



CITY COUNCIL WORK SESSION

Monday, November 4, 2024

Community Auditorium, 1915 Main Street

Malynda Wenzl, Mayor

Timothy A. Rippe, Council President
Donna Gustafson, Councilor
Michael Marshall, Councilor

Karen Martinez, Councilor
Elena Uhing, Councilor
Mariana Valenzuela, Councilor

[Zoom Webinar](#) Meeting ID: 850 7572 2488 Passcode: 97116

CITY COUNCIL WORK SESSION

No public comment will be taken. The Council will take no formal action.

5:00 Senior and Community Center RFP Finalist Interviews

Staff: Paul Downey, Assistant City Manager/Finance Director

A. 6:30 Adjournment

Americans with Disabilities Act (ADA) Notice: The City is committed to providing equal access to public meetings. Requests for accommodation can be submitted to the City Recorder at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235



A place where families and businesses thrive.

CITY RECORDER USE ONLY:

AGENDA ITEM #: _____

MEETING DATE: 11/04/2024

FINAL ACTION: _____

CITY COUNCIL STAFF REPORT

TO: *City Council*

FROM: *Jesse VanderZanden, City Manager*

PROJECT TEAM: *Paul Downey, Assistant City Manager/Finance Director
Mariah Woods, City Recorder*

MEETING DATE: *Monday, November 4, 2024*

SUBJECT TITLE: *Work Session: Senior and Community Center RFP Interviews*

ACTION REQUESTED:	Ordinance	Order	Resolution	Motion	X	Informational
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X all that apply

ISSUE STATEMENT:

The City Council will be interviewing the applicants who submitted a proposal for the Senior and Community Center Request for Proposal (RFP).

BACKGROUND:

At a work session on August 26, 2024, the City Council reached consensus to issue a Request for Proposal for a non-profit organization to operate and manage the Senior and Community Center. At a subsequent work session on September 23, 2024, the Council reached consensus on a required scope of services; proposer requirements; and a scoring criterion. Staff then published and promulgated an RFP to those specifications.

A mandatory pre-proposal meeting was held on October 9th and was attended by representatives from the following groups: Centro Cultural; FG Senior and Community Center; Meals on Wheels; and City Club of Forest Grove. Only groups who attended the meeting are eligible to submit a proposal. Two proposals were received by the deadline on Thursday, October 31st. The proposals received were from the Forest Grove City Club and Centro Cultural. The full proposals are attached.

The Selection Review Committee is currently evaluating the proposals in accordance with the evaluation criteria established in the RFP. The evaluation criteria can be found on page 18 of the attached RFP. Proposals will be scored independently and added together to arrive at a final score. Staff will present the Selection Review Committee results to the Council during the staff presentation.

The interview questions and scoring matrix will be provided to the Council at the work session. The interviews constitute a possible 50 points per proposer.

The schedule for the work session is as follows:

5:00	Staff Report
5:10	Forest Grove City Club Interview
5:40	Centro Cultural Interview
6:10	Deliberation
6:30	Adjournment

If the City Council reaches consensus to select one of the proposers, staff will return at a subsequent Council meeting with a resolution approving an Operation Agreement between the Proposer and the City.

ATTACHMENTS:

- Senior and Community Center RFP
- Forest Grove City Club Proposal
- Centro Cultural Proposal

**REQUEST FOR PROPOSALS
FOR NON-PROFIT SERVICES TO OPERATE AND MANAGE THE FOREST
GROVE SENIOR AND COMMUNITY CENTER**



A place where families and businesses thrive.

ISSUE DATE:
OCTOBER 1, 2024

CITY OF FOREST GROVE
Administrative Services Department
PO Box 326
1924 Council Street
Forest Grove, Oregon 97116
(503) 992-3200

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ATTACHMENTS:

PROPOSAL SUBMITTAL FORM

FORM A – DRAFT AGREEMENT FOR OPERATION, MANAGEMENT AND MAINTENANCE OF THE FOREST GROVE SENIOR AND COMMUNITY CENTER

FORM B – DRAFT AGREEMENT FOR OPERATION, MANAGEMENT AND MAINTENANCE OF THE FOREST GROVE SENIOR AND COMMUNITY CENTER

**INVITATION TO APPLY: REQUEST FOR PROPOSALS
FOR NON-PROFIT SERVICES TO OPERATE AND MANAGE THE FOREST GROVE SENIOR AND
COMMUNITY CENTER**

Notice to Proposers

The City of Forest Grove is seeking proposals for a federally certified non-profit to operate and manage the Forest Grove Senior and Community Center (Center). Proposals will be accepted by Administrative Services, City of Forest Grove, 1924 Council Street, Forest Grove, Oregon, 97116, until **2:00 p.m., October 31, 2024**. Proposals will be opened immediately thereafter, and a record of proposals received will be made. Under no circumstances will proposals be accepted past **2:00 p.m., October 31, 2024**.

Project Description

The City is seeking a federally certified non-profit to operate, manage, and maintain the Forest Grove Senior and Community Center for the provision of health and wellness, socialization, and personal growth programs for seniors and community members, commencing January 1, 2025. The current non-profit, the Forest Grove Senior and Community Center (FGSCC), a federally certified 501(c)(3) non-profit, has given notice it will discontinue operating the Forest Grove Senior and Community Center on December 31, 2024.

Solicitation Documents

The Request for proposals can be downloaded from the City of Forest Grove website at <https://www.forestgrove-or.gov/293/Project-Bids>. It is imperative to check the City's website regularly for addenda and other notifications that may be pertinent to the RFP. In addition, addenda will be mailed or delivered to all who are known by the City of Forest Grove to have received the RFP.

RFP documents are also available by contacting Jaime Zaik, Executive Assistant, City of Forest Grove, at 503-992-3234 or e-mail: jzaik@forestgrove-or.gov. Copies may also be obtained at City Hall, 1924 Council Street, Forest Grove, OR 97116, Monday through Thursday, from 8:00 a.m. to 5:00 p.m. and on Friday from 8:00 a.m. to 4:00 p.m. There is no charge for the RFP documents.

MANDATORY Pre-Proposal Meeting

A **MANDATORY** pre-proposal meeting is scheduled for October 9, 10:00 a.m.-Noon, at the Forest Grove Senior and Community Center, located at 2037 Douglas Street, Forest Grove, Oregon, 97116. Please contact Jaime Zaik at the email address above for meeting access information. Proposers are **REQUIRED** to attend this meeting to be eligible to submit a proposal. Statements made by the City's representatives at the pre-proposal meeting are not binding upon the City unless confirmed by a subsequent written addendum.

Questions

Address all concerns or questions regarding this solicitation to Paul Downey, Assistant City Manager/Finance Director, City of Forest Grove, 503-992-3200, pdowney@forestgrove-or.gov or Jaime Zaik, Executive Assistant, City of Forest Grove, 503-992-3234, jzaik@forestgrove-or.gov

SECTION 2 - INTRODUCTION AND GENERAL INFORMATION

2.1 INTRODUCTION

The City of Forest Grove ("City") is an Oregon municipal corporation with a 2024 population of approximately 27,000. The City employs approximately 180 full and part-time staff and is governed by a City Council comprised of six Councilors and the Mayor. The City Council will be the approval authority for the Operation Agreement between the successful Proposer and the City.

The City is seeking a federally certified non-profit to operate, manage, and maintain the Forest Grove Senior and Community Center (Center) for the provision of health and wellness, socialization, and personal growth programs for seniors and community members, commencing January 1, 2025. The current non-profit, the Forest Grove Senior and Community Center (FGSCC), a federally certified 501(c)(3), has given notice they will discontinue operating the Center on December 31, 2024.

The Center is owned by the City of Forest Grove. The property was donated to the City to provide senior services and the Center was constructed in 1978. The Center is in excellent working order with recent improvements to the heating and ventilation, roof, parking lot, kitchen, alarm system, floors, paint, and restrooms. The FGSCC owns most of the inventory in the Center such as tables, chairs, sound system, and bingo apparatus.

The FGSCC and the City have enjoyed a successful and collaborative relationship governed by an Operation Agreement that stipulates the terms and conditions under which the Center is used. Pending selection of a successful Proposer, the City will enter into an Operation Agreement with the successful Proposer under the following general terms and conditions:

- The non-profit will have exclusive use of the Center, and the revenues derived from its use, including the lease of any space, subject to City approval.
- The non-profit must offer health and wellness, socialization, and personal growth programs for seniors and community members.
- The non-profit must be certified by the federal government under their non-profit status to offer the aforementioned services.
- The non-profit must have experience offering the aforementioned services or specifically propose how they will offer the aforementioned services.
- The non-profit must be able to financially self-sustain operations, management, and maintenance of the Center.
- The non-profit will be required to post open hours when the Center is available to the public and must have at least one staff person or volunteer present during those hours.
- The non-profit must be able to administer contracts, rentals, and leases.
- The non-profit will be responsible for all day-to-day maintenance and operations of the Center.
- The non-profit must honor the existing leases until they expire in 2025.
- The non-profit must create and maintain a website for the Center.
- The City will be responsible for landscaping and parking lot maintenance.
- The City will be responsible for all city-provided utility expenses.
- The City will be responsible for all structural maintenance of the grounds and Center.
- The City Council liaison will be appointed to attend all non-profit board meetings pertaining to the operation and management of the Center.

The term of the Operation Agreement is for two (2) years commencing January 1, 2025, and ending December 31, 2026, with an option to extend one (1) year from January 1, 2027, to December 31, 2027, pending approval by City Council.

The Operation Agreement is scheduled for City Council consideration on November 25, 2024. From November 25, 2024 through December 31, 2024, the successful Proposer is expected to work collaboratively with the FGSCC to assure senior and community services are not interrupted and are available upon commencement of the Operation Agreement on January 1, 2025.

2.2 ISSUING OFFICE AND SUBMITTAL LOCATION

Paul Downey is the primary contact for questions, concerns, and protests concerning the RFP. Paul can be reached at pdowney@forestgrove-or.gov or by phone at 503-992-3200. Proposals can be submitted in electronic form to Jaime Zaik at jzaik@forestgrove-or.gov. While electronic submission is preferred, paper proposals may also be submitted at the Proposer's option. If paper proposals are submitted, the Proposer must provide **FIVE** copies of the proposal and a USB drive containing the proposal, with one copy clearly marked "ORIGINAL". **The envelope containing copies of the proposal should be sealed and state "RFP: NON-PROFIT SERVICES TO OPERATE AND MANAGE THE FOREST GROVE SENIOR AND COMMUNITY CENTER" and must be addressed to the following location and received by the closing date and time in Section 2.3. Proposals that are postmarked by the closing date and time but not physically received at the address below by the closing date and time will be deemed non-responsive not be considered.** Facsimile submitted proposals will not be accepted.

City of Forest Grove
Attn: Jaime Zaik
1924 Council Street
PO Box 326
Forest Grove, OR 97116

Proposals will be opened at the City of Forest Grove City Hall, 1924 Council Street, Forest Grove, Oregon, at the due date and time indicated in Section 2.3 or any extension thereof made by addendum.

2.3 ANTICIPATED RFP SCHEDULE

The City anticipates the following timeline for receiving and evaluating the proposals and selecting a Proposer to provide services. The schedule may change if it is in the City's best interest to do so. Any change to the proposal submittal closing date will be done by an addendum to the RFP.

<u>RFP PROCESS</u>	<u>DATE</u>	
Publish Notice of RFP/ Send to Interest Parties	September 30, 2024, 9:00 a.m.	
Mandatory Pre-Proposal Meeting @ 2037 Douglas Street	October 9, 2024, 10:00 a.m.	
Deadline to Submit Questions & Solicitation Protests	October 11, 2024, 5:00 p.m.	
Last Date for an Addenda	October 16, 2024, 5:00 p.m.	
Closing Date and Time for Proposal Due to City	October 31, 2024, 2:00 p.m.	
City Staff Publicly Opens and Acknowledges all Proposals	October 31, 2024, 2:00 p.m.	
Proposals Reviewed and Scored	November 1, 2024	

	Notification of Short List Finalists	November 1, 2024; 4:00 p.m.	
	Short List Finalist Interviews with City Council	November 4, 2024, 5:00 p.m.	
	Notice of Intent to Award / Protest Period commences	November 5, 2025, 4:00 p.m.	
	Protest Period Ends	November 12, 2025, 4:00 p.m.	
	City Council Consideration of Operation Agreement	November 25, 2025, 7:30 p.m.	

2.4 MANDATORY PRE-PROPOSAL MEETING AND SITE VISIT

A **MANDATORY** pre-proposal meeting is scheduled for October 9, 10:00 a.m.-12:00 p.m. (noon), at the Forest Grove Senior and Community Center, located at 2037 Douglas Street, Forest Grove, Oregon, 97116. Please contact Jaime Zaik at jzaik@forestgrove-or.gov for meeting access information. Proposers are **REQUIRED** to attend this meeting to be eligible to submit a proposal. Statements made by the City's representatives at the pre-proposal meeting are nonbinding upon the City unless confirmed by a subsequent written addendum. The mandatory pre-proposal meeting will also include a site visit of the Center. To minimize disruption to the ongoing operations of the Senior and Community Center, the official site visit related to this RFP is restricted to the specified time above.

2.5 CHANGES TO THE SOLICITATION BY CITY ADDENDA

The City reserves the right to make changes to the RFP by written addendum, which shall be issued to all attendees of the mandatory pre-proposal meeting and shall be published on the City's website. A prospective Proposer may request a change in the RFP by submitting a written request to Jaime Zaik at jzaik@forestgrove-or.gov. The request must specify the provision of the RFP in question and contain an explanation for the requested change.

All requests for changes or additional information must be submitted to the City no later than the date set in Section 2.3. The City will evaluate any request submitted; however, it reserves the right to determine whether to accept the requested change. If in the City's opinion additional information or interpretation is necessary, such information will be supplied in the form of an addendum as previously stated.

Any addendum shall have the same binding effect as though contained in the main body of the RFP. Oral instructions or information concerning the scope of work of the project given out by City employees or agents to the prospective Proposers shall not bind the City.

- a) Addendum(s) will be e-mailed or delivered to all potential Proposers who attended the mandatory pre-proposal meeting and will be published on the City's website.
- b) No addendum will be issued later than the date set in the RFP Schedule, except an addendum, if necessary, postponing the date for receipt of proposals, withdrawing the invitation, or modifying elements of the proposal resulting from a delayed process.
- c) Each Proposer shall ascertain, prior to submitting a proposal, that the Proposer has received all addendums issued, and receipt of each addendum shall be acknowledged in the appropriate location on each addendum and included with the proposal submittal.

2.6 CONFIDENTIALITY AND COPYRIGHT

All information submitted by Proposers shall be public record and subject to disclosure pursuant to the Oregon Public Records Act, except such portions of the proposals for which Proposer requests exception from disclosure consistent with Oregon Law. All requests shall be in writing, noting specifically which portion of the proposal the Proposer requests exception from disclosure. Proposer shall not copyright, or cause to be copyrighted, any portion of any said document submitted to the City as a result of this RFP. Proposer should not mark the entire proposal document "Confidential." The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only "unless the public interest requires disclosure in the particular instance" under ORS 192.345(2). Therefore, non-disclosure of documents or any portion of a document submitted as part of a proposal may depend upon official or judicial determinations made pursuant to the Public Records Law. The above restrictions may not include cost or price information which must be open to public inspection.

2.7 CANCELLATION

The City reserves the right to cancel award of this RFP at any time before execution of the Operation Agreement by both parties if cancellation is deemed to be in the City's best interest. In no event shall the City have any liability for the cancellation of award.

2.8 LATE PROPOSALS

All proposals not received by the deadline as stated in Section 2.3 will be considered late and will be disqualified from consideration. Delays due to mail and/or delivery handling, including, but not limited to, delays within City's internal distribution systems, do not excuse the Proposer's responsibility for submitting the proposal to the correct location by the stated deadline.

