. LOCAL ASSISTANCE**

The City of The Dalles currently owns the building, the tax lot the building sits on, as well as all surrounding tax lots. These tax lots are currently used for the Lewis and Clark Festival Park as well as for the eventual expansion of the waste water treatment plant.

The City of The Dalles and the Urban Renewal Agency can potentially provide assistance pending approval through a variety of methods.

The Urban Renewal Agency has the following programs that *may* assist a developer in relocating, reusing, and/or preserving the building:

- Historic Design and Restoration Program
  - Grants for professional services for architectural and engineering services
- Redevelopment of Unused and Underused Property
  - Loan Interest Subsidy Program and a Blighted Property Demolition Loan Program
- Civic Improvement Program
  - Grants to community groups to pursue civic-oriented projects
- Façade Improvement Grant Program

- Façade improvement grants for commercial, nonprofit, civic, and some residential structures
- Fire Suppression System Program
  - Grants for fire system upgrades and retrofits in multi-story mixed use buildings with residential development.

Assistance from these programs may be included in a proposal but are not guaranteed. An application for each program will need to be prepared and then *approved* by the Urban Renewal Agency.

Staff from the City of The Dalles and Historic Landmarks Commission are available to assist developers in accessing potential grants and other sources of assistance through organizations such as the Oregon State Historic Preservation Office. Additional reports and studies such as a “Historic Structure Report” may be helpful in implementing proposals.

A local nonprofit, The Dalles Main Street, can also provide a variety of resources and assistance. The Program was incorporated in 2011 and is a vibrant and active partner in revitalizing the downtown. Main Street assists the Urban Renewal Agency in the implementation of the Agency’s Property Rehabilitation Program.

## **5. SELECTION PROCESS**

The City will establish a Selection Advisory Committee to review proposals and provide input to City staff.

Upon receiving responses to this RFP, the City may, in its sole discretion, elect to proceed in any of the following:

- The City may select a limited number of respondents for a second round process. The second round may entail interviews, or some other means of selection from a short list of respondents.
- The City may opt to select a single respondent without going to a second round process. Under this scenario, the City would enter directly into negotiations with the preferred respondent based solely upon the RFP process.
- The City reserves the right to reject all responses and pursue alternatives at its sole discretion

*The City reserves the right to negotiate with one or more respondents during the selection process to refine a respondent’s concept.*

## **6. SUBMISSION REQUIREMENTS**

### Cover Letter

Describe the respondent’s background and interest in the project. Please describe your proposal with a summary scope of work.

### Respondent Experience

Identify key member(s) and roles along with qualifications relating to the proposal

Describe the respondents experience in the preservation and reuse of historic structures as well as any experience with relocation of a structure.

Describe the respondent's previous experience working with public sector partners, and types of public-private partnerships if applicable.

Describe the respondent's understanding and any prior work utilizing the Secretary of the Interior's Standards for the Treatment of Historic Properties

### Financial Capacity

Explain the respondent's financial capacity, and share any preliminary thoughts about financing approaches for the respondent's project ideas. Please discuss likely or possible equity and debt sources. Provide as much information as you wish to make the case that the respondent possesses the financing capacity to accomplish the desires described in this RFP. *Any financial documents submitted to the City should be placed in a separate envelope and clearly marked as confidential.*

Describe any expectations for public participation. The response should include general statements relating to financial participation, assistance with permits, and other potential public funding sources.

### Estimated Timeframe

Please include an estimated timeframe to carry out the project.

### Additional Materials

Please include letters of reference and examples of other relevant projects. While not required, drawings or other illustrative materials will be accepted.

### Confidentiality

Please clearly mark any information the respondent would like to be kept confidential.

## **7. EVALUATION CRITERIA**

### Respondent Qualifications: 30 points

- Demonstrated success in developing and managing building relocation, historic preservation, historic restoration, and adaptive reuse.

- Ability to work with public agencies, local residents, and business organizations to complete the project.
- The capacity of the respondent to complete a project that serves as an important component in ongoing efforts to revitalize Historic Downtown The Dalles.
- Expressed interest by the respondent in the project and their preliminary thoughts and broad ideas about the project.

Financial Capacity to Complete Project: 30 points

- The level and nature of the proposed public participation expected relative to other proposals. The City recognizes that financial assistance (direct or indirect) may be necessary to meet identified objectives and a superior proposal may warrant higher levels of financial assistance than lesser proposals.
- Demonstrated ability to provide necessary project equity and secure construction and permanent financing to develop the project.
- Capacity to have the redevelopment project underway by the spring of 2018.

