



REQUEST FOR QUALIFICATIONS FOR:

## Mixed-Use Developers for the Port of Vancouver USA Waterfront Property

**RFQ 16-09**

Notice is hereby given that the Port of Vancouver will receive statements of qualifications by mail or at its administrative office, located at 3103 NW Lower River Road, Vancouver, WA 98660 up to the hour of

**5:00 p.m.**

**Thursday, March 24, 2016**

All interested proposers must register on the port's eBid system located at: <http://www.portvanusa.com/>. To access eBid on the port's website go to the 'Doing Business with the port' page and click on **Current Bidding Opportunities**. For assistance please contact 360-693-3611.

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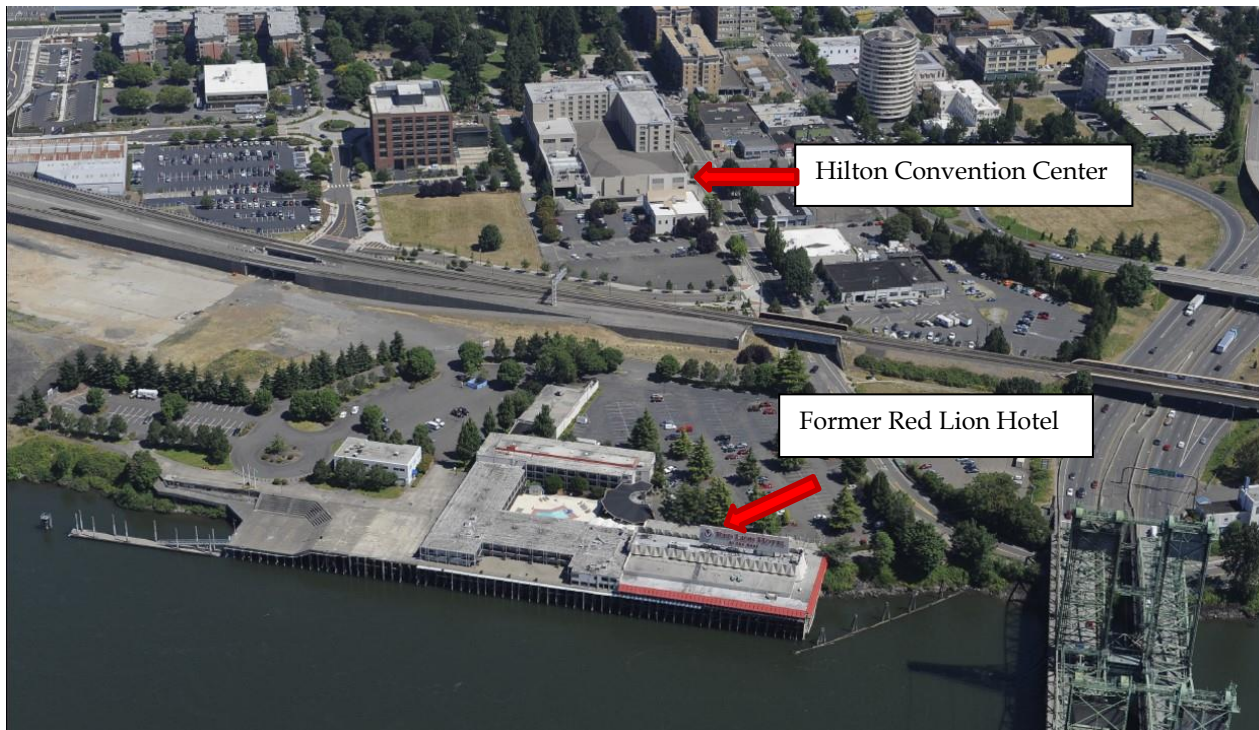
## I. EXECUTIVE SUMMARY

The Port of Vancouver USA is seeking proposals from development teams capable of designing, permitting, and constructing office, retail, housing, and parking, in a mixed-used development portion of the port's 10 acre site on the Vancouver waterfront, adjacent to and overlooking the Columbia River in Vancouver, Washington.

This Request for Qualifications (RFQ) is an important step towards the goal of remaking the Port of Vancouver's waterfront property into a gateway to Washington State with a vibrant, sustainable, urban, and mixed use waterfront. The port's waterfront property in Vancouver's downtown will serve as the connection to a new private waterfront development (Columbia Waterfront LLC), Fort Vancouver National Historic Site, the City of Vancouver Renaissance Bike Trail, and the Columbia River. This development is expected to be an important element that will drive ongoing revitalization of the Vancouver waterfront and city center.

The port appreciates the interest of those in the real estate development industry and looks forward to selecting a development partner with whom it can collaborate to realize the vision for the property.

Questions arising from this request will be documented and answered in written form and made available on the port's eBid system.



## II. THE SITE AND VISION

This proposed mixed-use development is expected to be integrated as part of the overall development of the site. The immediate surroundings are the five blocks and pier (overwater) area that comprise the port's waterfront property and which are described on this page. This general concept serves as a guiding vision and was approved by the port commission in October 2015 of which the port is in the process of completing the City of Vancouver Concept Development Plan (CDP) approval process in 2016.

