

Request for Qualifications

FROM

Affordable Housing Development Teams



Wilsonville TOD Site

9699 SW Barber St., Wilsonville – 1.5 Acres – Adjacent to rail and bus service at the Wilsonville Transit Center



For more information about this development opportunity and RFQ, please visit:

<https://www.ci.wilsonville.or.us/planning/page/wilsonville-transit-center-tod>

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Executive Summary

Context. Wilsonville—a fast-growing community known for its high quality of life—is situated about 18 miles south of Portland. The housing affordability challenges affecting the rest of the region have also impacted Wilsonville: The cost of rental and ownership housing continues to increase and exceed residents’ ability to make their rent and mortgage payments, particularly for households at the median income and below. In recognition of this challenge, the City completed the *Equitable Housing Strategic Plan* in 2020.

The Plan identifies the 1.5 acre Wilsonville Transit-Oriented Development (TOD) site as one of the City’s most promising opportunities to provide affordable housing for current and future residents.

Via this document, the City of Wilsonville is seeking a development team able to build a project at the TOD Site that will provide affordable housing and be an example of best practices in transit-oriented development.

City Goals. During 2021, the City worked to clarify its goals for the site, conduct due diligence, and define a series of potential development concepts for the site. These are summarized here and described further in the project background section.

The City’s primary goal is for the future TOD project to provide affordable housing, particularly for households earning at or below 60% of area median income (AMI). The City’s *Equitable Housing Strategic Plan* specifically identifies certain households who struggle to find affordable housing—including those who are low income, seniors, LatinX, and middle aged millennials—and housing for one or all of these groups may be appropriate at the TOD site. City Council expressed a preference for units that are two bedrooms or larger in order to accommodate families. In addition, the City is open to permanent supportive housing at the site.

In addition to affordable housing, the City has a number of other goals for the site. The City expects that this site will be well-connected to the adjacent Wilsonville Transit Center and encourage transit ridership; that it will have active ground floor uses and active ground level plazas or gathering spaces; that the building will feature high quality design and materials; and that it can include both a small “welcome center” space for SMART (South Metro Area Regional Transit) riders and a space for Wilsonville Community Sharing, a local non-profit which provides social services, food assistance, utility assistance, & mental health services to community members in financial need. City goals are discussed further beginning on page 5.

The Wilsonville TOD Site

- Owner: City of Wilsonville
- Size: +/- 1.5 acres
- Adjacent to Wilsonville Transit Center and 399-car parking lot with shared parking potential.
- Schools, parks, trails, free transit, grocery, pharmacy, restaurants, jobs, and commercial services all located within ¾ mile of the site.
- Current Zoning: Planned Development Industrial (PDI), which has no height or density restrictions, and contemplates housing, commercial space, and other uses via reference to the PDC and PDR zones.
- [Google Map Link](#)

Due Diligence. A range of area- and site-specific information may be important to interested parties. The 1.5 acre TOD site is adjacent to the Wilsonville Transit Center and a +/-399 car parking lot. TriMet (the owners of the park and ride) have indicated their willingness to negotiate a shared parking agreement with the future developers of the TOD site, and potentially other arrangements that promote transit ridership and TOD at the sites. The site is close to wetlands and other natural resource areas, but these do

not encompass any part of the site. HHPR engineers evaluated the site and has concluded that there do not appear to be any civil engineering or site development-related “red flags” at the site. The site is zoned Planned Development Industrial (PDI), which has no height or density restrictions, and contemplates housing, commercial space, and other uses via reference to the PDC and PDR zones. However, some aspects of the zoning may not be ideal for a future affordable TOD project, so the City anticipates evaluating the zoning carefully with the selected developer.

Development Concepts. During 2021, the City also reviewed a series of site development options prepared by YBA Architects and Leland Consulting Group (LCG). These ranged in size and scale from 55 to 123 units, and from three to five stories. In general, the Council’s preference is for larger projects that provide more affordable housing units.

While the City views these preliminary concepts as helpful and informative, the City hopes that the affordable housing and TOD development teams who respond to this RFQ will bring their own creative ideas to this site. Development teams may use some of the design concepts prepared by the City’s team, or go in new directions, as long as those new directions respond to the City’s overall goals.

Notice of Development Opportunity and Request for Qualifications. Via this document, the City of Wilsonville is seeking a development team able to build a project at the TOD Site that will provide affordable housing and be an example of best practices in transit-oriented development. This development firm or team should have the capacity and experience to plan, design, finance, build, and operate affordable housing, and related improvements. The City anticipates working closely with the selected development team during the coming years to ensure that the housing and other improvements built on site meet the community’s vision and affordability expectations, are financially feasible for the selected development team, and are a source of pride for all involved. This RFQ intentionally refers to “development teams,” because the City anticipates that teams may be comprised of one or more development firms as well as their designers, engineers, and other consultants. However, this RFQ does not prescribe the composition of development teams.

This document is a request for the *qualifications* of development teams, not for site-specific design or financial proposals. The City has decided to release an RFQ in order to make it as easy as possible for qualified development teams to prepare submittals, and so that experienced development teams are not deterred by a time-consuming process. The City is looking forward to your submittal. Via this RFQ, the City is primarily asking qualified development teams to submit the following: a cover letter; information about the key members of the development team; experience on comparable past projects; references; and other relevant information if desired. Following receipt of development teams’ Statements of Qualifications, the City expects to select a short list of the most qualified development teams and conduct more detailed discussions with those teams about potential affordable housing programs, site design options, deal structure, and other details.

In closing. The City of Wilsonville appreciates your interest in this Request for Qualifications. This is a priority project for the City, and we look forward to working to realize an affordable TOD project at the site. Please refer to the Submittal Process section on page 18 to learn about how to stay informed about this process and find out more about the Wilsonville TOD site.

