

**Columbia Gorge Community College**

**Request for Qualifications and Proposals 2017-03**

**Economic Feasibility Study of On-Campus Housing – The Dalles Campus, 400 East Scenic Drive, The Dalles, Oregon 97058**

**Date issued: Nov. 30, 2017**

**Reply by 5 p.m. Dec. 15, 2017**

**Direct replies to: Tiffany Prince tprince@cgcc.edu**

**Project summary:** The College is seeking a qualified consultant to conduct a market and development analysis to determine the feasibility of constructing and operating multi-unit housing on The Dalles Campus of Columbia Gorge Community College to serve students, staff, faculty and summer seasonal farmworkers. Project construction would begin in 2020 with completion in 2021. Housing would be an integral part of campus development that would also include a workforce training skills center. Funding source for the two facilities is linked and these two facilities constitute a single project.

**Background:**

**Skill center:** Columbia Gorge employers need skilled workers in such wide-ranging fields as welding, diesel mechanics, fire science, construction trades and advanced manufacturing. Columbia Gorge Community College is developing a workforce training “pipeline” program emphasizing short-duration career-tech training with focus on high school to post-secondary transition and the incumbent workforce. Instructional programming will be informed by data and guided by industry, and may be physically supported by a Skill Center on The Dalles Campus, contingent upon demonstrated need for such a facility. The Oregon State Legislature has authorized \$7.32 million in state bonding capacity via Article XI-G of the Oregon Constitution for construction of this skill center as a prototype facility in conjunction with North Wasco County School District 21. The skill center must focus on grades 11-14 and the transition between high school and post-secondary education.

**On-campus housing:** Article XI-G bond financing for the skill center requires a dollar-for-dollar cash match of \$7.32 million for a total project value (skill center and housing) of \$14.64 million. No lesser amount will be allowed. Legislative fiscal staff and the Oregon Department of Justice have granted permission to CGCC to use investment in student housing as allowable match for the skill center. Other non-state sources may also be used, either for housing or direct investment in the skill center. Match must be secured and demonstrated by January 2019 for a state bond sale in spring 2019. Anecdotal evidence suggests that lack of affordable student housing is a barrier to student enrollment, but this need has not been quantified.

**Shovel-ready sites:** In 2004 voters in Hood River and Wasco counties approved a bond measure allowing renovation and development of CGCC The Dalles Campus, acquisition and development of the Hood River – Indian Creek Campus, and construction of new facilities on both campuses. As part of this work, the college prepared three future building sites, including underground infrastructure, on The Dalles Campus. These sites are available for development, either separately or conjoined. The college is prepared to make two of these sites available for campus housing.

**Housing needs analysis:** Given state authorization to apply investment in on-campus housing as match for the skill center, it is incumbent upon the college to quantify the need for housing in order to ascertain investment risk level. The amount of investment will in turn establish any fiscal gap the college must address to meet the Article XI-G match requirement. (For instance, if there were a demonstrable need for \$7.2 million in housing construction, the college would be obligated to raise an additional \$120,000 to secure the match.) This analysis should: Address average annual occupancy levels necessary to meet capital debt and operational costs including on-site management; assess local and Mid-Columbia regional

demand for on-campus housing; project future demand; assess the need for single occupancy and family housing units within a single facility and unit configuration as informed by market demand; identify monthly rental rates appropriate to the targeted populations; identify and quantify specific housing market segments affecting year-round occupancy, including but not limited to summer occupancy by seasonal farmworkers; determine the advance time needed to publicize the project to ensure occupancy upon completion; and take into account other known developments in the Mid-Columbia region, under way or planned, that could affect the project.

**Request for qualifications and proposals:**

Columbia Gorge Community College hereby requests qualifications and proposals for a housing market and development feasibility analysis. Proposers should describe qualifications, experience, familiarity with the unique geographic and demographic characteristics of the Columbia Gorge region affecting feasibility of this development, strategies, and processes to perform the following Scope of Work and enable review under the criteria set forth below. Applicants should provide three professional references of projects completed within the past five years, with contact information. Finally, proposers should include a fee/method of compensation for the work.

**Market and Feasibility Analysis Scope of Work:**

1. Determine level of need for on-campus housing by students, staff, faculty and summer seasonal farmworkers with sufficient granularity to determine a specific number of housing units to be constructed on The Dalles Campus.
2. Determine average annual occupancy rate necessary to ensure cost recovery of the housing capital investment, operational costs, equipment depreciation and on-site management.
3. Determine current off-campus, multi-unit average occupancy rates in the region.
4. Determine average monthly rental rates to recover investment and operational costs and whether these would be competitive with the local market (The Dalles and Hood River rentals).
5. Unit configuration: Determine whether the development should be composed solely of single-units, quads, single and family units, or some mix thereof.
6. Determine need for amenities such as wi-fi, kitchens and central study areas.
7. Determine need for an associated daycare facility.
8. Assess the potential effect on this project of other known developments, either planned or under construction, including but not limited to tribal housing by the Yakama Nation at Dallesport.
9. Project annual gross and net income to be generated by this development at various capacity levels (e.g., 40 units, 80 units, etc.)
10. Project annual operational costs to include overhead and on-site management.
11. Analyze potential project phasing to take into account enrollment growth at the institution to targeted student FTE of 1,200, 1,500 and 2,000.
12. Determine annual debt service obligations associated with various development levels.
13. Assess security and liability risks associated with this development, and identify strategies for addressing these risks.
14. Identify a range of uncertainty associated with each of these variables.
15. Identify the tools the consultant expects to use in gathering data (surveys, focus groups, data modeling, existing demographic data, etc., and recent complementary studies by such entities as City of The Dalles and Mid-Columbia Housing Authority.)
16. Project anticipated vehicular parking to support the development.
17. The analysis should include an assessment of prior on-campus housing on The Dalles Campus, reasons for the subsequent elimination of that housing, and rationale for why or whether such factors can be overcome in the development of new housing.

**Housing analysis completion date:** February 28, 2018

**Proposal Process:** Proposers should submit their responses to this RFQ/RFP in writing by the deadline noted above. Proposers may submit their proposals by mail, directly, or by email to the addresses noted above. Proposals that are not received by the College by the deadline will not be considered. Questions or clarifications regarding this Request for proposals should be direct to Tiffany Prince at the address shown above. The deadline for questions or requests for clarification is 5:00 p.m. on Dec. 12, 2017. The College will respond to questions or make clarifications by written addendum that will be emailed to all prospective proposers that have requested a copy of the RFP. An issue or clarification that could have been raised during this process cannot be a ground for protest of award.

**Proposal Review:** The College will appoint an evaluation committee. The committee will review the proposals based upon the following factors:

1. Capability and capacity to perform the requested scope of work.
2. Experienced staff capable and available to perform the services within the requested time frame.
3. History of performance of similar projects.
4. Approach and philosophy use in providing services.
5. Fees/costs.
6. Geographic proximity to, or demonstrated knowledge of, the project area.
7. Previous work for the College.

**Award.** The College will award the contract to the Contractor that the College determines is most advantageous to the College based upon the evaluation factors above. The College will send written notice of award by mail or email to all proposers who submit a proposal. Any adversely aggrieved proposer may file a protest in writing to the address above by 5:00 p.m. on Dec. 26, 2017.

**Contract.** The winning proposer will be expected to sign a contract in substantially the same form as the College's standard personal services contract. The College is open to negotiation except for terms that are required by law.