The general concept (right) shows the proposed area for the mixed used development (Blocks A and C). The port may consider adding Block E as part of a subsequent phased development of the site.

Pedestrian, bicycle, auto, and public open space connections extend to the west, north, and east. These connections link the port's property to:

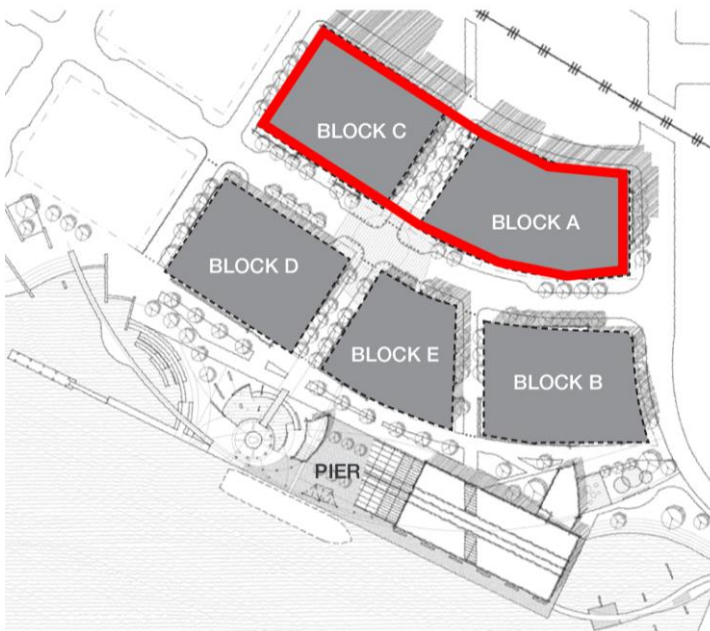
- Esther Short Park
- The Columbia River Renaissance Trail, which extends more than four miles to the east, paralleling the banks of the Columbia River
- Downtown Vancouver, including the downtown Hilton and Convention Center
- The Waterfront (a 32 acre mixed use project under development by Columbia Waterfront LLC)

### Vision

The port commission endorsed the following guiding vision for the waterfront in October 2015:

- The Port of Vancouver's waterfront development will represent our community's aspirations, rich history and culture.
- As a gateway to Washington State and a vibrant urban waterfront, the port's mix of commercial, residential and civic development will welcome the public to the banks of the Columbia River.
- It will contribute to the region's economic prosperity and promote a healthful, sustainable space where the community feels a sense of pride and ownership.

**Port General Concept**



### Port Commission Guiding Principles

- Provide for public access to the Columbia River waterfront
- Develop public assets in a financially responsible manner
- Utilize sustainable development practices
- Interpret the port's history as an economic development engine for Southwest Washington
- Create a waterfront development that supports the community through economic growth and job creation

### Public Input on the Port's Development

- Integrate Vancouver's *history, culture, natural beauty, and hi-tech environment*
- Make this a special place
- Focus on *sustainability*
- Integrate the *Terminal 1 Marketplace*
- Create a *vibrant, active waterfront* for all ages



## III. PROPOSED CONCEPT PROGRAM

Proposed "Phase 1" concepts for the port's waterfront site include:

- **A 100 to 150 room hotel.** The port envisions an upscale, limited service hotel that largely takes advantage of off-site meeting space (at the downtown Hilton) and dining (in downtown, and in the future, on the waterfront itself). The hotel is anticipated to be built on Block D.
- **A 50,000 to 100,000 square foot office building** may include the Port of Vancouver's future headquarters (estimated at 25,000+ square feet) and additional office space for private tenants.
- **Public open space including plazas/gathering spaces, park space, and pedestrian and bicycle pathways** that connect visitors to the Renaissance Trail (east), downtown Vancouver (north), and

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new waterfront park (now under construction) along the region's best waterfront. The port will be implementing its open space plan in a phased approach.

- Adaptive reuse of the 1920s-era **Terminal 1 Building as a "Public Market"** or multi-tenant commercial building which could include restaurant(s), brewpub, and other small-scale, local retail and commercial tenants, overlooking the Columbia River.
- **Parking** to serve the hotel, office, and open space users.
- **Sustainable Design** that incorporates green building practices and features.

In addition, the port's development concept envisions the following uses. The port will be conducting due diligence and feasibility analysis of these additional uses in 2016 for future phases:

- **Improved access to the Columbia River and expanded boat moorage.** The existing high and low (floating) dock piers will be improved and expanded.
- A **visitor center**, either as a stand-alone building or as a tenant in one of the other buildings on site.
- One or more **additional office buildings** with ground-floor retail and services.
- **150 to 250 units of urban housing.** This may include "attainable" housing for Vancouver's work force.
- **Additional uses** to be evaluated for Block B include a multi-use performance space, community gathering room, office, and retail space.
- All the development described above will include environmental sustainability measures including, but not limited to green building practices, low impact development (LID), bird-smart design, high energy efficiencies, landscaped rain gardens and green roofs.

### Terminal 1 Building

The port's development concept calls for this 1920s building, now a part of the former Red Lion Hotel site, to be adaptively reused as a "public market" or multi-tenant building.