Project Background and Site Information

The City’s Goals

Affordable Housing. During 2021, the Wilsonville City Council worked with a consultant team led by Leland Consulting Group (LCG) on the Wilsonville Transit Center TOD Strategy. One goal of this work was to clarify the affordable housing outcomes that the City hopes to achieve via development at the Wilsonville TOD Site.

One way that the City and consultant team assessed the City’s goals was to consider two projects, “1” and “2.” Project 1 was assumed to be primarily funded by the Metro Bond or 9% LIHTC and provide permanent supportive housing for formerly homeless veterans or another comparable group. Project 2 was assumed to be primarily funded by LIFT and 4% LIHTC funds and provide housing affordable to households at 60% AMI and below, a greater share of large units (within two, three or more bedrooms), and culturally specific services serving Wilsonville’s LatinX community. Council indicated that either project could address the community needs identified in the *Equitable Housing Strategic Plan*, but also indicated that Project 2’s focus on larger, family size units seemed particularly well-suited to community needs, and an interest in on-site programming and services that would serve both the LatinX community and as much of the Wilsonville community as possible.

More broadly, because the *Equitable Housing Strategic Plan* identified many different types of households who are in need of affordable housing in Wilsonville, it became clear that there is no one “correct” type of affordable housing that must be provided at the site, but rather a range of potential approaches that could be appropriate.

The City’s goals for the site can be characterized as follows. Naturally, the primary goal is the most important; the other goals shown below are not necessarily in order of importance. The City recognizes that it may not be possible to achieve all the goals, and that development teams’ ability to achieve most goals is linked to securing certain funding sources. Development teams responding to the RFQ should be prepared to design and build a development that achieves as many of the goals below as possible.

<p>Primary Housing Goal</p>	<ul style="list-style-type: none"> • Provide housing affordable to households at 60% AMI or below. (Based on the known funding sources, the City assumes this would be rental housing, but would welcome owner-occupied housing as well.)
<p>Other Housing Goals</p>	<ul style="list-style-type: none"> • Provide units suitable for families, i.e., units that have two, three, or more bedrooms. • Provide housing units and programming that meets the needs of the LatinX community. • To the degree possible, provide permanent supportive housing affordable to households at or below 50% AMI by taking advantage of funding available through the Housing Authority of Clackamas County and Measure 26-210. • If possible, provide housing for other groups struggling to afford housing in the community, such as seniors and those seeking to move from renting to owning.

Other Goals. The City has identified the following other goals for the site, related to design, place making, funding, and timing.

Design and Place Making

- Quality development: The building and site should be attractive and incorporate high quality materials, design, and landscaping.
- Place making: The TOD should help to create a sense of place—a place that has some memorable design features, and where people want to spend time, rather than just a stand-alone building. The TOD developers should incorporate design features that create activity and reduce the feeling of isolation at the site, given that the surrounding district is largely employment-focused today. Support transit ridership by placing housing and some active ground floor uses in proximity to transit. Transit oriented development has been shown to generate transit ridership.
- Active Ground Floor Space. The TOD should include active ground floor spaces that serve the TOD residents, and ideally a broad range of Wilsonville residents.
 - “Active ground floor spaces” are desired. These spaces may be “community serving” (such as resident support services, flexible community rooms for meetings, arts, and educational programs, and other spaces that are not leased to commercial tenants) or “commercial space” (such as coffee shops, restaurants, or healthcare facilities). The City is aware that “commercial” spaces could require the TOD project to be built subject to BOLI prevailing wage rates.
 - SMART—the City’s transit agency— has indicated an interest in a small (+/- 1,200 square feet) transit rider’s welcome center in the TOD. This would be a location where transit riders can learn about the transit service provided by SMART, TriMet, and other providers; see real time transit arrival information; buy passes; and potentially access other services such as micro-mobility. SMART is currently investigating sources of funding for this space.
 - Wilsonville Community Sharing, a local non-profit social service agency that operates the local food bank and connects families in need with a variety of resources, has expressed interest in occupying space in the building. The ideal TOD project would provide a permanent tenant space for this organization.
- Build plazas or other open spaces adjacent to the building. Ideally, the site plan will attempt to incorporate the three large Douglas-firs located on the site.
- Be a good neighbor to existing, surrounding employment uses.

Funding and Timing

- Represent a fiscally prudent investment of City funds and other public funds.
- Be financially feasible for any nonprofit or private developers with whom the City partners in the future.
- Be completed sooner rather than later. The City’s hope is that the selected developer will be able to secure funding in either 2022 or 2023 for the project.

Site Overview

The TOD Site is shown in Figure 1 below. This section of the RFQ summarizes attributes of the TOD Site and surrounding area; additional information about the site and area is included in the *Existing Conditions and Context Summary* report—see the Appendices for more information. The TOD Site has been designated as a “future development parcel” since the entire Transit Center (including WES Station, bus facilities, and park and ride shown below) was planned and permitted between 2006 and 2008.

Figure 1. Site Overview



Site size. The gross area of the TOD site is about 1.51 acres. The net developable area will almost certainly be somewhat less, after the southern frontage area is deducted from the total. The team's engineering review indicates that there are likely power and communications facilities located just north of the SW Barber Street frontage. In addition, the frontage includes a stormwater management swale that is 17' wide, located just south of the 5' meandering sidewalk shown in Figure 1. Therefore, while curb cuts and ingress/egress points to the site are possible, they should be planned carefully and in consultation with the City's Engineering Division. The net buildable area is estimated to be 1.2 to 1.3 acres.

