



PORT OF WALLA WALLA

REQUEST FOR PROPOSALS (RFP)

From Interested Developers for the Purchase and
Use of Property at

**202 N. Second Avenue
Walla Walla, Washington 99362**



Port of Walla Walla
310 A Street, Walla Walla, WA 99362
Patrick Reay, Executive Director
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An electronic version of this *Request for Proposals (RFP)* can be found on the
Port's website: www.portwallawalla.com

Introduction

The Port of Walla Walla (the “Port”) is presenting a *Request for Proposals* (RFP) to prospective developers interested in purchasing the Port-owned property located at 202 N. Second Avenue, Walla Walla (the “Port’s 2nd Avenue Property”). The Port is seeking a developer which will use the property in a way that will encourage economic development in the Walla Walla downtown area.

The Site

The Port’s 2nd Avenue Property is a 24,781 SQFT (approximately) commercial lot located in the northern entrance of the downtown area of Walla Walla, Washington. The property is development ready and is approximately ¼ mile south from U.S. Highway 12 and approximately 4 miles west from the Walla Walla Regional Airport. The property is adjacent to the Marcus Whitman Hotel & Conference Center and is located in the Downtown Walla Walla Business District and zoned Central Commercial. Over the last 20 years, the property has historically been used as paid and free parking.

Purpose of the Request for Proposals

The Port’s mission is to work to enhance the economic vitality of Walla Walla County through the creation and retention of family wage jobs. Founded in 1952, the Port of Walla Walla is a municipal corporation responsible for fostering economic development throughout Walla Walla County.

The Port measures its success in terms of its ability to:

- Create and retain family wage jobs
- Attract and encourage new investment
- Expand the region’s tax base
- Maintain multi-modal transportation linkages
- Build community infrastructure to support development
- Provide leadership in enhancing Walla Walla County’s overall economic vitality and quality of life.

The Port is seeking a developer that shares the Port’s vision of using the 2nd Avenue Property to fulfill (directly or indirectly) the Port’s mission (as described above, and as discussed more particularly in the Port of Walla Walla Comprehensive Plan, per RCW 53.20 “Comprehensive Scheme of Harbor Improvements”, as amended).

Submittal Requirements for Request for Proposals

I. Eligible Respondents

The Port is seeking a developer with the proven ability to use the Port's 2nd Avenue Property in such a way that it will benefit (indirectly or directly) the Port's mission. Eligible parties must be able to demonstrate their vision for the property, the expected impact of the proposed project(s) in the community, and that they have the resources to complete the proposed project(s).

II. Response Requirements

Response requirements stated in this RFP are mandatory. Failure to thoroughly address any requirement identified in this RFP may result in a respondent's disqualification, as determined by the Port at its sole discretion. Respondents must submit six copies of their proposal. Interested parties are required to organize their qualifications into the following sections.

A. Cover Letter & Information about the Developer

The letter should be printed on the respondent's letterhead and signed by an authorized representative of the company and/or Individual. The cover letter should also include the following:

- Name, address, telephone number, e-mail, and point of contact.
- A brief overview of the Company and/or Individual.
- Describe the Developer's and/or Individual's capacity to finance and develop projects.

B. An Executed Copy of the "Understanding & Acceptance of the Terms and Conditions of this RFP" (Page 5 of 5 of this RFP)

C. Description of the Proposed Use of the Port's 2nd Avenue Property

- Describe in detail the short and long term proposed use of the Property.
- Describe how the proposed use of the Property will benefit the Walla Walla community.
- Describe when any proposed investment in the Property will occur.
- Describe how the proposed use of the Property will positively impact other related private investment projects in the Walla Walla downtown area (*i.e.* private capital investments, projected jobs created/retained, anticipated wages and benefits of those jobs, employment diversification, etc.).
- Describe when any anticipated investment will occur in these related projects.

D. Proposed Purchase Price, Proposed Terms & Proposed Purchase Mechanism

Submit a proposed purchase price, proposed term and proposed legal mechanism for the purchase (*i.e.*, outright purchase, real estate contract to purchase the property over time, lease with option to buy, purchase option, etc.). Respondents should make their best offer.

Note: In 2018, the Port entered into a Purchase and Sale Agreement to sell the Port's 2nd Avenue Property for FIVE HUNDRED THOUSAND DOLLARS (\$500,000) to a prospective buyer. The Agreement was terminated prior to closing.

