



REQUEST FOR PROPOSALS #17-04
HOTEL ASSET MANAGEMENT SERVICES FOR
THE INN AT THE CONVENTION CENTER
 Proposals Due: July 31, 2017 by 2:00 PM (Pacific)

1.0 Summary.

Through this Request for Proposals (this “RFP”), Portland Development Commission d/b/a Prosper Portland,) the urban renewal and economic development agency for the city of Portland, Oregon, requests competitive proposals from qualified and experienced hotel consulting firms (“Proposers” or “you(r)”) to act as our owners representative and perform hotel asset management services on our behalf. The property is located at 420 NE Holladay, Portland, Oregon. Prosper Portland intends to award one (1) exclusive contract to the successful Proposer in connection with this RFP.

Prosper Portland encourages the participation of certified minority-owned, women-owned and emerging small businesses in this contract opportunity.

2.0 Contact and Proposal Delivery Information.

Direct all questions and deliver one (1) original, six (6) color photocopies, and one (1) electronic copy on USB flash drive or CD-ROM to the “Solicitation Coordinator” named here by the date and time indicated in section 3.0.

Solicitation Coordinator*	Proposal Delivery Location
Kelly Hartle , Procurement Services Coordinator (503) 823-3298 (direct) HartleK@prosperportland.us (email)	Prosper Portland Attn: Kelly Hartle 222 NW Fifth Avenue Portland, Oregon 97209

* **The Solicitation Coordinator named here is Prosper Portland’s SOLE POINT OF CONTACT for this RFP.**

3.0 Schedule.

Prosper Portland reserves the right to change the following schedule for any reason.

Procurement Activity	Date
Request for Proposals Issued	Tuesday, July 11, 2017
Deadline for Questions and Requests for Changes	Tuesday, July 18, 2017 BY 2:00 PM (PACIFIC)
**PROPOSAL DUE DATE AND TIME (NO LATER THAN)	MONDAY, JULY 31, 2017 BY 2:00 PM (PACIFIC)
Notice of Intent to Award, Issued (<i>tentative</i>)	Thursday, August 17, 2017
Deadline for Protest of Intent to Award	Seven (7) calendar days after Notice of Intent to Award
Anticipated Contract Effective Date (<i>tentative</i>)	September 1, 2017

**** To be considered for award of the contract, proposals must be received by the Solicitation Coordinator no later than the date and time listed here. Email proposals will not be accepted.**

4.0 Background.

4.1 About Prosper Portland.

Created by Portland voters in 1958, Prosper Portland (formerly the Portland Development Commission) plays a major role in making Portland, Oregon one of America's most livable cities. As Portland's urban renewal and economic development agency, Prosper Portland is pursuing an aggressive strategy to create the most sustainable economy in the world, by connecting people and resources to achieve the city's vision of healthy neighborhoods, a vibrant central city, a strong regional economy, and quality jobs and housing for all. Prosper Portland integrates business, economic and physical development to spark job creation and attract investments that provide a full range of employment opportunities and economic benefits to all residents in the region. Prosper Portland has played a key role in the creation of many of Portland's most important landmarks, and is internationally recognized as a model for urban renewal success and sustainable practices. For more information, visit the Prosper Portland website at <http://www.prosperportland.us>.

4.2 About the Property.

Prosper Portland owns the Inn at the Convention Center (ICC Hotel) located at 420 NE Holladay in Portland, Oregon. The ICC Hotel was purchased in 2003 with the



intent of demolishing the building and using the site along with the adjacent land for the development of a new convention center hotel. Ultimately a different site was selected for the convention center hotel and Prosper Portland has now decided to reposition the ICC Hotel and to hold it as a long-term revenue generating asset in support of its long-term business plan goals. Prosper Portland seeks to retain the services of an experienced hotel consulting firm to act as our owners representative and perform hotel asset management services on our behalf.

4.3 Additional Property Detail.

GENERAL PROPERTY DETAIL	
<i>Location</i>	420 NE Holiday Street, Portland, OR
<i>Zoning</i>	CXd; Central Commercial with Design Overlay
<i>Use</i>	Limited Service Hotel, Economy Market sector
<i>Lot Size</i>	0.41 acres – 18,000 square feet
<i>Transportation</i>	TriMet GreenLine light rail station across the street Secondary street frontage on NE MLK and NE Grand (OR Hwy 99E) directly across from the Convention Center
CURRENT HOTEL OPERATIONS	
<i>Name of Operator</i>	Trek Ventures, LLC – Mark Brennan Principal
<i>Operator Since</i>	July 22, 2013
<i>Existing Lease Expires</i>	August 20, 2017 and will be extended for 6 months to February 20, 2018.

<i>Financial Performance</i>	See Attachment C – Revenue/Expense History and Attachment D – Market Segmentation History for details on financial performance since July 2013.	
<i>Market Performance</i>	See Attachment E – Monthly STAR Report for May 2017	
BUILDING DESCRIPTION		
<i>Year Built</i>	1969	
<i>Construction Type</i>	Steel and reinforced concrete	
<i>Stories</i>	5 stories over basement parking	
<i>Gross Building Area</i>	72,075 square feet	
<i>Floor Details</i>	Basement Parking:	18,000 – parking and mechanical room
	1 st Floor:	10,748 (6,407 covered parking, 989 lobby/office, 1,837 shuttered restaurant, 1,373 shuttered spa/sauna and small mechanical room)
	2 nd – 5 th floors	10,275 each net of vertical penetration
<i>Room Sizes</i>	Standard King Premium	13 x 26 (90) 15 x 15.5 x 26 (7)
<i>Meeting Rooms</i>	1	
<i>Guest Rooms</i>	Total	97
<i>Guest Room Types</i>	Standard King King View Double Queen Double Queen View Double Queen ADA Storage/Maintenance	13 9 32 40 2 1
<i>Parking</i>	Spaces	63
<i>Parking Breakout</i>	Basement 1 st floor covered 1 st floor open	43 11 9

4.4 Revenue and Expense History.

Revenue and expense history information is incorporated herein as Attachment C.

5.0 Statement of Work.

This section describes, at a minimum, Prosper Portland's expectations of the successful Proposer (the "Contractor") under the contract awarded from this RFP (the "Contract"). With the change in strategy from a demolition to a long-term hold strategy as described in 4.2 above, Prosper Portland is in need of asset management services to help maximize the ICC Hotel's potential. Prosper Portland seeks to retain the services of an experienced hotel consulting firm to act as our owners representative and perform hotel asset management services on our behalf and to act as its advisor concerning management and financial performance matters relating to the operation of the hotel.. The specific asset management services needed included:

5.1 Support Management and Team Performance.

- 5.1.1** Meet with hotel operator executives to establish a working relationship with individuals responsible for the management and operations of the hotel.
- 5.1.2** Coordinate with hotel operator on the development of the annual budget and capital improvement plan and meet with management on a regular basis to evaluate and monitor sale and marketing and operational initiatives;
- 5.1.3** Monitor weekly and monthly market penetration reports and review any significant variance with hotel operator;
- 5.1.4** Evaluate pricing strategies and yield management practices to ensure that the hotel is maximizing revenue per available room (RevPAR).
- 5.1.5** Monitor hotel's operating expenses to ensure that effective cost-containment practices are in place, that operating expenses are in-line with those of comparable properties and industry standards, and that property management is maximizing cash flow.
- 5.1.6** Review guest satisfaction scoring, social media review and management responses;
- 5.1.7** Monitor weekly and monthly revenue and P&L reports, and budget-to-actual reporting including an analysis of department performance metrics;
- 5.1.8** Monitor operator's progress on capital improvement plans and budgets;
- 5.1.9** Provide support in developing preventative maintenance plans;
- 5.1.10** Evaluate staffing plans and review labor reporting and monitoring systems to ensure required salaries and benefits per management agreement are being applied;
- 5.1.11** Evaluate personnel training procedures and practices to ensure that all employees contribute to overall guest satisfaction;; and

- 5.1.12 Review human resource policies and procedures and monitor any legal or labor issues relating to the management of the hotel.

