

**Request for Expressions of  
Interest**

for the

# **HERITAGE SQUARE PROPERTY**

**Astoria, Oregon**

Workforce Housing  
Opportunity



**DEADLINE FOR SUBMITTALS:  
Monday, December 20, 2021, 5:00 PM**

[https://www.astoria.or.us/Heritage\\_Square\\_Redevelopment.aspx](https://www.astoria.or.us/Heritage_Square_Redevelopment.aspx)



The Astoria Development Commission (ADC) is the urban renewal agency for the City of Astoria. It was formed in 1979. The Commission is comprised of the members of the Astoria City Council. Its purpose is to administer the City's two Urban Renewal Plans: Astor-East (of which the Heritage Square is a part) and Astor-West.

For more information on the City, the Redevelopment Commission, or this Request for Expressions of Interest (RFEI), please contact:

**Brett Estes, City Manager**  
**City of Astoria**  
**1095 Duane Street**  
**Astoria, Oregon 97103**  
**(503) 325-5821**

Visit the RFEI website:

[https://www.astoria.or.us/Heritage\\_Square\\_Redevelopment.aspx](https://www.astoria.or.us/Heritage_Square_Redevelopment.aspx)

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**NEIGHBORHOOD  
CONTEXT MAP**



# I. PROJECT INTRODUCTION: DEVELOPMENT OFFERING OVERVIEW

The Astoria Development Commission (the "Commission") seeks Expressions of Interests from creative, experienced developers to redevelop the Heritage Square site with workforce housing.

As shown on the aerial image on the opposite page, the site consists of two portions of the block bounded by 11th, 12th, Duane, and Exchange Streets, on the southern edge of Astoria's remarkable historic Downtown. The larger of these two "sub-sites", occupying the eastern half of the block, contains about 37,000 square feet; the smaller, occupying the southwest corner of the block, contains 7,700 square feet. The balance of the block includes the City-owned Garden of Surging Waves (dedicated in 2014) which honors the City's Chinese heritage; and the American Legion Hall, a two story structure owned by the Legion. Developers may propose acquisition and development of the entire two sites, or only a portion of either or both.

In recent years, the Commission and its partners in the County have identified affordable workforce housing as a paramount priority for this site. The Clatsop County Housing Strategies Summary Report (2019) notes that "the County is experiencing an acute shortage of housing,

particularly for lower-income residents". The Report prioritizes the development of workforce housing, noting the dramatic transition in the County's economy from its traditional resource extraction industries (e.g. timber and fishing) to a more diverse economy including tourism, healthcare, retail, brewing, distilling and the arts. Many of the jobs in these newer industries are at income levels that make it difficult for workers to afford decent housing. Recent conversations with major employers in the area reinforce the urgency of the challenge.

In light of these critical housing needs, the Commission envisions the development of most or all of the site with housing affordable to the burgeoning workforce in Astoria. The Commission also seeks a project which will contribute to the continuing revitalization of Downtown Astoria, a building that is compatible with the adjoining Downtown Astoria Historic District, and a building/program that enjoys the support of the community. The complete criteria on which the Commission will base its developer selection is found in Section IV of this offering, on page 12.

## HERITAGE SQUARE IS LOCATED IN A THRIVING DOWNTOWN



**Liberty Theater** - The Theater (one block from Heritage Square) is the crown jewel of Astoria, hosting hundreds of events a year.



**Historic Downtown Astoria** - Downtown is an eclectic mix of restaurants, wineries and pubs, shops and museums.



**Astoria Sunday Market** - The market is next to the Heritage Square and features up to 200 vendors each week offering local goods.



**Local Jobs** - Two of the largest employers in Astoria, Fort George Brewery and Buoy Beer, are within a few blocks of the Heritage Square.



Above: Local businesses in Downtown Astoria (Photo by Joni Kabana)

### Development Offering Overview

This offering is intended to be flexible. The Commission is not seeking detailed proposals or architectural plans for the site, although it will not reject any specific proposals that developers or others may seek to put forward. Rather, the Commission seeks expressions of interest from qualified developer teams who have a compelling vision which supports the Commission’s intentions for the site (including preliminary thoughts about programming, phasing, and deal structure) and who can demonstrate the capacity and experience to deliver on that vision.