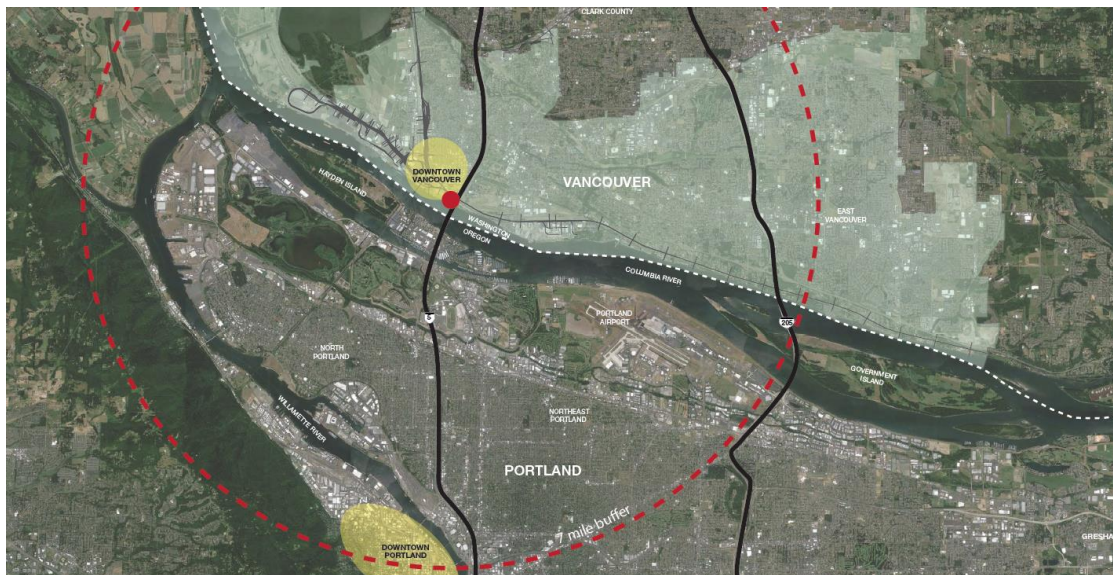


In total, the port expects to seek entitlements for approximately 600,000 square feet of total built area, however, the actual build out could range from 550,000 to 800,000 square feet.

## IV. CONTEXT AND SITE LOCATION

The port's waterfront property is located just west of Interstate 5, at the gateway to the City of Vancouver, Clark County, and Southwest Washington. It is conveniently located within close commuter range of Portland International Airport and downtown Portland, Oregon. The property is less than a quarter-mile south of Esther Short Park, the heart of downtown Vancouver, and the urban residential, office, and lodging developments that surround Esther Short Park. The property is located in the city-designated Columbia West Renaissance subarea of the downtown City Central Use District, and is bounded by Columbia Street on the east, the Columbia River on the south, Esther Street on the west, and the Burlington Northern Santa Fe (BNSF) Railroad on the north.

### Portland-Vancouver Regional Map



### Central Vancouver Area Map



Reclaiming and redeveloping the Columbia River waterfront has long been a focus of planning and economic development for the City of Vancouver, the port, and other public partners such as Columbia River Economic Development Council (CREDC). Accomplishments of the city and port include:

- **The Vancouver City Center Vision** (2007) which called for, “establishing Vancouver’s presence on the waterfront with an extension of the city center street grid holds enormous potential.” Vancouver Mayor Timothy Leavitt stated that, "As the birthplace of the Pacific Northwest, our community is forever connected to the Columbia River. It is our link to the past and, with today's hard work, the key to our future."
- **Completion of Waterfront Access Infrastructure Project**, (2015) which included major improvements to two additional roadway access points to the waterfront (at Esther and Grant Streets), reconstruction of the BNSF rail line through downtown, and a series of roadway extensions, connections, utilities and signals.
- **Road extensions** of Columbia Way (a 0.3 mile roadway that connects the port’s property to Columbia Waterfront LLC), Esther, and Grant Streets. Construction of additional roadway infrastructure is under way.
- **A new 7.3-acre waterfront park** that will include a public pier, seating and picnic areas, and pedestrian and bicycle pathways. This park and pathway system will extend through the Port of Vancouver lots, connecting to the Renaissance Trail which extends 4 miles up the Columbia River. The city has announced that the park will open in 2017.
- Utility improvements on the port property.

## Vancouver City Center

Images on this page, clockwise from upper right: Esther Short Park and the downtown Hilton and Convention Center, a quarter mile north of the waterfront site; the downtown Vancouver Library; Vancouver Farmer's Market at Esther Short Park; Vancouver Center, a housing, office, and retail project in downtown; and the Renaissance Trail east of the subject site.



Photo credits: Visit Vancouver USA;  
Port of Vancouver USA.

## **Market Context**

The real estate market in downtown Vancouver is rapidly changing and evolving. A realistic future vision for the port's waterfront property is closely aligned with market dynamics.

