

Investing in Portland's Future

PDC

PORTLAND DEVELOPMENT COMMISSION

REQUEST FOR INFORMATION (RFI) – PROFESSIONAL OFFICE SPACE

The Portland Development Commission (PDC) is interested in receiving information regarding the availability of existing or developable professional office space to serve as PDC's Headquarters. PDC's existing lease is set to expire August 31, 2011. At this time, PDC is examining opportunities in conjunction with the City of Portland which is also facing facilities/space needs for some of its bureaus.

Those interested in providing information are asked to submit a letter of interest that, at minimum, addresses the general building and lease requirements outlined below.

Responses are due at the PDC office no later than Monday, March 22, 2010 at 5:00 pm and must be addressed to:

John Matschiner, Real Estate Manager
Portland Development Commission
222 NW Fifth Avenue
Portland, Oregon 97209-3859
Phone: 503-823-3247
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ABOUT THE PORTLAND DEVELOPMENT COMMISSION
Created by a vote of Portland citizens in 1958, PDC serves as the urban renewal agency for the City of Portland, Oregon. In 2008, PDC celebrated its 50th anniversary. Throughout the past five decades, PDC has played a key role in making Portland one of America's most livable cities. Our mission is to achieve Portland's vision of a diverse, sustainable community with healthy neighborhoods, a vibrant central city, a strong regional economy and quality jobs and housing for all. Today, PDC is internationally recognized as a model for urban renewal success and sustainable practices.



In carrying forward our mission over the years, PDC has played a key role in some of Portland's most important landmarks, including Pioneer Courthouse Square, Pioneer Place, the Classical Chinese Garden, Tom McCall Waterfront Park, the Eastbank Esplanade, and Airport and Interstate MAX Light Rail. In neighborhoods throughout the City, PDC has assisted over 14,000 homeowners repair or purchase their homes over the past 30 years, and provides financing for over 2,000 units of affordable rental housing annually.

GENERAL BUILDING AND LEASE REQUIREMENTS

USE:

General administrative offices, public meeting space and records storage.

BUILDING:

A single-tenant or multi-tenant professional office building. Provide the building name, address and any building literature. For multi-tenant buildings, provide a roster of the current building tenants.

LOCATION:

The building must be located in the City of Portland, near public transportation which can provide direct or readily accessible connections to Portland City Hall (1221 SW 4th Avenue) and the Portland Housing Bureau (421 SW 6th Avenue).

The preferred location should also:

- Help to create significant new property tax revenues.
- Help serve as a catalyst for additional economic development in the vicinity and benefit neighborhood small businesses.
- Create new jobs, including construction jobs.
- Further other key objectives of the City, including but not limited to, the Economic Development Strategy, Portland Downtown Retail Strategy, Green Building Policy and Prevailing Wage Policy.
- If new construction, will close financing and break ground on or before June 30, 2010.

LEASE TERM:

Five (5) year initial term with the option to extend for two (2) additional terms of five (5) years each.

OCCUPANCY DATE:

PDC's existing lease expires August 31, 2011. Any new lease/tenancy should anticipate this expiration and identify a strategy for meeting space needs.

LEASE AGREEMENT:

Standard Form of Office Lease, Portland Metropolitan Association of Building Owners and Managers (BOMA).

SQUARE FOOTAGE:

An amount of usable square footage necessary to achieve the build out requirements as described within this summary and as measured in accordance with the American National Standard Z65.1-1996 and located on a single or adjacent floors. If the building includes a load factor, then indicate both the rentable and usable square footage.

PUBLIC MEETING FACILITY:

The building must have a designated public meeting facility with seating for a minimum of 125 people. If the meeting facility is used by other building tenants, then PDC shall have the continuous and priority right to use this meeting facility throughout the term of the lease agreement. To accommodate after-hours meetings the room must have either a dedicated HVAC system or individual temperature controls. The Building Owner shall also provide after-hours building security for public meetings.

DELIVERY OF PREMISES:

Building Owner to deliver the premises in an industry standard "Vanilla Shell" condition including finished ceilings, lighting, plumbing, heating and cooling (HVAC), interior walls (painted or unpainted), electrical outlets, rest rooms and a concrete floor.

TENANT IMPROVEMENTS AT BUILDING OWNER'S EXPENSE:

Building Owner, at its expense, to provide the following tenant improvements to the "Vanilla Shell" space including all architectural, space planning, permits, and construction management related expenses. All improvements are to be of a finish and quality consistent with professional office space and all work must be completed by contractors and sub-contractors in conformance with Oregon's prevailing wage law.