The Commission is focused on the critical need for workforce housing. It is open to a project that serves households at a variety of income levels (including a limited number of unrestricted, “market rate” units). It encourages partnerships that might incorporate a variety of services that benefit not only the residents of the project, but others in Downtown Astoria; services such as day care, commercial support services, and community meeting space. The Commission also encourages consideration of programs that accommodate broader community-serving uses, such as an outdoor plaza or performance space, or the Sunday Market (which currently uses a portion of the site). The Commission recognizes that the site

can’t accommodate every possible need/desire of the community, and that some uses will likely require supplemental funding, but the Commission seeks a developer partner who is open to examining the possibilities.

The Commission welcomes either rental or ownership housing (but recognizes that rental housing is much more likely to attract equity and financing, due to the liabilities associated with condominium development). While preferring an outright purchase, the Commission will consider other deal structures, such as land sale contract, ground lease, lease with an option to purchase, or some form of joint venture. Finally, the Commission has identified a variety of measures that it will consider to assist in the financial feasibility of the project, depending on the responsiveness of the proposal to the Commission’s objectives. These measures are summarized in Section II (page 4).

Simply put, the Commission and its partners seek the team that can demonstrate the capacity to deliver a project that best fulfills the goals as expressed in the Selection Criteria.

This Request for Expressions of Interest (RFEI) sets forth the Commission’s intentions for this project, including the selection criteria, selection process, and other information and requirements. Once it has selected a preferred team, the Commission intends to enter into exclusive negotiations with that team, with a goal of executing a binding development agreement by December, 2022, and with a construction start in Spring, 2023.

The deadline for responses to this RFEI is Monday, December 20, 2021, at 5 pm. Responses should be addressed to:

**Brett Estes, City Manager**  
**City of Astoria**  
**1095 Duane Street**  
**Astoria, Oregon 97103**  
**(503) 325-5821**

The Commission will conduct an optional pre-submittal meeting on Tuesday, December 7, 2021, at 11:00 AM, followed by a tour of the site. The meeting will take place at City Hall (1095 Duane Street). The meeting will also take place on Zoom, for those who can’t attend in person or have concerns related to COVID-19. At the meeting, Commission staff and consultants will provide a project overview, discuss goals and expectations, and review the RFEI process and selection criteria. This meeting is not mandatory, but prospective respondents to this RFEI are encouraged to attend. Those who wish to participate either in person or by zoom must register at <https://tinyurl.com/AstoriaRFEI> no later than Friday, December 3, 2021 at 5:00pm.

## II. DEAL STRUCTURE & FINANCIAL PARTNERSHIP

The Commission is open to a variety of possible deal structures for the project, including those listed below. The following list is not intended to be exhaustive.

- **Standard purchase and sale:** This is the Commission’s preferred deal structure. Under this scenario, the Commission sells the property to the developer team, either for cash, or seller-financed. Note that, under state law, the Commission may dispose of land for what it in its discretion determines to be its fair reuse value. This value may be set to assure that the property is developed or otherwise used to best carry out the purposes and goals specified in its urban renewal plan.
- **Ground Lease/Long term lease:** The Commission enters into a long term lease agreement with the developer team. Such a lease agreement might include an option-to-purchase.
- **Joint Venture:** The Commission enters into a joint venture with the selected developer team, with the land serving as the Commission’s contribution to the JV.

The Commission anticipates that the redevelopment of the site will likely require a public-private partnership to achieve its goals. The Commission has limited resources available. The following is a preliminary list of possible funding tools that may be available. Please note that there is no definitive

commitment to any of these tools or forms of assistance. That said, the Commission is committed to working diligently with the selected developer team to secure the funding necessary to create a development that aligns with its aspirations.

