

Portland's Housing Bond

Date: July 11, 2019

To: Bond Oversight Committee (BOC) Members

From: Tanya Wolfersperger, Portland Housing Bureau

CC: Shannon Callahan, Molly Rogers, Jennifer Chang; Portland Housing Bureau

Re: Bond Opportunity Solicitation Evaluation Process

BACKGROUND

The first Bond Opportunity Solicitation (BOS) was released April 30, 2019. Proposals were due June 28, 2019 and PHB received 23 proposals by the deadline. As described in the BOS, PHB will follow a selection process that includes the following steps:

1. Threshold Review
2. Evaluation Review Committees and Ranking
3. Decision by the Commissioner in Charge

1. Threshold Review:

PHB will review applications for meeting minimum threshold requirements. This step is to ensure that applications have met the BOS criteria prior to review by the Technical/Financial Feasibility Review and the Community Review committees.

2. Evaluation Review Committees and Ranking:

Proposals meeting the minimum threshold requirements will be reviewed and evaluated by two committees:

- Technical and Financial Feasibility Review Committee: The purpose is to review then rank proposals based on all solicitation requirements and preferences, materials submitted, and the Evaluation Criteria. Results and recommendations of the Technical and Financial Feasibility Review Committee process will be shared with the Community Review committee.
- Community Review Committee: The purpose is to review then rank proposals based on all solicitation requirements and preferences, materials submitted, the Evaluation Criteria, the ranking of the Technical and Financial Feasibility Review Committee, alignment to community needs and priorities of the Bond Policy Framework.

3. Decision by the Commissioner in Charge

Once committee rankings are completed, the PHB Director synthesizes the recommendations and other information and confers with the Commissioner in Charge.

Review Process and Timeline

1. 1-2 PHB staff conduct Threshold Review of all proposals received.
2. Proposals that pass the Threshold Review are distributed to three Technical and Financial Feasibility Committee (TFF) review teams.
 - a. Proposals grouped by 1) PHB-Owned Projects; 2) East Portland projects and 3) Scattered Site projects.
 - b. *Orientation meeting, **July 11th, 3:30pm – 4:30pm***
3. TFF will review and categorize proposals into three “tiers” (1/2/3 or Green/Yellow/Red).
4. TFF review teams will meet to discuss and finalize tier groupings and interview questions.
 - a. *TFF Deliberation and Tier Grouping, **July 25th, 8:30am – 11:30am***
5. Community Review Committee (CR) teams will review all proposals in Green and Yellow tiers as identified by the TFF Committee teams.
6. CR will interview and deliberate to rank proposals.
 - a. *Interviews and deliberation: **August 15th, 12:30pm – 5:00pm; August 21st, 8:30am – 1:00pm and August 22nd, 8:30am – 1:00pm***
7. CR will complete ranking and finalize proposed list of awardees for review by Director and Commissioner in Charge.
 - a. *To be completed by August 30*