2.9 DISPUTES

In case of any doubt or differences of opinion as to the items or services to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of the City shall be final and binding upon all parties.

2.10 PROPOSER'S REPRESENTATION

Proposers, by the act of submitting their proposals, represent that:

- a) They have read and understand the RFP Documents and their proposal is made in accordance therewith;
- b) They have familiarized themselves with the local conditions under which the work will be performed;
- c) Their proposal is based upon the requirements described in the RFP without exception (unless exceptions are clearly stated in the response).

2.11 CONDITIONS OF SUBMITTAL

By the act of submitting a response to this RFP, the Proposer certifies that:

- a) The Proposer and each person signing on behalf of the Proposer certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief, no elected official, officer, employee, or person, whose salary is payable in whole or in part by the City, has a direct or indirect financial interest in the proposal, or in the services to which it provides, or in any of the profits thereof other than as fully described in the Proposer's response to this solicitation.
- b) The Proposer has examined all parts of the RFP, including all requirements and contract terms and conditions thereof, and, if its proposal is accepted, the Proposer shall accept the contract documents thereto unless substantive changes are made in same without the approval of the Proposer.

2.12 PROPOSER REQUESTS INTERPRETATION OF RFP DOCUMENTS

Proposers shall promptly notify the City of any ambiguity, inconsistency or error, which they may discover upon examination of the RFP Documents. Proposers requiring clarification or interpretation of the proposal Documents shall make a written request to Jaime Zaik at jzaik@forestgrove-or.gov.

The City shall make interpretations, corrections, or changes to the RFP Documents in writing by published addendums. Interpretations, corrections, or changes to the RFP Documents made in any other manner will be nonbinding, and Proposers shall not rely upon such interpretations, corrections, and changes. Should any doubt or difference of opinion arise between the City and a Proposer as to the items to be furnished hereunder or the interpretation of the provisions of this solicitation, the decision of the City shall be final and binding upon all parties.

2.13 PROPOSER REQUESTS FOR ADDITIONAL INFORMATION

Requests for information regarding City services, programs, or personnel, or any other information shall be submitted directly to Paul Downey by email at pdowney@forestgrove-or.gov or by mail at the address in the Invitation. All requests for additional information shall be submitted in writing. Answers shall be provided to all Proposers of record on the date that answers are available.

2.14 COMPETITION

Proposers are encouraged to comment, either with their proposals or at any other time, in writing, on any specification or requirement within this RFP, which the respondent believes, will inordinately limit competition.

2.15 COMPLAINTS AND INEQUITIES

Any protest, complaints, or perceived inequities related to this RFP or award of work referenced herein shall be in writing and directed to Paul Downey at pdowney@forestgrove-or.gov and shall be received no later than the date listed in Section 2.3. Such submittals will be reviewed upon receipt and will be answered in writing. The protest shall be considered if it is timely filed in accordance with Section 2.3 and contains the following information: 1) sufficient information to identify the solicitation that is the subject of the protest; 2) the grounds that demonstrate how the solicitation process is contrary to law or how the solicitation document is unnecessarily restrictive, is legally flawed or improperly specifies a brand name; 3) evidence or supporting documentation that supports the grounds on which the protest

is based; 4) the relief sought; and 5) a statement of the desired changes to the RFP that the Proposer believes will remedy the conditions upon which the Proposer based its protest.

2.16 COST OF RFP AND ASSOCIATED RESPONSES

The City is not liable for any costs incurred by a Proposer in the preparation and/or presentation of a proposal. The City is not liable for any cost incurred by a Proposer in protesting the City's selection decision.

2.17 CITY TO REQUEST CLARIFICATION, ADDITIONAL RESEARCH, AND REVISIONS

The City reserves the right to obtain clarification of any point in a proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification could result in a finding that the Proposer is non-responsive and consequent rejection of the proposal.

The City may obtain information from any legal source for clarification of any proposal or for information on any Proposer. The City need not to inform the Proposer of any intent to perform additional research in this respect or of any information thereby received.

The City may perform, at its sole option, investigations of the responsible Proposer. Information may include, but shall not necessarily be limited to, credit history, recent financial statements, current litigation, bonding capacity and related history, and contacting references. All such documents, if requested by the City, become part of the public records and may be disclosed accordingly.

2.18 REJECTION OF PROPOSALS

The City reserves the right to reject any or all proposals received for one or more of the following reasons, including but not limited to:

- a) Failure of the Proposer to adhere to one or more of the provisions established in this RFP.
- b) Failure of the Proposer to submit a proposal in the format specified herein.
- c) Failure of the Proposer to submit a proposal within the time requirements established in Section 2.3.
- d) Failure of the Proposer to adhere to ethical and professional standards before, during, or following the RFP process.

The City may reject any proposal not in compliance with all prescribed public procurement procedures and requirements and may reject for good cause any or all proposals upon a finding of the City that it is in the public interest to do so.

2.19 MODIFICATION OR WITHDRAWAL OF PROPOSAL BY PROPOSER

A proposal may not be modified, withdrawn, or canceled by the Proposer for sixty (60) calendar days following the time and date designated for the receipt of proposals. Prior to the time and date

designated for receipt of proposals, proposals submitted early may be modified or withdrawn only by notice to the City's contact for the proposal, at the proposal submittal location, prior to the time designated for receipt of proposals. Such notice shall be in writing over the signature of the Proposer. All such communications shall be so worded as not to reveal the amount of the original proposal or any other material contents of the original proposal. Withdrawn proposals may be resubmitted up to the time designated for the receipt of proposals provided they are then fully in conformance with these Instructions to Proposers.

2.20 PROPOSAL OWNERSHIP

All proposals submitted become and remain the property of the City and, as such, are considered public information and subject to public disclosure within the context of the Federal Freedom of Information Act and Oregon Revised Statutes (ORS) 192.501 and ORS 192.502, public records exempt from disclosure. Unless certain pages or specific information are specifically marked "proprietary" and qualify as such within the context of the regulations stated in the preceding paragraph, the City shall make available to any person requesting information through the City's processes for disclosure of public records any and all information submitted as a result of this solicitation without obtaining permission from any Proposer to do so after the Notice of Intent to Award has been released.

2.21 DURATION OF PROPOSAL

Proposal terms and conditions shall be firm for a period of at least ninety (90) days from the deadline for receipt of submittal.

2.22 AFFIRMATIVE ACTION/NONDISCRIMINATION

By submitting a proposal, the Proposer agrees to comply with the Fair Labor Standard Act, Civil Rights Act, Executive Order 11246, Fair Employment Practices, Equal Employment Opportunity Act, Americans with Disabilities Act, and Oregon Revised Statutes. By submitting a proposal, the Proposer specifically certifies, under penalty of perjury, that the Proposer has not discriminated against minority, women or emerging small business enterprises in obtaining any required subcontracts.

SECTION 3 - PROJECT SCOPE

The City is seeking a federally certified non-profit to operate, manage, and maintain the Forest Grove Senior and Community Center for the provision of health and wellness, socialization, and personal growth programs for seniors and community members, commencing January 1, 2025. The current non-profit, the Forest Grove Senior and Community Center (FGSCC), a 501(c)(3), has given notice they will discontinue operations on December 31, 2024.

The FGSCC and the City have enjoyed a successful and collaborative relationship governed by an Operation Agreement that stipulates the terms and conditions under which the Center is used. Pending selection of a successful Proposer, the City will enter into an Operation Agreement with the successful Proposer under the following general terms and conditions:

- The non-profit will have exclusive use of the Center, and the revenues derived from its use, including the lease of any space, subject to City approval.
- The non-profit must offer health and wellness, socialization, and personal growth programs for seniors and community members.
- The non-profit must be certified by the federal government under their non-profit status to offer the aforementioned services.
- The non-profit must have experience offering the aforementioned services or specifically propose how they will offer the aforementioned services.
- The non-profit must be able to financially self-sustain operations, management, and maintenance of the Center.
- The non-profit will be required to post open hours when the Center is available to the public and must have at least one staff person or volunteer present during those hours.
- The non-profit must be able to administer contracts, rentals, and leases.
- The non-profit will be responsible for all day-to-day maintenance and operations of the Center.
- The non-profit must honor the existing leases until they expire in 2025.
- The non-profit must create and maintain a website for the Center.
- The City will be responsible for landscaping and parking lot maintenance.
- The City will be responsible for all city-provided utility expenses.
- The City will be responsible for all structural maintenance of the grounds and Center.
- A City Council liaison will be appointed to attend all non-profit board meetings pertaining to the operation and management of the Center.

The operation, management, and maintenance of the Forest Grove Senior and Community Center (Center) will entail published open hours, a staffing and volunteer plan, a diverse and wide variety of health and wellness, socialization, and personal growth programs for seniors and community members, a dedicated website, and a self-sustaining financial plan to provide those services. The proposal should include what the anticipated open public hours of the Center will be. This does not include hours when the Center is rented by a private party during non-public hours.

The successful Proposer will have exclusive use of the Center to lease and rent. The successful Proposer is expected to use this space wisely and efficiently to generate revenue to support maintenance, staffing, and programs. The successful Proposer must demonstrate financial self-sustainability and may generate revenue through fundraisers, grants, leases, rents, programs, and more.

Examples of health and wellness, socialization, and personal growth programs could include, but not be limited to, exercise, hobby, and activity classes; foot, heart, and personal care clinics; receptions, events, parties and dinners; financial and travel planning. Proposals are expected to list what programs may be offered.

The term of the Operation Agreement is for two (2) years commencing January 1, 2025, and ending December 31, 2026, with an option to extend one (1) year from January 1, 2027, to December 31, 2027, pending approval by City Council. The successful Proposer is expected to work collaboratively with the FGSCC to assure senior and community services are available upon commencement of the Operation Agreement on January 1, 2025.

The successful Proposer will be expected to present to the City Council every six months for the first two years and if an extension is granted, once in the proceeding twelve months.

The successful Proposer must hold board meetings at least quarterly and submit quarterly financial statements to the City. Similarly, the successful Proposer must allow the City Council Liaison to attend board meetings as an Ex-Officio, non-voting member, when matters pertaining to the Senior and Community Center are discussed.

3.1 ADVERTISING REQUIREMENTS

Advertisements, pursuant to ORS 279C.360, will be placed in the Daily Journal of Commerce and on the City's website to reach prospective non-profits commencing October 1, 2024. All proposals will be opened publicly at the time specified in Section 2.3 and pursuant to Oregon Revised Statute 279C

3.2 COMMUNICATIONS & APPLICABLE LAWS

The City requires the successful Proposer to have the ability and skill to provide the City with effective and professional communication in a timely manner. Similarly, the successful Proposer shall identify a single point of contact responsible for overall administration of the Operation Agreement. Likewise, the City shall provide a single point of contact responsible for the overall administration of the Operation Agreement. The City requires the successful applicant to follow all applicable local, state, and federal laws.

SECTION 4 - PROPOSAL AND PROPOSER REQUIREMENTS

4.1 SUBMITTAL OF PROPOSALS

Proposals shall be submitted in accordance with the submission requirements listed in Section 4.2 and shall contain all the information requested in this section. A completeness check will be conducted for each proposal; a complete submittal will make the Proposer a “Responsive Proposer” to be further evaluated for possible inclusion on the Short List as described in Section 5, proposal Selection and Evaluation Procedures, below.

4.2 PROPOSAL FORMAT

Proposals shall not exceed 17 pages in length. Page size is limited to 8½ by 11 inches with basic text information no smaller than 10-point type. Proposals that exceed 17 pages in length will be deemed non-responsive and will not be considered.

The following must be included as part of the proposal but does not count toward the 17-page limit:

- Résumés of non-profit staff who may perform senior and community services;
- A copy of the non-profit’s certificate verifying its status as a federally approved non-profit;
- A signed proposal Submittal Form.

Proposals should contain all the information requested below. Proposers will be scored based on the information provided. To facilitate proposal review, the City may contact Proposers for clarification of proposal responses; however, no additions, deletions or substitutions may be made to proposals that cannot be termed as clarifications.

4.3. PROPOSER REQUIREMENTS

The following minimum criteria shall apply:

- a) The Proposer must be allowed to offer health and wellness, socialization, and personal growth programs for seniors and community members under their non-profit status.
- b) The Proposer must have experience offering health and wellness, socialization, and personal growth programs or specifically propose how they will offer these programs.
- c) The Proposer must be able to demonstrate financial self-sustainability to operate, manage, and maintain the Center.
- d) The Proposer must demonstrate experience administering rentals and lease agreements.
- e) The Proposer must demonstrate an ability to create and maintain a website for public use.

4.4 PROPOSER REPRESENTATIVE

The selected Proposer shall assign a representative who will represent the Proposer in providing contracted services to the City. If the representative is removed by the Proposer, a new representative must be assigned.

4.5 PROPOSAL FORMAT AND REQUIREMENTS – MANDATORY

Each Proposer shall provide the following, all of which count toward the 17-page limit:

a) Introductory Letter (two (2) page maximum)

A two-page introductory letter explaining why the Proposer desires to provide senior and community services through operation, management and maintenance of the Center. The letter must include the name of the Proposer and its principal contact address and phone number. The letter should address the Proposer's willingness and commitment, if selected, to provide the services as outlined in the Scope of Work and a description of why the Proposer believes it should be selected. The letter should be addressed to Paul Downey, Assistant City Manager/Finance Director, and should be signed by an officer of the firm authorized to bind the firm to all comments made in the proposal.

b) Qualifications and Experience administering health and wellness, social, and personal growth programs for the benefit of seniors and community members (three (3) pages maximum).

This includes a brief description of:

- Structure and organization.
- Strengths and any special capabilities that may be particularly relevant for this project.
- Number of years in continuous operation and current number of employees.
- Annual gross income and expenses for last five (5) years.
- Relevant experience administering the aforementioned programs of similar scope, type, and complexity. Briefly identify at least five (5) programs the Proposer has administered in the last five (5) years that most closely resemble health and wellness, social, and personal growth programs.
- Claims History: state whether, in the previous ten (10) years, your firm has engaged in arbitration, litigation or other legal actions, either as plaintiff or defendant. State whether, during its last ten (10) years, your firm has made a settlement (without specifying the amount) or been ordered by a court or arbitrator to make a payment to a plaintiff or claimant or has been found in violation of a regulatory statute which has resulted in a fine, disbarment or other action by regulatory agencies. (Note: Information agreed to be kept confidential in any settlement agreement need not be disclosed in proposal).
- Termination for Default: state whether your firm has had a contract terminated for default in the last five (5) years. Termination for default is defined as notice to stop service that was delivered to the Proposer due to the Proposer's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and determined that the Proposer was in default. If your firm has had a contract terminated for default during this period, submit full details including the other party's name, address, and telephone number. The City will evaluate the facts and may, at its sole discretion, reject the proposal based on the Proposer's past performance.

- c) Ability to financially sustain operations including administering rentals and leases, managing facilities, fundraising, obtaining grants, and offering fee-based programming (three (3) pages maximum).**

This includes a brief description of:

- Administering contracts including rentals and leases. Briefly identify how many rentals and/or leases the Proposer has managed over the past 12 months.
- Operating and managing a facility. Briefly identify the square footage, operation, and occupancy of the facility; including any governing agreements pertaining to the same and whom the agreements are with.
- Conducting fundraisers and raising funds dedicated to a specific cause and/or program. Please list at least three (3) different fundraisers the Proposer has successfully administered.
- Any relevant experience obtaining grants. Please list at least 5 grants the Proposer has obtained over the past five (5) years including amount, purpose, and grantor.
- Any relevant experience offering fee-based programming designed to offer a service at a reasonable rate while also recouping enough revenue to sustain operations.

- d) Program types, approach, project staff qualifications and experience (five (5) pages maximum).**

This includes a brief description of:

- Examples of five specific health and wellness, social, and personal growth programs that would be provided to seniors and community members. Briefly explain their content, audience, frequency, rate structure, and operations.
- Briefly identify how these programs will be marketed to the community to assure equitable, inclusive, broad and diverse participation from seniors and community members.
- Briefly identify experience with various forms of outreach including: 1) ability to create and maintain a dedicated website; 2) use of social media; 3) mailings and newsletters; and 4) outreach to historically marginalized communities.
- Provide an expected schedule of open, public, and published hours of operation.
- An organization chart showing proposed staff for this project including their titles, responsibilities, qualifications and experience, if not already provided on their resumé's.