5.2 Support Sales, Marketing and Public Relations.

- 5.2.1 Assist hotel operator in the development of annual sales and marketing plans including sales goals and staffing plans;
- 5.2.2 Monitor market conditions and assess how supply and demand characteristics impact the asset's revenue and profitability;
- 5.2.3 Evaluate ROI on advertising and promotional programs;
- 5.2.4 Evaluate/monitor management teams strategies to maximize RevPAR;
- 5.2.5 Evaluate weekly sales report;
- 5.2.6 Evaluate digital-marketing efforts including internet presence, rankings, search engine optimization, links to demand generators, social media reviews and other pm-line marketing programs; and
- 5.2.7 Interface weekly with hotel operator to review hotel performance.

5.3 Owner Representative and Owner Engagement.

- 5.3.1 Visit the hotel periodically to ensure that the management team is effectively managing, marketing and maintaining the asset;
- 5.3.2 Provide feedback and recommendations to Owner as it embarks upon an expanded repositioning/redevelopment evaluation for the ICC Hotel, 910 NE Martin Luther King Blvd and Pavillion Plaza. (Note: a separate request for proposal seeking development evaluation services is expected to be issued in summer/fall 2017);
- 5.3.3 Provide recommendations to Owner about short-term lease options to provide continuity of operations during the repositioning/redevelopment evaluation process;
- 5.3.4 Under Owner's direction, negotiate the terms of a short-term lease upon expiration of existing operator lease;
- 5.3.5 Coordinate with owner on approval of annual budget, sale and marketing plan, and capital improvement plan; and
- 5.3.6 Provide monthly reports on hotel performance, including progress in meeting budget and sales goals; identifying any areas of merit that should be recognized or concerns that should be addressed; and other salience issues relating to the management and financial performance of the asset.

6.0 Contract and Insurance Requirements.

6.1 Form of Agreement.

The Proposer selected for contract award from this RFP (the "Contractor") will be invited to enter into a Personal Services Contract with Prosper Portland (the "Contract"). The terms and conditions that will govern the Contract can be found in Attachment A of this RFP, "Terms of the Contract." Prosper Portland reserves the right to modify any Contract term or condition prior to execution of the Contract. The Contract will become effective upon execution by both parties; commencement of work will be ordered upon Prosper Portland's issuance of a Notice to Proceed to the Contractor.

6.2 Contract Term.

The term of the Contract will be for a period of three (3) years which may be extended for two (2) additional one-year periods or one (1) additional two-year period upon the mutual written agreement between the parties to the Contract. The maximum duration of the contract, including all extensions thereto, shall not exceed five (5) years.

6.3 Contract Compliance.

The Contractor must comply with the following before Prosper Portland will execute any Contract with that firm:

1. Be a legal entity that has the authority to [transact business in the state of Oregon](#)¹
2. [Obtain a city of Portland Business License](#)²
3. [Certify as an Equal Employment Opportunity \(EEO\) employer](#)³
4. Provide insurance documents consistent with the requirements below

Note that requirements described in this section are NOT a condition to respond to this RFP and apply only to the selected Proposer.

6.4 Insurance Requirements.

Prior to execution of the contract, Contractor must furnish Prosper Portland with proof of the following types of insurance:

6.4.1 Workers' Compensation Insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. This coverage is required of contractors with one or more employees, unless exempt under ORS 656.027.

6.4.2 Commercial General Liability (CGL) insurance with a combined single limit of not less than **\$1,000,000**, on an occurrence basis, for bodily injury and property damage as well as Contractor's employee dishonesty and theft. CGL insurance

¹ <http://www.filinginoregon.com/business/index.htm>

² <http://www.portlandonline.com/omf/index.cfm?&c=29554>

³ <http://www.portlandonline.com/omf/index.cfm?&c=45665>

shall provide contractual liability coverage for indemnification required under the Contract. Additionally, **“The Portland Development Commission d/b/a Prosper Portland, the City of Portland and each of their respective officers, agents and employees”** shall be named as Additional Insured with respect to the Contractor’s services to be provided under the contract.

- 6.4.3 Automobile Liability** insurance with a combined single limit of not less than **\$1,000,000**, per occurrence, for bodily injury and property damage, including coverage for owned, hired, or non-owned vehicles, as applicable.
- 6.4.4 Professional Liability** (aka “Errors and Omissions”) insurance with a combined single limit of not less than **\$1,000,000** for liability claims arising from or due to the negligence in the performance of professional services under the Contract.
- 6.4.5 Tail Coverage.** For Professional Liability written on a “claims made” basis and for any other required liability insurance provided on a “claims made” basis, “tail” coverage will be required at the completion of the Contract for a duration of twenty four (24) consecutive months. In lieu of "tail" coverage, continuous “claims made” liability coverage for a term of twenty four (24) consecutive months immediately following contract completion will be acceptable to Prosper Portland, provided the retroactive date of the coverage is on or before the effective date of this contract.

As evidence of adequate insurance coverage and prior to contract execution, the Contractor must provide certificates of insurance to Prosper Portland listing Prosper Portland at 222 NW 5th Avenue; Portland, OR 97209 as a certificate holder. The certificate should be sent to the attention of the Solicitation Coordinator identified on the face page of this RFP. Insuring companies or entities are subject to Prosper Portland’s acceptance and must be licensed to provide insurance in the state of Oregon. Contractor’s insurance shall be primary insurance, and any commercial insurance or self-insurance maintained by the City of Portland and/or Prosper Portland shall not contribute to it.

7.0 Submittal Requirements and Evaluation Criteria.

Proposals submitted in response to this RFP will be evaluated in accordance with the following submittal requirements and evaluation criteria indicated herein. **INCLUDE A “TABLE OF CONTENTS” AND ORGANIZE YOUR PROPOSAL IN THE ORDER OF THE SECTIONS BELOW.**

Page Limit. Excluding the title page, cover letter, table of contents, personnel profiles and pricing information, **proposals submitted in response to this RFP must not exceed twelve (12) pages.** If a proposal exceeds this page limit, Prosper Portland may decline to review information beyond the page limit. For purposes of this section, one "page" is one sheet of paper, not the side of a page (i.e. a twelve page limit is twelve sheets of paper or twenty-four sides of a page).