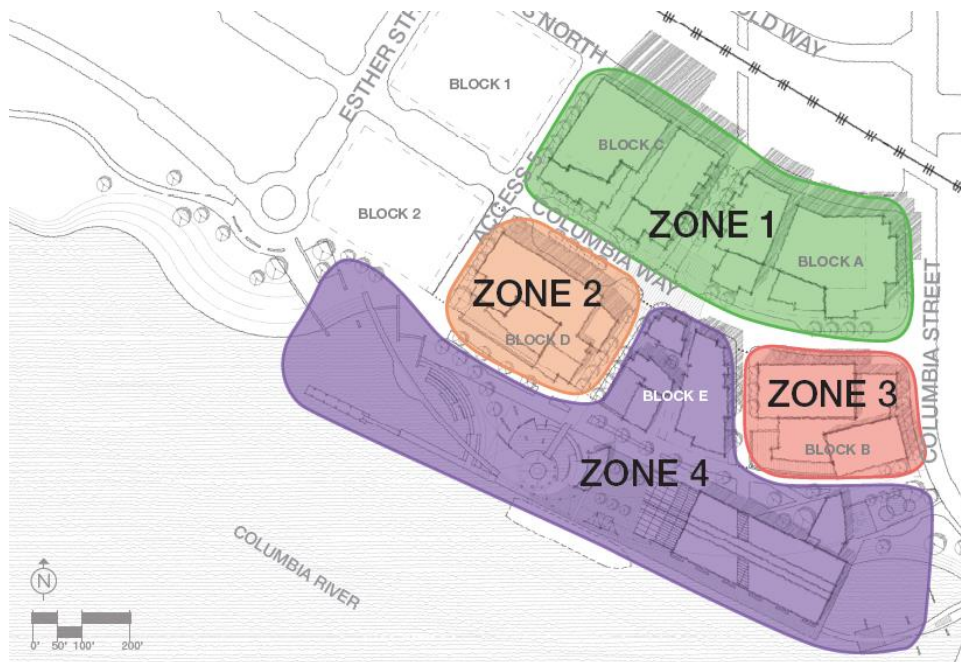
- A major premise is that downtown Vancouver is strategically poised to experience an urban renaissance.
- Increased urban densities, overcrowding, traffic congestion, and rapidly escalating rents and home prices in the urban areas of Portland, will drive development to new and older established urban centers with lower land prices.
- Competitive advantages, like lower home and apartment prices, coupled with increasing employment, may be changing the traditional role of Clark County as a bedroom community to Portland.
- The Columbia River waterfront in downtown Vancouver provides a natural amenity that cannot be duplicated in Portland. Waterfront land on the Willamette River is expensive and in very short supply. Vacant developable land on the Oregon side of the Columbia River is in extremely short supply.

## **V. PRELIMINARY DEVELOPMENT PROGRAM**

As previously described above, the port's waterfront development concept and vision calls for a mixed-use development including office, residential, ground floor retail, Terminal 1 adaptive reuse, parking, open space and other public community space.

The port will take the lead on the public open space phases; overwater, moorage, and dock space; visitor's center, and other uses planned for the Waterfront Zone (4), as shown below.

The location of the waterfront hotel is currently in Zone 2 as envisioned in the preliminary, approved concept. The port is in the process of selecting a hotel developer at this time via another RFQ.



Note that Blocks 1 and 2, shown above, are owned by the Port of Vancouver, and leased to Columbia Waterfront, LLC (CWLLC).

Master Planning for the entire 10-acre port waterfront property is ongoing, and the port will seek Concept Development Plan (CDP) approval from the City of Vancouver for the entire property throughout 2016 with completion expected in early 2017. This CDP will secure land use entitlements for the proposed mix of uses for the entire site. The port would expect the selected developer to be part of the CDP planning process. The port is receptive to suggested changes to the plan. Columbia Way is the only immovable boundary. Proposed land uses can be shifted and blocks north and south of Columbia Way can be combined. Block E could potentially be combined with Zone 2 or 3 to provide a larger development site.

Additionally, subsurface investigations performed at the site indicate some localized areas of shallow soil contamination (1-8 feet below ground surface) that exceed the state cleanup levels for petroleum hydrocarbons and some heavy metals. The investigations also indicate localized areas of groundwater contamination that exceed state cleanup levels for petroleum hydrocarbons, naphthalene and some heavy metals. The port will conduct an additional series of groundwater and soil investigations in early 2016 to further delineate contamination at the site.

### Land Uses

The proposed land uses for the port's waterfront site include:

- A 100 to 150-room hotel for location in Block D (Zone 2). The port envisions an upscale, limited service hotel that largely takes advantage of off-site meeting space (at the Downtown Hilton) and dining (in downtown, and in the future, on the waterfront itself). Selection of a hotel developer and operator is currently underway.
- A mixed used office, retail and residential complex with parking programmed for Zone 1 (Blocks A and C). This is the area covered in this RFQ. The port is evaluating relocating its headquarters to

this site and could be a tenant or owner for up to 25,000 square feet of office space in a building on these two blocks.