- e) Demonstrated ability to partner with other organizations and businesses to administer programs (two (2) pages maximum).**

Please provide any examples of partnerships the Proposer has entered over the past five (5) years that resulted in delivery of a joint program and what the outcome of the partnership was. This could include specific roles and responsibilities, metrics for success, funding arrangements, operating conditions, management, communications, and generally how well the partnership(s) worked.

- f) Transition Plan to work with the Forest Grove Senior and Community Center (FGSCC) regarding assets, operations, maintenance, and programs to assure uninterrupted service and a seamless transition (two (2) pages maximum).**

If awarded the Operation Agreement, please describe how you would work with the FGSCC, and other community partners as needed, to assure uninterrupted service and a seamless transition in the operation and maintenance of the Center and the delivery of programs.

g) Standard Proposal Form (does not count toward the page limit)

The Standard Proposal Form is included as Form A. It must be signed by an authorized representative and filled out completely.

SECTION 5 – PROPOSAL SELECTION AND EVALUATION

5.1 GENERAL INFORMATION

The City reserves the right to reject any or all proposals and is not liable for any costs the Proposer incurs while preparing or presenting the proposal. All proposals will become part of the public file, without obligation to the City. Upon completion of the evaluations, the City intends to negotiate an Operation Agreement with the Proposer whose proposal is deemed to be most advantageous to the operation, management and maintenance of the Forest Grove Senior and Community Center.

Each proposal submitted in response to this RFP that conforms in all material respects with the requirements set forth in the RFP shall be deemed a “Responsive Proposal”. The City will notify any Proposers who submitted a Non-Responsive Proposal to inform them that it did not meet the requirements and will, therefore, not be considered for an Operation Agreement.

5.2 SELECTION REVIEW COMMITTEE(S)

The Selection Review Committee may be comprised of up to five members. The role of the Selection Review Committee is to evaluate the proposals submitted, rank them in accordance with Section 5.4 below, and provide those rankings to the City Council for consideration. The City Council may interview up to the top three (3) applicants or “Short List” during a City Council work session. The City Council will make the final decision selecting the successful Proposer by passing a resolution approving an Operation Agreement between the Proposer and the City.

City Staff may seek expert advice to help review proposals, i.e., managers of Senior and Community Centers. Such advisors to the City Staff Selection Review Committee may attend evaluation meetings, Proposer presentations, evaluate the proposals, and lend any such expertise to the process as requested by the City. However, any such person that is contacted by the City for their expert advice shall not, from first being contacted until the proposal process is completed, have communications with any Proposers regarding their proposal or the process.

Scoring will be completed covering all areas listed below in Section 5.4. Proposals will be scored independently and then scores for each Proposer shall be added together to arrive at a final score. Proposals will then be ranked in descending order by the total proposal score.

5.3 INTERVIEWS

The City Council may interview up to the top 3 applicants or “Short List” during a City Council work session to ask additional questions related to the proposal and the scope of work. If interviews are held, a possible 50 points may be attributed to interviews. The interview scores will be added to the proposal scores, and the list re-ordered. Interviews provide an opportunity for Proposers to clarify their proposal and ensure thorough mutual understanding. If interviews are held, they will take place Monday, November 4th, 5:00 p.m., in the Community Auditorium. Interviews will be in person.

5.4 SCORING AND EVALUATION CRITERIA

The criteria listed below will be used to evaluate the proposals to determine the finalists and apparent successful Proposer. **Total possible points prior to the interview will be 100. If interviews are conducted, there may be a possible 50 additional points available.**

Scoring Criteria Point System

Proposers will be evaluated by a City Staff Selection Committee based on a point system. The maximum possible point values are listed below by each evaluation category. The Point System is as follows:

- 30 Points:** Qualifications and experience administering health and wellness, social, and personal growth programs for the benefit of seniors and community members.
- 25 Points:** Ability to financially sustain operations including administering rentals and leases, managing facilities, fundraising, obtaining grants, and offering fee-based programming.
- 20 Points:** Program types, approach, and project staff qualifications and experience.
- 10 Points:** Demonstrated ability to partner with other organizations and businesses to administer programs.
- 10 Points:** Transition Plan to work with the Forest Grove Senior and Community Center (FGSCC) regarding assets, operations, maintenance, and programs to assure uninterrupted service and a seamless transition between non-profits.
- 5 Points:** Overall quality and completeness of proposal including grammar, formatting, professionalism, organization, and conciseness in addressing the RFP's objectives.

5.5 REFERENCE CHECKS AND DISCLOSURE

The City reserves the right to contact references as part of the decision-making process and prior to making a final selection. No points will be awarded for reference checks. Any Proposer's response to this RFP shall be considered de facto permission to the City to disclose the results, when completed, to selected viewers at the sole discretion of the City.

SECTION 6 – OPERATION AGREEMENT REQUIREMENTS

6.1 OPERATION AGREEMENT AWARD

The City shall provide written notice by email of the City's intent to award the Operation Agreement. Notice of the intent to award will only be given to the Proposer the City Council reaches a consensus on after interviews are conducted. Award shall not be final until the City Council passes a resolution at a City Council meeting approving an Operation Agreement between the successful Proposer and the City.

6.2 FORM OF CONTRACT

The City is developing the Operation Agreement that will be the form of contract for this project. A draft Operation Agreement is attached as Form B. This document is subject to change until passed by City Council resolution.

6.3 REQUIREMENTS

The Proposer must be covered by Workers' Compensation Insurance, which will extend to and include work in Oregon. In addition, the Proposer must also submit documents addressing general liability insurance, automobile and collision insurance, professional liability insurance, and indicate that there is no conflict of interest on the part of the Proposer's submission of a proposal for the services being solicited under this RFP.

6.4 CONTRACT ADMINISTRATOR

Paul Downey, Assistant City Manager/Finance Director, shall be the Contract Administrator throughout the RFP process and during the contract period. Submittal of a proposal evidences Proposer's intent to execute and be bound by the terms of the contract. The City intends to award a contract to the responsible Proposer submitting the most advantageous proposal, based on evaluation factors contained in the proposal, provided the proposal has been submitted in accordance with the requirements of the RFP documents, and does not exceed the funds available. The City will enter into contract negotiations regarding any open terms. During negotiations, the City may require any additional information it deems necessary to clarify the Proposer's approach and the City's understanding of the requested goods or services. Any changes agreed upon during Operating Agreement negotiations will become part of the final Operation Agreement.

**FORM A:
PROPOSAL SUBMITTAL FORM, CITY OF FOREST GROVE
FOR NON-PROFIT SERVICES TO OPERATE AND MANAGE THE FOREST GROVE SENIOR AND
COMMUNITY CENTER**

I, the undersigned, and authorized representative of _____(Company Name)
certify the following:

Acknowledgement of terms, conditions and specifications

1. The Proposer represents that Proposer is properly licensed and adequately experienced, equipped, organized and financed to perform the services required.
2. The Proposer has carefully checked the figures entered in all forms, has carefully reviewed for accuracy all statements in this proposal and attachments, and agrees that the City will not be responsible for any errors or omissions of the Proposer in preparing this proposal. The Proposer agrees that this proposal may not be revoked or withdrawn for 120 calendars days after the date on which proposals are received.
3. Operation Agreement Execution: The Proposer agrees that if this proposal is accepted it will, within ten (10) calendar days after having received the Notice of Award, execute and return to the City the Operation Agreement in the form included in the Contract Documents and will submit, at or before that time, insurance documentation as required.
4. Addenda: The Proposer acknowledges that it has received the following Addenda No(s): ____and, ____ and, agrees that all addenda issued are a part of the RFP Documents and have been considered in preparing this proposal. (Proposer: insert the number of each addendum received; if no addenda were received, write "NONE" in the space.)

Compliance with Laws

Proposer hereby agrees to comply with all applicable Oregon public contracting code provisions, as more specifically described in the attached contract.

Certification of Nondiscrimination

Proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because a subcontractor is a minority, woman, or emerging small business enterprise certified under ORS 200.055, or against a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225.

Required Submittals

We, therefore, offer the following proposal fulfillment of the requirements and specifications contained within the solicitation documents and all addenda.

Signature: _____
Company: _____
Name (Print): _____
Address: _____
Company contact for this project (if different from above):

Date: _____
Title: _____
Phone: _____
Email: _____

Name (Print): _____
Title: _____

Phone: _____
Email: _____

FORM B
DRAFT AGREEMENT FOR OPERATION, MANAGEMENT AND MAINTENANCE OF THE FOREST GROVE
SENIOR AND COMMUNITY CENTER

DATE: January 1, 2025

PARTIES: CITY OF FOREST GROVE, Oregon, a municipal corporation, ("Owner")
and
NAME, an federally certified nonprofit corporation, ("Operator")

THE PARTIES AGREE:

Section 1. Exclusive License and Purpose. Owner grants to Operator an exclusive license to operate the Forest Grove Senior and Community Center, located at 2037 Douglas Street, Washington County Tax Lot No. 1S-3-06AB-02600, for the term stated in this Agreement and subject to the conditions of this Agreement. The purpose of this Agreement is to outline the terms by which the Operator will operate, manage, and maintain the Forest Grove Senior and Community Center for the provision of health and wellness, socialization, and personal growth programs for seniors and community members.

Section 2. Term of Occupancy. The term of this Agreement shall commence on the above date and shall continue for twenty-four (24) months.

Section 3. Renewal of Occupancy and Reopening of Agreement. The Agreement may be renewed for one 12-month period provided written notice is given by either party to the other at least one hundred and twenty (120) days prior to the annual anniversary date. Such written notice must be approved by the governing body of the party. The Agreement may be reopened by written notice of both Signatories to this Agreement; however, any change to the Agreement is subject to the approval of the governing body of both parties.

Section 4. Reports. Operator shall make a presentation to the City Council twice a year during the initial two (2) years of the Agreement and once per year thereafter, unless requested otherwise by the City Manager. Operator shall provide quarterly financial reports to the City throughout the term of the Agreement.

Section 5. Obligations of Operator. Operator shall be obligated to pay or provide the following during the terms of this Agreement:

- A. All taxes upon Operator's personal property on the premises, including any assets and fixtures.
- B. All charges for natural gas and heat used by the Operator in the premises.
- C. All building interior cleaning and maintenance and all supplies necessary for day-to-day maintenance. This includes, but is not limited to:
 - Routine plumbing repairs.
 - Lighting fixture changes and maintenance.
 - Vacuuming, dusting, and all janitorial maintenance.
 - Kitchen equipment, repair, filters, and maintenance.
 - Window and door maintenance and replacement.

- Repair of interior walls, ceilings, doors, windows, and floor coverings when such repairs are made necessary not because of faulty construction or failure of Owner to keep the structure in proper repair.
 - Heating, air, and ventilation system maintenance. Operator must obtain City approval on the contract to maintain this asset to assure the quality and frequency of maintenance and repair is sufficient to assure the expected life of the asset.
- D. All amounts which Operator is required to reimburse Owner for expenses incurred by Owner in discharging Operator's obligations, if any.
 - E. All other amounts which Operator is required to pay by any other provisions of this Agreement.
 - F. Any interior redecorating and painting.
 - G. Any repairs necessitated by the negligence of Operator, Operator's agents, employees, renters, lessees, program participants, and invitees, except where the loss or damage could have been covered by a standard fire insurance policy with an extended coverage endorsement.
 - H. Any repairs or alterations required under Operator's obligation to comply with laws and regulations as set forth in subsection A of the section of this Agreement entitled USE OF PREMISES.
 - I. All other repairs to the premises which Owner is not specifically obligated to make. Owner shall have the right to inspect the premises at any reasonable time to determine the necessity of repair.
 - J. Compliance with all Federal, State, and local laws regarding operations of a non-profit organization.
 - K. Health and wellness, socialization, and personal growth programs for seniors and community members.
 - L. Be financially self-sustaining.
 - M. Required to post open hours when the Center is available to the public and must have at least a staff person or volunteer present during those hours.
 - N. Administration of contracts, rentals, and leases pertaining to the Center (the Operator must honor the existing leases through 2025).
 - O. Create and maintain a website for the Center.
 - P. Updated bylaws for review and acceptance by Owner.

Section 6. Obligation of Owner. The following shall be the obligation of Owner:

- A. Structural repairs and maintenance necessitated by structural disrepair or defect;
- B. Repair and maintenance, including exterior painting, exterior grounds and landscaping, exterior walls and roof, exterior water, sewage, gas and electrical services up to the point of entry to the premises. This shall not include maintenance of the operating condition of doors and windows or replacement of glass. The City has final approval on all landscaping.
- C. All charges for City-provided utilities inclusive of power, water, sewage, and surface water management used by the Operator in the premises;
- D. Repair of interior walls, ceilings, doors, windows floors and floor coverings when such repairs are made necessary because of faulty construction or failure of Owner to keep the structure in proper repair;
- E. All repairs or restoration made necessary by fire or other peril which could be covered by a standard fire insurance policy and all other risks covered by Owner's property insurance in force at the time of loss.

- F. Appointment of a City Council liaison to attend Board meetings and report back to City Council.
- G. Appointment of the City's Facilities Maintenance Supervisor to act as a staff liaison and single point of contact for maintenance and repair issues.

Section 7. Use of Premises. The parties understand the primary purpose for the Forest Grove Senior and Community Center (Center) is to provide a physical facility for providing services to seniors and all members of the community. All residents of Forest Grove may use or lease the Center with approval of the Operator's Board of Directors. In connection with the use of the premises, the Operator shall:

- A. Conform to all applicable laws and regulations of any public authority affecting the use of premises and correct, at Operator's expense, any failure of compliance created through Operator's fault or by reason of Operator's use. Operator shall not otherwise be required to make expenditures to comply with any laws or regulations, and in no event shall Operator be required to make any structural changes to affect such compliance;
- B. Refrain from any activity which would make it impossible to insure the premises against casualty, would increase the insurance rate, or would prevent Owner from taking advantage of any ruling of the Oregon Insurance Rating Bureau or its successor allowing Owner to obtain reduced premium rates for long-life fire insurance policies, unless the Operator pays the additional cost of insurance;
- C. Refrain from any use which would be reasonably offensive to Owner, other tenants or owners or users of adjoining premises or which would tend to create a nuisance or damage the reputation of the premises; and, contrary to the values, goals, and objectives approved by City Council.

Section 8. Alterations. Operator shall make no improvements or alterations on the premises of any kind without the prior consent in writing of the Owner, which consent shall not be unreasonably withheld. All improvements and alterations performed on the premises by either Owner or Operator shall be the property of the Owner when installed unless the applicable Owner's consent or worksheets specifically provide otherwise.

Section 9. Damage and Destruction. If the premises are partially damaged or destroyed, the property shall be repaired as follows:

- A. If the damage is caused by a risk which would be covered by a standard fire insurance policy with an endorsement for extended coverage, repair shall be at the expense of Owner whether or not the damage occurred as the result of fault on the part of Operator;
- B. If the damage occurred from a risk which would not be covered by insurance of the kind described in A above, repairs shall be at the expense of Owner unless the damage was the result of the fault of the Operator, in which case the Operator shall have the obligation to repair;
- C. In any event, repairs shall be accomplished with all reasonable dispatch subject to interruptions and delays beyond the control of the party responsible.

Section 10. Liability to Third Persons. Except with respect to activities for which Owner is responsible, Operator shall pay as due all claims for work done on and for services rendered or materials furnished to the premises and shall keep the premises free from any liens.

Operator shall indemnify and defend Owner from any claim loss or liability arising out of or related to any activity of Operator on the premises. Operator's duty to indemnify shall not apply to or prevent any claim by Operator against Owner for injury or damage to Operator or Operator's property for which Owner may be liable.