7.1 Cover Letter.

In a one or two page cover letter, provide a summary of your proposal. This cover letter should include a brief history of your firm, the services your firm proposes to provide Prosper Portland and a summary of the cost for those services. Additionally, include the mailing address, phone number and email address of your firm's primary point of contact for this RFP. Finally, if your proposal is printed on recycled paper, state the post-consumer waste recycled paper content of the proposal (see "Sustainability of Proposal" section below). If no recycled paper content is listed in the cover letter, Prosper Portland will assume it is zero percent.

7.2 Qualifications and Experience of Firm and Personnel.

Provide a description of the experience of your firm and proposed key personnel in serving as an owner's representative and providing hotel asset management services as described herein. For this section, provide narrative responses for the following:

- 7.2.1** Number of years your firm has been in operation as well as the number of years your firm has been providing the services requested in this RFP.
- 7.2.2** Brief description of similar hotel asset management services provided in the past five (5) years that best characterize your capabilities.
- 7.2.3** Provide a short but complete profile of each key individual proposed to perform specified tasks under an awarded contract—including their work history, experience with engagements similar to the one described in this RFP, and pertinent professional qualifications and certifications (maximum of one page per person). Additionally, you must specifically identify the individual that would have lead day-to-day responsibilities for the management of this account.
- 7.2.4** Indicate your firm's management and organizational capabilities, particularly with regards to staff and resource capacity to respond to critical deadlines on short notice.
- 7.2.5** List three (3) current or immediate past professional references for engagements of similar size and scope for Prosper Portland to contact regarding your firm's capability to perform the services described in this RFP. Please include your reference's company name, a contact person with phone number and email address and a description of the services provided for this reference.
- 7.2.6** Provide a clear and concise description of the approach and methods your firm proposes to complete all requirements listed in Section 5 of this RFP. For all phases of work, include the following:
 - Proposed tasks and activities
 - Approach and methods that will be used to accomplish those tasks and activities

- Specific personnel assigned to perform the tasks and activities (including the personnel of subcontractors or subconsultants, if applicable)
- Time frame estimated to complete each task
- Description of the proposed Work Product(s) that will result from each task or activity
- Additionally, list any additional Prosper Portland resources (staff time, materials, network access, etc.) that are necessary to complete any aspect of the project

Prosper Portland encourages creativity and innovation for all aspects of the proposed project approach and methodology.

7.3 Fee Structure.

Propose a management fee and structure for the services contemplated herein. The fee structure must be all inclusive, including expenses for travel, etc.

7.4 Promotion of Certified Firms.

Prosper Portland is committed to increasing contracting and subcontracting opportunities for State of Oregon certified disadvantaged, minority-owned, women-owned, and emerging small business enterprises (collectively, “Certified Firms”) in order to promote their growth, capacity-building, and economic success of these businesses. As part of your response to this RFP, address the following:

- **Certification Status.** Is your firm currently a Certified Firm or has your firm recently applied for certification with the State of Oregon’s Certification Office of Business Inclusion and Diversity (“COBID”)? If so, provide a copy of the COBID’s approval letter certifying your firm as a Certified Firm or a copy of the letter confirming receipt of your application.
- **Subcontracting Plan.** Do you intent to subcontract any element of the work described in this RFP? If so, provide the following information (a) the name(s) of the Certified Firms(s) and (b) the aspects of the work that will be subcontracted to Certified Firm(s)
- **Past Experience.** Have you subcontracted or partnered with any Certified Firm(s) on any project(s) within the past thirty-six (36) months? If so, indicate both the project(s) and the role of the Certified Firm(s) on the project(s)?
- **Innovation.** Describe any innovative or successful measures your firm has undertaken to work with or attempt to work with Certified Firms on previous projects.

Proposers must respond to this submittal requirement in some way to be considered responsive to this RFP, even if they have not previously subcontracted work to Certified

Firms and/or do not intend to create any subcontractor relationships with any Certified Firm for the work described in this RFP.

7.5 Sustainability of Proposal.

Prosper Portland values and is committed to practices that satisfy present needs without compromising the ability of future generations to meet their needs. Proposals will at a minimum utilize double-sided printing and 40% or greater post-consumer waste recycled paper. Proposals will exclude the use of ring binders, section dividers, plastic or metallic spines and other extraneous presentation materials. VENDORS WILL STATE THE POST-CONSUMER WASTE RECYCLED PAPER PERCENTAGE IN THE COVER LETTER OF THE PROPOSAL. Other than indicating the recycled paper content in the cover letter, Proposers are not required to respond to this submittal criterion in writing.

7.6 Proposer Certification.

Detach, complete and return **Attachment B – Proposal Certification** to this RFP with your proposal.

7.7 Evaluation Criteria.

SUMMARY OF SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA FOR THIS RFP	
EVALUATION CRITERIA	MAX. POINTS PER CRITERION
➤ Qualifications and Experience of Firm and Personnel	25 Points
➤ Approach and Methodology	20 Points
➤ Fee Structure	30 Points
➤ Promotion of MWESBs in Subcontracting Opportunities	20 Points
➤ Sustainability of Proposal	5 Points
Total Available Points	100 Points
OTHER SUBMITTAL REQUIREMENTS	
➤ Cover Letter	Not Scored
➤ Proposer Certification	Not Scored

8.0 General Conditions of this RFP.

All proposals submitted in response to this RFP are subject to the terms and requirements of this RFP. All matters not specifically addressed in this RFP, or a subsequent contract entered into, will be governed by Prosper Portland’s Local Contract Review Board (LCRB) Administrative Rules as well as applicable Oregon Revised Statutes (ORS) and other rules pertaining to procurement and contracting at Prosper Portland.

8.2 Reservation of Rights.

Prosper Portland, in its sole discretion, reserves the right to change or cancel this RFP; to reject any or all proposals received in response to this RFP; to decide whether a proposal does or does not substantially comply with the submittal requirements and procedures described in this RFP; to waive minor informalities of any proposal; to obtain clarification or additional information necessary to properly evaluate a proposal; to obtain references regarding any Proposer’s past performance from any source; and to negotiate a contract with the successful Proposer. Neither issuance of this RFP nor evaluation of any proposal(s) obligates Prosper Portland to award a contract from this RFP.

8.3 Proposal Preparation and Additional Submission Instructions.

Proposals will be submitted in the manner described on the face page of this RFP. Additional instructions follow. Prosper Portland requests that the original proposal be signed in ink.

8.3.1 Packaging and Labeling. Proposals will be submitted in a sealed package or envelope. To ensure proper identification and handling, the package or envelope must be **clearly marked** with the following:

- RFP Solicitation Number
- Proposer’s name and address
- Date and time proposals are due
- Name and address of Prosper Portland’s Solicitation Coordinator for this RFP:

<p>Prosper Portland Attn: Kelly Hartle, Procurement Services Coordinator 222 NW 5th Avenue Portland, OR 97209</p>

Prosper Portland shall not be liable for any lost, late or improperly marked proposals.