- Ancillary, ground floor retail in appropriate locations on the site. The amount of retail space is not defined and will be determined as part of the final master planning process.
- The land uses for Blocks B and E remain undefined and would be part of a future phase of development.
- Public open space including plazas/gathering spaces, park space, pedestrian and bicycle pathways that connect visitors to the Renaissance Trail (east), Downtown Vancouver (north), and new Waterfront Park (now under construction) along the region's best waterfront. The port will be implementing its open space plan in a phased approach, with interim improvements scheduled to be completed in 2017 followed by permanent improvements.
- Adaptive reuse of the 1920s-era Terminal 1 Building as a "Public Market" or multitenant commercial building which could include restaurant(s), brewpub, and other small-scale, local retail and commercial tenants overlooking the Columbia River.
- Parking to serve the hotel, office, residential, retail and open space users. The port expects that developers responding to this RFQ will address their vision of parking. Parking solutions will be determined by the port and the selected developer as part of the master planning process.
- Sustainable Design that incorporates green building practices and features.

### Phasing

The port expects that a phasing plan, acceptable to the port and the selected developer, will be included in the process of deriving a final master plan. Suggestions for phasing as part of this RFQ process are welcomed.

## VI. TRANSACTION STRUCTURE

The Port of Vancouver's priority is to select the right partner through this solicitation process, and then negotiate a development agreement. The port does not expect to impose a specific deal structure on the selected development team. However, the port does expect the following elements to be part of the deal structure:

The port expects to:

- Provide a series of public amenities including pedestrian and bicycle paths, plazas and open spaces, and park space, potentially in partnership with other local and state agencies.
- Submit and secure approval of a Concept Development Plan (CDP) from the City of Vancouver for the port's entire 10-acre property. This CDP will be consistent with the existing City Center zoning and Vancouver City Center Vision plan, and will secure development rights (e.g., amount and types of land uses) for the property. The developer is expected to provide input and participate in the final master plan design and approvals process.
- The port will secure land use permits associated with the development concept, including the shoreline conditional use permit. The successful developer will attain site plan approval from the City of Vancouver and secure all applicable building permits.

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- Work with the selected developer to derive a parking solution for the whole site, including the hotel. The ownership, cost burden, and number of parking spaces for structured parking will be negotiated between the port and the developer.

### Port Expectations of Agreement with Selected Developer:

- The agreement will be finalized and executed during 2016, beginning with a non-binding letter of intent or memorandum of understanding, and culminating with a binding development agreement or lease document.
- The port will execute a long-term (50 to 80 year) land lease with the selected developer for land used in the development, in a mutually agreed upon phasing plan between the port and the developer.
- The value of the land lease will be at a market rate established by an appraisal process or other process that is mutually agreed upon by both parties, with lease payments tied to the land value, or other metric(s) that are mutually agreed upon by both parties.
- The developer will design and construct environmentally sustainable building measures using Leadership in Energy & Environmental Design (LEED) or other similar green building certification standards.

### Port Headquarters Office Building

The port is currently evaluating the possibility of relocating its headquarters to an office building within the waterfront development.

The port is considering three alternative structures with respect to ownership of the proposed headquarters office building. It is expected that the office building will be occupied by private tenants in addition to the port. The amount of space dedicated to private tenant occupancy will be negotiated as part of a development agreement. However, the port invites and welcomes developers responding to this RFQ to estimate or make recommendations on the total approximate square footage of office space that will not be occupied by the port.

Some alternatives may include:

- *Condominium Ownership.* The port enters into a relationship with a private developer who constructs a turnkey office building, divides the building into condominium ownerships, and sells 25,000+ square feet of condominium office space back to the port.
- *Port Leases Space with Option to Purchase.* The port enters into a relationship with a private developer who constructs an office building and leases 25,000+ square feet back to the port. This alternative could include an option to purchase all or part of the building.
- *Port Owns the Building.* The port hires a fee developer to construct an office building and leases any space not occupied by the port to other tenants. The port would own all of the building in perpetuity.

In responding to this RFQ the developer is invited to comment on the above alternatives and express a preference, suggest other alternatives, or indicate if any of these alternatives are not acceptable to the developer.

## VII. SUBMITTAL AND EVALUATION PROCESS

### What is the port seeking?

Via this RFQ, the port is seeking a highly qualified and capable developer with experience designing, building, permitting, and constructing a mixed-use development project on the designated port property. This development can be phased.

The port's objective is to find a development partner that is excited about the waterfront site, and will play a role in the revitalization of the Vancouver City Center, extending from the waterfront through the downtown area. The development team will ideally have experience participating in mixed-use public-private partnerships, and will provide a brand and vision that connects with the current identity of the site and Vancouver City Center, while also adding a distinctive mixed use development to the area. Additional criteria the port will use to evaluate submittals is included on the following pages.

### Submittal Requirements

#### Cover Letter

A cover letter signed by the principals of respondent firms indicating: (1) location of principal offices; (2) form of organization (corporation, partnership, LLC, etc.); (3) years the firm(s) have been in business under their current name(s); (4) other names under which the firm(s) have operated; (5) primary contact information including name, mailing and e-mail addresses, and phone numbers for each team member; (6) and statement of willingness to work with the Port of Vancouver towards a mixed use development on the subject site.