Wilsonville Transit Center. Wilsonville's SMART (South Metro Area Transit) transit agency runs seven regular bus routes that each include a stop at the Wilsonville Transit Center, connecting riders to destinations throughout Wilsonville and beyond. Rides on SMART routes within Wilsonville, to Tualatin Park & Ride, and to Canby are free for all. At the Transit Center, riders can also connect to TriMet's WES commuter rail, Cherriots (Salem's transit agency) 1X, and Canby Area Transit. Therefore, future residents at the TOD Site will be well-served by transit and have access to jobs and services throughout Wilsonville, and the Portland and Salem metro areas.

Parking/Park and Ride. As mentioned above, the City and TriMet (the owner of the 399-space park and ride) have met several times to discuss this TOD project in the context of the park and ride, WES service, and Transit Center. TriMet has indicated their willingness to continue discussions with the City and the selected TOD developer, and to potentially negotiate a shared parking agreement with the City and the future developers, assuming such an agreement supports TriMet's operations and is consistent with TriMet's TOD Guidelines, as well as FTA and other regulation. TriMet is also open to other actions that promote transit ridership and TOD at the sites. TriMet's TOD group has a recent track record of encouraging affordable TOD at properties adjacent to light rail and bus stations, and in some cases selling agency-owned property in order to facilitate such development. Reciprocal access easements between TriMet, the City, and the TOD developer may also be necessary to ensure long-term access to the park and ride and TOD sites.

Between 2015 and 2017, TriMet conducted three occupancy counts at the Wilsonville park and ride, indicating that the lot was 50% occupied on average. This creates an opportunity to share the lot both during the day, and during the evening/overnight, when the lot is assumed to be largely empty, and the parking demand generated by TOD residents would be highest. Due to the COVID-19 pandemic, park and ride occupancy and ridership has been lower since early 2020 but is expected to increase to pre-covid levels over time.

Other Properties. Other properties to the west and northwest are also owned by the City, however, development on these properties is limited by Significant Resource Overlay Zone (SROZ) areas that encompass wetlands and associated natural areas, and an Oak Tree Mitigation Area (immediately west of the TOD site). Any proposed activities in these areas would be subject to additional coordination and permitting through the state's Department of Environmental Quality (DEQ).

Location

As shown in Figure 2 below, the Wilsonville Transit Center and TOD Site are centrally located in Wilsonville’s west side (the area of the City west of I-5).

Figure 2. Location and Context



Source: City of Wilsonville, Metro RLIS, LCG.

Half Mile. Within a half-mile of the site are many more employers, natural areas and parks, and the City’s planned I-5 Pedestrian Bridge, which will create a unique and highly visible pedestrian and bike (and possibly transit) connection between Wilsonville’s west and east sides, including key destinations such as Villebois and the Wilsonville Town Center.

The route for pedestrians and bicyclists traveling over the bridge will go on SW Barber St. along the southern edge of the TOD Site. There are bicycle lanes currently on Barber Street and sidewalks on both sides of the street. Future residents of the site will also be able to reach Villebois within a half-mile. Villebois is a 500-acre, mixed-use, master-planned community in west Wilsonville that boasts a variety of housing options, parks, schools, and a small Village Center. Villebois includes more than 2,600 residential units. The beautiful Coffee Creek wetlands run between the TOD Site and Villebois. The wetlands themselves are an amenity, and are accompanied by several City parks, and connections to the regional trail system. The Ice Age Tonquin Trail alone will be 22 miles in length and will connect the Willamette River in Wilsonville to Cook Park in Tualatin.

The area immediately surrounding the site is predominately a light industrial and employment district, including the Coca-Cola distribution plant immediately to the south. The recently constructed Kinsman Road to the west of the site includes a shared-use path that runs adjacent to the Coffee Lake Creek Wetlands—a beautiful and environmentally important natural area. Just over 100’ east of the site, WES service shares track with a freight rail line managed by Portland and Western Railroad. There is also an at-grade rail crossing of SW Barber. Based on site visits and input from those familiar with the site, freight traffic and noise is not believed to be a significant nuisance, but federal funding rules may require additional noise mitigation components be built into the TOD project.

Three Quarters Mile. Lowrie Primary School, which educates children from pre-kindergarten to 5th grade, is located less than three quarters of a mile west, over the Barber St. bridge and within Villebois. Inza R. Wood Middle School is further west.

Most of the major commercial amenities are within a three-quarter to one-mile radius of the site. Just south of Wilsonville Road and at about three quarters of a mile from the site, Old Town Square and surrounding commercial areas provide the following goods and services: grocery (Fred Meyer), pharmacy (Walgreens), numerous restaurants, financial services, health and personal care (e.g., dental, optometry), fitness, and others. Many affordable housing funding sources prioritize funding projects that are well served by transit and that are in close proximity to commercial services and jobs. Therefore, for the benefit of future residents and funding availability, these services are a significant benefit. East of I-5, an even wider range of services is available in the Wilsonville Town Center. Major tenants include Safeway, Wilsonville City Hall, Clackamas Community College, and (just east of the Town Center) Wilsonville Community Center and Wilsonville Memorial Park. These amenities are already accessible by transit (and other modes), and the I-5 Pedestrian Bridge will make them even more accessible to the site.



A rendering of the planned I-5 Pedestrian Bridge

Zoning

The TOD Site and Transit Center sites are zoned Planned Development Industrial (PDI).

Development Scale. The scale and amount of development in the PDI zone is governed by site requirements such as parking, setbacks, landscaping, etc. The PDI zone does not limit the scale or amount of development via density ranges, or FAR (floor area ratio). There is no height maximum in the PDI zone. The maximum for commercial development is 35 feet, but the majority of the TOD project is expected to be residential so that limit is unlikely to apply here.

