

Williams & Russell Project Working Group Meeting Minutes **Wednesday, January 20, 2021, 12:00 – 1:15 p.m.**

MEETING PURPOSE

- Discussion RFP
- Decision on RFP

MEETING DESIRED OUTCOMES

- Review of RFP
- Voting on accepting changes for the RFP

Meeting Minutes: On January 20, 2021 **Dr. Steven Holt** opened the PWG public meeting via Zoom and the following is a brief outline of what was discussed.

1. Co-Chair Report:

Justice Rajee shared with the group that there will be a meeting of the subcommittee about the communication and community engagement plan for the PWG to establish a detailed plan for the upcoming months. He indicated that this plan will be presented to the PWG for vote in the next meeting. There is also an upcoming meeting with city wide public officials to update them on the work that the PWG is presently engaged in.

Bryson Davis shared with the group that he will meet with Commissioner Hardesty this coming Friday and with Mayor Ted Wheeler the following week.

They also shared the PWG is planning to produce a “Town Hall” style question and answer video for people to get a better understanding of how the project is progressing and the work that has been accomplished to post online for community reference. He indicated that based on the City Council meeting regarding maximum indebtedness, the community did not seem to have a strong grasp of project details. The video will be a way for community members to reference the work that has been done and potentially answer questions about the status of the project as a whole. The work that the PWG Communication subcommittee is doing along side this video will help address unanswered questions about the project and give the community additional details of the progress of the project.

Bryson also indicated that the RFP will be the next large step for the PWG to accomplish and indicated that this will be a crucial component moving forward in establishing the new nonprofit Board and who the membership of the Board will be.

2. Discussion of RFP: The group utilized the majority of the meeting time to address concerns and questions regarding the RFP. After PWG discussion about whether to screenshare the RFP document given there are potential applicants present in the

meeting and the decision to screenshare, **Lisa Abuaf** facilitated the discussion focusing on certain sections of the RFP document.

The group touched briefly on the “**Values and Qualifications**” section of the document and whether there were any questions or anything missing from the list. The next section referenced was the “**Vision for the Property**”. **Jillian Saurage** asked if the 1st bullet, 4th sub bullet could be revised for additional clarity to include type of housing, unit size, bedroom count and affordability level. Lisa made the changes and highlighted the RFP document so that the new copy would readily reference and show any changes made during the meeting.

Lisa then reviewed the requirements included in the “**Submittal Requirements**” section, starting with the development team, its organizational structure, the multiple uses for the site, organization types and services offered, management structure, experience levels and connection to the N/NE community. **Mike Alexander** asked about the page length of the applicants’ submittals and felt the 30-page requirement was too aggressive. Bryson indicated that this is a target page length as opposed to a hard requirement. Jillian recommended the 30-page length requirement could be changed to say, “not including appendences”.

Lisa continued to summarize key parts of the RFP document with the group focusing on Section B - “**Development Team Experience**” (i.e. core team members, team experience in implementing similar projects, community priorities as it relates to affordable housing and projects that reflect public/private relationships, ability to execute and finance comparable scaled projects, completion of a comparable project particularly ones engaged with the Black community in N/NE, familiarity with TIF (Tax Increment Financing) financing).

Bryson responded to a Zoom chat comment about a desire for the development of the property to address business needs and not just affordable housing. He indicated that support for entrepreneurship and educational workforce training is also a crucial part of the project.

Michael asked for an edit of the text within the RFP qualifications to include “strategies” in addition to direct experience so as to not exclude community members from this process who have less direct qualifications. **Tony Hopson** indicated that many communities of color are excluded based on language like this and being open to the applicant having strategies as well as specific qualifications for developing the property. The group expressed concern that less qualified community members will be excluded from the RFP process with some of the wording in the document. Bryson mentioned

that some form of experience should be a requirement for the team as a whole. Justice expressed that it is important to be flexible in the process and ensure that wording does not create barriers for community members to be involved in the RFP process. He recommended the group use the more flexible language and the PWG agreed.

Lisa summarized the “**Development Concept**”. The group was ok with this section and no edits were needed.

Lisa summarized the “**Development Approach**” section. **Joy Alise Davis** asked about the prevailing wage requirement and how it relates to a community benefit agreement. Lisa indicated that prevailing wage is guided by State BOLI requirements and this would be captured in the community development negotiations.

Lisa summarized the “**Evaluation Criteria**” section which outlines that the PWG RFP Subcommittee together with PHB and Prosper Portland staff will evaluate the RFP submittals for completeness and then for ranking by assigning a rating percentage based on the specific categories as outlined in the RFP document (45% Development Team Capability; 35% Proposed Development Approach; 20% Proposed Project). The PWG then reviewed and give input on each section of the Criteria section.