E. Exhibits and Attachments (as applicable)

Within this section, the respondent may provide any additional information or materials, not suitably included in any other section, that the respondent believes may be helpful to the Port in evaluating the respondent's submission.

III. Response Deadline

Written responses to this RFP must be received **no later than 4:00 p.m. PST on Friday, February 22, 2019**, at Port of Walla Walla Administrative Office, 310 A Street, Walla Walla, WA 99362; Attention: Patrick H. Reay, Executive Director. Response to this RFP may not be submitted to the Port via facsimile. Responses may be submitted by e-mail to Patrick H. Reay, pr@portwallawalla.com. Proof of email submission will be an email response back from Patrick H. Reay confirming receipt of your RFP.

IV. EVALUATION & SELECTION

A. Evaluation

The Port will evaluate the qualifications of eligible and responsible respondents based on the following criteria:

- (1) The consistency of the proposed use of the 2nd Avenue Property with the Port's mission;
- (2) Investment(s) anticipated to be generated (directly or indirectly) by the proposed use of the 2nd Avenue Property;
- (3) Projected number of job created and/or retained; and
- (4) The proposed purchase price, proposed terms, and proposed purchase mechanism.

All four (4) criteria's above will be considered. Upon selection of the respondent which the Port in its sole discretion determines best satisfies the evaluation criteria, the Port will negotiate the purchase price and other necessary terms.

B. Schedule for Selection

- Release of this RFP: January 31, 2019
- Responses to this RFP Due: Friday, February 22, 2019, by 4:00 pm PST
- Evaluations of the RFPs are scheduled for Thursday, February 28, 2019, at the Port Commission meeting. Note: RFP respondents should attend this Port Commission meeting to answer any question by the Port Commission. No respondent presentations will be allowed at this meeting.

C. Notification of Selection

Following the Port Commission's evaluation of the responses to this RFP, each respondent shall receive written notification from the Port apprising whether the respondent was selected.

The Port will enter into negotiations as to final terms of the pending purchase with the top-ranked submission. If the Port cannot come to terms with said respondent, the Port may proceed to negotiate with the respondent offering the next best proposal.

Understanding & Acceptance of the Terms and Conditions of this RFP

Disclaimers by Port of Walla Walla

The Port, in its sole judgment, reserves the right to: (I) amend, modify or withdraw this RFP; (II) revise any requirements of this RFP; (III) require supplemental statements or information from any respondent to this RFP; (IV) accept or reject any or all responses to this RFP; (V) revise the schedule to advertise, receive, and review responses to this RFP; (VI) renegotiate or hold discussions with any respondent(s) to this RFP and allow such respondent(s) to correct deficient responses which may not completely conform to the instructions contained herein, or immediately eliminate responses which are incomplete or unresponsive to this RFP; and (VII) cancel and reissue, in whole or in part, this RFP if the Port, in its sole discretion, deems it to be in the best interest. The Port may exercise the foregoing rights at any time without notice and without liability to any respondent to this RFP or any other party. Responses to this RFP shall be prepared at the sole cost of the respondent. Additionally, responses to this RFP shall not obligate the Port to procure any of the professional services described herein from such respondents.

Public Records

Under Washington state law (Chapter 42.56 RCW –Public Records Act), documents submitted in response to this *Request for Proposals* become public record upon submission to the Port, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the Port receives a request for copying or inspection of any such documents submitted to the Port, it will promptly notify the requesting party (by U.S. mail) within five business days that the request was received and of its decision to either provide the information or deny the request. Prior to the disclosure of any documents received in response to this *Request for Proposals*, the Port will notify the specific respondent that a request for a copy and inspection of their submitted documents have been made, and will postpone disclosure of subject documents for a reasonable period of time as permitted by law to enable the respondent to seek a court order prohibiting or conditioning the release of the documents. The Port assumes no contractual obligation to enforce any exemption.

Evaluation of Submitted Proposals

The Port of Walla Walla reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the Port to pay any costs incurred by respondents in the preparation and submission of a proposal. Furthermore, this RFP does not obligate the Port to accept or contract for any expressed or implied services.

Your authorized signature in the space below indicates your understanding and acceptance of the terms and conditions as presented in the RFP, the terms and conditions of the Public Records provisions, and the terms and conditions of the evaluation and submittal process.

(Name of Firm)

(Authorized signature)

Date: _____