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# **AGENDA**

## **ASTORIA DEVELOPMENT COMMISSION**

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**August 17, 2015**  
**Immediately Follows City Council Meeting**  
**2<sup>nd</sup> Floor Council Chambers**  
**1095 Duane Street · Astoria OR 97103**

- 1. CALL TO ORDER**
- 2. ROLL CALL**
- 3. REPORTS OF COMMISSIONERS**
- 4. CHANGES TO AGENDA**
- 5. CONSENT CALENDAR**  
The items on the Consent Calendar are considered routine and will be adopted by one motion unless a member of the Astoria Development Commission requests to have any item considered separately. Members of the Community may have an item removed if they contact the City Manager by 5:00 p.m. the day of the meeting.
  - (a) ADC Minutes of 7/20/15
- 6. REGULAR AGENDA ITEMS**
  - (a) Heritage Square – Request for Qualifications (Community Development)

**THIS MEETING IS ACCESSIBLE TO THE DISABLED. AN INTERPRETER FOR THE HEARING IMPAIRED MAY BE REQUESTED UNDER THE TERMS OF ORS 192.630 BY CONTACTING JULIE YUILL, CITY MANAGER'S OFFICE, 503-325-5824.**



August 13, 2015

MEMORANDUM

TO: ASTORIA DEVELOPMENT COMMISSION (ADC)

FROM:  BRETT ESTES, CITY MANAGER

SUBJECT: ADC MEETING OF AUGUST 17, 2015

**CONSENT ITEMS**

**Item 5(a): ADC Minutes**

The minutes of the ADC meeting of July 20, 2015 are enclosed for your review. Unless there are any corrections, it is recommended that the ADC approve these minutes.

**REGULAR AGENDA ITEMS**

**Item 6(a): Heritage Square – Request for Qualifications**

The City Council adopted a Fiscal Year 2015-2016 goal to investigate locating the Astoria Public Library as part of a mixed use project within Heritage Square. On July 20, 2015 the City Council was briefed on the Heritage Square environmental remediation phase and the timeline for cleanup activities. As the cleanup phase continues, the City Council has expressed an interest in moving the project forward and to continue a conversation with the community about what will be built on the site and how to finance the development. To achieve this objective, City staff has begun a parallel process to initiate a Request for Qualifications (RFQ) to hire a consultant team that will assist the City's efforts in answering three key questions. These questions include: 1) What will be built on Heritage Square? 2) What will happen to the existing library site? and 3) How do you finance the development program as part of a public private partnership?

In preparation for the RFQ, staff has engaged various stakeholders in the Heritage Square Redevelopment including: ADHDA Executive Director and Board President, Astoria Sunday Market, and American Legion Clatsop Post No 12. Feedback from these stakeholder interviews informed the current draft of the RFQ. The RFQ is a solicitation for architectural design and redevelopment strategy services that will focus on Heritage Square and the existing library site. If Council authorizes moving forward, City staff will advertise in the *Daily*

*Astorian* and the *Daily Journal of Commerce* (Portland). Proposals will be due on August 31 with a review panel of city staff and stakeholders conducting evaluations the same week. The professional services contract for this work will be brought to the Development Commission for consideration. As this project will include areas outside of the Astor East Urban Renewal District, City of Astoria funds will need to be contributed to the project. The breakdown will be specified at the time the contract is considered. The projected cost estimate for these services is between \$10,000 -\$15,000. A "Notice to Proceed" for the selected consultant team is expected to be issued in mid-September with work commencing from September to November. It is recommended that the Development Commission authorize City staff to issue a RFQ for architectural and redevelopment strategy services.

**ASTORIA DEVELOPMENT COMMISSION**

City Council Chambers  
July 20, 2015

**ADC JOURNAL OF PROCEEDINGS**

A regular meeting of the Astoria Development Commission was held at the above place at the hour of 9:32 pm.

Commissioners Present: Price, Herzig, Warr, and Nemlowill

Commissioners Excused: Mayor LaMear

Staff Present: City Manager Estes, Assistant City Manager/Police Chief Johnston, Parks and Recreation Director Cosby, Finance Director Brooks, Community Development Director Cronin, Fire Chief Ames, Library Director Tucker, and Public Works Director Cook. The meeting is recorded and will be transcribed by ABC Transcription Services, Inc.