#### Introduction and Project Vision

This section should introduce the team and key principals, and explain the respondent's vision for the area designated in this RFQ, particularly what attracts the team to this site, and how the team's vision for the site is consistent with, contrasts with, or adds to the port's vision outlined above.

Respondents should provide a high level and non-binding summary of the type of mixed use development they would consider building at the site, including preliminary sizes of the proposed buildings on the property. This section should also indicate:

- The team's preliminary assessment that the current market will support the development of office, retail and residential uses for the site.
- Willingness to participate in a land lease.
- Expectations about the role of the port's or other key external parties.

Respondents are encouraged to include other information in this section that conveys their vision and development concept for the site.

*Architectural renderings, site plans, and financial analysis are not expected or required.*

### Team Profile

Description of team, including the lead developer and other key firms that are a part of the team (e.g., design team, construction management firm, etc.). Include an organizational chart or table, and identify the project manager or key point of contact. This section should also describe the team's general experience working in the following conditions: with public sector partners; on waterfronts in the State of Washington or elsewhere; emerging mixed-use environments; utilizing sustainable building design and within situations in which parking is shared among multiple users. Also describe the team's experience in completing projects together.

### Resumes

Resumes of firm(s) principals and officers and consultant principals to be involved, showing years of experience, comparable projects built or in operation, and other key achievements completed that are comparable in nature to the port's waterfront development.

### Comparable development experience

Provide detailed descriptions of up to five projects completed by the development team partners, including the developers as well as the architects and other design team members. The types of projects should be of a similar scale, location and representative of completed public-private partnerships with a port or municipality. Please include:

- Photographs
- Descriptions of referenced projects (please identify those developed on leased land)
- Total development costs
- Total building area by use
- Development team or team member's role in project
- Financing structure
- Development partners
- Timeline to complete project from site control to occupancy of the initial building and the final building, including timing of any phasing

Include experience with properties that had characteristics present at or similar to the waterfront site, especially riverfront properties, mixed-use development, and public-private partnerships or other partnership structures.

### References

Provide a minimum of five (5) references from public agencies or clients with whom respondent has had relevant experience including contact names, email and physical addresses and telephone numbers.

### Financial Capacity

While a price proposal is not required at this stage, provide evidence and supporting documentation of the development team's financial condition, demonstrating the credit-worthiness and financial capacity of the principals, key partners and/or corporation(s) to secure financing for project components. The port is not asking for a letter of intent or commitment to this project by financial institutions at this time, however, documentation could include

## Request for Qualifications: Mixed-Use Development Teams

information such as letters of interest or intent from lending institutions or equity partners, financial statements showing sources of equity, letters of interest from key tenants, etc.

Please provide:

- A preliminary list of potential private funding sources, for this opportunity (your own equity, equity from partners or institutions, lines of credit and/or access to other private funds, etc.).
- Financial resources used for three similar past projects (private equity and loans, tax credits, public loans, etc.).
- Experience developing on leased land.
- A statement indicating willingness to submit corporate financial statements or other documents presenting the financial condition of the developer and partners prior to signing a Memorandum of Understanding with the Port of Vancouver.
- Experience developing projects with mixed public and private funding sources

### Evaluation Criteria

Proposals shall be evaluated based on a total possible score of up to 100 points. The following criteria will be evaluated:

- Completeness of document
- Quality and success of examples of previous development projects
- Vision for the property and consistency with the port's guiding principles and waterfront planning work completed to date
- Quality of professional experience and background of individual project team members, particularly in public-private partnerships
- Quality of references
- Experience with waterfront developments
- Demonstrated financial capacity and ability to secure sufficient working capital to plan and design the project, and ability to access both debt and equity for development
- Schedule and ability to proceed with in a timely manner
- Experience with mixed public and private financing
- Experience of project members on the same teams/projects

### Developer Selection

Responses to this RFQ will be evaluated by a review team, primarily comprised of port staff, and may also include external advisors. Each team member will independently score each submittal based on the criteria defined above. Cumulative scores will be used to score, rank and determine finalists.

The highest scoring and ranking proposers will be invited to interview with the review team. During interviews, selected mixed use developer teams will be asked to give a brief presentation and to answer questions regarding their experience, development approach, and preliminary ideas on site control and project funding. In addition, the port reserves the right to request additional information and submittals from the short list of respondents.

The review team will present its recommendation to the port leadership. The port board of commissioners will be responsible for the final approval of the selected development team.

### Schedule

The anticipated schedule for the RFQ process is as follows:

RFQ Issued	February 24, 2016
Deadline for questions to be received by port	March 9, 2016
Issue last addendum to RFQ (if applicable)	March 14, 2016
Responses to RFQ due	5:00 pm March 23, 2016
Interviews with short listed teams	April 2016
Negotiation	2016

## RFQ Coordinator

The RFQ Coordinator is the sole point of contact in the port for this procurement. All communication between the consultant and the port upon receipt of this RFQ shall be with the RFQ Coordinator, as follows:

Name	Rick Cline, Contracts Manager
Address	3103 NW Lower River Road
City, State, Zip Code	Vancouver, Washington, 98660
Phone Number	(360) 693-3611
Fax Number	(360) 735-1565
E-Mail Address	rcline@portvanusa.com

Any other communication will be considered unofficial and non-binding on the port. Respondents are to rely on written statements issued by the RFQ Coordinator. Communication directed to parties other than the RFQ Coordinator may result in disqualification of the respondent.