8.3.2 Form of Proposal. Proposals must be typewritten on 8.5” x 11” white paper in no less than 10-point typeface. **NO ORAL, EMAIL OR FACSIMILE PROPOSALS WILL BE ACCEPTED.** Proposals should address the submittal requirements of this RFP in a clear, concise and direct manner.

8.3.3 Preparation Costs. Proposers responding to this RFP do so at their own expense and Prosper Portland will not reimburse any expenses incurred by Proposers in the preparation or submission of a proposal to this RFP, including costs associated with any meeting, demonstration, interview or subsequent negotiations that may be requested or required.

8.4 Requests for Clarification or Change.

All requests for clarification or change to any matter contained in this RFP (e.g., the Statement of Work, procurement process, contract terms, insurance requirements, etc.) must be submitted in writing to the Solicitation Coordinator identified on the face page of this RFP. All such requests for clarification or change must be received by the Solicitation Coordinator no later than 2:00 PM (Pacific Time) on the “Deadline for Questions and Requests for Changes,” listed in section 3 of this RFP. Requests for clarification of or changes to this RFP must be sent by email to the Solicitation Coordinator identified on the face page of this RFP.

8.5 Changes to this RFP.

All clarifications and changes to any matter contained in this RFP will be issued in the form of a written Addendum to this RFP. Unless otherwise stated, Proposers are not required to return addenda with their proposal; however, Proposers are responsible for making themselves aware of, obtaining and incorporating any changes made in any Addendum into their final proposal. Failure to do so may cause the Proposer’s proposal to be rejected.

Up to the date and time proposals are due, it is the responsibility of all parties interested in this RFP to refer frequently to Prosper Portland's "[RFPs/RFQs and Bid Opportunities](#)” website to check for any addenda that have been issued for this RFP. Prosper Portland may make a courtesy effort to notify interested parties that an Addendum has been issued for this RFP; however, interested parties are ultimately responsible for being aware of any addenda issued by Prosper Portland and modifying their proposal accordingly.

8.6 Sole Point of Contact.

Direct all questions, comments and/or requests for changes regarding this RFP to the Solicitation Coordinator identified on the face page of this RFP.

8.7 Restrictions on Communications.

Proposers must not communicate with members of the Evaluation Committee, the Prosper Portland Board of Commissioners or any Prosper Portland employee not specifically named in this RFP, except upon invitation by Prosper Portland in a formal interview. Doing so may be cause for proposal rejection. Prosper Portland will not hold “one-on-one” meetings with any potential proposer during the RFP process outside of a formal interview.

8.8 Section Headings.

The section headings and titles used in this RFP are for convenience only and in no way modify the scope or intent of any provision contained in this RFP.

8.9 Public Records and Disclosure.

All proposals submitted in response to this RFP will become the property of Prosper Portland and will be subject to disclosure pursuant to Oregon Public Records Law (ORS 192), except those portions of a proposal that a Proposer requests exemption from disclosure consistent with ORS 192. Any portion of a proposal that a Proposer claims to constitute a "trade secret" must meet the requirements of ORS 192.501(2). All such sections in a proposal must be CLEARLY AND CONSPICUOUSLY marked with the following:

"This information constitutes a trade secret under ORS 192.501(2), and shall not be disclosed except in accordance with Oregon Public Records Law, ORS 192."

If a Proposer marks every page or includes a blanket statement that the entire proposal is "Confidential" or "Proprietary," the statutory requirement is not met and any proposal marked that way will not be deemed to have been submitted in confidence. Upon request, the entirety of such a proposal will be disclosed. Prosper Portland will take reasonable measures to hold in confidence all proposal contents marked in the way described above, but shall not be liable for the release of any information when required by law or court order, whether pursuant to ORS 192 or otherwise. After award, the Contract executed by Prosper Portland and the successful Proposer will be a public document subject to disclosure and no part of the Contract can be designated as "Confidential." Unless this RFP is cancelled, proposals and evaluation results will not be made a part of the public record until Prosper Portland has issued its Notice of Intent to Award.

8.10 Information Submitted.

Proposers are cautioned that it is the your sole responsibility to submit information related to the submittal requirements contained in this RFP and Prosper Portland is under no obligation to request such information if it is not included within your proposal. However, Prosper Portland may a) request a Proposer to submit additional information during or after the proposal evaluation period; or b) overlook, correct, or require a Proposer to correct any obvious clerical or mathematical error(s) in their proposal.

8.11 Proposer Offer, Withdrawal and Modification.

By submitting a proposal in response to this RFP, Proposer agrees their proposal is a binding offer to perform the work described in this RFP for a period of ninety (90) calendar days from the date proposals are due. This period may be extended upon the mutual agreement between Prosper Portland and a Proposer. Proposals may be withdrawn or modified prior to the proposal due date and time by submitting a written request to the Solicitation Coordinator for this RFP. Proposals may not be withdrawn or modified after the proposal due date and time unless Prosper Portland agrees in writing.

8.12 Determination of Responsibility.

In determining whether a Proposer meets the applicable standards of responsibility to perform the work described in this RFP, Prosper Portland may investigate the references, financial stability, credit history and past performance of any Proposer, including service(s) provided to Prosper Portland, with respect to the Proposers' successful performance on other projects; compliance with contractual specifications and obligations; completion or delivery of a project on schedule and within budget; its lawful payment of suppliers, subcontractors and employees; and other factors described in ORS 279B.110. Prosper Portland reserves the right to use any information or reference that may be discovered. Prosper Portland may postpone issuance of a Notice of Intent to Award in order to complete its determination of responsibility.

8.13 Method of Evaluation.

After Prosper Portland opens all timely-received proposals, Prosper Portland will evaluate all responsive proposals in accordance with the evaluation criteria listed in this RFP. A "responsive proposal" is a proposal that substantially complies with all prescribed submittal requirements and procedures contained in this RFP. Evaluation will be based on the Proposer's written response as well as any relevant information that Prosper Portland may subsequently request or discover. Prosper Portland will then rank the Proposers to determine the "Finalist Proposer(s)." Finalist Proposer(s) will be those highest-ranked, responsive Proposers after evaluation.

8.14 Interviews.

At Prosper Portland's option, formal interviews with the Finalist Proposer(s) may be part of the evaluation process of this RFP. Interview may be conducted in-person, over conference-call or another mutually agreeable medium to clarify and elaborate on the Finalist Proposer(s) proposal(s). If requested, attendance at such an interview is mandatory and failure to meet with Prosper Portland within a reasonable period of time will be grounds for proposal rejection. Prosper Portland reserves the right to require a site visit at any time in the process. Following the interview, Prosper Portland may re-score the Finalist Proposer(s)' proposals or use the original scores solely as the basis to determine the Finalist Proposer(s) and make an award decision based on the overall strength of the Finalist Proposer(s)' proposal and interview. If interviews are not conducted, Prosper Portland will award the Contract to the highest-ranked responsive Proposer.