On “**Development Team Capability**” Michael asked to change this section to be weighed at 50% making sure that they have the right team at the table and to reduce Development Approach to 30%. Dr. Holt noted the meeting time was close to ending whether to continue the vote to another time. The PWG elected to continue the conversation and move to a vote. The PWG agreed to reweigh the Development Team section to 50% and the Proposed Development section to 30%.

Lisa summarized the “**Review of Responses**” section and outlined each item. **Leslie Goodlow** asked Lisa to edit text in this section to reflect the maximum subsidy from the Portland Housing Bureau to be \$7.5 million (or funding for roughly 50 affordable housing units).

Bryson asked the group for general thoughts about the RFP as a whole prior to voting. Michael said that it was well done, and the information included is very comprehensive. **Chabre Vickers** expressed that the RFP process has been very productive, and noted the PWG can continue to iron out details of the RFP via the evaluation process. Justice expressed his appreciation of the subcommittee that prepared the RFP.

3. Vote on the Accepting RFP

Eight (8) voting PWG members voted in favor of the RFP (Justice, Michael, Tony, Joy, Karis, Bryson, Chabre, and Jillian)

There were zero (0) abstentions or votes against.

4. Public Comments:

Bryson opened the discussion up for public comment, including the Request for Interest (RFI) respondents attending the meeting.

Anyeley Hallova said it would be helpful to know the amount of subsidy that different entities would put towards the project financially to meet the community benefit. She also asked about the PWG's preferred structure with the development partner. Lisa shared that with maximum indebtedness, there are TIF resources available for both affordable housing as well as economic development related programming. She added that Prosper Portland is talking with Legacy regarding support for the project and nonprofit as it moves into the development phase. Bryson indicated that they have not finalized the parameters yet for the preferred partnership structure.

Flossin Media asked about affordable spaces for retail and business owners. Bryson indicated that they have not yet determined what will go on the property but indicated that there will be other things on the property, not just affordable housing. He emphasized that the goal will be to make all structures as affordable as possible.

Daniel Kaven asked about how the RFP is going to be distributed to the community, in terms of who it will be sent to and who can respond. Lisa responded that it would go the RFI list as well as a broader distribution list. She noted that it would be sent via Prosper Portland's and PHB's listserv as well as via the PWG members' networks.

Fawn asked about what the PWG is seeing in the community as the need for commercially leased spaces and asked about Prosper Portland's subsidy to the project. Leslie indicated that PHB can only use their funds for community space but not for mixed use commercial spaces. She added the developer could separate and do multiple types of housing if they are able to get the funding. Lisa shared the RFP includes a TIF funding section that the group did not review in detail this evening.

Bryson closed the meeting at 1:15 pm.

PWG - Meeting Attendance Record

	Name	Representing	Email
✓	Bryson Davis, Co-Chair	Soul District Business Association (SBDA)	bryson.davis@harrang.com
✓	Michael Alexander	Black United Fund & Portland Opportunities Industrialization Center (POIC)	mcalexhog@aol.com
✓	Joy Alise Davis	Portland African-American Leadership Forum (PAALF)	joyalise@imagineblack.org
✓	Anthony Deloney	Self Enhancement Inc (SEI)	anthonyd@selfenhancement.org
	James Faison	Professional Business Development Group (PBDG)	info@faisonconstruction.com
	Stephen Green	Black Investment Consortium for Economic Progress (BICEP)	greenerpasturesnw@gmail.com
✓	Tony Hopson	Self Enhancement Inc (SEI)	tonyh@selfenhancement.org
✓	Justice Rajee, CoChair	Portland Opportunities Industrialization Center (POIC)	jrajee@portlandoic.org
	Walter Robinson	Portland African-American Leadership Forum (PAALF) & Urban League	wlrri45@gmail.com
✓	Jillian Saurage	North/Northeast Housing Strategy Committee	jily99@gmail.com
✓	Karis Stoudamire-Phillips	North/Northeast Community Development Initiative Oversight Committee	karis.stoudamirephillips@modahealth.com
✓	Chabre Vickers	Wells Fargo	Chabre.L.vickers@wellsfargo.com
	Charles Wilhoite	Legacy Health, Board of Directors	cawilhoite@willamette.com

Additional Attendees:

✓	Vicki Guinn	Legacy Health	vguinn@lhs.org
✓	Lisa Abuaf	Prosper Portland	abuaf@prosperportland.us
✓	MinNefer Mernahkem	Prosper Portland	mernahkem@prosperportland.us
✓	Nancy Wilson	Prosper Portland	wilsonn@prosperportland.us
✓	Christine Velasquez	Prosper Portland	velasquezc@prosperportland.us
✓	Amy Nagy	Prosper Portland	nagya@prosperportland.us
✓	Leslie Goodlow	City of Portland, Portland Housing Bureau	Leslie.Goodlow@portlandoregon.gov

Action Item Log

1.	Review Communication and Community Engagement Subcommittee plans for outreach as part of RFP process
2.	PWG to share nonprofit Board members references
3.	Meetings with The Mayor and Commissioner Hardesty
4.	