## Submittal Date

The submittal, whether mailed or hand delivered, must be received by the port no later than 5:00 pm on Wednesday, March 23, 2016 at the Port of Vancouver Administrative Office, 3103 NW Lower River Road, Vancouver, Washington 98660. The submittal is to be sent in an envelope that should be clearly marked with the name of the solicitation and to the attention of the RFQ Coordinator, who is the port's sole point of contact for this procurement.

Respondents mailing submittals should allow normal mail delivery time to ensure timely receipt of their submittals by the RFQ Coordinator. Respondent's hand delivering submittals should allow time for traffic congestion. Respondents assume the risk for the method of delivery chosen. The port assumes no responsibility for delays caused by any delivery service.

Late submittals will not be accepted and will be automatically disqualified from further consideration. The submittals must respond to the procurement requirements. Do not respond by referring to material presented elsewhere. The submittal must be complete and must stand on its own merits. Failure to respond to any portion of the procurement document may result in rejection of the submittal as non-responsive. All submittals and any accompanying documentation become the property of the port and will not be returned.

## Statement of Qualifications Format

It is preferred that submittal responses **be limited to 20 pages** (10 double sided sheets, excluding required forms). Respondents are required to submit eight (8) copies of their submittal and an electronic version of the entire RFQ response. One (1) copy must have original signature and seven (7) copies can have photocopy signatures. Respondents are encouraged to use submittal materials that contain post-consumer recycled content and are readily recyclable (i.e. paper, dividers, binders, brochures, etc.). The port discourages the use of materials that cannot be readily recycled such as PVC (vinyl) binders, spiral bindings, and plastic or glossy covers or dividers. Alternative bindings such as reusable/recyclable binding posts, reusable binder clips or binder rings, and recyclable cardboard/paperboard binders are examples of preferable submittal materials.

Submittals must be submitted on eight and one-half by eleven (8 1/2 x 11) inch paper with tabs separating major sections of the submittal. Proposers are encouraged to print/copy on both sides of a single sheet of paper wherever applicable; if sheets are printed on both sides, it is considered two pages.

## VIII. GENERAL INFORMATION FOR RESPONDING TO THIS RFQ

### PROPRIETARY INFORMATION/PUBLIC DISCLOSURE

Materials submitted in response to this competitive procurement shall become the property of the port.

All submittals received shall remain confidential until the Agreement, if any, resulting from this RFQ, is signed by the Authorized Representative of the port and the apparent successful respondent; thereafter, the submittals shall be deemed public records as defined in Chapter 42.56 RCW, "Public Records."

Any information in the submittal that the respondent desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW must be clearly designated. The page must be identified and the particular exception from disclosure upon which the respondent is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on the lower right hand corner of the page.

The port will consider a respondent's request for exemption from disclosure; however, the port will make a decision predicated upon Chapter 42.56 RCW. Marking the entire submittal exempt from disclosure will not be honored. The respondent must be reasonable in designating information as confidential. If any information is marked as proprietary in the submittal, such information will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.

### REVISIONS TO THE RFQ

In the event it becomes necessary to revise any part of this RFQ, or if questions arise, an addendum will be published through the port's web site, [www.portvanusa.com](http://www.portvanusa.com). Please access the **eBid system** to obtain the solicitation information. Questions arising from this submittal request will be documented and answered in written form and made available on the port's eBid system.

The port reserves the right to cancel or to reissue the RFQ in whole or in part, prior to execution of an Agreement.

### ADDENDUM ACKNOWLEDGEMENT

The Proposer must acknowledge receipt of any addenda to the solicitation by use of the "Submittal and Addendum Acknowledgement" form (see Attachment B). ***Failure to acknowledge receipt of Addenda may render the submittal non-responsive and therefore void.***

### RESPONSIVENESS

All submittals will be reviewed by the RFQ Coordinator to determine compliance with administrative requirements and instructions specified in this RFQ. The respondent is specifically notified that failure to comply with any part of the RFQ may result in rejection of the submittal as non-responsive. The port also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

### **MOST FAVORABLE TERMS**

The port reserves the right to make an award without further discussion of the submittal submitted. Therefore, the submittal should be submitted initially on the most favorable terms that the consultant can propose. The port does reserve the right to contact a respondent for clarification of its submittal during the evaluation process. In addition, if the respondent is selected as the apparent successful respondent, the port reserves the right to enter into contract negotiations with the apparent successful respondent, which may include discussion regarding the terms of the submittal.

Contract negotiations may result in incorporation of some or the respondent's entire submittal. The respondent should be prepared to accept this RFQ for incorporation into an Agreement resulting from this RFQ. It is also understood that the submittal will become part of the official contract file.

The successful respondent shall comply with all local, state, and federal requirements and, when applicable, adheres to all federally mandated procedures and requirements for projects utilizing federal funding.