8.15 Selection Process.

Prosper Portland reserves the right to award the Contract to the Proposer that a) has submitted a responsive Proposal; b) is deemed responsible; and c) offers Prosper Portland the best overall value, benefit, convenience and service, taking into account the cost to the public. However, cost is only one of several evaluation and selection criteria, and on its own, is not determinative of the best overall value, benefit, convenience and service to Prosper Portland.

8.16 Notice of Intent to Award.

After completion of the evaluation process, Prosper Portland will name an “apparent successful Proposer” and issue a “Notice of Intent to Award” a contract to this Proposer. Identification of the “apparent successful Proposer” is procedural only and creates no right in the named Proposer to contract award. All competing Proposers will be notified of Prosper Portland’s Intent to Award by email, the identity of the apparent successful Proposer and will be given seven (7) calendar days to review the solicitation file at Prosper Portland offices. Appointments can be made by contacting the Solicitation Coordinator identified in on the face page of this RFP.

8.17 Protest of Selection Process.

Any protest of Prosper Portland’s selection process must be submitted in writing to the Prosper Portland Professional Services Manager at 222 NW 5th Avenue, Portland, Oregon 97209 within seven (7) calendar days of issuance of the Notice of Intent to Award. The protest letter and envelope must be clearly marked with Proposer’s name and corresponding solicitation number and conspicuously identified as an “RFP Protest.” The Proposer’s written protest must specify the legal, procedural and/or factual grounds upon which the protest is based as well as a statement of relief requested. The judgment used in scoring by individual evaluators is not grounds for protest. Protests not asserted or not properly asserted within the timelines described in this section will not be considered.

8.18 Serial Negotiations.

After Prosper Portland has issued its Notice of Intent to Award and resolved all protests, Prosper Portland reserves the right to enter into limited negotiations with the apparent successful Proposer to finalize pricing, schedule, scope of services and other contractual matters. All such negotiations will be minimal, expedited and completed by the anticipated Contract effective date. If Prosper Portland, in its sole discretion, determines that such negotiations have reached an impasse, Prosper Portland reserves the right to terminate negotiations with that apparent successful Proposer and commence negotiations with the next highest-ranked responsive Proposer. This process may continue until an agreement is reached and the Contract is executed or Prosper Portland cancels this RFP.

9.0 Sample Contract

A sample of the terms of the contract that will govern the personal services agreement awarded through this RFP is included as **Attachment A – Sample Terms of the Contract**. Prosper Portland reserves the right to modify any term or condition of the contract prior to execution and may terminate the contract, at its sole discretion, upon thirty (30) days written notice to the Selected Contractor. **Proposers who take objection to any of the following contract terms must raise those objections, in writing, to the Solicitation Coordinator for this RFP and do so by the “Deadline for Questions and Requests for**

Changes” listed in the Section 3 of this RFP, Schedule of Solicitation and Contract Award Events.

10.0 List of Attachments

Attachment A – Sample Terms of the Contract

Attachment B – Proposer Certification

Attachment C – Revenue/Expense History

Attachment D – Market Segmentation History

Attachment A

Sample Terms of the Contract

The following terms and conditions will govern the Personal Services Contract (the “contract”) between Prosper Portland (called the “Commission” in this section) and the Selected Contractor (called the “Contractor” in this section). Prosper Portland reserves the right to modify any term or condition of the contract prior to execution and may terminate the contract, at its sole discretion, upon thirty (30) days written notice to the Selected Contractor. **Proposers who take objection to any of the following contract terms must raise those objections, in writing, to the Solicitation Coordinator for this RFP** and do so by the “Deadline for Questions and Requests for Changes” listed in the Section 3 of this RFP, Schedule of Solicitation and Contract Award Events.

1. Access to Records

The Contractor shall maintain, and Prosper Portland and its duly authorized representatives shall have access to the books, documents, papers, and records of the Contractor which are directly pertinent to this Contract for the purpose of making audit, examination, excerpts, and transcripts for a period of three (3) years after the Expiration Date. Copies of applicable records shall be made available upon request. Payment for cost of copies is reimbursable by Prosper Portland.

2. Audits

(a) Prosper Portland, either directly or through a designated representative, may conduct financial and performance audits of the billings and the Work specified in this Contract at any time in the course of the Contract and during the three (3) year period after the Expiration Date. Audits will be conducted in accordance with generally accepted auditing standards as promulgated in *Government Auditing Standards* by the Comptroller General of the United States General Accounting Office.

(b) If an audit discloses that payments to the Contractor were in excess of the amount to which the Contractor was entitled, then the Contractor shall repay the amount of the excess to Prosper Portland.

(c) If an audit shows performance of the Work is not efficient in accordance with *Government Auditing Standards*, Prosper Portland may pursue remedies provided under section 4, Early Termination of Contract and section 6, Remedies.

3. Effective Date and Duration

The passage of the Expiration Date shall not extinguish, prejudice, or limit either party's right to enforce this Contract with respect to any default or defect in performance that has not been cured.

4. Early Termination of Contract

(a) Prosper Portland and the Contractor, by mutual written agreement, may terminate this Contract at any time.

(b) Prosper Portland, on thirty (30) days written notice to the Contractor, may terminate this Contract for any reason deemed appropriate in its sole discretion.

(c) Either Prosper Portland or the Contractor may terminate this Contract in the event of a breach of this Contract by the other. Prior to such termination, however, the party seeking the termination shall give to the other party written notice of the breach and of the party's intent to terminate. If the party has not entirely cured the breach within fifteen (15) days of the notice, then the party giving the notice may terminate this Contract at any time thereafter by giving a written notice of termination.

5. Payment on Early Termination

(a) In the event of termination under subsection 4(a) or 4(b), Early Termination of Contract hereof, Prosper Portland shall pay the Contractor for work performed in accordance with this Contract prior to the Termination Date.

(b) In the event of termination under subsection 4(c), Early Termination of Contract hereof, by the Contractor due to a breach by Prosper Portland, then Prosper Portland shall pay the Contractor as provided in subsection (a) of this section 5.

(c) In the event of termination under subsection 4(c), Early Termination of Contract hereof, by Prosper Portland due to a breach by the Contractor, then Prosper Portland shall pay the Contractor as provided in subsection (a) of this section 6, subject to set off of excess costs, as provided for in subsection 6(a), Remedies.

(d) In the event of early termination, all of the Contractor's work product will become and remain property of Prosper Portland.

6. Remedies

(a) In the event of termination under subsection 5(c), Early Termination of Contract, hereof, by Prosper Portland due to a breach by the Contractor, then Prosper Portland may complete the Work either itself, by agreement with another contractor or by a combination thereof. In the event the cost of completing the Work exceeds the remaining unpaid balance of the total compensation provided under this Contract, then the Contractor shall pay to Prosper Portland the amount of the reasonable excess.

(b) The remedies provided to Prosper Portland under section 5, Early Termination of Contract and this section 6 for a breach by the Contractor shall not be exclusive. Prosper Portland also shall be entitled to any other equitable and legal remedies that are available.