- **Land/Lease Write-Down.** The Commission will consider offers which entail a discounted sale price (or discounted lease payments for some period of time), as long as the Commission in its sole discretion determines that the resulting development satisfies its aspirations.
- **Urban Renewal.** The Commission has urban renewal funds available to assist with the project. To the extent that urban renewal funds are available, they may be used for a variety of purposes, including pre-development technical studies such as environmental, geotechnical, appraisal, preliminary design; infrastructure and off-site improvements; permit fees; and gap financing (such as low interest, subordinate debt).
- **Supporting Developer Pursuit of Other Financing Sources.** The Commission and its partners will offer letters of support to the developer team for non-Commission financing sources, including but not limited to conventional loans, New Market Tax Credits, Project-Based Section 8 Vouchers, Energy Trust of Oregon rebates on energy savings, HUD

221 d 4 loan, and Low Income Housing Tax Credits, and State LIFT dollars.

- Note that the site falls within a “Difficult Development Area”, increasing the eligible basis for tax credit projects by 30%

- **Assistance with pre-development.** The Commission will provide copies of all reports and technical studies in its possession, including environmental, geotechnical survey, etc. Subject to funding availability, the Commission will also consider providing funding on a matching basis for other technical studies as needed (e.g., appraisal, geotechnical study, etc), with the proviso that any such studies will be the property of the Commission.
- **Vertical Housing Tax Abatement.** The City of Astoria will be considering the formation of a Vertical Housing Development Zone for the area. Under this program, mixed use projects featuring at least two floors of housing over ground floor street-facing commercial use are eligible for a 10 year abatement of 40% - 80% of improvement value (depending on the number of floors of residential use).
- **Other Tax Abatement Programs.** Clatsop County administers several tax abatement programs, including a partial low income special assessment program (wherein there is a substantial discount on the annual property taxes as long as the project maintains affordable rental housing units determined at the outset of the project). The Commission staff

will coordinate negotiation of any property tax abatement program with the developer, the County Tax Assessor, and any affected taxing jurisdictions.

In addition to various forms of financial assistance noted above, the Commission and its partners will consider providing other forms of assistance to the developer team:

- **Zoning & Entitlements:** The Commission will work with the selected developer team to make sure that the permitting process goes forward efficiently.
- **Other Regulatory Assistance.** The Commission will assist the selected developer in securing any permits or other types of regulatory conditions, including coordination of any necessary authorizations from the Oregon Department of Environmental Quality.
- **Development Code Modifications.** As noted in Section III of this RFEI, the City of Astoria has initiated several modifications to the Development Code to better align the Code with the Commission’s intentions for the property – including allowing housing by right, easing the restrictions on ground floor residential use, and establishing suitable minimum parking requirements. It is possible that the successful respondent to this RFEI may propose development aspects that require further modifications to the development code. The City will consider modifying the code above and beyond these specific amendments already in consideration. *Note*



Photo by David Reid

### III. CONTEXT – THE SITE & THE CITY

#### General Background Information

Astoria is the oldest American community west of the Rocky Mountains, with John Jacob Astor’s establishment in 1811 of a fur-trading settlement near the mouth of the Columbia River. Astoria exudes a profound sense of history and identity, perhaps more than any other city in the American West. It is often characterized as “pretty and gritty”. It boasts a remarkable collection of Victorian historic homes and early 20th century commercial structures. Its setting is breathtaking – the River, the Ocean, the headlands to the west. A long-established port, it has a distinctive and, indeed, gritty working waterfront with old warehouses, former rail spurs, loading docks, and vernacular industrial buildings from a bygone era.

Downtown Astoria has undergone a dramatic transformation in recent years. It has an eclectic mix of restaurants, wineries and pubs, shops and museums. It boasts a number of museums and performance venues, of which the historic Liberty Theater (one block from Heritage Square) is the crown jewel, hosting hundreds of events a year – concerts, dance, movies, lectures, classes as well as private events (weddings, banquets, etc.).