**REPORTS OF COMMISSIONERS:** No reports.

**CHANGES TO AGENDA:** No changes.

**CONSENT CALENDAR:**

The following items were presented on the Consent Calendar:

- 5(a) ADC Minutes of 6/1/15
- 5(b) ADC Minutes of 6/15/15

**Commission Action:** Motion by Commissioner Herzig, seconded by Commissioner Price, that the Astoria Development Commission approve the Consent Calendar. Motion carried unanimously. Ayes: Commissioners Warr, Nemlowill, Herzig, and Price. Nays: None.

**REGULAR AGENDA ITEMS:**

**Item 6(a): Lease Agreement with Astoria Downtown Historic District Association (ADHDA) for the 14<sup>th</sup> Annual Pacific Northwest Brew Cup Beer Festival (Community Development)**

The Annual Pacific Northwest Brew Cup Beer Festival (Brew Cup) is proposed be held September 24, 25, 26 and 27, 2015. It is proposed that the festival be located on the Astoria Development Commission (ADC) owned land east of the train depot. ADHDA has been in contact with the Columbia River Maritime Museum and the Museum's approval for the event is conditioned upon ADHDA monitoring and controlling where Brew Cup patrons park in the Museum's lot. The ADHDA will provide liability insurance. Attached to the memorandum is a letter from ADHDA President, Dulcye Taylor, which requests use of the ADC owned property. Proceeds from this event would benefit ADHDA. Also attached to this memo is a draft lease agreement. It is recommended that the Development Commission approve the Lease Agreement with ADHDA for a total sum of \$1.00.

**Commission Action:** Motion by Commissioner Price, seconded by Commissioner Nemlowill, that the Astoria Development Commission approve the Lease Agreement with ADHDA for a total sum of \$1.00. Motion carried unanimously. Ayes: Commissioners Warr, Nemlowill, Herzig, and Price. Nays: None.

**ADJOURNMENT:**

There being no further business, the meeting was adjourned at 9:34 pm.

**ATTEST:**

**APPROVED:**


\_\_\_\_\_  
Secretary

\_\_\_\_\_  
City Manager



CITY OF ASTORIA  
Founded 1811 • Incorporated 1856  
COMMUNITY DEVELOPMENT

## MEMORANDUM

DATE: August 12, 2015  
TO: ASTORIA DEVELOPMENT COMMISSION  
FROM:  BRETT ESTES, CITY MANAGER  
SUBJECT: HERITAGE SQUARE – REQUEST FOR QUALIFICATIONS

### **BACKGROUND**

The City Council adopted a FY 15-16 goal to investigate locating the Astoria Public Library as part of a mixed use project within Heritage Square. On July 20, the City Council was briefed on the Heritage Square environmental remediation phase and the timeline for cleanup activities. As the cleanup phase continues, the City Council has expressed an interest in moving the project forward and to continue a conversation with the community about what will be built on the site and how to finance the development. To achieve this objective, City staff has begun a parallel process to initiate a Request for Qualifications (RFQ) to hire a consultant team that will assist the City's efforts in answering three key questions. These questions include: 1) What will be built on Heritage Square? 2) What will happen to the existing library site? and 3) How do you finance the development program as part of a public private partnership?

In preparation for the RFQ, staff has engaged various stakeholders in the Heritage Square Redevelopment including: ADHDA Executive Director and Board President, Astoria Sunday Market, and American Legion Clatsop Post No 12. Feedback from these stakeholder interviews informed the current draft of the RFQ. The RFQ is a solicitation for architectural design and redevelopment strategy services that will focus on Heritage Square and the existing library site. If Council authorizes moving forward, City staff will advertise in the *Daily Astorian* and the *Daily Journal of Commerce* (Portland). Proposals will be due on August 31 with a review panel of city staff and stakeholders conducting evaluations the same week. The professional services contract

for this work will be brought to the Development Commission for consideration. As this project will include areas outside of the Astor East Urban Renewal District, City of Astoria funds will need to be contributed to the project. The breakdown will be specified at the time the contract is considered. The projected cost estimate for these services is between \$10,000 -\$15,000. A "Notice to Proceed" for the selected consultant team is expected to be issued in mid-September with work commencing from September to November.