(c) In the event of breach of this Contract by Prosper Portland, then the Contractor's remedy shall be limited to termination of this Contract and receipt of payment as provided in subsection 5(c), Early Termination of Contract and subsection 5(b), Payment on Early Termination hereof.

7. Subcontracts and Assignment

The Contractor shall not subcontract, assign or transfer any of the Work, without the prior written consent of Prosper Portland. Notwithstanding Prosper Portland approval of a subcontractor, the Contractor shall remain obligated for full performance hereunder, and Prosper Portland shall incur no obligation other than its obligations to the Contractor hereunder. The Contractor agrees that if subcontractors are employed in the performance of this Contract, the Contractor and its subcontractors are subject to the requirements and sanctions of ORS Chapter 656, Workers' Compensation.

8. Ownership of Work Products

All work products of the Contractor which result from this Contract (collectively, the “Work Products”) are the exclusive property of Prosper Portland. Work Products include but are not limited to all data, information in any form, documents, research, analysis and any other work subject to intellectual property laws and doctrines. Prosper Portland and the Contractor intend that such Work Products be deemed “work for hire” of which Prosper Portland shall be deemed the author. If for any reason any Work Product(s) are not deemed “work for hire,” Contractor hereby irrevocably assigns to Prosper Portland all of its right, title and interest in and to any and all of the Work Products whether arising from copyright, patent, trademark, trade secret or any other state or federal intellectual property law or doctrine. The Contractor agrees to execute such further documents and instruments as Prosper Portland may reasonably request in order to fully document such vested rights in Prosper Portland. The Contractor forever waives any and all rights related to the Work Products, including without limitation, any and all rights arising under 17 USC § 106A or any other rights of identification of authorship or rights of approval, restriction or limitation on use or subsequent modifications. The Contractor may refer to the Work Products in its marketing materials for advertising purposes.

9. Indemnity - Claims for Other than Professional Liability

The Contractor shall defend, save, and hold harmless Prosper Portland, the City of Portland, and each of their respective officers, agents, and employees, from all claims, suits, or actions of whatsoever nature, including intentional acts, resulting from or arising out of the activities of the Contractor or its subcontractors, agents or employees under this Contract; provided however, that nothing herein shall be construed to require indemnification of Prosper Portland for liability attributable to Prosper Portland 's sole negligence.

10. Indemnity - Claims for Professional Liability

The Contractor shall defend, save, and hold harmless Prosper Portland, the City of Portland, and each of their respective officers, agents, and employees, from all claims, suits, or actions arising out of the professional negligent acts, errors or omissions of the Contractor or its subcontractors and sub-consultants, agents or employees in performance of professional services under this Contract.

11. Insurance

The Contractor shall carry, at a minimum, insurance coverage in the amounts set forth in EXHIBIT B [section 6.4 of this RFP] which is hereby made a part of this Contract.

12. Standard of Care

The Contractor shall perform all services at the same level of professional skill, care, diligence and standards as other professionals performing similar services under similar conditions. The Contractor will re-perform any services not meeting this standard or correct any inconsistencies, errors or omissions in the Work Products without additional compensation and without undue delay, or Prosper Portland, in its sole discretion, may terminate this Contract

pursuant to subsection 4(c), Early Termination of Contract and pursue any and all remedies available.

13. Key Personnel

The Contractor acknowledges that Prosper Portland's award of this Contract was made on the basis of the specialized background and abilities of the Contractor and subcontractor personnel identified in the Contractor's offer or proposal to Prosper Portland (the "Key Personnel"). The Contractor understands and agrees that unless the Contractor obtains Prosper Portland's prior written consent, any substitution or replacement of any Key Personnel, unless due to reasons outside the Contractor's control (e.g. serious illness, termination of employment), shall constitute a material breach of this Contract and Prosper Portland may exercise all available remedies afforded by this Contract. In the event that Key Personnel of the Contractor become unavailable at any time, The Contractor shall replace the Key Personnel with personnel having substantially equivalent or stronger qualifications than the Key Personnel being replaced. All new Key Personnel are subject to Prosper Portland's written approval. The Contractor shall remove any individual performing services under this Contract if so directed by Prosper Portland in writing following discussion with the Contractor, provided that the Contractor shall have a reasonable period of time within which to find a suitable replacement. The Contractor represents and warrants that all Key Personnel are fully licensed and/or registered to perform the particular services assigned to them under this Contract.

14. Compliance with Applicable Laws

The Contractor agrees to comply with all applicable federal, state, and local laws, regulations, executive orders and ordinances – including all federal and state civil rights and rehabilitation rules and statutes – applicable to the Work. The Contractor shall comply with the clauses required in every public contract in the state of Oregon, including ORS 279B.220, 279B.230 and 279B.235 which are hereby incorporated by reference. The Contractor further agrees to comply with all federal and state laws prohibiting discrimination on the basis of race, sex, national origin, religion, age or disability.

15. Counterparts

This Contract may be executed in any number of counterparts, and any single counterpart or set of counterparts signed, in either case, by all the parties hereto shall constitute a full and original instrument, but all of which shall together constitute one and the same instrument.

16. Successors in Interest

The provisions of this Contract shall be binding upon and shall inure to the benefit of the parties hereto, and their respective successors and approved assigns.

17. Severability

The parties agree that if any term or provision of this Contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be

construed and enforced as if this Contract did not contain the particular term or provision held to be invalid.

18. Waiver

The failure of Prosper Portland to enforce any provision of this Contract shall not constitute a waiver by Prosper Portland of that or any other provision.

19. Recycled Products

To the maximum extent economically feasible, the Contractor shall use good faith efforts to use recycled products in connection with its performance of work under this Contract.

20. Governing Law, Venue and Consent to Jurisdiction

The provisions of this Contract shall be construed in accordance with the provisions of the laws of the state of Oregon, without regard to principles of conflicts of law. Any claim, action, suit or proceeding (collectively, a "Claim") between Prosper Portland and the Contractor that arises from or relates to this Contract must be brought in the Circuit Court of Multnomah County for the State of Oregon; provided, however, if a Claim must be brought in a federal forum, then unless otherwise prohibited by law it shall be brought and conducted solely and exclusively within the United States District Court for the District of Oregon. THE CONTRACTOR, BY EXECUTION OF THIS CONTRACT, HEREBY CONSENTS TO THE IN PERSONAM JURISDICTION OF SAID COURTS.

21. Amendments

Prosper Portland and the Contractor may amend this Contract at any time only by written amendment executed by Prosper Portland and the Contractor.

22. No Third Party Beneficiaries

No person not a party to this Contract is an intended beneficiary of this Contract, and no person not a party to this Contract shall have any right to enforce any term of this Contract.

23. Business License and Equal Employment Opportunity Certification

The Contractor shall obtain a City of Portland business license and certify as an Equal Employment Opportunity employer as required by Portland City Code 7.02.300 and 3.100, respectively, prior to beginning the Work.