As alluded to earlier, many of the people who work in these businesses and cultural institutions make a modest wage, hundreds of them within a one mile radius of the Heritage Square site. Amongst the major employers in the City are Bornstein’s Seafood, Buoy Beer, Columbia Memorial Hospital, and Fort George Brewery.

however that the City’s willingness to entertain any such code modifications will be based on its determination that the modifications are necessary to achieve a quality project. In other words, the Commission/City encourages developers to design projects which comply with the current code unless it can be demonstrated that revised codes will result in a project which better supports the Commission’s objectives.

- **Community Relations:** Astorians care deeply about their City and their Downtown. It is therefore important the Commission find a development partner who will respect community perspectives on the redevelopment of the Heritage Square site. The Commission will work closely with the selected developer team to coordinate communications with the community and to strive to build strong community support for the ultimate development of the site.



Above: A view of Downtown Astoria and the Columbia River

## The Site – Background Information

The site consists of two portions of the block bounded by 11th, 12th, Duane, and Exchange Streets, on the southern edge of Astoria’s remarkable historic Downtown (see aerial map, inside front cover). The larger of these two “sub-sites”, occupying the eastern half of the block, contains about 37,000 square feet; the smaller, occupying the southwest corner of the block, contains 7700 square feet. The balance of the block includes the City-owned Garden of Surging Waves (dedicated in 2014) which honors the City’s Chinese heritage; and the American Legion Hall, a two story structure owned by the Legion.

The Commission purchased the site in 2003 from Safeway, which had a store on the site (Safeway subsequently built a new store on the east end of the city). A two volume “Redevelopment Synopsis”, an history of the City’s engagement with the site, is provided on the RFEI website ([https://www.astoria.or.us/Heritage\\_Square\\_Redevelopment.aspx](https://www.astoria.or.us/Heritage_Square_Redevelopment.aspx)). As the project history describes, the City of Astoria has undertaken

a number of actions on the property, including due diligence activities (including a geotechnical investigation and extensive environmental studies). It has also commissioned plans (prepared by consultants) for various concepts for the property – a satellite campus for Clatsop Community College, a new library, and an amphitheater. None of these projects have come to fruition, other than the beloved Garden of Surging Waves occupying the northwest quadrant of the block.

All urban services are available to this site (streets, water, sanitary and storm sewer). These include a 10” CI water main in Duane Street, 10” and 30” sanitary lines in Duane and 12th respectively, and a 30” storm drain in 12th. At the time of specific development, the developer’s Engineer and the City will need to analyze the adequacy of these services and address any possible deficiencies. As noted in Section II, the Commission will consider participating in any such improvements, subject to negotiation.

A preliminary Geotechnical Investigation was completed for the site in 2011 anticipating the development of a public space. The City has now

entered into a contract to review past work and take into consideration the new proposed use anticipated in this RFEI, to gain an understanding of key geotechnical considerations for site development to assist with project planning. This work will also help expedite a full site assessment that will be needed once a development team is selected and project details are known. Both the 2011 study and the 2021 overview are available on the project website.

It should also be noted that the high ground water elevation level appears to be just below the basement floor in the depressed part of the site.

An EPA-funded assessment (2012) found contaminants, and the City undertook a clean-up of the site. Subsequent testing revealed low levels of remaining contaminants on portions of the site that will require some form of a protective cap. Most likely the development itself will serve as the cap. The City has engaged staff from the Department of Environmental Quality, who anticipate issuance of a No Further Action (NFA) letter upon completion of the development/cap. See *project website for further relevant documents*.

## Zoning

This site is located in the City’s C4 “Central Commercial” zone. The following is a brief summary of key zoning regulations of the C4 zone (see Article 2.425 of the City’s Development Code for all applicable regulations, or the link to a more thorough summary of applicable regulations on page 20 of the RFEI):

- Allowed Uses: The C4 zone allows a broad range of uses by right, including retail, office, restaurants, and public uses (open space, library, government offices, etc.). Multi-family residential is currently only allowed as a conditional use, but the City has initiated a Code Amendment process to consider allowing housing by right. Other uses which require a conditional use include lodging and day care. The zone prohibits drive through businesses and other uses that discourage an urban, pedestrian scale.
- Minimum Lot Size/Dimensions: None
- Maximum height: 45 feet
- Maximum FAR/Density: None
- Building Coverage: No minimum or maximum
- Open Space/Landscaping: None required, except for landscaping requirements for surface parking areas
- Minimum building setbacks: None
- Ground Floor Use Restrictions: The street facing elevations of the ground floor of buildings must be devoted to “commercial” uses. The City has interpreted this requirement to allow uses such as community space and other non-revenue generating (but non-residential) uses. The City has initiated a legislative amendment to modify this requirement, including possibly allowing residential uses on street facing ground elevations.