During the term of this Agreement, Operator shall procure and thereafter during the term of this Agreement shall continue to carry the following insurance at Operator's cost with Owner named as an additional insured:

Public liability and property damage insurance in a responsible company with a combined single limit of not less than \$2,000,000.00. Certificates evidencing such insurance and bearing endorsements require ten (10) days' written notice to Owner prior to any change or cancellation shall be maintained. The City will also be listed as Additionally Insured and the policy endorsed, naming its officers, agents, and employees as an additional insured for the Liability Policy.

Operator will be required to be in compliance with ORS 656.017 for Worker's Compensation coverage per the statutory limits and Employer's Liability at \$1,000,000; unless Operator would be exempt under ORS 656.126.

Section 11. Insurance. Owner shall keep the premises insured at its full insurable value at Owner's expense against fire and other risks covered by a standard fire insurance policy with an endorsement for extended coverage. Such insurance shall not insure Operator's separate property on the premises against such risks.

Certificate of Insurance / Additional Insured and Waiver of Subrogation Endorsement. The Contractor shall cause the insurance company to provide the City with: (i) a certificate of insurance and, (ii) if an additional insured endorsement is indicated as required in subsection D below, an endorsement thereto naming the City, its officers, agents, and employees as an additional insured for those policies indicated. The policies will be endorsed to provide a waiver of subrogation in favor of the City and all additional insureds. The Contractor shall provide the City written notice of cancellation or material modification (change in limits or coverages) of the insurance contract for not less than the following notice for the purposes stated: 30 days prior notice for reasons other than non-payment; 10 days prior notice for non-payment.

Section 12. Assignment and Sublease. No part of the premises may be assigned or subleased, nor may a right of use of any portion of the property be conferred on any third party by any other means by Operator without the prior written consent of Owner.

Operator shall have the right to make the premises available to third parties or organizations and shall have the right to retain all fees and charges resulting from the use of the premises by third parties or organizations.

Section 13. Termination. This Agreement shall terminate earlier if at any time Operator 'breaches any of the terms of this Agreement. Such breach shall be specified by Owner to Operator in writing and Operator shall have sixty (60) days within which to cure such breach or such period of time as may be agreed upon by Owner in writing. If the breach has not been remedied within the time specified, notice of termination may be given by Owner to Operator in writing at any time after the date upon which such breach should have been remedied. The notice of termination shall specify a date by which Operator shall surrender the premises which date shall not be sooner than thirty (30) days from

the date of notice of termination. Operator shall have the same right to terminate this Agreement upon a breach of this Agreement by Owner in the same manner and subject to the same conditions as are set forth in the immediately preceding paragraph.

Section 14. Surrender at Expiration.

14.1 Condition of Premises. Upon expiration of the term or earlier termination on account of default, Operator shall deliver all keys to Owner and surrender the leased premises in first-class condition and broom clean. Alterations constructed with permission from Owner shall not be removed or restored to the original condition unless the terms of permission for the alteration so require. Depreciation and wear from ordinary use for the purpose for which the premises were left need not be restored but all repairs for which Operator is responsible shall be completed to the latest practical date prior to such surrender. Operator's obligations under this Section shall be subordinate to Section 9 of this Agreement entitled Damage and Destruction.

14.2 Fixtures.

14.2.1 All fixtures placed upon the premises during the term of this Agreement, other than Operator's trade fixtures shall, at Owner's option, become the property of Owner. Movable furniture, decorations, floor coverings other than hard surface bonded or adhesively fixed flooring, curtains, blinds, furnishings and trade fixtures shall remain the property of Operator if placed on the premises by Operator.

14.2.2 If Owner so elects, operator shall remove any or all fixtures which would otherwise remain the property of Owner, and shall repair any physical damage resulting from the removal. If Operator fails to remove such fixtures, Owner may do so and charge the cost to Operator with interest at nine percent (9%) per annum from the date of expenditure. Operator shall remove all furnishings, furniture and trade fixtures which remain the property of Operator. If Operator fails to do so, this shall be an abandonment of the property, and Owner may retain the property and all rights of Operator with respect to it shall cease or, by notice *in* writing given to Operator within twenty (20) days after removal was required, Owner may elect to hold Operator to its obligation of removal. If Owner elects to require Operator to remove, Owner may effect a removal and place the property in public storage for Operator's account. Operator shall be liable to Owner for the cost of removal, transportation to storage, and storage, with interest at nine percent (9%) per annum on all such expenses from the date of expenditure by Owner.

14.2.3 The time for removal of any property or fixtures which operator is required to remove from the premises upon termination shall be as follows:

- A. On or before the date the Agreement terminates because of expiration of the original or a renewal term or because of default;
- B. Within thirty (30) days after notice from Owner requiring such removal where the property to be removed is a fixture which Operator is not required to remove except after such notice by Owner, and such date would fall after the date on which Operator would be required to remove other property.

Section 15. Miscellaneous.

15.1 Nonwaiver. Waiver by either party of strict performance of any provision of this Agreement shall not be a waiver of or prejudice the party's right to require strict performance of the same provision in the future or of any other provision.

15.2 Attorney Fees. If suit or action is instituted in connection with any controversy arising out of this Agreement, the prevailing party shall be entitled to recover in addition to costs such sum as the court may adjudge reasonable as attorney fees both on trial and appeal, if any.

15.3 Succession. Subject to the above-stated limitations on transfer of Operator's interest, this Agreement shall be binding upon and inures to the benefit of the parties, their respective successor and assigns.

IN WITNESS WHEREOF, the parties have executed this instrument in duplicate on the day and year first above written.

OWNER:

CITY OF FOREST GROVE, Oregon,
a municipal corporation

By: _____
City Manager

OPERATOR:

NAME
a nonprofit corporation

By: _____
President

From:

Donna Gustafson, President

City Club of Forest Grove

PO Box 482

Forest Grove Oregon 97116

Email: cityclubofforestgrove@gmail.com or dgustafsonconsulting@gmail.com



Dear Paul Downey, Assistant City Manager/Finance Director City of Forest Grove,

The City Club of Forest Grove (CCFG) is interested in becoming the service provider and contracted entity for the Forest Grove Senior and Community Center (FGSCC).

The CCFG is dedicated to not only fulfilling the specific requirements outlined in the SOW, but also to actively contribute to the growth and betterment of the Forest Grove community. This commitment extends to our ongoing responsibilities and expansion, including Main Street Program administration, event planning and management, project management, volunteer coordination, community enrichment, Veteran and family support, and strategic partnerships.

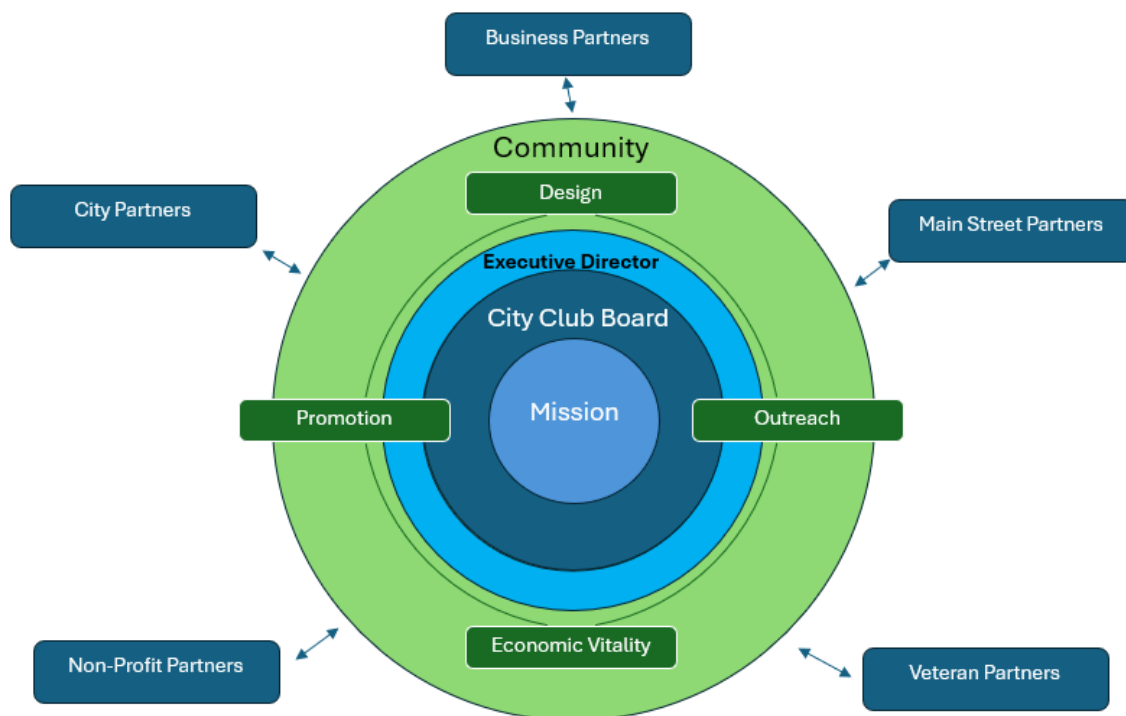
The CCFG is deeply rooted in Forest Grove, having served the community for over 20 years. Our commitment to supporting local businesses, organizing engaging events, and enriching the lives of residents has driven our success. By partnering with various organizations, we have strengthened our impact and expanded our reach. Taking on the FGSCC contract will allow us to further our mission of creating a vibrant downtown district and providing essential services to seniors.

Thank you for this opportunity to apply and create a stronger partnership base for the city of Forest Grove, our entire community and our future.



Qualifications and Experience administering health and wellness, social, and personal growth programs for the benefit of seniors and community members (three (3) pages maximum).

The CCFG structure is a combination of circular, network and team structure. Our board of directors and mission of the CCFG is positioned at the center of our structure with our four committees or teams surrounding and supporting the vision and goals of the mission. The final piece of the structure includes our partnerships.



Our strength is in our partnerships, and we are in a perpetual state of partnership creation and development. Everyone has something to contribute no matter how small it is to bring value to the mission. We are currently led by a Project Manager with fifteen years of experience developing, managing and overseeing programs which involve cross-functional and cross-regional program management. We bring together experts in their fields to participate in bringing ideas, information, resources and efforts into the CCFG to create, enhance and execute projects within and many times under budget.

As the Oregon Main Street (OMS) Program administrators for the city of Forest Grove we have access to state and national resources which include best practices, templates, procedures, knowledge and grants not accessible to other organizations. We will be using these resources for the benefit of our mission and the community.

As an organization, we have been continually active for more than 20 years working with 100% volunteers. We have been financially sustained by donations, event revenue, membership and

sponsorships. As an OMS organization we are required to have a paid staff of at least 20 hours per week in the next 1.5 years and a physical office in the downtown district.

CCFG has experience in partnerships and promoting, managing and refining these partnerships. We encourage and facilitate community involvement which includes opportunities for minorities including the elderly and disabled to ensure a “total community” atmosphere.

We have begun the development of the OMS Program for Forest Grove and successfully administered temporary revenue sharing programs, and volunteer programs.

We have zero negative claims history and have never experienced a contract default.

	2019	2020	2021	2022	2023
Income	\$ 8,301.00	\$ 2,690.00	\$ 10,645.00	\$ 8,466.00	\$ 34,519.00
Expense	\$ 5,547.25	\$ 2,730.00	\$ 5,203.00	\$ 9,725.00	\$ 15,863.00
End of Yr	\$ 2,753.75	\$ (40.00)	\$ 5,442.00	\$ (1,259.00)	\$ 18,656.00

Ability to financially sustain operations including administering rentals and leases, managing facilities, fundraising, obtaining grants, and offering fee-based programming (three (3) pages maximum).

The CCFG has a proven track record of over 20 years of successful operations. Our innovative trade program, in partnership with organizations like Adelante Mujeres, has facilitated resource sharing for three years, with an average of five to eight exchanges annually.

CCFG does not currently manage a facility but work in trade and donations to utilize buildings within our network for events.

Our annual fundraising events are designed to be inclusive, ensuring everyone can participate and contribute, regardless of their financial capacity. We are currently raising funds to further our commitment to the downtown district and the broader community

Dedicated to serving our community, the CCFG has secured grant funding from the City of Forest Grove and Explore Tualatin Valley. We are committed to expanding our partnerships and pursuing eligible grant opportunities to enhance our programs and services. As a 501c6, we are strategically navigating the grant landscape and working towards 501c3 status to maximize our impact. As the OMS manager for Forest Grove we will now have access to grants not available to others.

The CCFG is committed to innovative approaches to resource management. Our fee-based programs, including memberships, event participation, and vendor opportunities, are designed to optimize revenue and minimize costs. By fostering strong partnerships, we ensure the sustainability of our operations and maximize our impact on the community.

Program types, approach, project staff qualifications and experience (five (5) pages maximum).

The CCFG is dedicated to innovative solutions for community needs. Our programs will be dynamic, evolving to meet the changing needs of our residents. By combining data-driven insights with community feedback, we will deliver impactful programs that make a difference.

- Bingo
 - No need to explain this program. We will use donations for prizes and volunteers to run the actual events.
 - Spanish led bingo (increase inclusivity), Veteran bingo (veteran inclusion and stimulation)
- Foot Care Program (health & wellness)
 - All seniors need foot care. We will look to our partners to discount or eliminate the cost of care specialists. These specialists will provide pedicure treatments for our aging and disabled population who have a difficult time doing it themselves.
- Meals on Wheels (health and wellness)
 - We will continue to contract with this amazing program.
- Adaptive Fitness Programs (inclusive, health and wellness)
 - Our fitness programs will be adapted to meet the community members where they are in their fitness journey and will be focused on the aging and disabled.
- Senior Support Network
 - We will develop a network and partnership of a variety of senior service providers such as housekeeping, contractors, finance management, nutrition, housing and more.
- Volunteer Management Program (Community Support)
 - With our experience working with volunteers, we plan to expand this into a larger program to not only increase our resources but provide a network for other organizations to contact for assistance.
- Forest Grove Veterans Service Hub (Veteran Support)
 - Our veterans deserve more. We will be working with our local veterans to discuss implementing a FG Veterans program at the community center.
- Downtown Revitalization Program
 - We will finish the development and begin the growth of our downtown revitalization program. This program will span support across three main benefactors: building/homeowners, business owners and community members. This program will include community events, enrichment and involvement.
- Art Programs (Community Enrichment)
 - We will develop programs which focus on a variety of art whether it be appreciation or hands on art projects.

We are committed to providing accessible programs that cater to the needs of our aging population and the broader community. By leveraging strategic partnerships and a flexible pricing model, we can offer a diverse range of programs at affordable rates. Our offerings will evolve over time to ensure continued relevance and impact.

Our marketing strategy will employ a multi-channel approach, leveraging social media, print media, email newsletters, our website, and word-of-mouth referrals. To further expand our reach, we will distribute flyers at local churches, libraries, and other community gathering places.

The CCFG effectively utilizes a robust digital presence, maintaining two websites and multiple social media platforms. We plan to leverage the City's 'What's Growing On' print publication to expand our outreach and strengthen our partnerships with Adelante Mujeres and Centro Cultural, ensuring we effectively reach our Latino community.

Our goal is to maintain the current open schedule for the community center.

Our staffing model emphasizes employee empowerment and cross-training, leveraging our existing partnerships and community resources to optimize our workforce.

Executive Director:

- Overall management of the community center operations and mission of the City Club of Forest Grove
- Certified Project Management Professional with five years' experience or
- at least 10 years of experience in project management.

Activities Coordinator:

- Plan, set up, and oversee activities and events. Organize, monitor and coordinate all volunteers and volunteer activities.
- At least two years' experience managing activities. Must be CPR certified. Manage our activities calendar, organize on-site activities and events, organize off-site excursions, encourage participation, confirm bookings or reservations as needed, ensure a safe and fun environment for all.