24. Subcontracting with Certified Minority-owned, Women-owned and Emerging Small Businesses

Through its Business and Workforce Equity Policy, Prosper Portland seeks to extend subcontracting opportunities to State of Oregon certified Minority-Owned, Women-Owned and Emerging Small Businesses (collectively, "M/W/ESBs") in order to promote their economic success and growth. The Contractor is encouraged to make reasonable efforts to utilize M/W/ESB firms for any subcontracting opportunities under this Contract and maintain a diverse workforce.

25. Payment to Vendors and Subcontractors

(a) The Contractor shall pay each subcontractor, supplier, and lessor providing it satisfactory services, materials or equipment for carrying out its obligations under this Contract within ten (10) business days from the receipt of each payment the Contractor receives from Prosper Portland.

(b) The Contractor shall not take or fail to take any action in a manner that causes Prosper Portland or any materials that the Contractor provides hereunder to be subject to any claim or lien of any person without Prosper Portland 's prior written consent.

(c) If the Contractor fails, neglects or refuses to make prompt payment of any claim for labor or services furnished to the Contractor or a subcontractor by any person in connection with this Contract as such claim becomes due, Prosper Portland may pay such claim to the person and charge the amount of the payment against funds due or to become due the Contractor by reason of this Contract. However, the payment of such a claim by Prosper Portland shall not relieve the Contractor or the Contractor's surety from obligation with respect to any unpaid claims.

26. Confidentiality

The Contractor acknowledges that it or its employees, agents or subcontractors may, in the course of performing its duties under this Contract, be exposed to or acquire information that is the confidential information of Prosper Portland. Any and all information provided by Prosper Portland and marked "confidential," or identified as confidential in a separate writing, that becomes available to the Contractor or its employees, agents or subcontractors in the performance of work under this Contract shall be deemed to be confidential information of Prosper Portland ("Confidential Information"). Confidential Information does not include information that: (a) is or becomes (other than by disclosure by the Contractor) publicly known; (b) is rightfully in the Contractor's possession without the obligation of nondisclosure prior to the time of its disclosure under this Contract; (c) is obtained from a source other than Prosper Portland without the obligation of confidentiality; or (d) is disclosed with the written consent of Prosper Portland. The Contractor agrees to hold Confidential Information in strict confidence, using at least the same degree of care that Contractor uses in maintaining the confidentiality of its own confidential information, and not to reproduce, sell, assign, license, market, transfer or otherwise dispose of, give, or disclose Confidential Information to third parties or use Confidential Information for any purposes whatsoever other than the provision of services to Prosper Portland under this Contract. The Contractor agrees to advise each of its employees, agents or subcontractors of their obligations to keep the Confidential Information confidential.

[Remainder of this page intentionally blank]

Attachment B
Proposer Certification
RFP #16-24 Hotel Asset Management Services for
The Inn at the Convention Center

Each Proposer must read, agree to, sign and return this page with their proposal.
Failure to do so may be grounds for proposal rejection.

1. The undersigned acknowledges receipt of Addenda Nos. ___ through ___ or N/A.
 2. If awarded a contract from this RFP, prior to contract execution, Proposer agrees to satisfy all contract compliance requirements listed in section 6.3 of this RFP.
 3. Proposer certifies it is an independent contractor as defined by ORS 670.600 and under penalty of perjury is, to the best of the undersigned's knowledge, not in violation of any local, state or federal tax law.
 4. Proposer certifies this proposal is truthful, genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation; Proposer has not induced any person, firm or corporation to refrain from proposing; and Proposer has not sought by collusion or fraud to obtain for itself any advantage over any other Proposer or over Prosper Portland.
 5. Proposer certifies that it has no business or personal relationships with any other company or person that could be considered an actual conflict of interest to Prosper Portland, and that the key personnel and principals identified to perform work under an awarded contract do not have any personal or business relationships with any Prosper Portland officer, commissioner or employee.
 6. The undersigned warrants that he or she is an authorized representative of the Proposer; has read, understands and agrees to be bound by all RFP instructions, specifications, insurance requirements and contract terms and conditions contained in this RFP (including all addenda issued for this RFP); that the information provided in your proposal is true and accurate; and that providing incorrect or incomplete information may be cause for proposal rejection or contract termination.
-

SIGNATURE BLOCK

Proposers Legal Business Name

Authorized Signature

Name of Authorized Signature

Name of Primary Contact if other than signer

Email Address

Mailing Address

Date of Proposal

Title

Title

Contact Number

City/State/Zip

INN AT THE CONVENTION CENTER
Prosper Portland - Request for Proposal #17-04
Attachment C - Revenue/Expense History
FY13/14 thru May 31, 2017 with FY17/18 Forecast

Stats	ACTUALS				FORCAST	
	FY 13/14	FY 14/15	FY 15/16	FY 16/17 thru 5-31/17	FY 16/17	FY 17/18
Available Rooms	35,405	35,405	35,405	32,495	35,405	26,578
Occupied Rooms	19,749	23,148	24,993	20,656	22,851	16,915
Occupancy Percentage	56%	65%	71%	64%	65%	64%
ADR	\$ 65.02	\$ 84.05	\$ 97.63	\$ 103.71	\$ 104.48	\$ 151.06
Rev Par	\$ 36.27	\$ 54.95	\$ 68.92	\$ 65.92	\$ 67.43	\$ 96.14

Revenue	ACTUALS				FORCAST	
	FY 13/14	FY 14/15	FY 15/16	FY 16/17 thru 5-31/17	FY 16/17	FY 17/18
Room Revenue						
Room Revenue	\$ 1,284,018	\$ 1,945,625	\$ 2,440,076	\$ 2,142,221	\$ 2,387,471	\$ 2,555,175
Telephone Dept Revenue	75	-	-	99	-	-
Total Room Revenue	\$ 1,284,093	\$ 1,945,625	\$ 2,440,076	\$ 2,142,320	\$ 2,386,322	\$ 2,555,175
Other Revenue						
Guest Laundry	\$ 1,165	\$ 516	\$ 1,268	\$ 1,433	\$ 1,708	\$ 1,240
Meeting Room Rental	\$ 4,175	\$ 2,866	\$ 1,188	\$ 2,698	\$ 3,023	\$ 4,500
Monthly Parking	\$ 44,413	\$ 25,984	\$ 24,988	\$ 18,512	\$ 20,511	\$ 13,375
Event & Daily Parking	\$ -	\$ 24,176	\$ 19,606	\$ 19,400	\$ 21,751	\$ 17,352
Overnight Guest Parking	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 29,117
Vending	\$ 3,496	\$ 4,279	\$ 3,522	\$ 3,468	\$ 3,914	\$ 5,587
Misc.	\$ 8,697	\$ 11,935	\$ 14,477	\$ 10,818	\$ 12,064	\$ 12,288
Total Other Revenue	\$ 61,945	\$ 69,755	\$ 65,049	\$ 56,329	\$ 62,971	\$ 83,459
Total Revenue	\$ 1,346,038	\$ 2,015,380	\$ 2,505,125	\$ 2,198,649	\$ 2,449,293	\$ 2,638,634