Permitted uses. The primary purpose of the PDI zone is to provide opportunities for a variety of industrial operations and associated uses. Uses that are typically permitted include a range of industrial and employment uses, including warehouses, storage, office complexes, corporate headquarters, call centers, and research and development. Among the uses that are typically permitted in the PDI zone is “any use allowed in a PDC Zone” (4.135.03.O). The PDC (Planned Development Commercial) zone permits retail, office, and service uses, and also “any use allowed in a PDR Zone or PDI Zone” (4.131.01.A.5). The PDR zone allows a range of residential development types, including multiple family dwelling units such as apartments, single family dwellings, duplexes, public parks, and accessory uses. Therefore, the PDI zone,

via the PDC and PDR zones, permits the primary types of uses that are currently under consideration for the site: affordable housing and active ground floor uses that could include community serving uses (e.g., SMART service center or Wilsonville Community Sharing) or general commercial (e.g., food and beverage, support services for transit users, general retail).

Commercial Uses. The current zoning places limitations on some uses. The PDI zone states that Service Commercial and Retail uses cannot “exceed 5,000 square feet of floor area in a single building, or 20,000 square feet of combined floor area within a multi-building development.” The PDC zone states that uses allowed in a PDI or PDR zone (e.g., multifamily housing) are allowed, “provided the majority of the total ground floor area is commercial.”

Parking and Other Regulations. Parking is governed by Section 4.155 of Wilsonville’s development regulations. This section covers parking requirements for multifamily units (ranging from a minimum of 1.25 spaces for a 1 bedroom unit to 1.75 for a 3 bedroom unit), commercial retail space, and other uses. Because the City has approved waivers to minimum parking requirements for some affordable housing projects in the past, and because this project will be adjacent to high quality transit service, the City and consultant team has used a residential parking ratio of 1.0 spaces per unit for planning purposes. The actual required parking ratio will be determined by negotiations with TriMet and by the City during the entitlement/land use review process. Section 4.155.02.G covers Off Site Parking. This section states that parking may be provided on other parcels, provided that those parcels are within 500 feet of the main building entrance. Much of the park and ride site is located within this distance of the TOD Site, though the exact distance depends on the location of the main entrance.

Development Code sections 4.176 and 4.113 cover requirements associated with landscaping, open space, setbacks, and related issues. The intent has been to incorporate these requirements into the Development Alternatives shown in the next section.

Approach and Process. The City understands that the current PDI zoning, which incorporates references via the PDC and PDR zones, is supportive of affordable housing and mixed-use development at the site, but may also contain some provisions that do not support the type of development that has been envisioned for the TOD site since 2008 or before, and is currently envisioned by the City Council. Therefore, the City anticipates working with the selected development team to enable the development of TOD at the site via a number of potential “entitlement pathways,” which include but are not limited to entitlement via: the existing PDI zoning; the provisions of Senate Bill 8 under the current zoning, if residential uses can be considered to be adjacent; the provisions of Senate Bill 8 and a rezone to the Public Facility Zone; or potentially, via a different zoning approach or interpretation.

Civil Engineering Assessment

As part of the City’s due diligence process, HHPR engineers evaluated the TOD Site from a civil engineering and site development perspective and prepared two memoranda (see Appendices for details). HHPR also conducted some evaluation of the “Kinsman Site,” located northwest of the TOD Site and west of the park and ride. HHPR’s analysis indicates that:

- **Utilities.** Sanitary Sewer, storm conveyance, and water utilities are located in SW Barber St. and should be adequate to serve the TOD Site.
- **SW Barber St. Frontage.** As mentioned above, there is a public utility easement located in the SW Barber St. frontage of the TOD Site, and likely power and communications facilities in this easement. The frontage also includes a stormwater management swale. In addition, because of

the City's access spacing (site ingress/egress) requirements, and the existing auto, bus, and freight movement around the site, ingress/egress points to the site will need to be carefully planned. The intent of the development alternatives below is to take such requirements into account. For both cost and access spacing considerations, the selected site developers will want to minimize modifications to the SW Barber St. frontage.

- **Environmental.** As mentioned above, there do not appear to be any wetland, floodplain, habitat, or SROZ constraints on site development. A recent Phase 1 Environmental Site Assessment (ESA) has not been completed for the site.
- **Site Elevations.** The west half of the TOD site is approximately 1' below adjacent sidewalk grades, and the east half of the TOD site is approximately 4' below adjacent sidewalk grades.
- **Land Division.** The TOD Site is currently part of a larger parcel that includes bus circulation lanes and associated improvements, and will need to be separated from these non-developable areas going forward.
- **Geotechnical Considerations.** Based on geotechnical explorations in the vicinity, depth to groundwater is 10 or more feet. Infiltration rates are variable in the area. On-site soils should be suitable for slab-on-grade construction. A geotechnical report should be completed for design of the site improvements.

One of HHPR's conclusions is that the "proposed design options appear feasible from a civil engineering perspective." See the Appendices for more details.

Preliminary Site Development Options

In order to understand the opportunities and challenges associated with realizing the City's goals at the TOD Site, several different development alternatives were prepared and reviewed by the City Council, Planning Commission, and staff.

The attributes of Options A-1 and A-2 are summarized in Figure 3 below and in the following pages. Council's preferred alternative is A-2, though A-1 is seen as an acceptable alternative. Council viewed several other options (B, C-1, and C-2) as either not ideal or unacceptable; these are not shown here but are included in the Appendices.

Figure 3. Summary of Development Options

	Option A-1	Option A-2
Number of Buildings	1	1
Number of Floors	4	5
Residential Units	94	123
Residential Floor Area (SF)	86,200	109,000
Active Ground Floor Area (SF)	5,000	5,000
Total Building Gross Sq. Feet	91,200	114,000
Resident Amenity Area (SF)*	8,810	8,810
Open Space Area (SF)**	24,900	24,900
Parking Location		

Shared with Park and Ride Lot	94	123
On-Site	16	16
Parking Space		
Total Required	110	139
<i>For Active Ground Floor Uses***</i>	16	16
<i>For Residential Uses****</i>	94	123

* Resident amenity area includes private ground floor patios, and open spaces actively programmed for residential use. Excludes plazas and open spaces adjacent to commercial or 'active ground floor' uses as well as stormwater planters.