### **RECOMMENDATION**

It is recommended that the Development Commission authorize City staff to issue a RFQ for architectural and redevelopment strategy services.

By:     K A C      
Kevin A Cronin, AICP, CD Director

**City of Astoria – Astoria Development Commission  
REQUEST FOR QUALIFICATIONS  
Architectural & Development Services  
For  
Heritage Square Redevelopment Project**

**Due: August 31, 2015 10 AM**

The City of Astoria is seeking statements of qualifications from qualified professional architectural and development consultants for concept design, financing, and redevelopment planning services for the Heritage Square Project located in historic downtown Astoria between Duane & Exchange Street and 11<sup>th</sup> and 12<sup>th</sup> Street. The project includes assistance with developing a feasibility study, financing plan, and an overall redevelopment strategy for the site.

**BACKGROUND**

In 2003, the City of Astoria acquired the Heritage Square property, which includes a full city block (1.4 acres) in the heart of downtown. The site includes a former Safeway that was demolished in 2005, and a city operated parking lot and a local American Legion Hall still in use. In 2012, the US Environmental Protection Agency (EPA) awarded the City of Astoria a Brownfields Multi-Purpose Grant. The grant consists of \$200,000 for assessment and \$200,000 for cleanup of the subject property. This grant assisted in testing top soil from the Garden of Surging Waves (adjacent to site) and will address brownfield contamination issues required to be addressed prior to construction on the next phase of the Square. Prior to receiving the grant, several environmental investigations had been conducted at the property. These investigations determined that there are multiple contaminants on the site from past uses of the property which included an automobile repair garage and paint shop, a car sales business, a dry cleaning establishment, and a newspaper printing company.

A Phase II Environmental Site Assessment (ESA) for the Heritage Square Project outlining the study results and cleanup strategy is currently under final review by the Oregon Department of Environmental Quality (DEQ) and the EPA. Site cleanup is anticipated to commence by late summer/early fall. An expected milestone for the cleanup phase of the redevelopment is a Notice of No Further Action (“NOFA”), which will be issued by DEQ once the project meets cleanup standards.

With the recent completion of the Garden of Surging Waves - a first class public plaza and sculpture park on the west end of the property - the City will be continuing with the next phase of improvements to Heritage Square. The current concept, which has been developed over the last few years, was approved by the City Council in May 2015 including: a potential gathering area for concerts and community festivals, a permanent space for the successful Sunday Market. There has been more recent discussion about locating a mixed use building with a new city library as the primary ground floor tenant and workforce housing above.

The existing library was built in 1968 and does meet current community needs, and library standards. Initial plans for renovating and expanding the existing library building were completed in 2013. However, the idea of relocating the facility to Heritage Square was subsequently reintroduced as a possibility. The future library is viewed as an economic development engine for workforce development, community-based education, and a catalyst for

revitalization of Duane Street. This project will need to incorporate a broader revitalization strategy for the corridor to activate vacant storefronts and underutilized property along Duane Street as well as address off street parking needs for competing uses.

While the City works to resolve the brownfield remediation, the next phase of redevelopment can be initiated for the site. Despite being a small town, the City of Astoria has a long history and proven record on executing public-private partnerships. Heritage Square is poised to be the next great success story, but its high profile in the community makes it a challenge. The City's Community Development Department is acting as project manager on behalf of the City Manager's Office and the Astoria Development Commission (i.e. City Council).

## **PROJECT STAKEHOLDERS**

The project stakeholders identified to date include the following:

- American Legion Clatsop Post No. 12
- Astoria Downtown Historic District Association
- Astoria Sunday Market
- Department of Environmental Quality (Remediation Phase)
- Environmental Protection Agency (Remediation Phase)
- Various City Boards, Commissions, and Departments

## **SCOPE OF SERVICES**

The following tasks are envisioned by the City and will be modified as necessary during the scope and fee negotiation process once a qualified consultant team is selected:

*Task 1:* Review any existing concept plan, on site conditions, including utility connections, City Council/ADC & Library Board minutes, Library Strategic Plan, Library Renovation Study (Oct 2013), Astor East URA Plan, Downtown Parking Plan, Development Code, and other relevant planning and design documents.

Deliverable: Summary of existing conditions and site plan.

