Request for Proposal (RFP)
For
Retail Development Advisory and Management Services

Summary Information:

As a part of its voter-approved 2008 Bond capital investment program, and in keeping with the Portland Community College’s (PCC or College) longstanding desire to contribute positively to the enhancement of campus, local business and community environments, the College wishes to explore the development of retail environments on College-owned property on the edges of its Cascade Campus and Southeast Center, and if warranted develop those environments for use by privately-owned (non-PCC) businesses. It is PCC’s current intention, subject in part to the advice of the successful firm, to: 1) “shell out” storefront space for retail settings in facilities to be newly constructed that front Killingsworth (Cascade Campus) and both 82nd and Division (Southeast Campus); and 2) convert PCC-owned sites on Killingsworth to partial retail sites.

It is the intent of the College to establish a contract with a successful proposer for a period of five (5) years.

A mandatory pre-proposal conference will be held on February 15, 2012 at 1:00 P.M., Bond Office, 9700 SW Capitol Hwy, Suite 260, Portland, OR 97219. The attendance sign-up sheet must contain, at least, a firm representative’s signature to participate in the process thereafter and to be considered for award. Following the conference, a tour of the site and existing facility will be held.

Sealed Proposals will be received at the Issuing Office, Bond Procurement Office, Capitol Park, Suite #260, 9700 SW Capitol Highway, Portland OR 97219. Deadline for submitting a Proposal will be no later than 11:00 A.M., March 1, 2012. Office hours for receipt of Proposals are Monday through Friday, 8:00 A.M. to 5:00 P.M.

RFP Timeline:

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<th>Event</th>
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<td>Publication of the RFP</td>
<td>January 24, 2012</td>
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<td>Mandatory pre-proposal meeting.</td>
<td>February 15, 2012 at 1:00 P.M.</td>
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<td>Location: Bond Program Office, 9700 SW Capitol Hwy., Suite 260</td>
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Deadline for submitting written questions, requests, and/or protest to specifications, terms and conditions, and contract provisions of the RFP. | February 17, 2012 at 4:00 P.M.
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Deadline for publishing College response to written questions/requests/inquiries, posted as an addendum. | February 21, 2012
Deadline for submitting proposal | 11:00 A.M., March 1, 2012
Optional, interviews of top proposers (tentative) | Week of March 12, 2012
Board of Directors contract approval (tentative) | April 19, 2012

Interested firms who are not equipped to download the document may request a paper copy by contacting Avelina Gulmatico, at 971-722-8416 or send a fax to 503-459-4701. The RFP is also advertised on the Daily Journal of Commerce.