### **COSTS TO PROPOSE/NO OBLIGATION TO CONTRACT**

The port will not reimburse respondent for any costs involved in the preparation and submission of responses to this RFQ or in the preparation for and attendance at subsequent interviews. Furthermore, this RFQ does not obligate the port to accept or contract for any expressed or implied services. The port reserves the right to request any respondent to clarify their submittal or to supply any additional material deemed necessary to assist in the evaluation of the respondent's submittal.

### **REJECTION OF SUBMITTALS**

The port reserves the right at its sole discretion to reject any and all submittals received without penalty and not to issue an Agreement as a result of this RFQ.

### **DEBRIEFING OF UNSUCCESSFUL PROPOSERS**

Upon request, a debriefing conference will be scheduled with an unsuccessful Proposer. The request for a debriefing conference must be received by the RFQ Coordinator within three (3) business days after the "Notification of Unsuccessful Respondent" letter is faxed/e-mailed to the respondent.

### **PORT OF VANCOUVER POLICY STATEMENT**

Port of Vancouver assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Washington State Department of Transportation. The Port of Vancouver further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not. In the event the Port of Vancouver distributes federal aid funds to another governmental entity or other sub-recipient, The Port of Vancouver will include Title VI language in all written agreements and will monitor for compliance. The Port of Vancouver's Office of the Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other The Port of Vancouver responsibilities as required by 23 CFR 200 and 49 CFR 21.

## EXHIBIT I: CERTIFICATIONS AND ASSURANCES

### RFQ # 16-09

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related AGREEMENT(s):

1. I/we declare that all answers and statements made in the submittal are true and correct.
2. The prices and/or cost data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single submittal.
3. The attached submittal is a firm offer for a period of 60 days following receipt, and it may be accepted by the port without further negotiation (except where obviously required by lack of certainty in key terms) at any time within the 60-day period.
4. In preparing this submittal, I/we have not been assisted by any current or former employee of the Port of Vancouver whose duties relate (or did relate) to this submittal or prospective AGREEMENT, and who was assisting in other than his or her official, public capacity. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
5. I/we understand that the port will not reimburse me/us for any costs incurred in the preparation of this submittal. All submittals become the property of the port, and I/we claim no proprietary right to the ideas, writings, items, or samples, unless so stated in this submittal.
6. Unless otherwise required by law, the prices and/or cost data which have been submitted have not been knowingly disclosed by the Proposer and will not knowingly be disclosed by him/her prior to opening, directly or indirectly to any other Proposer or to any competitor.
7. I/we agree that submission of the attached submittal constitutes acceptance of the solicitation contents and the attached sample AGREEMENT and general terms and conditions. If there are any exceptions to these terms, I/we have described those exceptions in detail on a page attached to this document.
8. No attempt has been made or will be made by the Proposer to induce any other person or firm to submit or not to submit a submittal for the purpose of restricting competition.
9. I/we grant the port the right to contact references and others, who may have pertinent information regarding the Proposer's prior experience and ability to perform the services contemplated in this procurement.

*Note: On behalf of the firm submitting this submittal, my name below attests to the accuracy of the above statements.*

---

Signature of Proposer

---

Title

---

Date

**EXHIBIT II: SUBMITTAL AND ADDENDUM ACKNOWLEDGEMENT**

RFQ # 16-09

This form must be signed by a person authorized to make submittals and enter into contract negotiations on behalf of your company. To be considered for this project, the submittals must be completed in accordance with this RFQ and this cover sheet must be attached. ***Failure to submit this form may result in your submittal being deemed non-responsive.***

---

 Authorized Official (Signature)

---

 Date

---

 Print Name of Authorized Official

---

 Title of Authorized Official

---

 Company Name

---

 Contact Person

---

 Address

---

 City, State, Zip

---

 Phone Number

---

 Fax Number

---

 E-Mail Address

---

 Federal Tax ID #

---

 UBI #

---

 Contractor's License#  
(if applicable)

The following Addenda is/are hereby acknowledged:

Addendum No	Date of Addendum/Addenda	Signed Acknowledgement
1.	_____	_____
2.	_____	_____
3.	_____	_____

**NOTE:**

**Failure to acknowledge receipt of Addenda may render the submittal non-responsive and therefore void.**

## **IX. APPENDICES**

The port is making the following documents available to prospective hotel developers. All interested proposers must register on the port's eBid system at: <http://www.portvanusa.com/>

The eBid access is located on the port's website under **"Current Bidding Opportunities"**.

- A. Port of Vancouver waterfront, approved concept
- B. Conceptual renderings of port Waterfront site
- C. The Vancouver City Center Vision & Subarea Plan, 2007
- D. Data Collection (Excerpts) Port of Vancouver Waterfront Development Master Plan

### **Additional Documents**

Additional documents may be made available following publication of this RFQ, and will be distributed to interested parties that have registered with the port.

In addition, interested parties may wish to review the following resources:

Vancouver Municipal Code

Including City Center (CX), VMC 20.430; and Columbia River Shoreline Enhancement District, VMC 20.620. Other sections of the VMC apply.

<http://www.cityofvancouver.us/vmc>

**End of RFQ 16-09**