PRIVATE OFFICES Minimum (each with dedicated HVAC service)

- 1 Office at 240 square feet with connecting executive conference room
- 3 Offices at 150 square feet
- 13 Offices at 130 square feet

CONFERENCE ROOMS Minimum (each with dedicated HVAC service)

- 2 Rooms at 120 square feet
- 5 Rooms at 170 square feet
- 2 Rooms at 200 square feet
- 5 Rooms at 350 Square feet

INDIVIDUAL WORKSTATIONS AND FILE CABINETS

- 170 individual full service workstations at 7' by 9'
- 130 standard 36 in. wide by 20 in. deep four-drawer lateral file cabinets

COPY AND MAIL ROOMS

- One per occupied floor at a minimum of 200 square feet each

RECEPTION AREA (including reception counter and visitor waiting area)

- One area at 400 square feet

STAFF LUNCH/BREAK ROOM

One area at 800 square feet

To include a commercial size sink with instant hot water service and space for three (3) microwave ovens, two (2) refrigerators, dishwasher, two (2) vending machines and a seating capacity of 50 people.

COMPUTER SERVER ROOM (cooling and electrical capacity to meet current industry standards)

One area at 400 square feet

STORAGE (If not on tenant floor, space to be secure)

General Storage - One area at 2,000 square feet (for single-tenant building only)
Records Center - One area at 5,000 square feet and in a climate controlled environment

QUIET/SICK/MOTHERS ROOM

One area at 60 square feet

SHOWER AND LOCKER ROOM (if building does not have a common fitness facility)

Showers sufficient to accommodate anticipated demand
A minimum of 60 individual, secure lockers

OFFICE SUPPLY ROOM

One area at 200 square feet

PLOTTER/PRODUCTION ROOM

One area at 200 square feet

BICYCLE STORAGE

Secure space for up to 60 bicycles

COMMUNICATIONS:

Connected to the City of Portland's IRNE communications ring

RENT:

- For Full Service Lease, at competitive rates for the initial lease term and any option to extend terms with mutually agreed annual adjustments.
- For Triple-Net Lease, at competitive rates for the initial lease term and any option to extend terms with mutually agreed annual adjustments.

ADDITIONAL RENT:

For a Triple-Net Lease, Building Owner to provide advance estimate of the annual per square foot additional rent charge. Building Owner and PDC to mutually agree this additional rent charge will not exceed a specific dollar amount.

RENTAL ABATEMENT:

Building Owner to provide PDC with a competitive rental abatement amount, including any additional rent, based on current market conditions.

REFURBISHMENT ALLOWANCE:

If PDC extends the initial five (5) year lease term, then Building Owner to provide PDC with a refurbishment allowance based on current market conditions.

MOVING ALLOWANCE:

Building Owner to provide PDC with a competitive moving allowance amount based on the actual cost of moving from its present location.

PROPERTY TAX EXEMPTION:

PDC is exempt from real property tax assessments. Building Owner to return to PDC the savings realized from this exemption in the form of an annual rent credit or reduction of Triple Net Expenses, if applicable.

PARKING RIGHTS:

PDC requires a minimum of ten (10) reserved parking spaces at no additional charge. Additional parking spaces shall be made available throughout the lease term at the competitive rental rate and at a parking ratio of one (1) space per 1,000 square feet of leased space.

JANITORIAL SERVICE:

Building Owner to provide comprehensive industry standard janitorial service and require its contractor to pay its employees in conformance with the City of Portland's Fair Wage Policy and Fair Contracting Policy.

TENANT SIGNAGE:

For multi-tenant building, PDC shall be provided with building standard tenant signage including the building directory located in the main building lobby, the leased individual suites and building floors.

NON-DISTURBANCE:

Building Owner to disclose all ownership interests of the building and agrees to enter into a Non-Disturbance Agreement.

ADA COMPLIANCE:

The building must meet or exceed all current governmental regulations and requirements of the American with Disabilities Act (ADA).

BUILDING SUSTAINABILITY AND RECYCLING:

The preferred building is LEED Certified, or at a minimum, one that has an Energy Star Portfolio Manager score of at least 80. Recycling requirements include facilitation of composting and quarterly reports on recycled items by weight or volume.

BUILDING SECURITY AND ACCESS:

For multi-tenant building, Building Owner to provide building security services, including after hours building access, consisting of a security station located in the building lobby and after-hours roaming security patrols. Security Contractor to pay its employees in conformance with the City of Portland's Fair Wage Policy.

SPECIAL LEASE PROVISIONS:

- PDC shall have the right to an early lease termination
- PDC shall have the right to reduce total amount of square footage leased

This RFI in no manner obligates PDC to lease space or pursue a contractual relationship with an entity that responds to this RFI or limits or restricts PDC's right to lease space or pursue a contractual relationship with an entity that does not respond to this RFI, on such terms as PDC considers necessary or desirable. PDC may pursue negotiations with one or more entities responding to this RFI, or none at all, in its sole discretion and on such terms and conditions as PDC considers necessary or desirable. PDC further reserves the right, in its sole discretion, to cancel this RFI at any time.

Information provided to PDC in response to this RFI is a public record subject to public inspection in accordance with the Oregon Public Records Law, ORS 192.410 to 192.505. If an entity responding to this RFI believes that a specific portion of the information in the response, such as a lease rate, is a "trade secret" under the Oregon Public Records Law and, therefore, exempt from disclosure, the entity should so identify that information. Identification of information as a "trade secret" does not necessarily mean that the information will be exempt from disclosure. PDC will make that determination based on the nature of the information and the requirements of the Oregon Public Records Law.