Expenses	ACTUALS				FORCAST	
	FY 13/14	FY 14/15	FY 15/16	FY 16/17 thru 5-31/17	FY 16/17	FY 17/18
Rooms						
Salaries/Benefits	\$ 269,030	\$ 323,557	\$ 404,109	\$ 387,017	\$ 423,696	\$ 434,529
Operating	\$ 175,094	\$ 262,063	\$ 309,581	\$ 275,062	\$ 304,424	\$ 319,424
Telephone Truck Line	\$ 11,730	\$ 10,071	\$ 10,114	\$ 9,224	\$ 9,880	\$ 7,385
Total Room Expenses	\$ 455,854	\$ 595,691	\$ 723,804	\$ 671,303	\$ 738,000	\$ 761,338
Admin/General						
Salaries/Benefits	\$ 62,100	\$ 66,663	\$ 63,472	\$ 58,084	\$ 63,104	\$ 68,566
Operating	\$ 72,090	\$ 84,801	\$ 95,616	\$ 91,124	\$ 100,091	\$ 104,414
Total Admin/Gen Expenses	\$ 134,190	\$ 151,464	\$ 159,088	\$ 149,208	\$ 163,195	\$ 172,980
Sales/Marketing						
Salaries/Benefits	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Operating	\$ 10,172	\$ 7,358	\$ 6,537	\$ 2,680	\$ 2,864	\$ 7,000
Total Sales/Mar Expenses	\$ 10,172	\$ 7,358	\$ 6,537	\$ 2,680	\$ 2,864	\$ 7,000
Maintenance						
Salaries/Benefits	\$ 46,698	\$ 61,350	\$ 72,004	\$ 57,359	\$ 63,077	\$ 77,371
Operating	\$ 42,188	\$ 50,512	\$ 50,374	\$ 29,747	\$ 34,766	\$ 39,661
Total Maintenance Exp.	\$ 88,887	\$ 111,862	\$ 122,378	\$ 87,106	\$ 97,843	\$ 117,032
Utilities						
Garbage	\$ 5,404	\$ 8,674	\$ 9,804	\$ 8,357	\$ 9,207	\$ 9,000
Water/Sewer	\$ 57,515	\$ 64,136	\$ 69,777	\$ 60,912	\$ 67,625	\$ 72,323
Electricity	\$ 52,723	\$ 53,731	\$ 57,479	\$ 57,139	\$ 61,631	\$ 61,785
Gas	\$ 14,268	\$ 15,230	\$ 13,981	\$ 13,561	\$ 14,582	\$ 14,998
Total Utilities	\$ 129,909	\$ 141,771	\$ 151,042	\$ 139,969	\$ 153,045	\$ 158,106
Fix Charges						
Tenant Improvements	\$ 69,897	\$ 95,567	\$ 50,706	\$ 77,394	\$ 86,894	\$ 138,308
Interest Income	\$ (154)	\$ (178)	\$ (160)	\$ (141)	\$ (160)	\$ (240)
Property Taxes & Ins.	\$ 101,010	\$ 103,045	\$ 103,687	\$ 96,892	\$ 105,846	\$ 110,671
Liability Insurance	\$ 10,654	\$ 10,732	\$ 13,926	\$ 13,224	\$ 14,576	\$ 16,571
Management Fee	\$ 53,807	\$ 80,615	\$ 100,205	\$ 87,946	\$ 98,022	\$ 105,550
Equipment Rental/Lease	\$ 2,643	\$ 2,962	\$ 2,967	\$ 2,450	\$ 2,875	\$ 5,100
Licensing & Fees	\$ 3,076	\$ 4,196	\$ 4,155	\$ 4,244	\$ 4,244	\$ 5,750
Total Fixed Charges	\$ 240,933	\$ 296,939	\$ 275,486	\$ 282,010	\$ 312,297	\$ 381,710
TOTAL EXPENSES	\$ 1,059,945	\$ 1,305,085	\$ 1,438,336	\$ 1,332,275	\$ 1,467,244	\$ 1,598,166
NET REVENUE	\$ 286,094	\$ 710,295	\$ 1,066,789	\$ 866,374	\$ 982,049	\$ 1,040,468

INN AT THE CONVENTION CENTER HOTEL
Prosper Portland - Request for Proposal #17-04
Attachment D - Market Segment History
Actuals FY 13/14 thru MAY 31, 2017 with forecast for 17/18

Market Segment	ACTUALS												FORECAST					
	FY 13/14			FY 14/15			FY 15/16			FY 16/17 Thru May 31, 2017			FY 16/17 (full year)			FY 17/18		
	# of Rooms	Rev	ADR	# of Rooms	Rev	ADR	# of Rooms	Rev	ADR	# of Rooms	Rev	ADR	# of Rooms	Rev	ADR	# of Rooms	Rev	ADR
Rack	15	\$ 1,275	\$ 85.00	9	\$ 921	\$ 102.28	19	\$ 1,939	\$ 102.07	18	\$ 2,344	\$ 130.22	18	\$ 2,344	\$ 130.22	35	\$ 4,645	\$ 132.71
Corporate	31	4,887	157.65	102	9,258	90.76	97	8,234	84.89	84	6,860	81.67	89	7,335	82.42	75	7,175	95.67
Preferred Corporate	501	21,607	43.13	791	44,634	56.43	695	51,442	74.02	387	29,865	77.17	432	31,490	72.89	410	34,100	83.17
Government	195	12,028	61.68	305	25,037	82.09	286	25,976	90.83	99	9,297	93.90	114	10,602	93.00	360	35,640	99.00
Discount (ARRP, AAA)	795	48,677	61.23	221	11,542	52.23	339	22,043	65.02	330	19,667	59.60	355	21,392	60.26	395	30,325	76.77
Internet	10,201	652,798	63.99	11,366	970,724	85.41	12,644	1,211,382	95.81	12,860	1,325,393	103.06	14,085	1,461,512	103.76	10,875	1,144,300	105.22
ICC Website	120	11,353	94.61	1,929	190,730	98.87	1,896	207,063	109.21	1,500	178,359	118.91	1,685	200,599	119.05	2,090	238,450	114.09
Transient Leisure	7,485	486,664	65.02	7,168	571,822	79.77	5,542	517,535	93.38	4,107	413,494	100.68	4,734	485,294	102.51	5,885	672,225	114.23
Comps	4	-	-	2	-	-	-	-	#DIV/0!	-	-	#DIV/0!	1	-	-	-	-	#DIV/0!
No. Shows	-	13,455	#DIV/0!	-	13,127	#DIV/0!	-	13,056	#DIV/0!	-	10,155	#DIV/0!	-	10,115	#DIV/0!	-	13,150	#DIV/0!
Groups	402	31,275	77.80	1,255	107,831	85.92	3,475	381,405	109.76	1,271	146,788	115.49	1,349	156,788	116.23	3,161	375,165	118.69
Total	19,749	\$ 1,284,018	\$ 65.02	23,148	\$ 1,945,625	\$ 84.05	24,993	\$ 2,440,076	\$ 97.63	20,656	\$ 2,142,221	\$ 103.71	22,862	\$ 2,387,471	\$ 104.43	23,286	\$ 2,555,175	\$ 109.73

Fiscal Year July 1 to June 30