Photo by Regina Wilke

- **Minimum Parking Requirements:** None for uses allowed outright. For conditional uses (including, currently, housing), the parking requirement is determined through the conditional use process. As part of the legislative amendment process that the City has initiated for the C4 zone, the City may establish minimum parking requirements for residential use (assuming that the City decides to make residential use an outright allowed use). The City may consider reduced parking requirements for affordable and senior housing; it will also consider varying the parking requirement by unit size.
- **Flood Zone:** The site is not in a Flood Zone.
- **Entitlements:** Any development of the site is subject to Historic Design Review (Type III, heard by the Historic Landmarks Commission). Development is also likely to trigger a minor land division (Type II, processed by staff).



*Garden of Surging Waves (Photo by Michelle Roth)*



*Liberty Theater (one block from Heritage Square)*



*Astoria Sunday Market is located next to Heritage Square*

As noted, the City has initiated a legislative process to amend the zoning code, to allow housing by right; to reduce, eliminate, or otherwise modify the restrictions on ground floor use; and to consider parking requirements for housing (affordable, senior). At the same time the City will be considering modifications to the Comprehensive Plan related to an earlier City vision to develop the site primarily as open space. The City anticipates hearings on these amendments in February, 2022. Developers who are considering responding to this RFEI are encouraged to participate in the crafting of new code and policy language.

### **Community Interest**

Astorians take a keen interest in their City. They have actively participated in several community processes over the years to determine what should happen on the Heritage Square site. Many in the community support the Commission's goal of workforce housing, recognizing the urgent need for this type of housing in or near Downtown Astoria. There is a definite community interest in seeing the former Safeway site redeveloped to complement Downtown Astoria.

In recent conversations with community leaders and stakeholders, these individuals have expressed a strong desire that the Commission and its selected developer consider incorporating some specific elements in the redevelopment of the site. These elements include open space or connection to the Garden of Surging Waves (perhaps some of which might be weather protected), to accommodate portions of Sunday Market and other community events. They also note a lack of

outdoor performance space in Downtown Astoria, an area that has an impressive array of musical ensembles, dance troupes, and theater companies, all within a few blocks of Heritage Square. The arts have emerged as an important element of the regional economy (and no doubt many of the artists and performers themselves are the workforce who are part of the motivation for this development offering). All of that said, many in the community have expressed a compelling desire for an outdoor amphitheater (a concept that the City considered in earlier planning efforts for the site).

The Commission as well as many in the community recognize that these uses would complicate the redevelopment of the Heritage Square. The site is constrained by its size and location; it cannot accommodate every possible use, no matter how meritorious. Moreover, the parties recognize that the development of workforce housing is financially challenging; any public use would require creative financing solutions including public dollars and private contributions. At this early stage, the Commission only asks that the selected developer work with the Commission and its valued community partners, to consider options for how the site might serve both the urgent need for workforce housing and, possibly, other uses that benefit the community.

## IV. SELECTION CRITERIA & PROCESS

### Selection Criteria

The following are the criteria which the Commission will use to determine which developer team to select for the project:

- Demonstrated success in developing workforce housing, including experience in securing financing and in responding to site challenges.
- Demonstrated experience in working with community partners, reasonably accommodating community aspirations for a project (design, programming).
- A compelling vision that will contribute to the ongoing revitalization of Downtown Astoria.
- Demonstrated experience in development that exhibits quality, sustainable design and construction – in building elements as well as urban design elements such as pedestrian connections through and within the site; public plazas and open spaces; landscape elements; treatment and arrangement of parking.
- Responsible use of any public funds or other forms of financial participation as applicable; demonstrated experience in the development of public-private partnerships which representative a sound business deal for the public partner.
- Demonstrated experience in financing and delivering projects similar in scope and quality

to what the developer is proposing for Heritage Square.