** Open Space Area must be 25% of gross site area and each space needs to be 2,000 sf min to count towards the requirement. This includes open spaces actively programmed for residential use, plazas and open spaces adjacent to commercial or 'active ground floor uses, and stormwater planters greater than 2,000 sf in size (as are those located on SW Barber St.)

*** Assumes that the 1,200 sf SMART transit facility does not require any additional parking on site, as users would predominantly use public transit or the existing Park & Ride lot for this use. Remainder of required parking is calculated at 4.1 per 1,000 sf, based on 3,800 square feet of active ground floor space with tenants and uses TBD, as indicated in Table 5 in section 4.155 in the zoning code.

**** Assumes a shared parking agreement is made to accommodate residential parking with the existing transit Park & Ride lot. The required number of stalls shown below assumes that Development Review Board approves a waiver of the minimum parking requirements shown in Table 5 in Section 4.155 of the Development Code, and that each dwelling unit requires 1 car parking space.

Options A-1 and A-2 are similar in almost all regards. They both represent “urban” buildings (four and five stories, respectively) comprised of affordable housing above the ground floor; a mix of 1, 2, and 3 bedroom units, with 75% of all units being two and three bedrooms, active ground floor uses (e.g., community rooms, fitness, daycare, or general commercial) accessible from both the Transit Center and SW Barber St., a 1,200 square foot SMART transit riders center, tenant space for Wilsonville Community Sharing, outdoor spaces (both hard scape and landscaped) with southern exposure that enable the retention of the three large Douglas firs on site, ground floor resident patios/outdoor space, on-site parking for the active ground floor uses, off-site shared parking in the park and ride to the north, and simplified, one-direction site ingress and egress that appears to comply with the City’s transportation planning standards.

The primary difference between Option A-1 and A-2 is that A-1 has four stories, while A-2 has five stories. This in turn impacts the number of affordable housing units: A-1 contains approximately 94 affordable housing units and A-2 contains approximately 123. During the review process in 2021, Council’s preference was for more affordable units, and thus for Option A-2.

The City also understands that the five-story A-2 option also may have a significant financial implication in that it would likely require the project to pay Oregon Bureau of Labor & Industries (BOLI) prevailing wage rates. A SMART transit center and/or traditional ground floor commercial spaces would also require prevailing wage rates. Therefore, the City is actively evaluating funding opportunities for the SMART transit center, which might also make a larger, five story project more feasible.

The City is not expecting or requiring the development team selected for this project to build either Option A-1 or A-2. These options have been prepared for illustrative purposes only, in order to help City Council and staff, community members, and potential developers, to understand the estimated potential and capacity of the site. The City expects the final project built on the TOD Site to differ from these alternatives but to remain consistent with the City’s goals (summarized beginning on page 5).

