

April 19, 2012

12-092

ACCEPT PROPOSAL AND AWARD CONTRACT FOR
RETAIL DEVELOPMENT ADVISORY AND
MANAGEMENT SERVICES

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FINANCIAL
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REPORT: The College has a need to hire a consultant with knowledge and expertise in providing consulting services relating to the development of retail environments that will complement both the College's auxiliary services enterprises (bookstore and campus food service) and businesses near the Cascade Campus and Southeast Center. The type of services will include, but not be limited to, recommending appropriate retail site and infrastructure; advising on tenants' space lease terms and requirements; soliciting and evaluating potential retail site occupants; negotiating lease terms with selected tenants in coordination with College staff and legal counsel; managing ongoing retail presence and tenants' lease agreements.

The estimated cost for this work may exceed the \$150,000 threshold, which would require a formal solicitation process (B505). At this time we do not know the full estimated cost for the scope of work until we have the firm on board and assess the objectives for the College and communities surrounding the two campuses. The first phase will be consulting and advisory services with an expected deliverable of a written development plan. The development plan will lay out how we move forward with implementation.

On January 24, 2012, the Request for Proposals (RFP) was advertised in the Daily Journal of Commerce, State of Oregon (ORPIN) System and the RFP document was accessible on the PCC Solicitation website. A total of ten (10) companies registered and obtained a copy of the RFP (3 of which are Oregon certified MWESB firms). The mandatory pre-proposal was attended by three (3) Oregon based companies and by the deadline of March 22, 2012 at 11:00 A.M. the College received two (2) proposals. These proposals were reviewed and evaluated based on their responses to the following criteria: project understanding; project approach; team/individual capabilities and expertise; and fee structure. Below is a list of proposers and their final proposal evaluation scores. The award recommendation was given to the highest scored proposer.

<u>Proposers</u>	<u>Proposal Evaluation score</u>
Kidder Matthews	354
Urban Works	325

Note: No MWESB submitted response

RECOMMENDATION: That the Board of Directors accept the proposal and award the contract to Kidder Matthews and Segner, Inc., to provide retail advisory development and management services for the College. The contract will be valid for up to five years or through April, 2017. The initial cost for this contract is estimated to be \$50,000. Funding will be from bond funds.