Per City Charter, the Mayor of Astoria will appoint a Selection Review Committee (SRC) to review team qualifications and provide input to the Commission.

The Commission will make the decision regarding which team to select for the project. All meetings of the Commission are public, and the Commission's selection decision will occur in a public meeting. Likewise, any interviews that the Commission conducts will be public. All responses to this RFEI are public records and may be reviewed by any member of the public (see further information about confidentiality in Section VI, General Conditions).

### Post Selection Process

Upon selection of a team, the Commission intends to enter into an Exclusive Negotiating Agreement with the team, providing for a defined time period during which the parties will attempt to negotiate the deal terms for the transaction. During this period, the Commission will work with the selected developer team to refine its approach, including development program, phasing, site planning, and building design. The Commission anticipates that during this period the program, deal structure, financing, composition of the team, or other components may be modified as a more solid proposal is developed.

During this pre-development phase, the Commission may negotiate with the selected team a Memorandum of Understanding (MOU) or other agreement as appropriate, setting forth in non-binding terms the financial, programmatic, and other general aspects of the project. This MOU would serve as the basis for the negotiation and execution of a subsequent binding agreement (which may take any of several forms, including a Disposition & Development Agreement, A Lease Agreement, a Purchase & Sale Agreement, or another form; this will be determined as a result of the negotiations). The final, binding document will govern the final disposition of the Property, setting forth the terms of the transaction.

Any such MOU will include provisions reserving to the Commission the right to terminate negotiations with the selected developer team, if the Commission in its sole discretion determines that negotiations during the pre-development phase are not progressing in a satisfactorily timely manner. Should this occur, the Commission may then opt to work with another team, or decide to not pursue the project further.

### Anticipated Schedule

- **November 18, 2021** - Issuance of RFEI
- **December 7, 2021, 11:00 AM** - Optional Pre-Submittal Meeting (see page 3)
- **December 8, 2021** - Deadline for Request for Clarification
- **December 10, 2021** - Commission issues clarifications to RFEI, if any (these will be made available on the website)
- **December 20, 2021, 5:00 PM** - Deadline for Responses. Responses must be received in City offices by this time, preferably physically, but the Commission will accept emailed responses.
- **Early January, 2022 (tentative)** - Preliminary Evaluation of Submissions; Decision regarding next steps (short list interviews, etc.)
- **Late January, 2022 (tentative)** - Preliminary selection of developer team(s), pending further negotiations



Photo by Joni Kabana

# V. SUBMISSION REQUIREMENTS

**Original material (12 pages or less, not including resumes, letters of reference and samples of other projects, etc.). Responses must include the following information, submitted to the city no later than 5:00 pm on Monday, December 20, 2021, preferably in paper (but note that the city will accept electronic submissions in addition to/instead of paper).**

## 1. Cover Letter

Describe the development team and interest in the project. Identify the primary point of contact for the team. Include a statement indicating that the proposal is valid for six months after submittal.

## 2. Proposal

This is an RFEI – a Request for Expressions of Interest. It is not a formal Request for Proposals. As such, the Commission understands that a respondent’s “proposal” narrative may be general in responding to at least some of the questions below. That said, please describe your vision for the site as applicable:

- The particulars: how many units (or likely range of units), serving what mix of incomes? Intentions regarding the ground floor. Will your project encompass the entirety of the site (i.e. the two sub-sites)? Or only a portion of one or both sites? Do you anticipate a

single building, or multiple buildings? If the latter, please explain your thoughts on project phasing. Do you plan on including partners in the development program, i.e. incorporate multiple components to the housing and/or non-residential elements of the program?