Marketing/Community Engagement Manager:

- Responsible for developing and implementing strategic initiatives to build and maintain relationships with stakeholders including community members, volunteers, businesses and other partnerships. Management and execution of all marketing strategies.
- Must have at least five years' experience and excellence in marketing, website management and design and customer service and outreach. Must have a proven record of a successful marketing background with a focus on community engagement, solicitation of sponsorships and donations and community retention.

Demonstrated ability to partner with other organizations and businesses to administer programs (two (2) pages maximum).

The CCFG is a partnership-based organization which uses trade as part of its currency. If selected we will use this opportunity to expand our partnerships for the benefit of the downtown district, community members and seniors. This means sharing resources and responsibilities as it pertains to most if not all programs at the community center.

Transition Plan to work with the Forest Grove Senior and Community Center (FGSCC) regarding assets, operations, maintenance, and programs to assure uninterrupted service and a seamless transition (two (2) pages maximum).

Our transition plan includes assumptions which will be included in this explanation.

Assumptions

1. Assets at the center will remain for full use by the CCFG without expectations of replacement to the FGSCC Board.
2. The FGSCC board will remain an active board and partner to support the Senior and other aspects of the community with the CCFG.
3. The City of Forest Grove will provide a budget for the CCFG in 2025 not less than 30% of the CCFG budget to support services, programs and resources as part of the OMS support.
4. The FGSCC will remain at the status quo through Q1 of 2025.

Partnerships

1. **FGSCC Board:** We will immediately work with the current FGSCC board to plan a partnership.
2. **Veterans Group:** We will immediately work with parties interested in creating a Veterans group who will partner with the CCFG.
3. **Current FGSCC Partnerships:** We will immediately work with current partners of the FGSCC to establish relationships and understand the status quo.
4. **Centro Cultural:** We will immediately meet with Centro Cultural to determine what partnerships and opportunities which can be developed.
5. **Current CCFG Partnerships:** We will immediately meet with current partners of the CCFG to discuss enriching our partnerships and opportunities.
6. **Current FGSCC Staff:** We will immediately meet with the current Executive Director to discuss current business plan, staffing needs and desires, expectations etc to establish a positive relationship and continued support of current staff, programs, volunteers etc.

Benefits to CCFG contract for FGSCC management

This strategic merger combines the strengths of two organizations, resulting in enhanced offerings, reduced overhead costs, and increased resource allocation. By joining forces, we can achieve greater impact and better serve our community.

Enhanced Operational Efficiency:

Streamline operations and reduce redundancies.

Minimize system management overhead, leading to cost savings.

Improve overall productivity and efficiency.

Expanded Partnerships and Market Reach:

Consolidate and grow strategic partnerships.

Increase access to resources and expertise.

Expand market reach and customer base.

Optimized Resource Allocation:

Reduce operational costs by eliminating redundancies.

Centralize community center and downtown revitalization goals.
Optimize resource allocation for maximum impact.

Community-Centric Focus:

The CCFG is a dedicated Forest Grove nonprofit.
Prioritize the needs and interests of the Forest Grove community.

Accelerated Main Street Program Development:

Accelerate the growth and maturity of the Main Street Program.
Achieve faster progress towards revitalization goals.

Consolidated Fundraising Efforts:

Reduce fundraising fatigue for the community and businesses.
Centralize donation requests and fundraising efforts.
Increase overall fundraising effectiveness and impact.

Immediate and accelerated compliance with the OMS program requirements

A key requirement of the OMS program is the appointment of an Executive Director in the third year and a downtown presence. This strategic move will significantly accelerate our program's progress, providing the necessary leadership, resources, and partnerships to ensure its success. By establishing a physical presence in the downtown district, we will further strengthen our connection to the community and drive local revitalization efforts.

Due to the extremely short timeline which also falls during the holiday season it gives us an opportunity to allow the status quo to continue with little interruption through the first quarter of 2025. During Q1 it is expected to be a flurry of activity at the center as we collaborate with our partners including the City of Forest Grove to plan the future of the community center.

The vision is to rebrand along with the new and expanded offerings and partnerships to be called the Forest Grove Club House. This new name is reflective of:

- **Warmth and familiarity:** A clubhouse evokes feelings of comfort, safety, and belonging. It suggests a place where people can gather, relax, and connect.
- **Shared purpose:** The Forest Grove Club House (FGCH) will provide a shared sense of purpose and community, where everyone works towards common goals.
- **Opportunity for growth:** It will be a place for learning, development, and personal growth.
- **Accessibility:** The clubhouse is open to everyone, regardless of background or experience. This will include seniors, veterans, LGBTQIA+ and have a special focus on supporting our seniors.
- **Focus on community:** It will emphasize the importance of collaboration, shared experiences, and mutual support.

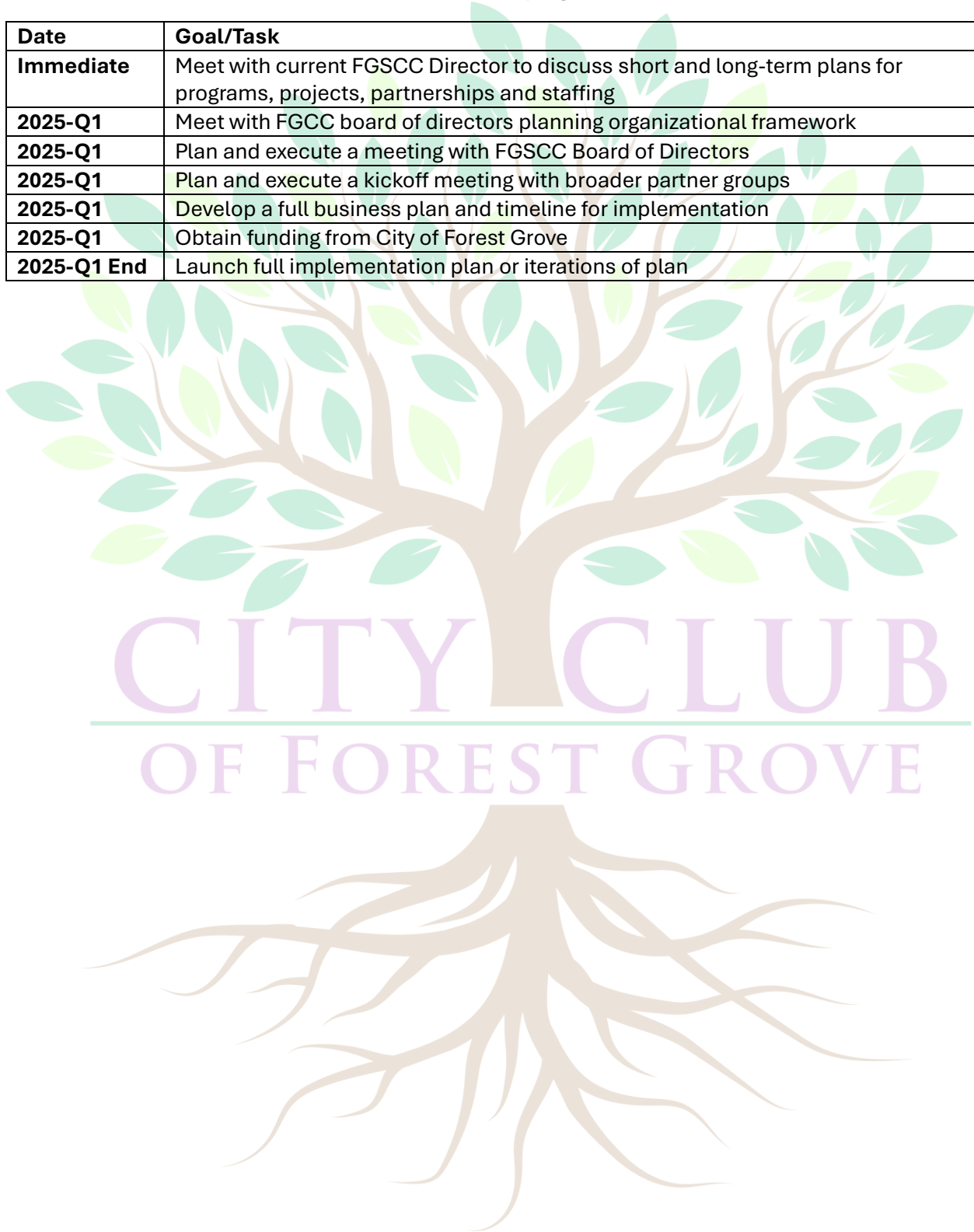
This collaborative club house will be home to the managing entity of the CCFG and include primary partnerships with the FGSCC Board of Directors and Veterans Services with additional partnerships to be added to the club.

Timeline

The expectation is to continue using the current staff and keep the status quo through Q1. During the time the current CCFG president will be present at the FGSCC multiple days per week to

familiarize with the functions of the center and become a familiar face. This may include shared visits with others on the CCFG board and main street program committees.

Date	Goal/Task
Immediate	Meet with current FGSCC Director to discuss short and long-term plans for programs, projects, partnerships and staffing
2025-Q1	Meet with FGCC board of directors planning organizational framework
2025-Q1	Plan and execute a meeting with FGSCC Board of Directors
2025-Q1	Plan and execute a kickoff meeting with broader partner groups
2025-Q1	Develop a full business plan and timeline for implementation
2025-Q1	Obtain funding from City of Forest Grove
2025-Q1 End	Launch full implementation plan or iterations of plan



Business Registry Business Name Search

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Business Entity Data

10-31-2024 10:47

Registry Nbr	Entity Type	Entity Status	Jurisdiction	Registry Date	Next Renewal Date	Renewal Due?
700836-89	DNP	ACT	OREGON	07-16-1999	07-16-2025	
Entity Name	CITY CLUB OF FOREST GROVE					
Foreign Name						
Non Profit Type	PUBLIC BENEFIT WITH MEMBERS					

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Associated Names

Type	PPB	PRINCIPAL PLACE OF BUSINESS				
Addr 1	2002 PACIFIC AVE					
Addr 2						
CSZ	FOREST GROVE	OR	97116		Country	UNITED STATES OF AMERICA

Please click [here](#) for general information about registered agents and service of process.

Type	AGT	REGISTERED AGENT				Start Date	07-16-1999	Resign Date	
Of Record	130903-11	MOORE & LOMMEN, P.C.							
Addr 1	2002 PACIFIC AVE								
Addr 2									
CSZ	FOREST GROVE	OR	97116		Country	UNITED STATES OF AMERICA			

Type	MAL	MAILING ADDRESS					
Addr 1	MOORE AND WELLIVER						
Addr 2	2002 PACIFIC AVE						
CSZ	FOREST GROVE	OR	97116		Country	UNITED STATES OF AMERICA	

Type	PRE	PRESIDENT								Resign Date			
Name	DONNA				GUSTAFSON								
Addr 1	PO BOX 482												
Addr 2													
CSZ	FOREST GROVE		OR	97116			Country	UNITED STATES OF AMERICA					

Type	SEC	SECRETARY						Resign Date	
Name	CHRISTINE			RILEY					
Addr 1	PO BOX 482								Page 38 of 84

Addr 2					
CSZ	FOREST GROVE	OR	97116		Country UNITED STATES OF AMERICA

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Name History

Business Entity Name	Name Type	Name Status	Start Date	End Date
CITY CLUB OF FOREST GROVE	EN	CUR	07-16-1999	

Please [read](#) before ordering [Copies](#).

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Summary History

Image Available	Action	Transaction Date	Effective Date	Status	Name/Agent Change	Dissolved By
	AMENDED ANNUAL REPORT	06-03-2024		FI		
	AMENDED ANNUAL REPORT	06-20-2023		FI		
	AMENDED ANNUAL REPORT	06-23-2022		FI		
	AMENDED ANNUAL REPORT	06-15-2021		FI		
	AMENDED ANNUAL REPORT	06-19-2020		FI		
	AMENDED ANNUAL REPORT	07-12-2019		FI		
	AMENDED ANNUAL REPORT	06-26-2018		FI		
	AMENDED ANNUAL REPORT	06-21-2017		FI		
	AMENDED ANNUAL REPORT	06-29-2016		FI		
	AMENDED ANNUAL REPORT	07-02-2015		FI		
	AMENDED ANNUAL REPORT	07-10-2014		FI		
	AMENDED ANNUAL REPORT	07-09-2013		FI		
	AMENDED ANNUAL REPORT	06-22-2012		FI		
	AMENDED ANNUAL REPORT	06-21-2011		FI		
	AMNDMT TO ANNUAL RPT/INFO STATEMENT	04-06-2011		FI		
	AMENDED ANNUAL REPORT	06-15-2010		FI		
	AMENDED ANNUAL REPORT	07-10-2009		FI		
	ANNUAL REPORT	06-13-2008		FI		
	AMENDED ANNUAL REPORT	07-06-2007		FI		
	ANNUAL REPORT PAYMENT	06-15-2006	06-14-2006	SYS		Page 39 of 84

	ANNUAL REPORT PAYMENT	06-09-2005	06-08-2005	SYS		
	ANNUAL REPORT PAYMENT	06-08-2004	06-07-2004	SYS		
	ANNUAL REPORT PAYMENT	06-11-2003	06-10-2003	SYS		
	ANNUAL REPORT PAYMENT	07-11-2002		SYS		
	AMENDED ANNUAL REPORT	07-27-2001		FI		
	STRAIGHT RENEWAL	06-14-2000		FI		
	NEW FILING	07-16-1999		FI		

30 October
24

Memo

TO
Forest Grove City
Government

FROM
Michael Perrault

CC
Donna Gufstason

RE
FG Senior Center

COMMENTS:

As a twenty-year Army Veteran who retired as a Lieutenant Colonel in 1987; as a founder and board member of Hope Community Network (HCN), as a Board Member of American Legion Post #2 here in Forest Grove and as a former Chair of the Committee for Community Involvement in Forest Grove I am consider myself an involved citizen.

Recently, I hosted a voluntary meeting of several community members to discuss the idea of creating some sort of park, memorial or other way in which to recognize the Veterans in our community. While not commonly known, Forest Grove is a Purple Heart city. But there is only one sign indicating such on all the many entrances to the city.

The only formal recognition of Veterans appears at the Forest Grove Seniors Center. It is weathered and unkempt. While bricks have been placed there in honor of Veterans, they are in poor condition and hardly readable.

The cities of Cornelius and North Plains, while considerable smaller than Forest Grove, have visible and well-maintained sites dedicated to those who have preserved our freedoms over the generations.

The City Club of Forest Grove has agreed that the city should be more active and aggressive in recognizing the service of our Veterans. They have indicated that, should they become the operators of the Forest Grove Seniors Center, that they would support use of the site to provide counseling services and other such activities for Veterans. Additionally, they have also indicated that they would clean-up the current plaque and offer a more visible and inviting place for Veterans and their families to honor their Veterans.

Thank you,

Michael R Perrault
Lieutenant Colonel, US Army (Retired)

MICHAEL R PERRAULT

Tel: 503-735-5616
Email: mrperrault44@gmail.com

State of Oregon

OFFICE OF THE SECRETARY OF STATE
Corporation Division

Certificate of Existence 4134276

I, LAVONNE GRIFFIN-VALADE, SECRETARY OF STATE and Custodian of the Seal of said State, do hereby certify:

CITY CLUB OF FOREST GROVE

is

a Nonprofit Corporation

under the laws of The State of Oregon

and is active on the records of the Corporation Division as of the date of this certificate.

*In Testimony Whereof, I have hereunto
set my hand and affixed hereto the
Seal of the State of Oregon.*



Lavonne Griffin-Valade

LAVONNE GRIFFIN-VALADE, SECRETARY OF STATE

Issued Date: 10/31/2024



Come visit us on the internet at: <https://sos.oregon.gov/business>
or use the QR code to check their current status.

Charitable Organizations Registered in Oregon

The information in this database relates to charities registered with the Department. Please note that religious and mutual benefit corporations are not required to register and may not be listed here.