Preservation of the Structure: 30 points

- Appropriate reuse and/or preservation of the historic building and/or key components of the historic building.
- Ability and capacity to utilize appropriate historic preservation techniques throughout the project
- Familiarity and demonstrated ability to adhere to the Secretary of the Interior's Standards for the Treatment of Historic Properties

General: 10 points

- Completeness of proposal, timely, in requested format, and in compliance with all requirements of this RFP.

**8. SOLICITATION (RFP) PROTEST REQUIREMENTS**

Proposers may submit a written protest of anything contained in the RFP and may request a change to any provision, specification or Contract term contained in the RFP. Potential Proposers may submit protests concerning the RFP and requests for change to any particular provisions, specifications, or Contract terms contained in the RFP, to the Assistant to the City Manager **in writing no later than seven (7) calendar days prior to the Proposal submission deadline.** City will not consider any protest to the RFP or request for change submitted after this deadline. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications or Contract terms. City will resolve all timely submitted protests in accordance with City's Contract Review Board Rules. City will address all timely submitted requests for change within a reasonable time following City's receipt of the request and once addressed, will promptly issue a written decision on the request to the Proposer who submitted the request.

**9. AWARD PROTEST REQUIREMENTS**

Every Proposer who submits a Proposal shall be notified of its selection status. Any Proposer who claims to have been adversely affected or aggrieved by the selection of (the highest ranked/the higher ranked) Proposer(s) must submit a written protest of the selection to the City's Project Manager within **seven (7) calendar days after the date of the selection notice**. City will not consider any protests submitted after the submission deadline. The protesting Proposer must claim that protesting Proposer is within the group of higher ranked Proposers with whom the City will negotiate Contracts because the Proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the Services. City will resolve all timely submitted protests in accordance with *Rule 03-0240*. Proposers who have been notified that they are not selected may make an appointment to view the RFP files at the City of The Dalles, Assistant to the City Manager's Office.

## **10. COSTS AND DAMAGES**

All costs of a protest shall be the responsibility of the protestor and undertaken at the protestor's expense. The City shall not be liable for the Proposer's damages or costs for filing the protest or to any participant in the protest, on any basis, express or implied.

## **11. REQUESTS FOR CLARIFICATION**

All requests for clarification regarding this RFP must be submitted in writing no later than August 31, 2017 to Matthew Klebes, Assistant to the City Manager at:

Email: [mklebes@ci.the-dalles.or.us](mailto:mklebes@ci.the-dalles.or.us)

Mail: City of The Dalles  
Attn: Matthew Klebes  
313 Court St.  
The Dalles, OR 97058

Any request for clarification which requires a modification to the RFP will be posted on the City's website under the, "Job Openings and RFPs" tab and a copy of the Addenda will be mailed to each potential proposer who has obtained a solicitation document from the City.

**Any questions or comments directed by a respondent to persons outside of the individual listed above are inappropriate and such activity may result in that proposal being deemed non-responsive.**

## **12. GENERAL CONDITIONS**

- Everything within this RFP and all supporting documents are based on information available from a variety of sources. No representation or warranty is made with respect to them.
- The City reserves the right in its sole discretion to accept or reject all proposals.
- The City reserves the right in its sole discretion to modify the selection process or

other aspects of this RFP, including extending the deadline or canceling the RFP without selecting a submission. The City will take reasonable steps to ensure that any modification or clarification to the RFP will be posted in the same manner as the original RFP.

- All submissions become the sole and exclusive property of the City. Respondents should not copyright, or cause to be copyrighted, any portion of their submission. Any confidential information will be maintained to the extent allowed by Oregon public records law.
- The City reserves the right to verify the qualifications and financial capacity of any members of the proposing respondents.
- The City does not accept responsibility or obligation to pay any costs incurred by any party in the preparation of submission of a proposal or in complying with any subsequent request by the City for information or for participation throughout the evaluation process.

## **Attachment A**

1. KPFF Exhibit A 2009 Evaluation
2. KPFF Exhibit B 2015 Site Visit
3. Peter Meijer Architect Exterior Building Assessment
4. NR Gitchell page
5. Oregon State Historic Site Listing
6. Staff Waldron Drug Building Report
7. KPFF Waldron Drug Store Building Repairs