Figure 4. Option A-1 and A-2 Site Plan and Ground Floor Plan

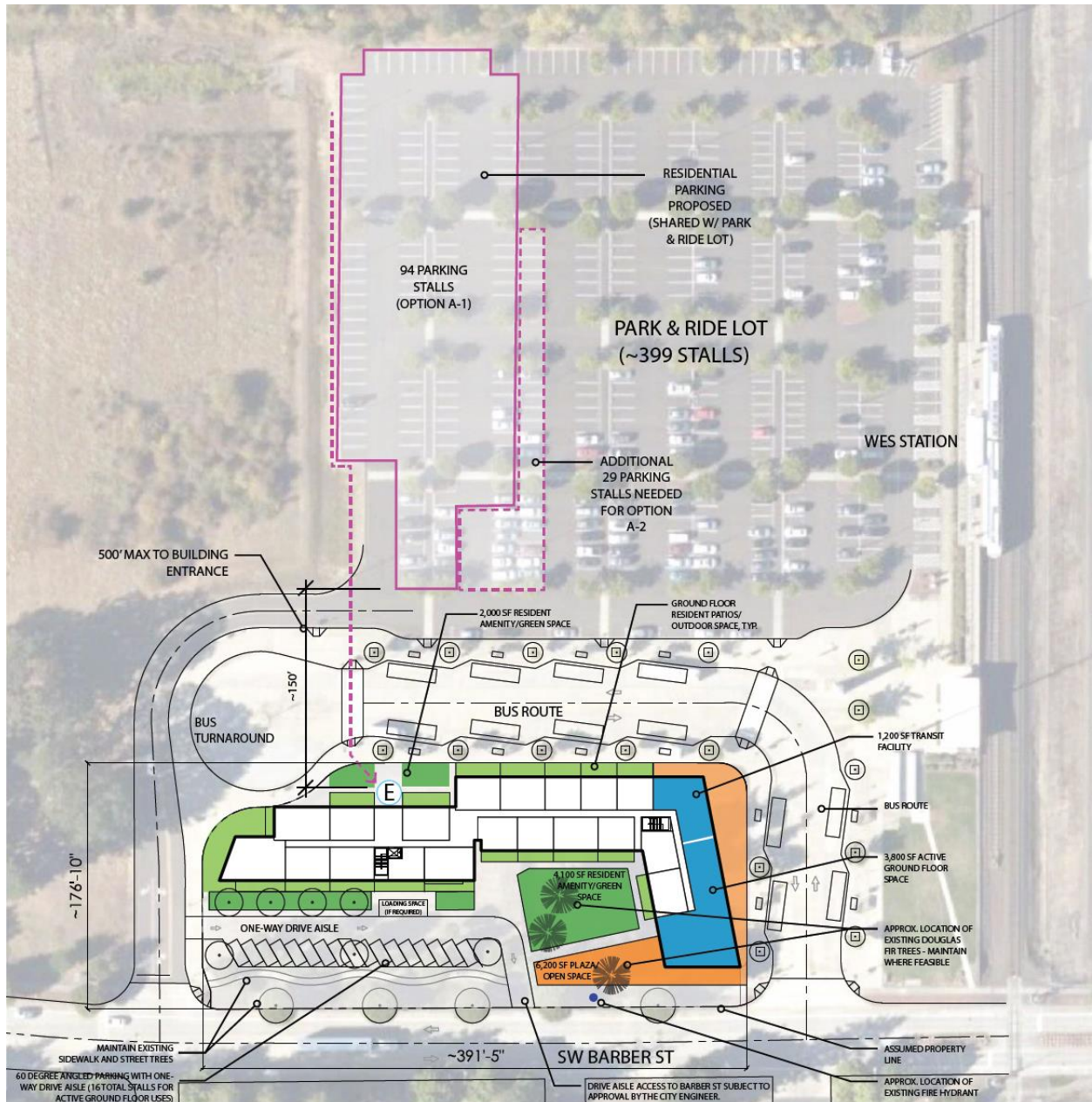


Figure 5. Option A-1 and A-2 Typical Upper Floor

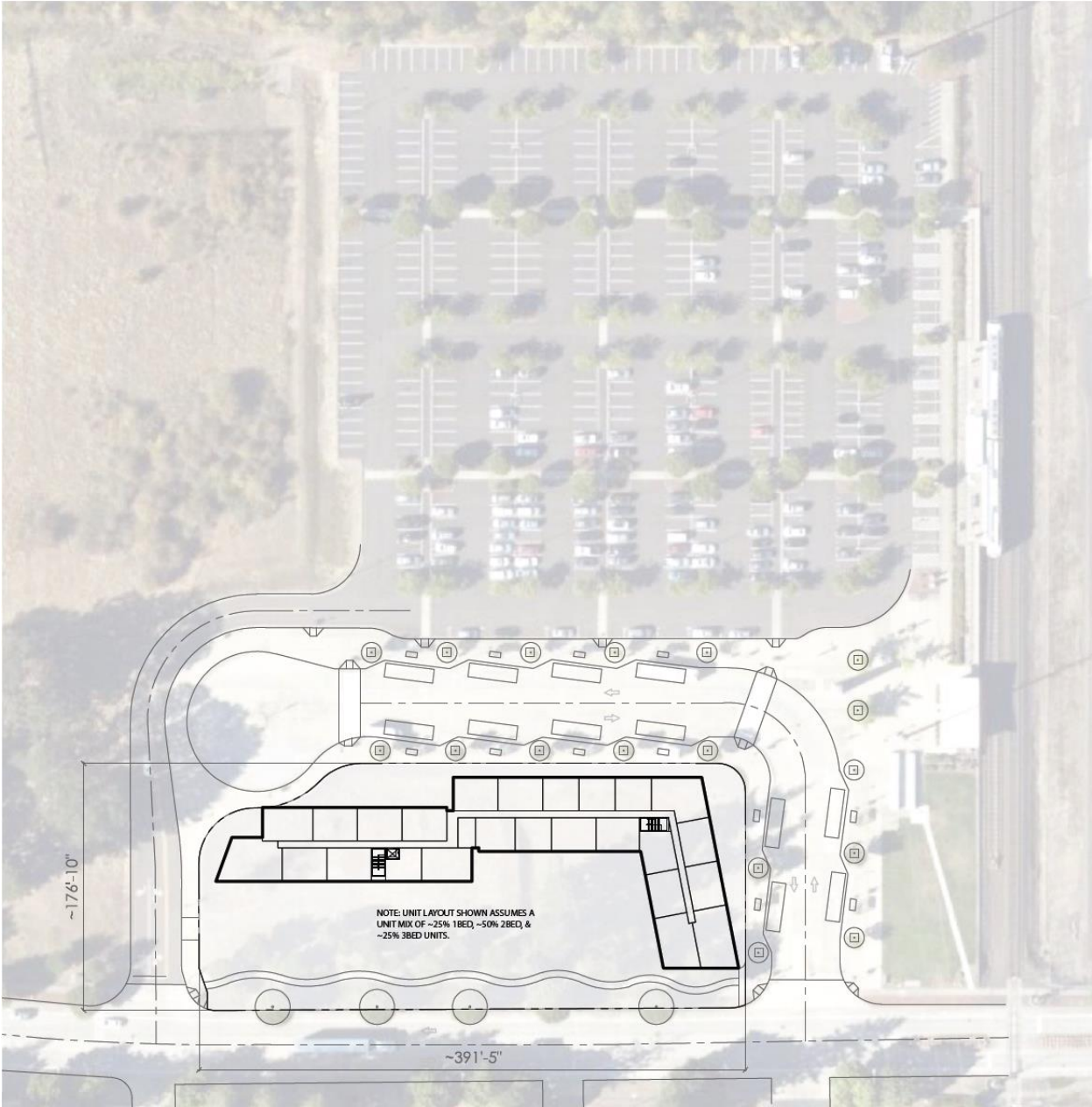
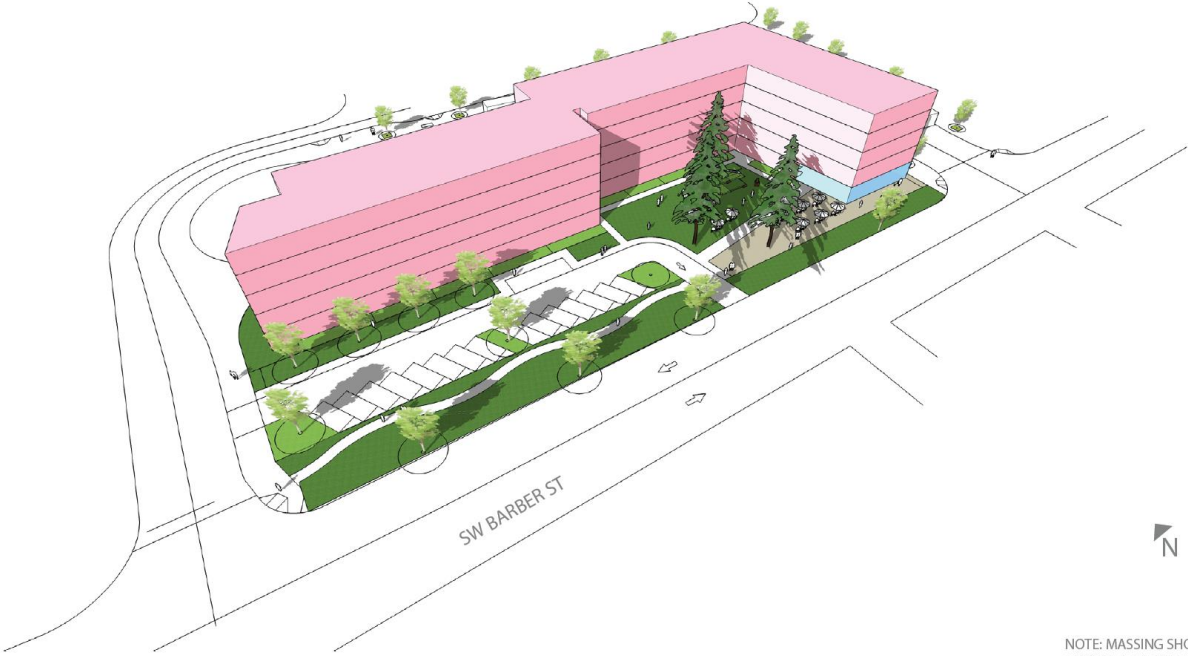