City Club of Forest Grove

Mailing Address:

c/o Moore & Welliver
2002 Pacific Ave
Forest Grove, OR 97116

Status: Registered (Charitable organizations that solicit or otherwise do business in Oregon are required to register.)
Registration: #29068
Federal Tax Status: 501(c)(6)
Federal EIN: 93-1249239
Category: 429 - Other inners city or community benefit activities
Phone: **503-357-3191**

Purpose: Organized exclusively for social welfare purposes within the meaning of Section 501 (c)(3) of the IRC of 1986 as amended to promote the social and community welfare of the city of Forest Grove Oregon with special emphasis on the central business district.
E-mail: cityclubfg.treasurer@gmail.com
Website: <https://www.cityclubfg.com>

Reports

Fiscal Year Beginning 1/1/2023 and Ending 12/31/2023

Report Year:	2023
Beginning Assets:	\$0
Revenue:	\$11,461
Program Services:	\$0
Management Expense:	\$0
Fund Raising Expense:	\$0
Total Expenses:	\$0
Ending Assets:	\$28,947

Fiscal Year Beginning 1/1/2022 and Ending 12/31/2022

Report Year:	2022
Beginning Assets:	\$0
Revenue:	\$9,717
Program Services:	\$0
Management Expense:	\$0
Fund Raising Expense:	\$0
Total Expenses:	\$0
Ending Assets:	\$12,033

Fiscal Year Beginning 1/1/2021 and Ending 12/31/2021

Report Year:	2021
Beginning Assets:	\$0
Revenue:	\$10,645
Program Services:	\$0
Management Expense:	\$0
Fund Raising Expense:	\$0
Total Expenses:	\$0
Ending Assets:	\$13,262

Fiscal Year Beginning 1/1/2020 and Ending 12/31/2020

Report Year:	2020
Beginning Assets:	\$0
Revenue:	\$2,165
Program Services:	\$0
Management Expense:	\$0
Fund Raising Expense:	\$0
Total Expenses:	\$0
Ending Assets:	\$15,368

Fiscal Year Beginning 1/1/2019 and Ending 12/31/2019

Report Year:	2019
Beginning Assets:	\$0
Revenue:	\$8,276
Program Services:	\$0
Management Expense:	\$0
Fund Raising Expense:	\$0
Total Expenses:	\$0
Ending Assets:	\$15,933

Disclaimer:

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[Charitable Activities SITE MAP](#)

Results-oriented project manager with a proven track record of delivering complex projects on time, within budget, and to the highest standards. Skilled in strategic planning, risk management, and stakeholder engagement. Demonstrated ability to lead cross-functional teams, optimize resource allocation, and ensure project success. Adaptable and proactive, with a strong focus on process improvement and continuous learning.

Areas of Expertise

- Project & Program Management
- Budgeting & Forecasting
- Team Leadership & Training
- Business Model Development
- Continues Process Improvements
- Risk Identification & Mitigation
- Documentation & Reporting
- Contracts Preparation & Negotiation
- Resource Allocation & Management
- Stakeholder Engagement & Retention
- Client Relationship Management
- Cross-functional Collaboration

Professional Experience

TekSystems – Oregon

Senior Project Manager

2024 — Current

A seasoned program manager with a proven track record of delivering complex projects on time and within budget. Skilled in strategic planning, risk management, and stakeholder engagement, I excelled at leading cross-functional teams to achieve organizational goals. With a strong focus on process improvement and continuous learning, I am committed to driving innovation and delivering exceptional results. My ability to adapt to changing environments and build collaborative relationships has consistently positioned me as a trusted advisor and effective leader.

- Led a complex optimization program, successfully managing multiple projects in a challenging environment.
- Effectively coordinated a cross-functional program, fostering effective communication and collaboration among high-level leadership and employees.
- Successfully implemented agile methodologies to drive process optimization and application development, adapting to rapidly evolving business needs.

K-Force – Oregon

Senior Project Manager

2021 — 2023

Demonstrated exceptional leadership in overseeing the development and implementation of process improvement strategies. Successfully spearheaded software upgrades, network installations, and cybersecurity projects, consistently delivering on time and within budget. Fostered a collaborative environment by working closely with cross-functional teams to ensure project alignment and successful execution. Proactively managed project risks through meticulous contract monitoring and service level agreement oversight. Provided strategic leadership to multidisciplinary teams, driving problem-solving and facilitating positive outcomes for key stakeholders.

- Managed remote team over different time zones.
- Controlled costs and achieved project goals by developing and maintaining project budgets.
- Attained organizational objectives by creating and sustaining project plans and schedules.
- Achieved successful project transitions by creating and employing change management processes.
- Drove project success by monitoring progress, determining risks, and employing corrective measures.

Insight Global

Project Manager (2017-2019)

2017-2019

Enabled timely execution of high-scale projects by strategizing, designing, and scheduling phases. Uncovered areas of process improvement, provided recommendations, and employing sustainable changes. Spearheaded multi state projects within cybersecurity. Directed projects from initiation to closure with a keen focus on customer satisfaction, cost-effectiveness, and standardization. Partnered with internal teams to enhance outputs, meeting demand and supply needs, while maintaining inventory integrity targets for finished goods. Maintained adherence to quality standards and established timelines by monitoring/tracing supplier performance. Formulated and employed policies/procedures in line with local and federal regulations.

- Spearheaded the implementation of innovative inventory management strategies, resulting in a significant reduction of waste and optimization of product availability.
- Successfully led multiple mergers, acquisitions, and new facility constructions, driving substantial company growth and expanding market reach.
- Cultivated strong partnerships with suppliers to mitigate supply chain risks and negotiate favorable purchasing terms for indirect and logistics materials.
- Developed and implemented a comprehensive inventory management strategy, setting clear targets for stock levels, risk mitigation, and overall performance optimization.
- Enriched customer satisfaction as well as boosted profitability and working capital by integrating financial and operation plans with strategic objectives to deliver improved operational and financial results.

Providence Health Services, Oregon

2010 — 2017

Project Manager (2014 – 2017)

Enabled timely execution of high-scale projects by strategizing, designing, and scheduling phases. Uncovered areas of process improvement, provided recommendations, and employing sustainable changes. Spearheaded multi state projects within supply chain, hospitality and engineering sector within agreed timeframe. Directed projects from initiation to closure with a keen focus on customer satisfaction, cost-effectiveness, and standardization. Partnered with internal teams to enhance outputs, meeting demand and supply needs, while maintaining inventory integrity targets for finished goods. Maintained adherence to quality standards and established timelines by monitoring/tracing supplier performance. Formulated and employed policies/procedures in line with local and federal regulations.

- Maximized availability and slashed waste by implementing inventory-management strategies.
- Fostered company growth by managing mergers, acquisitions, and new facility construction.
- Mitigated risk and developed purchasing arrangements with indirect/logistics customers by cultivating supplier relationships.
- Optimized overall inventory performance by setting inventory targets, stock levels, and risk mitigation goals as well as implementing flexible strategy.
- Enriched customer satisfaction as well as boosted profitability and working capital by integrating financial and operation plans with strategic objectives to deliver improved operational and financial results.

Technical Program Manager (2010 – 2014)

Leveraged current EMR system and SharePoint to create and implement Alerts and Recalls Program, while adhering with federal, state and local regulatory jurisdictions. Determined workflow, communication, and resource utilization issues by assessing diverse organizational systems. Gained insight on product features and created suitable training materials by cooperating closely with other departments. Aligned wishes of sales and finance departments with customer service realities by acting as key liaison between business channels and internal departments. Integrated new technologies by cooperating with internal IT development teams

- Slashed operational timelines by 60% by streamlining use of existing systems.
- Streamlined and optimized reporting processes by developing standardized statistical models.
- Minimized wasteful spending by carrying out inventory management analytics to shape material movements and purchasing.
- Detected and corrected deficits by monitoring service delivery metrics in compliance with standard operating procedures.

Office Manager Biomedical Engineering (2007 - 2010)

Assistant/Intake Services, Diagnostic Imaging (2005 – 2007)

Billing and Compliance Assistant (2003 – 2005)

Access Services Supervisor (1999 – 2003)

Education

PCC, Oregon

Certifications

Certified PMP

ACP PMP

ITIL

Volunteer Experience

City Councilor, Forest Grove: Elected by residents of Forest Grove in 2020 then elevated to Council President in 2023 by my council peers

Commissioner, Broadband and Cybersecurity for League of Oregon Cities

President, The City Club of Forest Grove

Director, Urban Renewal Agency

President, Downtown Association

FORM A:
PROPOSAL SUBMITTAL FORM, CITY OF FOREST GROVE
FOR NON-PROFIT SERVICES TO OPERATE AND MANAGE THE FOREST GROVE SENIOR AND
COMMUNITY CENTER

I, the undersigned, and authorized representative of The City Club of FG (Company Name) certify the following:

Acknowledgement of terms, conditions and specifications

1. The Proposer represents that Proposer is properly licensed and adequately experienced, equipped, organized and financed to perform the services required.
2. The Proposer has carefully checked the figures entered in all forms, has carefully reviewed for accuracy all statements in this proposal and attachments, and agrees that the City will not be responsible for any errors or omissions of the Proposer in preparing this proposal. The Proposer agrees that this proposal may not be revoked or withdrawn for 120 calendars days after the date on which proposals are received.
3. Operation Agreement Execution: The Proposer agrees that if this proposal is accepted it will, within ten (10) calendar days after having received the Notice of Award, execute and return to the City the Operation Agreement in the form included in the Contract Documents and will submit, at or before that time, insurance documentation as required.
4. Addenda: The Proposer acknowledges that it has received the following Addenda No(s): None and, , and, agrees that all addenda issued are a part of the RFP Documents and have been considered in preparing this proposal. (Proposer: insert the number of each addendum received; if no addenda were received, write "NONE" in the space.)

Compliance with Laws

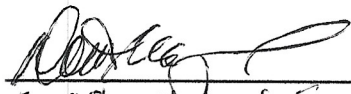
Proposer hereby agrees to comply with all applicable Oregon public contracting code provisions, as more specifically described in the attached contract.

Certification of Nondiscrimination

Proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because a subcontractor is a minority, woman, or emerging small business enterprise certified under ORS 200.055, or against a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225.

Required Submittals

We, therefore, offer the following proposal fulfillment of the requirements and specifications contained within the solicitation documents and all addenda.

Signature: 
Company: The City Club of Forest Grove
Name (Print): DONNA Gustafson
Address: 1018 37th Ave Forest Grove
Company contact for this project (if different from above):

Name (Print): Same
Title: _____

Date: 10/31/24
Title: President
Phone: 503 704 4937
Email: dgustafsonconsulting@gmail.com

Phone: _____
Email: _____

FORM A:
PROPOSAL SUBMITTAL FORM, CITY OF FOREST GROVE
FOR NON-PROFIT SERVICES TO OPERATE AND MANAGE THE FOREST GROVE SENIOR AND
COMMUNITY CENTER

I, the undersigned, and authorized representative of Centro Cultural of Washington County (Company Name) certify the following:

Acknowledgement of terms, conditions and specifications

1. The Proposer represents that Proposer is properly licensed and adequately experienced, equipped, organized and financed to perform the services required.
2. The Proposer has carefully checked the figures entered in all forms, has carefully reviewed for accuracy all statements in this proposal and attachments, and agrees that the City will not be responsible for any errors or omissions of the Proposer in preparing this proposal. The Proposer agrees that this proposal may not be revoked or withdrawn for 120 calendars days after the date on which proposals are received.
3. Operation Agreement Execution: The Proposer agrees that if this proposal is accepted it will, within ten (10) calendar days after having received the Notice of Award, execute and return to the City the Operation Agreement in the form included in the Contract Documents and will submit, at or before that time, insurance documentation as required.
4. Addenda: The Proposer acknowledges that it has received the following Addenda No(s): ____ and, ____, and, agrees that all addenda issued are a part of the RFP Documents and have been considered in preparing this proposal. (Proposer: insert the number of each addendum received; if no addenda were received, write "NONE" in the space.)

Compliance with Laws

Proposer hereby agrees to comply with all applicable Oregon public contracting code provisions, as more specifically described in the attached contract.

Certification of Nondiscrimination

Proposer has not and will not discriminate against a subcontractor in the awarding of a subcontract because a subcontractor is a minority, woman, or emerging small business enterprise certified under ORS 200.055, or against a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225.

Required Submittals

We, therefore, offer the following proposal fulfillment of the requirements and specifications contained within the solicitation documents and all addenda.

Signature:	<u></u>	Date:	<u>October 28, 2024</u>
Company:	<u>Centro Cultural of Washington County</u>	Title:	<u>Executive Director</u>
Name (Print):	<u>Maria Caballero Rubio</u>	Phone:	<u>971-732-7944</u>
Address:	<u>1110 N Adair St. Cornelius, OR 97113</u>	Email:	<u>mcrubio@centrocultural.org</u>
Company contact for this project (if different from above):			
Name (Print):	<u>Maria Caballero Rubio</u>	Phone:	<u>503-359-0446</u>
Title:	<u>CEO</u>	Email:	<u>mcrubio@CentroCultural.org</u>



October 28, 2024

Mr. Paul Downey , Assistant City Manager/Finance Director
City of Forest Grove
Oregon 97116

Mr. Downey:

This letter is to express our interest and commitment to partner with the City of Forest Grove to manage the Forest Grove Senior and Community Center (FGSCC).

For 52 years, Centro has proudly served the Forest Grove and Washington County communities with programs that create a lasting, meaningful impact for families from diverse cultural backgrounds. Our services are designed to resonate with a wide range of traditions and community needs. Further, Centro has had strong relationships and partnerships in Forest Grove over the years. We collaborate with the Forest Grove School District district to provide summer and afterschool STEAM, robotics, and tutoring programs. We are long-time members of the Forest Grove Chamber of Commerce and promote economic and community development initiatives, and have worked alongside the City to establish “Casa Amparo” as an important resource for the community, providing stability and belonging.

Managing the Forest Grove Senior and Community Center is an important strategic initiative for Centro Cultural that will be of mutual benefit for Centro and the City of Forest Grove. Our goal is to provide personal growth and health and wellness programs that are tailored to the unique needs and dynamics of the Forest Grove residents while meeting our organizational needs for additional programming space. We have been searching for space for over a year and your facility will meet that need as it aligns with our values and services. . As the organization managing the FGSCC, Centro will bring a depth of expertise and resources developed through years of creating and offering impactful programs. Our offerings include tailored programs for seniors with wraparound support, health and wellness, career development services, STEAM-focused after school programs, as well as information and referral services for state and other services.

Our vision for the center is to bring Centro's expertise together with the voices of the Forest Grove community, building on their input to create a vibrant, multicultural, and intergenerational hub. This center will support the health and wellness of seniors, encourage the personal growth of youth, and continue the valued family programs that currently operate within its space.

Centro’s Health and Wellness Edad de Oro (EDO) senior program is accessible and inclusive to low-income seniors and the elderly, providing tailored resources to promote a healthy quality of life, independence, and a sense of community. Our congregate meal program, Cocina de Oro (CDO) offers free meals to seniors Monday through Thursday. Meals on Wheels, a current resident of the center, operated Centro’s meal program for several years until it evolved into Cocina de Oro.



Last fiscal year ('23-'24), Centro's senior program registered 256 unique participants-44 from Forest Grove- and our congregate meal program served 10,940 hot meals to seniors free of cost throughout the year. Further, Centro's main headquarters in Cornelius is currently a space where more than 80 seniors come everyday to enjoy a light breakfast and nutritious lunch, participate in activities, and socialize with peers. Certified and knowledgeable staff provides wrap-around case management support by connecting participants with services and resources to fulfill unmet needs in areas such as access to health care, nutrition, financial support, and transportation.

Centro's senior programs are supported by a major partnership with Ride Connection, a current resident of the center, who facilitates daily transportation for seniors. We have partnered with Ride Connection over the past 6 years, which helped Centro acquire an electric vehicle, charging station, and a fleet of vehicles and a minibus which for senior transportation. RideConnection mobility specialists are based at Centro to help seniors overcome transportation barriers and offer guidance on various travel options—a service we aim to continue providing at the Forest Grove Senior and Community Center.