*Task 2:* Develop basic bulk and massing envelopes based on allowed zoning, including parking options, access, and building footprints. Produce at least three alternatives for evaluation and meet with project team and select stakeholders for critique session. Based on public feedback received, select one alternative to move forward for cost estimate.

Deliverable: Schematic level drawings depicting bulk and massing of site, access, parking, and a high level architectural program.

*Task 3:* Develop a high level, phased redevelopment strategy with recommended partnership and financing models to consider. Develop a planning level cost estimate model using cost per SF ranges from recently constructed projects, including open space, housing, retail/office, and library for Heritage Square and redevelopment options for the existing library site.

Deliverable: Excel spreadsheet of financial model and methodology for soft (predevelopment and professional) and hard costs (construction). (If Phase 2 is authorized, a more detailed financial analysis could include a pro forma with sources and uses, cash flow projections, and refined construction costs).



*Task 4:* Check in with project team to review draft work products. Produce a final report and present to the Astoria Development Commission in October.

Deliverable: Final report (Word/In Design) that summarizes results, including executive summary that can be presented to external audiences and potential partners (PowerPoint).

**TENTATIVE PROJECT SCHEDULE**

Following is a general schedule of activities for the project:

Task	Estimated Date
Request for Qualifications 1 <sup>st</sup> Publication	August 19, 2015
Qualification statements due to City	August 31, 2015
Selection of design consultant team	September 8, 2015
Issue Notice to Proceed	September 21, 2015
Task 1-3: Develop Alternatives	September - October 2015
Task 4 : Final Report & Presentation	November 2015

**QUALIFICATION STATEMENT REQUIREMENTS**

The consultant is to provide adequate information that will render it qualified and capable of effectively accomplishing the project. – Sealed qualifications (5 COPIES) must be received no later than **10:00 AM Monday, August 31, 2015** at the address on the Cover Sheet. Faxed or emailed submissions will not be accepted. Qualifications received after the appointed time will be returned unopened. Limit submittals to 10 pages or less, not including resumes.

- COVER LETTER
- SPECIALIZED EXPERIENCE AND KNOWLEDGE INCLUDING RELATED EXPERIENCE WITH COMPLEX REDEVELOPMENT PROJECTS, PUBLIC PRIVATE PARTENRSHIPS, AND FINANCING
- EXPERIENCE AND CAPABILITIES OF PROPOSED TEAM MEMBERS
- PROFESSIONAL QUALIFICATIONS
- EXPERIENCE COORDINATING OUTREACH ACTIVITIES AND GATHERING OF INPUT FROM PROJECT STAKEHOLDERS

**EVALUATION CRITERIA**

The consultant will be evaluated and ranked based on proven experience, expertise, and technical merit for the requested services. Added consideration will be given to those applicants who have successfully completed similar projects. After a consultant is chosen, they will be asked to develop a project management plan, budget and schedule for the project. If an acceptable plan, budget, schedule, and contract cannot be developed, the selection panel will meet and select another consultant from the original RFQ submittals and restart negotiations.

1	Specialized experience in the type of work to be performed. Knowledge of redevelopment concepts, financing, and public private partnerships.	20 Points
2	Capacity and capability to perform the work within the time limitations.	20 Points
3	Educational and professional record, including past record of performance	20 Points

	on contracts with governmental agencies and private parties with respect to cost control, quality of work, and ability to meet schedules.	
4	Availability to perform the assignment and familiarity with the area in which the specific work is located.	20 Points
5	Demonstrated ability to coordinate outreach activities to gather input from multiple stakeholders and meet expected outcomes.	20 Points
	TOTAL	100 Points

**DELIVERY OF QUALIFICATION STATEMENTS**

Deliver five (5) hard copies of the qualification statement to:

Kevin A. Cronin, Director  
 Community Development Department  
 City of Astoria  
 1095 Duane Street  
 Astoria, OR 97103

RE: Heritage Square Redevelopment  
 RFQ for Architectural & Development Services

Any qualification statements received after the above specified time will not be considered. Electronic submittals will not be accepted.

The City reserves the right to cancel this request in whole or in part at any time, or otherwise reject any and all submissions for reasons deemed by the City that such an action would be in the City's best interest.

Address questions, comments or concerns regarding the project directly to Kevin A. Cronin, AICP, Community Development Director at (503) 338-5183 or [kcronin@astoria.or.us](mailto:kcronin@astoria.or.us).