Figure 6. Option A-2 Building Massing (Five Stories)



NOTE: MASSING SHOWN ILLUSTRATES OPTION A-2 (5-STORY OPTION)



NOTE: MASSING SHOWN ILLUSTRATES OPTION A-2 (5-STORY OPTION)

Developer Team Expectations and Potential City Roles

Developer Team Expectations

Via this RFQ, the City of Wilsonville is seeking one or more experienced development teams able to build affordable housing and related improvements at the Transit Center TOD Opportunity Site. This development firm or team should have the capacity and experience to plan, design, finance, permit, build and operate affordable rental housing, active ground floor spaces including the SMART transit riders center and tenant space for Wilsonville Community Sharing, and related improvements. The team may have the in-house capacity to own and manage the affordable rental housing over the long-term or may contract with a third party to manage this housing.

This RFQ intentionally refers to "development teams," because the City anticipates that teams may include one or more development firms as well as their designers, contractors, engineers, property management, and other team members and consultants. However, this RFQ does not proscribe the composition of development teams and the City recognizes that some members of the development team will be added over time. Additional expectations are described in the Submittal Process section, below.

The City anticipates working closely with the selected development team during the coming years to ensure that the housing and other improvements built on site meet the community's goals and affordability expectations, are financially feasible for the City and development team, and are a source of pride for all parties involved.

Potential City Roles in the Development Process

The City is committed to seeing the Wilsonville TOD Site developed as affordable housing and expects to approach this project as a collaborative public-private partnership, in which all parties have unique expertise and resources to contribute to the goal of providing affordable housing. Development teams should be aware of potential City roles going forward, because the City's goal is to create greater momentum and confidence about the development of affordable housing on the sites through its efforts.

However, this RFQ document does not commit the City to any specific staff, regulatory, financial, or other action. The City roles summarized below are *potential* ones, and the City's specific involvement in development of the TOD Site will be determined via negotiations with the selected development team.

Potential City roles that have been discussed by staff and City Council include:

- **Championing the project.** The City, including SMART, anticipates being a champion for this project, for example, by maintaining the site in good condition until such time as it is transferred to the selected development team, establishing development agreements with the preferred developer, working with TriMet to secure access to parking at the park and ride site, supporting the selected development team with public engagement, supporting the selected developer in pursuit of funding during 2022 and 2023 funding cycles, and potentially championing the project in other ways which will become apparent later on.

- Working with TriMet and the selected development team to secure rights to off-site parking at the Park and Ride site. This may result in a binding agreement between TriMet and City and/or developer.
- Providing \$1.9 million in State of Oregon grant funds to the project. These funds were awarded to the project in March 2022 by the Oregon Legislature to enable active ground floor spaces at the project, potentially including a SMART transit information center, an office for the Wilsonville Community Sharing foodbank, and potentially other active ground floor uses.
- Working to enable a zoning and the regulatory environment that allows the project to move forward.
- Waiving or Paying Some System Development Charges (SDC).
- Providing Property Tax Abatement during the project’s affordability term.
- Conveying the site to the selected developer via property sale or long-term ground lease. The transfer value of the property to the selected development team will likely be less than the property’s market value. Submittal Process and Requirements

RFQ Submittal Overview

Through this document, the City is asking development teams to submit Statement of Qualification (SOQ) materials that describe their relevant qualifications. The process, schedule, and specific submittal requirements are covered in the following pages. The City’s intent is to make this RFQ process as simple and straightforward as possible in order to limit developers’ time investment and encourage submittals from the most qualified development teams. The City is not expecting development teams to complete extensive design, engineering, or financial analysis of the TOD project as part of SOQ preparation. The City appreciates development teams’ efforts and interest in this RFQ and the TOD opportunity site.