The success of our programs is of great credit to partnerships with public, private, and charitable partners with which we actively engage to bring resources to our communities in West Washington County. Given our shared history with the City, and our recent collaboration on the Project Turnkey acquisition of the Forest Grove Inn in 2021-we feel confident that Centro and the City of Forest Grove have a track record to build on for this unique opportunity to manage the FGSCC.

Please find attached Centro Cultural's proposal, which highlights Centro's commitment, unique expertise, and plans for transitioning and operating the center. I am the primary contact for this project, please feel free to contact me:

mcrubio@centrocultural.org
503-359-0446

We welcome the opportunity to partner with the City of Forest Grove to deliver programming that meets the needs of ALL communities in Forest Grove by promoting health, personal growth and empowerment.

Mil Gracias,

Maria Caballero-Rubio
Executive Director

B. Qualifications and Experience administering health and wellness, social, and personal growth programs for the benefit of seniors and community members

Centro Cultural is a health and human services organization that operates out of four different facilities across Washington County. Centro brings a breadth of expertise and resources accumulated over 52 years. The opportunity to manage the Forest Grove Senior and Community Center (FGSCC) aligns with the organization's mission and strategic plans. It builds upon Centro's long-standing partnerships to expand our senior programs to provide nutritious meals, wellness activities, resource navigation, and wraparound services.

Organizational Structure

Centro Cultural (Centro) has provided uninterrupted services to the community for over fifty-two years.

Centro is governed by a board of directors that provides governance and fiduciary oversight and helps guide the organization's strategic development. The board has nine members who are academics, government officials, and corporate business and community leaders with a track record of championing the values of Centro. They meet every two months to receive updates on the organization's performance and financial status.

Centro has 110 employees working across four different locations in Cornelius, Forest Grove, and Hillsboro. The organization is led by our Executive Team which is under the leadership of CEO, Maria Caballero Rubio. Ms. Rubio has been with Centro for 10 years since April 2025. The team also includes the Chief Strategy Officer (CSO), Juan Carlos Gonzalez (with Centro for 10 years in May 2025) Chief Operating Officer(COO), MaryAnn Potter (with Centro for 5 years) and Human Resources Officer (HRO), Sonia Reyes. Centro's leadership team is composed of the executive team and program directors.

Qualifications & Experience

Centro serves 13,000 community members each year through a variety of programming. Community wellness programs are one of our core initiatives, as our Community Wellness Department helps the most vulnerable in our community live a healthy, thriving life. Centro hosts weekly vaccine clinics when needed, and also provides OHP enrollment and navigation, Medicaid and Medicare enrollment, blood pressure testing, HIV testing, eye exams and prescription lenses free of cost. Other services include health literacy information focused on Mpox, HIV, and other preventative health issues. Centro has also developed a program to help people without health insurance navigate health systems and get care.

Centro also has a robust Information & Referral (I&R) program. This program will also be available at FGSCC, to help individuals navigate health systems and connect with a variety of public and private programs to support their wellbeing and personal growth. Our experience in combining direct support

with wraparound services, along with strong external partnerships, allows the I&R team to connect community members with essential services.

Centro's senior program "Edad de Oro" (EDO) is nationally recognized and awarded. We currently work with approximately 250 seniors on any given day, particularly those from disadvantaged and low income groups. Our senior programming encompasses field trips, daily activities, wellness workshops, zumba, a congregate meal program, and wraparound case management. We have a great relationship with the Disabled Aging & Veterans Service (DAVS) county department. We make direct referrals to their office for seniors who need their services.

Through our congregate meal program, Centro has built the operational infrastructure required to effectively and efficiently manage a program of this scale, ensuring compliance with county sanitary regulations for our commercial kitchen and addressing key staffing, dietary, and nutritional needs.

Staff working with seniors, youth, and the community have the appropriate certifications and training on trauma-informed service delivery, case management, as well as privacy and confidentiality compliance. Further, through our partnership with RideConnection we have developed the operational knowledge to remove transportation barriers for seniors to access our programs and go on with their daily activities.

Centro has worked with Forest Grove agencies on the following initiatives:

- During the pandemic, we worked with the City on economic development initiatives to connect businesses with loans and support services.
- Participated in the West Side Disaster Preparedness Committee to coordinate services and respond to the pandemic.
- Launched the Master Recyclers Program in Forest Grove, empowering community members to take an active role in recycling and waste management.
- The Centro Mercado, which currently serves the Forest Grove community as one of the largest food pantries in the region.

Annual Gross Income & Expenses for the Last Five Years

Year	Income	Expenses
FY 23-24	\$16,004,007	\$16,004,007
FY 22-23	\$10,502,995	\$9,958,825
FY 21-22	\$7,302,999	\$6,466,417
FY 20-21	\$8,756,704	\$5,468,153
FY 19-20	\$2,113,171	\$2,296,367

Relevant Experience with Health & Wellness, Social, and Personal Growth programs

Promoting personal growth, community wellness, and economic empowerment are at the heart of our mission, and we are proud to highlight the following key programs:

- **Edad de Oro and Cocina de Oro Senior Programs:** In 2024 we received a national award for our health navigation and wellness work, specifically with seniors. Our senior programs offer a holistic approach to help seniors tackle the barriers they face to lead healthy and thriving lives. In the last year, we served more than 10,000 hot meals free of cost to seniors in our region.
- **STEAM-focused After school Programs:** Through a partnership with Intel since 1989, we have provided science, technology, engineering, arts, and math access to Forest Grove School District youth through our summer and afterschool programs. Our robotics teams have competed regionally and state-wide championship competitions. In total, our afterschool programs serve more than 200 students. Through recent reporting, we have learned that students who participate in these programs perform better at school, pursue a career in STEAM, and increase their confidence and leadership skills.
- **Centro Mercado:** During the pandemic, the need for food security outweighed our once a week food pantry partnership with Oregon Food Bank. We were able to secure ARPA funding to purchase a building to house the Centro Mercado free food pantry that is open 5-days per week/8-hrs per day and serves western Washington County. The Mercado receives more than 15,000 visits each year, is open 5 days a week, and receives donations from 17 different sources.
- **Health & Wellness COVID Response:** During the pandemic, Centro played a key role in providing information, referrals, food, rent assistance, and other services for those who contracted the corona virus and were unable to work. We partnered with Pacific University to provide vaccine clinics at Centro and at the university where thousands were served throughout the pandemic. We participated in the West Side Preparedness Coalition with the cities of Forest Grove and Cornelius, Pacific University, nonprofit organizations, Forest Grove School District and the faith community to strategize our collective response to the pandemic for our area residents.
- **Casa Amparo:** Centro is one of over 15 nonprofit providers for the Washington County Supportive Housing Services (SHS) program designed to address the homelessness issues. Our SHS and Casa Amparo staff of 16 employees provide shelter and transition clients to permanent housing. We are in our 4th year of providing this service in partnership with Washington County.

Claims History

In our 52 years of service to the community we have received one legal claim resulting from a BOLI complaint by an employee. BOLI denied the claim and the employee subsequently filed a civil lawsuit which is expected to be adjudicated in the next 2 years.

Termination for Default Statement

Centro Cultural has never had a contract or funding default or terminated.

C. Ability to financially sustain operations including administering rentals and leases, managing facilities, fundraising, obtaining grants, and offering fee-based programming (three (3) pages maximum). This includes a brief description of:

Centro's Experience Administering Rentals and Leases

Centro Cultural's main headquarters in Cornelius have been a community space for gathering and connection for over 52 years. It is primarily used as office space and programming. Centro also offers the space for families and partner agencies to rent. The rental of "La Plaza" is administered by the Centro operations team, which includes the COO, Facilities Manager, and Facilities Administrator. Centro's operations team ensures proper service when renting the space.

Centro currently Manages & Operates Four Facilities

Centro Cultural Main Campus (1110 N Adair St. Cornelius, OR 97113) 12,724 sq ft.

Centro's Cornelius campus which houses Centro's community wellness programs, senior programs, youth development initiatives, and administrative functions. The building has been owned and operated by Centro Cultural for the past 50 years. There is space available for occasional rental.

Casa Amparo (4433 Pacific Ave., Forest Grove, OR 97116) 10,272 square feet

Centro's transitional housing shelter in Forest Grove has 20 rooms which are adapted to provide families with shelter as they navigate being without a home or are at-risk of homelessness. The building is owned and operated by Centro Cultural since 2021.

Centro Mercado (1216 Baseline St. Cornelius, OR 97113) 2,754 square feet

Centro, in partnership with the City of Cornelius, the For Oregon Food Bank, and State Representatives, acquired the property for the Mercado, which features a storefront on the main street for public access. The building has been owned and operated by Centro Cultural since 2021 and is set to open its new storefront which was completed with support from the state of Oregon's Main Street Revitalization Grant.

Centro de Prosperidad (265 SE Oak St. Ste A, Hillsboro, OR 97123) 6,880 square feet

Centro Cultural, in partnership with the City of Hillsboro, launched "Centro de Prosperidad" in downtown Hillsboro to support small business development and workforce readiness for low-income communities of color. The building has been leased by Centro Cultural for the past 12 months and is currently under a 5 year agreement with the landlord.

Centro's Development & Fundraising

Centro's development and fundraising activities are guided by the organizational strategy for growth and sustainability, the team works to create revenue for Centro programs through (a) fundraising events such as the annual Gala and Luncheon, (b) grants and procurement of public contracts, (c) an individual donor program, and (d) corporate partnerships.

Centro has always successfully raised the funding necessary to support ongoing programs and growth initiatives:

1. Centro's 50 Year Endowment Campaign: In 2022, Centro Cultural marked its 50th anniversary with a historic campaign to raise funds for the Centro Endowment Fund at the Oregon Community Foundation(OCF). We secured long-term support for future generations. Events like the Summer Cincuenta festival, the Legacy Dinner, and an Economic Symposium united the community, raising nearly \$500,000 while honoring Centro's legacy and investing in its future.
2. Casa Amparo Rehabilitation Campaign: In 2021, Centro Cultural established "Casa Amparo," transforming the former Forest Grove Inn into a 20-room transitional housing facility with a \$2.2 million Project Turnkey grant. While the grant covered the purchase, additional funds were needed for renovations, which were completed in phases. Casa Amparo reopened in 2023, with 20 fully-operational rooms to provide housing stability for individuals and families. This facility plays a crucial role in the community's housing support network.
3. Centro Mercado Rehabilitation Campaign: In August 2020, in response to increased food needs during COVID-19, Centro Cultural launched the Free Food Mercado, offering fresh, local food six days a week to the region. Partnering with the Cities of Cornelius, Forest Grove, and the Oregon Food Bank, Centro acquired the property and began renovations to create the Centro Mercado. In 2025, the Mercado will open its new storefront, providing families a dignified space resembling a grocery store-like shopping experience.

Our grant fundraising strategy is focused on diversifying funding sources to create sustainability for the organization's growth and strategic initiatives. Centro has secured the following grants for fundamental strategic projects:

- **Oregon Higher Education Coordinating Commission (HECC) Workforce Ready Grants**: Centro Cultural secured over \$2 million through HECC's Workforce Ready grants across three rounds. The first round funded a pilot job exploration program using AI, while the second and third rounds supported workforce development pathways into manufacturing and healthcare.
- **M.J. Murdock Trust Strategic Project Grants**:
In 2023, Centro secured a \$250,000 grant from the Murdock Trust to hire its first human resources director and establish a functioning HR department. This investment strengthens

Centro's infrastructure, enabling improved benefits, enhanced organizational culture, and HR compliance.

- **Project Turnkey Grant:**

In 2021, Centro Cultural received a \$2.2 million Project Turnkey grant from OCF to transform the Forest Grove Inn into a transitional housing shelter. This investment expanded Centro's housing services, supporting individuals in moving from crisis to stability with comprehensive services.

- **Trillium Health Community Benefit Initiative:**

To address social determinants of health in Washington County, Centro Cultural secured over \$2 million from Trillium Health to provide emergency rental assistance for at-risk families. The grant also funded telehealth instruments, walkers, and essential medical items for seniors, as well as supporting senior wellness activities and our meal program.

- **Washington County CDBG HOME-ARP Non-Congregate Shelter:**

Centro Cultural received a \$2 million subgrant from Washington County through the American Rescue Plan to sustain the operations of "Casa Amparo" and increase its capacity to provide shelter by renovating the property.

Experience Offering Fee Based Programming

Centro's commitment to community service is to offer intentionally low-barrier programs that are designed to meet the unique needs and dynamics of those we serve. Part of the effort to eliminate barriers for individuals is to offer programs and services that a majority of, if not all, are provided at no cost to participants.

Only a few Centro programs charge a fee for clients in order to cover the cost of necessary materials which are not covered by contractual agreements. Summer STEAM, which is a four week camp with fun STEAM activities, is offered at a small fee per participant, depending on the families income or if they mention they cannot pay we do not deny service and students can participate. This same model applies to Centro's folkloric dance lessons after school program. Centro's "Cocina de Oro" meal program is provided free of charge to seniors over 55, and there is a small fee for those who do not meet that requirement.

Centro also operates fee-based programming for partner agencies; we have contracted with the City of Hillsboro and Washington County to conduct community engagement efforts around specific issues such as housing and education, while also with TriMet and other public agencies to create communication campaigns tailored to the community we serve.

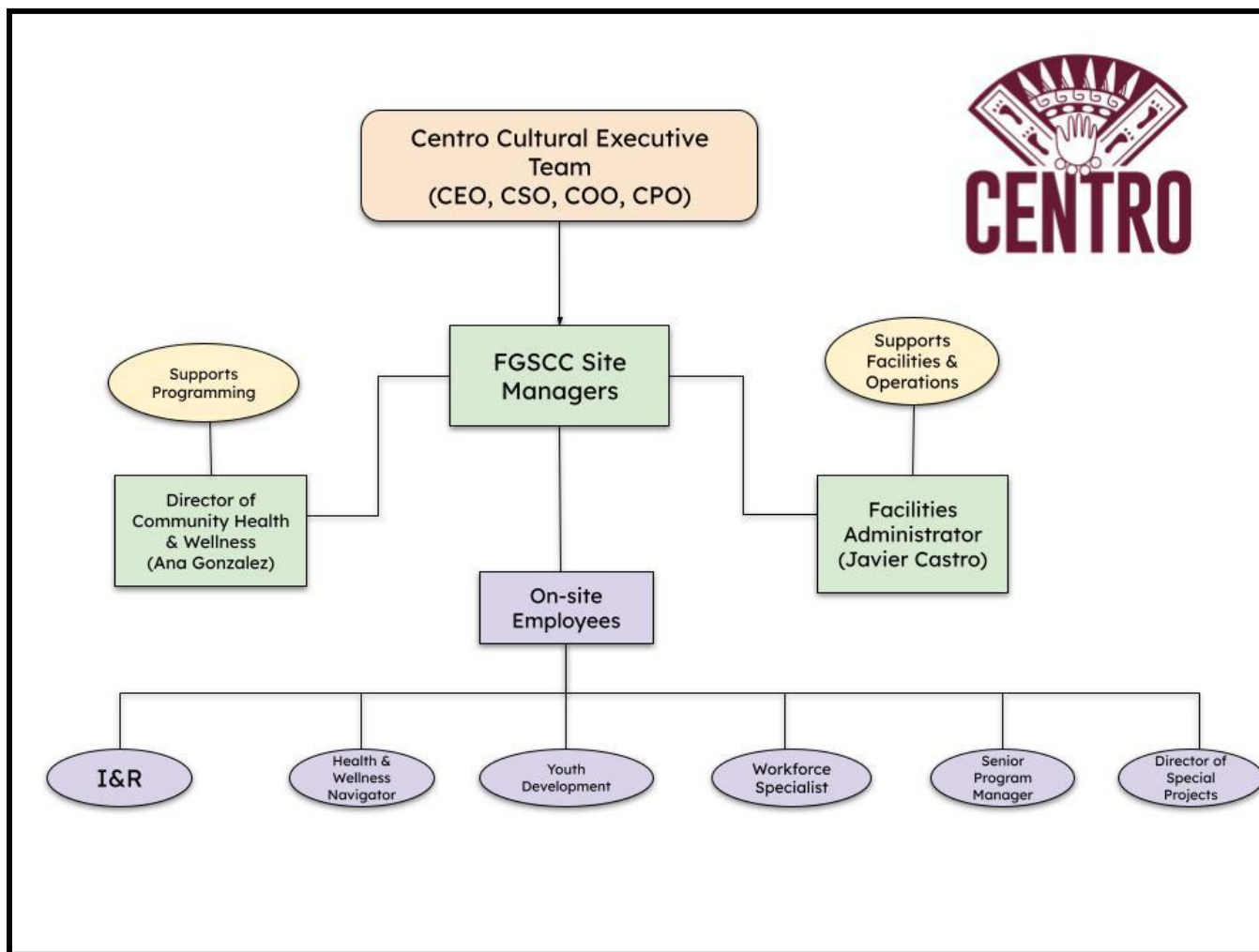
D. Program types, approach, project staff qualifications and experience (five (5) pages maximum).