- How is your project consistent with the Commission’s aspirations for the site and the surrounding area, particularly in light of the stated Selection Criteria (page 12).
- What are your preliminary thoughts about deal terms?
- If you only propose to develop a portion of the site, what do you hope to see on the balance of the site, and discuss how you anticipate coordinating your efforts with other developers.
- Please provide at least preliminary thoughts on your design intentions. How do you propose to develop a project that is architecturally compatible with the nearby Astoria Downtown Historic District? What are your thoughts on how the development will complement and enrich the adjoining Garden of Surging Waves?
- What are your thoughts about project financing – and in particular what are your preliminary expectations regarding the Commission and/or other public partners?

- Please describe your experience and intentions regarding use of local contractors and vendors in your projects, including businesses from traditionally under-represented communities.
- Do you have a specific tenant, or type of tenant, in mind for non-residential areas?
- Are you aware at this time of any City zoning or other codes that may impede your development concept for the site, beyond those already discussed (housing as a conditional use, minimum parking, ground floor use restrictions)?
- Willingness to consider incorporation of community aspirations into the project (depending on funding and on the capacity of the site to accommodate the Commission’s highest priority of workforce housing as well as other aspirations such as open space, outdoor performance space, and/or parking available to the general public). If applicable, please include examples of other similar projects that entailed the incorporation of a substantial program element suggested by community partners?
- Your experience in forging strategic partnerships to make

## 3. Team and Development Experience

- Identify development team members and roles, and describe qualifications. Provide resumes for key team members.
- Describe the team’s recent experience in the development of high quality, successful projects

similar in scope and scale to what you are proposing for Heritage Square.

- Describe the team’s previous experience working with public sector partners, and types of public-private partnerships.

## 4. Financial Capacity

- Explain your financial capacity, and share any preliminary thoughts you have about financing approaches for your project ideas. Please discuss your likely or possible equity and debt sources. Provide as much information as you wish, such as certified financial statements, credit availability letters, or bank references, to demonstrate that you have the financial capacity to carry out your proposed project (any sensitive financial documents submitted to the Commission should be placed in a separate enveloped and clearly marked as confidential – the Commission will maintain the confidentiality of any such information to the extent allowed by law, but please do not submit information you do not wish to be made public; see also the statement about “Proprietary Information” in the General Conditions section, below).

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

c. Provide a preliminary estimated time frame to carry out the project(s), particularly as related to the State’s funding cycle as applicable.

**5. Letters of Reference & Project Examples**

**Teams are encouraged to submit letters of reference and samples of other relevant projects above and beyond the specified page limit.**

**The Commission does not expect architectural drawings as part of team submittals, but will not refuse such drawings. If drawings are submitted, they should be incorporated into the 8 ½ by 11” format described above. No more than 4 drawings (site plans, floor plans, elevations) will be accepted as part of the submittal, above the specified page limit.**



*Astoria has many local breweries*



*The arts have emerged as an important element of the regional economy*



*Astoria is family-friendly with many activities for the whole family*

**VI. GENERAL CONDITIONS**

- All facts and opinions stated within this RFEI and all supporting documents and data are based on information available from a variety of sources. No representation or warranty is made with respect thereto.
- The Commission reserves the right in its sole discretion to accept or reject all responses to this RFEI, without cause.
- The Commission reserves the right in its sole discretion to modify the selection process or other aspects of this RFEI, including canceling the RFEI without selecting a developer or team. The Commission will take reasonable steps to ensure that any modification or clarification to the RFEI shall be distributed in writing to all persons who have requested a copy of the RFEI.
- The Commission reserves the right to request additional information following review of initial submissions. In addition, the Commission may retain consultants to assist in the evaluation of submissions.
- In the interest of a fair and equitable selection process, the Commission reserves the right to determine the timing, arrangement, and method of any presentation throughout the selection process. Teams are cautioned not to undertake any activities or actions to promote or advertise their proposals except during Commission-authorized presentations. Teams are encouraged to contact relevant Commission staff to learn more about ideas and visions for the site and the area. However, developers and their representatives are not to make any direct or indirect (through others) contact with members of the Commission, City Council, Astoria Planning Commission, Astoria Historic Landmarks Commission, or Selection Advisory Committee concerning their proposals, except in the course of Commission-sponsored presentations. Violation of these rules is grounds for disqualification of the team.
- The Commission requests that developers and members of their team who are considering responding to this RFEI NOT contact any prospective local public agency funding partners, other than the Commission staff itself.
- **Conflicts of Interest.** Please disclose any conflicts of interest or potential conflicts of interest that may arise as a result of your firm or its developer team partners being hired for this Project. Identify and describe fully any family or business relationships which any employees of your company may have or have had with any employee or elected official of the Commission or any affiliated entities. The Proposer and sub-consultants shall identify any group, individual or organization that they may have worked for, or currently work for, that has had ownership, lease, development, related or similar interest in the Commission. **Failure to disclose any existing or potential**