Process Overview

The City plans to conduct the developer solicitation process in the following phases:

1. Request for Qualifications (RFQ; this document).
Based on RFQ submittals, the City will select a short-list (e.g., two or three) of potential development teams to invite to respond to a RFP.
2. The City expects to issue a Request for Proposals (RFP) to the short list of development teams during 2022. At this stage, the City will ask short listed teams to prepare rough, concept-level plans for the site, an explanation of how their proposal addresses the City’s goals, and a summary of the projects’ development economics and proposed deal structure (roles and responsibilities of the development team, City, and other parties).
3. Based on proposals received from the short list of development teams, the City hopes to select a preferred development team capable of developing the TOD Site.

RFQ Schedule

RFQ Released	March 18, 2022	
Pre Proposal Meeting and Site Tour. Meeting to be held onsite; register for details. Attendance is optional.	March 31	10:00 am
Final day to contact City and/or ask questions	April 11	5 pm
City responds to all questions by	April 18	5 pm
Statement of Qualifications Due	April 26	5 pm

RFQ Updates and Questions

Interested parties should register for updates by emailing the Project Manager, Kimberly Rybold at rybold@ci.wilsonville.or.us regarding the opportunity site. Proposers shall direct all questions regarding the RFQ in writing or by email to:

City of Wilsonville
 Attn: Kimberly Rybold
 29799 SW Town Center Loop East
 Wilsonville, OR 97070
 OR
rybold@ci.wilsonville.or.us

All questions shall include “Wilsonville TOD – RFQ Questions” in the subject line or written on the front of the envelope and be submitted in writing by **5:00 p.m., Pacific Time, on Tuesday, April 11, 2022**. Questions and answers, updates, and any addenda to this RFQ will be emailed to registered parties.

Proposers are encouraged to ask as many questions as needed, in writing or email, to prepare a SOQ up until **5:00 p.m., Pacific Time, on Tuesday, April 11, 2022**. Questions submitted after that time will not be addressed.

For the sake of fairness, Proposers are not to contact any City staff or official other than the Project Manager concerning this RFQ. Contact with any other City staff or official concerning this RFQ, aside from contact at the pre-proposal meeting, will be grounds for disqualification.

Proposers are hereby notified that verbal communication may not be relied upon as official communication concerning this RFQ. Only answers to those questions responded to by the Project Manager via email or by written addendum may be relied upon.

RFQ Submittal Requirements

RFQ responses (Statements of Qualifications or SOQs) should include the following information:

- Cover letter
- (Optional: Cover page and table of contents)
- Concise project vision statement
- Development Team
- Key staff resumes
- Experience on comparable projects
- References

Cover letter

The cover letter should be one page in length and should include a brief summary of the team, confirm the team’s capacity to deliver an affordable TOD project, and contact information for the primary point of contact.

Cover Page and Table of Contents

Optional.

Project Vision and Approach

This statement should be one to two pages in length, and describe the reasons for your team’s interest in this project and a general vision for the type of project you would seek to build on the site. This section may also include information about the project you would seek to build at the site including: the number of affordable units and other units, if any; project amenities including active ground floor uses; other information relevant to the City’s Goals defined above; and other information you feel is pertinent.

Development Team

This section should include summary information regarding each of the firms involved in the development team, and a general organizational chart or explanation of how the team is organized. The City recognizes that development teams may consist of only one firm (e.g., affordable housing developer), or multiple firms, potentially including development, architecture, engineering, property management, etc. as necessary. This section should be one to two pages.

Key Staff Resumes

Include one-page resumes for up to 10 key team members. These resumes should include information regarding the staff person’s anticipated role on this project, education, years with the organization, and experience working on comparable projects. If necessary, include one additional page that summarizes other key team members that would work on the project.

Comparable Projects

Include one-page summaries of up to 10 comparable development projects. Ideally, projects will include components similar to the Wilsonville project, including affordable housing, active ground floor space, open space, public-private partnerships, transit oriented development, and any other relevant elements.

Each summary should include all of the following information that is applicable for each project: project name, address, year complete (certificate of occupancy), roles of organizations on the development team, number of housing units (total and affordable; rental and ownership), affordability levels (e.g., %AMI), primary funding sources, square feet and key tenants (if any) in active ground floor space, site area (acres),

and at least one image. Note if the site was acquired from a City or other public agency. If desired, include bullet points or a short narrative summarizing relevant aspects of the project.

References

Include three to five references for the team’s work, including name, title, organization, organizations on the development team that the individual worked with, project(s) that the individual worked with the development team on, phone number, and email. References related to the comparable projects described above, and to projects completed in partnership with public agencies, are preferred. One page maximum.

Format and Delivery

Submittals (a single PDF file not to exceed 10 MB in size) should be emailed to: rybold@ci.wilsonville.or.us by the date and time shown above. Submittals received after the designated time and date will not be accepted.

Selection Criteria

As stated above, the City of Wilsonville plans to select a short list of development teams based primarily on developer team qualifications, and specifically on the following criteria:

- Project vision, including compatibility with City goals;
- Experience of team and key staff;
- Experience completing comparable projects; and,
- References.

Supporting Information

The following background information and reports can be downloaded from the following web site: <https://www.ci.wilsonville.or.us/planning/page/wilsonville-transit-center-tod>

- *Wilsonville Equitable Housing Strategic Plan*, June 15, 2020.
- *Wilsonville Transit Center TOD Strategy: Existing Conditions and Context Summary*, Leland Consulting Group, August 12, 2021.
- *Wilsonville Affordable Housing TOD Strategy: Civil Engineering Sufficiency and Obstacles Analysis*, HHPR Engineers, August 6, 2021
- *Transit Oriented Site Development Options for the Wilsonville TOD Site*, YBA Architects, October 27, 2021.
- *Wilsonville Affordable Housing TOD Strategy – Civil Engineering Site Options Memorandum*, November 5, 2021.
- *Boones Ferry Messenger Article - \$1.9 Million State Legislature Grant*, March 16, 2022.