**conflicts may disqualify the Proposal from consideration.**

- **Nondiscrimination.** The Commission notifies all possible Proposers that no person shall be excluded from participation in, denied any benefits of, or otherwise discriminated against in connection with the award and performance of any contract on the basis of race, religious creed, color, national origin, ancestry, physical disability, sex, age, ethnicity, or on any other basis prohibited by law.
- **Proprietary Information.** Only information which is in the nature of legitimate trade secrets of non-published financial data may be deemed proprietary or confidential. Any material within a Proposal identified as such must be clearly marked in the Proposal and will be handled in accordance with the

Oregon Public Record Act, and applicable rules and regulations. Any Proposal marked as confidential or proprietary in its entirety may be rejected without further consideration or recourse.

- All submissions shall become the sole and exclusive property of the Commission. Teams shall not copyright, or cause to be copyrighted, any portion of their submission. Within the bounds of public records laws, the Commission will maintain the confidentiality of submissions at least until the preliminary selection of a developer team. Any proprietary financial information or other information which developer teams submit will be maintained as confidential as allowed by public records law. Submissions or information that the proposal team would like to remain confidential must be marked as such.



- The Commission makes no representations as to whether or not a project to be developed as a result of this RFEI, or any possible Commission participation therein, is a "public improvement" project and as such is subject to the prevailing wage requirements of the Oregon Bureau of Labor and Industry.
- News releases by the selected team pertaining to its selection will require prior written approval from the Commission.
- The Commission reserves the right to verify and investigate the qualifications and financial capacity of any and all members of the proposing teams.
- The Commission accepts no responsibility or obligation to pay any costs incurred by any party in the preparation or submission of a proposal or in complying with any subsequent request for information or for participation throughout the evaluation process.



Above: Columbia River Maritime Museum

## **Background Documents & Project Website**

The Commission has assembled several important background documents and other information related to this project, on its website at [https://www.astoria.or.us/Heritage\\_Square\\_Redevelopment.aspx](https://www.astoria.or.us/Heritage_Square_Redevelopment.aspx). Please submit requests to review or purchase hard-copies of the documents, or for questions related to this RFEI at <https://tinyurl.com/AstoriaRFEI>. Or contact Jenn Benoit at [jbenoit@astoria.or.us](mailto:jbenoit@astoria.or.us) or call 503-325-5824.

These documents are available for review on the project website:

- Redevelopment Synopsis Report, Volume I (2009)
- Redevelopment Synopsis Report, Volume II (2021)
- Clatsop County Housing Strategies Summary Report (2019)
- Clatsop County Affordable Housing Recommendations (2021)
- Geotech Study 2014
- Geotech memo 2021
- Environmental
- Astor East Urban Renewal Plan (1980, with subsequent amendments)
- Summary of Zoning Regulations
- Astoria Employment Data, 2020
- Clarifications to RFEI (if any; available after December 8, 2021)

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*The Astoria Development Commission gratefully acknowledges the Astoria Warrenton Area Chamber of Commerce, the Liberty Theater, and Astoria Sunday Market for providing most of the photographs in this document.*

Request for Expressions of Interest for the  
**Heritage Square  
Property**

**DEADLINE FOR SUBMITTALS:  
Monday, December 20, 2021, 5:00 PM**