Hours of Operation:

Centro Cultural will maintain the FGSCC current hours of operation:

Monday through Friday from 9:00am to 4:00pm.

Organization Chart to Operate FGSCC



Program	Audience	Frequency	Rate Structure	Operations
Information & Referral Services (I&R) Centro Cultural will provide outreach, education, and service information for older adults and community members, staffed by bilingual I & R Specialists who are certified Community Health Workers. Specialists will connect individuals to a wide range of resources based on identified needs, assist with government program referrals, and offer translation, interpretation, and personalized support. The program is stationed as a “help desk” available for people to call, email, or visit in person.	Seniors General Public Forest Grove Residents	Monday through Thursday 9:00 AM-4:00 PM	No Cost	Staffed by a dedicated Information & Referral Specialist stationed permanently at the center and managed by Centro’s administrative department and site managers.
Congregate Meal Program Centro Cultural will offer a hot lunch for community members at the FGSCC. The program will focus on providing nutritious meals that are relevant to the diets and nutritional needs of all community members. We will partner with Meals on Wheels People (MOW) or we will expand our DAVS funded hot meal program to the Forest Grove site.	Seniors Community Members Forest Grove Residents	Monday through Thursday	No Cost for Seniors Accessible fee to be determined for general public	Staffed by volunteers, and MOW or Centro hired kitchen staff. Supervised by Community Health & Wellness Department
Health and Wellness Navigation Certified Community Health Workers and Oregon Health Plan (OHP) Assistors will help seniors and FG residents navigate the county and state health system to access needed services.	Seniors FG Residents	Monday through Thursday 9:00 AM-4:00 PM	No Cost	Staffed by Centro Community Health Workers, OHP navigator, and Senior program staff. Supervised by Community Health and Wellness Department

STEAM Afterschool Programming for Youth Centro currently provides a wide range of engaging activities and afterschool programs for Forest Grove youth, including MakerSpace projects, Lego Robotics, academic tutoring, college and career readiness workshops, Ballet Folklorico, and a summer camp focused on STEAM learning. The FG Community Center will provide additional space for these activities.	Forest Grove Youth/Students	After School hours and one weekend day	No Cost	Centro Cultural offers these programs out of our Cornelius site and has the systems in place. Centro will house part of our afterschool program at the FGSCC.
Senior and Community Wellness Activities Centro will offer a variety of activities geared towards senior wellness including: yoga, zumba, workshops on important topics relevant to mental health & aging, movies, storytelling, and cooking classes.	Seniors Forest Grove Residents	Center Open Hours	No Cost	Staffed by Centro Community Health Workers, OHP navigator, and Senior program staff. Supervised by Community Health and Wellness Department
Job Readiness & Digital Literacy Centro will utilize its know-how in workforce development programs to offer job placement and/or training at the FGSCC. Workforce staff at the Center will help people sign up for unemployment insurance and offer high school equivalency diplomacy classes (GED). Technology training will also be provided for those who have trouble using a computer, including helping them with emails, Google Suite, and other digital tools to improve employability.	Seniors Community Members Forest Grove Residents	One Day per Week	No Cost	Staffed by Centro's workforce staff on a rotating basis. These services will be offered one day each week. Overseen by Centro's Department of Workforce.

Forest Grove Senior & Community Center Marketing and Engagement Strategy

Centro's strategic plans for operating the FGSCC include a community engagement plan to collaborate with the general public, FGSCC users, and key stakeholders to gather feedback, build consensus, and ensure community-centered programming. Which ensures that they are accessible and generates a sense of belonging for all users, no matter their cultural background.

Our strategy also includes a tailored marketing and outreach campaign to inform the public about Centro's management of the FGSCC, the continuation of existing services and additional programs available.

Centro's Outreach Channels and Communications Department

Centro is a trusted resource in Washington County, reaching over 13,000 people each year through programs and events, with many individuals connecting through word-of-mouth. Recent health outreach efforts include COVID-19 vaccination and tobacco cessation campaigns, using social media channels that engage 2,000 to 3,000 people monthly, primarily in the Latino community. Our experience includes hosting 55 COVID-19 vaccine clinics, delivering 5,622 vaccinations from 2021 to 2023, and partnering with Familias en Accion and Cascade AIDS Project for HIV and STI outreach. Our Monkeypox outreach provided individual consultations and vaccines to over 90 people. Additionally, Centro participates in Binational Health Week, an event attended by 300-600 community members annually. We collaborate with local health providers and agencies like Virginia Garcia and Tuality Hospital to provide access to health services for individuals without health insurance.

Centro's Marketing and Communications Department manages the organization's current website (www.centrocultural.org), all social media channels, and sends out a biweekly newsletter to more than 500 community members enrolled.

E. Demonstrated ability to partner with other organizations and businesses to administer programs

Centro Cultural has a strong track record of forming partnerships with government agencies and community organizations to deliver comprehensive programs with measurable community impact. Each partnership is built on shared responsibilities, coordinated program delivery, and clear metrics for success. Below are examples of Centro's partnerships over the past five years that showcase our ability to jointly administer programs for maximum community benefit:

1. **Raíces del Bienestar:** In partnership with this mental health organization, Centro co-facilitates workshops on suicide prevention and healthy aging specifically for seniors in the Latinx community. Roles are clearly divided: Raíces provides licensed mental health practitioners to lead sessions, while Centro coordinates outreach and program logistics. Success metrics include

workshop attendance rates and participant feedback indicating increased awareness of mental health resources.

2. **Oregon Health Authority (OHA):** Centro has collaborated with OHA to deliver preventive health services, such as COVID-19 and Monkeypox vaccination drives. Centro managed community outreach, logistical planning, and resource allocation for events, while OHA provided vaccines and health information. This partnership was successful in achieving high vaccine turnout among vulnerable populations, reducing the spread of infectious diseases in our community.
3. **HIV Washington County/Cascade AIDS Project:** This partnership focuses on HIV prevention through bilingual community outreach. Centro coordinates the outreach events, while Cascade AIDS Project supplies health educators and testing resources. Success is measured by the number of attendees screened and an increased number of Latino community members who report understanding HIV prevention options, including PreP.
4. **Mexican Consulate in Portland (Ventanilla de Salud):** Together, Centro and the Mexican Consulate provide health screenings and preventative services for chronic diseases. Centro handles outreach and setup of screenings at consulate locations, while the Consulate offers additional educational resources. This initiative has increased early detection of chronic conditions, reducing emergency care dependency among Latino and Mexican community members.
5. **American Heart Association (AHA):** Through the Sabados Saludables health fair, Centro and AHA provide CPR training to the community. Centro organizes the event and recruits attendees, while AHA provides certified instructors and training materials. Training completion rates and participant satisfaction are primary metrics, reflecting increased emergency preparedness within the community.
6. **Pacific University:** In a collaboration aimed at supporting auditory and visual health, Centro coordinates testing logistics, while Pacific University administers the assessments and supplies necessary devices, like hearing aids and glasses. The partnership outcomes include over 200 screenings, with nearly half of participants receiving corrective devices for improved daily function.
7. **OHSU Knight Cancer Institute:** In the “Rutas de la Prevención” project, Centro facilitates educational sessions about cancer prevention and early detection. OHSU provides clinical expertise and educational materials, while Centro manages event outreach. Outcomes include participant knowledge gains, as measured by pre- and post-session assessments, and increased early screenings among participants.
8. **Clackamas and Washington County Health Departments (TPEP):** Centro supports Tobacco Prevention and Education Program (TPEP) efforts by organizing community-focused educational events, with each department providing health education staff and resources. Evaluation metrics include community engagement levels and feedback on awareness of tobacco’s health impacts.
9. **Forest Grove Foundation:** We partnered with the Foundation during the pandemic to maximize efforts and funding to address the homeless issue in the west end of Washington County. We shared information, resources, and funding to help keep individuals and families out of the cold and heat and we continue to collaborate on these issues.

10. **Forest Grove/Cornelius Chamber:** We collaborate with the Chamber to better serve small businesses in our area.

F. Transition Plan to work with the Forest Grove Senior and Community Center (FGSCC) regarding assets, operations, maintenance, and programs to assure uninterrupted service and a seamless transition

Centro will designate its Director of Community Health & Wellness to oversee day-to-day programming, as well as the Facilities Administrator as the on site transition team. Both will work with Centro's CEO and COO during the transition. The Facilities Administrator will work with current FGSCC staff to discuss assets, operations, maintenance, and programs. While Centro's Director of Special Projects will serve as the liaison with the City administration and community stakeholders to ensure a smooth transition and proper communication throughout the process. All will have offices and work out of the center.

We do not anticipate service disruptions as we will be moving existing staff and programs to the Community Center to begin serving Forest Grove residents. At the beginning of the contract period Centro will immediately staff the FGSCC with the following positions:

- Information and Referral Staff - 9-4pm 4 days per week
- Oregon Health Plan Navigator - 9-4pm 4 days per week
- Senior Program Staff - 9-1pm 3 days per week to deliver senior programming including health and wellness workshops, zumba, and other activities
- Director of Youth Development - delivering robotics and STEM programming 3-4 days per week after school hours

In the event of an unexpected delay, Centro commits to having at least 3 staff moved into their offices and on site to continue existing programs during regular business hours.

Transition Plan & Program Rollout

1. Centro's Operations Administrator will be present on a daily basis for the first 3 months to ensure a smooth transition followed by regular facilities maintenance and rounds.
2. An Information and Referral Coordinator will be stationed at the center to receive guests. I&R staff will provide an orientation to all of Centro services and refer those who are interested to the appropriate department utilizing our Salesforce Universal Intake. This position will be a full-time regular position based out of the FGSCC.
3. Oregon Health Plan Navigator - this position is a certified OHP Assister who is able to help enroll people in the state's insurance program. They will also help connect senior citizens with assistance with Medicare or Social Security as well. This position will be on site part-time 2 days per week.

4. Workforce staff to provide job placement or training opportunities for those looking for work. The position will help people sign up for unemployment if necessary, and offer high school equivalency diploma classes (GED) for those who need it for their job. Also provides technology training for those who are unable to use a computer or smartphone and helps clients set up email accounts and other services that will help them improve their employability. This position will be on site one day per week.
5. Senior Program staff will be responsible for assessing seniors' needs or interests such as zumba or tai chi classes, workshops on specific health and wellness topics. This position will be on site during senior programming time @ 20 hrs per week.
6. We will also be providing youth programming onsite afterschool on coding, robotics and tutoring. This program will phase in over two months.

Contractual Obligations and Current Service Providers at the Center

Centro has partnered for several years with two agencies currently using office space at the FGSCC; Meals on Wheels and Ride Connection. During the transition period we will explore partnering with these organizations again for them to continue providing their services out of the FGSCC. With regards to other providers and residents of the FGSCC, Centro will establish contact with each to learn about their services and how it may fit into what we are offering at the Center. As much as feasible, Centro will continue existing programs that users of the FGSCC need and enjoy.

Centro will uphold the current FGSCC agreements regarding event space leasing.



Ana Gonzalez, Director of Health and Community Wellness

Ana is Director of Centro's Health and Community Wellness Program, which includes Centro's Seniors Program "Edad de Oro". Prior to joining Centro in 2022, Ana worked as Community Program Coordinator for the Consulate of Mexico in Portland, where she focused on health programs and advocated for health resources for the Latino community in Oregon. Prior to working for the Consulate, Ana worked for the Oregon Department of Health Services, in their Aging and Peoples with Disabilities Division.

Angeles Godinez, Director of Education

Angeles is Centro's Director of Education, where she leads our Youth Development Program, advocating for educational equity through culturally specific out-of-school programs. These youth programs include hands-on interactive STEAM programming, academic support, career readiness, robotics and cultural arts. Angeles holds a Bachelor's degree in Computer Science and Physics, complemented by a Minor in Math. Having worked in a Physics and Robotics lab prior to working at Centro, Angeles has presented her research at the Virginia Tech Women in Physics Conference and the Landmark Research Conference and has extensive knowledge in using, creating and coding.

Beyond her professional endeavors, Angeles remains dedicated to community service and volunteers as a Cornelius City Councilor and actively participates in the community's schools, where she lends support to after-school programs. She effectively advocates for the underrepresented voices in the education system and creates unique, culturally specific lessons for youth in technology and engineering.

Javier Castro, Facilities Administrator (see attached resume)

Javier Castro

Oregon, Washington County

javiercastro526_ewa@indeedemail.com

+1 559 395 2909

Highly experienced self-starter; able to work independently with 20+ years of broad-spectrum experience in various industries, including Industrial Maintenance. Excellent people skills; work well with all levels of management, as well as with clients of diverse socioeconomic and educational backgrounds. Takes pride in quality of work, attention to accuracy, and being an effective team player. Strong interpersonal, organizational, communication and leadership skills, with Community Involvement

Authorized to work in the US for any employer

Work Experience

Maintenance Supervisor

Centro Cultural-Cornelius, OR

December 2023 to Present

Centro Cultural

Overnight Supervisor

Primary Duties - Maintenance:

- Ensured adherence to government and environmental regulations through meticulous onsite maintenance.
- Conducted timely maintenance repairs ensuring facility safety and functionality.
- Managed on-site emergencies effectively, prioritizing quick resolutions and minimizing disruptions.
- Prepared detailed maintenance inspection, documenting activities and ensuring accurate records.

Secondary Duties - Property Management:

- Provided vigilant care and oversight during evenings and weekends, prioritizing resident safety and security.
- Proactively identified and reported potential hazards, contributing to a secure environment.
- Addressed resident inquiries, issues, and requests promptly, fostering a positive community environment.
- Facilitated effective communication with clients, resolving concerns and enhancing satisfaction levels.
- Conducted regular site patrols and hourly checks, promptly addressing any issues or concerns.
- Maintained constructive relationships with residents, ensuring compliance with occupancy policies.
- Represented Centro Cultural in legal proceedings, including evictions, with professionalism and adherence to legal protocols.
- Successfully fulfilled additional responsibilities as assigned, contributing to the overall operational efficiency of the facility

Sr Service Supervisor

Atlas Management-Tigard, OR

April 2022 to November 2023

Ensured that the external buildings, breezeways, stairwells, grounds, amenities, and common areas of the community met the company's standards for cleanliness, appearance, safety, and overall functionality.

Schedule and coordinate the day-to-day operation of the maintenance dept.

Scheduled repairs and assigned work orders for myself and the maintenance tech.

Coordinated with contractors on new buildings and warranties of the new facilities.

Schedule all vendors for repairs and all scheduled preventive maintenance for the property for the weekly, monthly, and annual inspections.

I hold a high standard for workplace /community safety.

Service supervisor

AG Spanos Companies/ Astikos-Tigard, OR

February 2020 to August 2021

Supervised and perform technical and mechanical work that ensured the inside and external buildings, grounds, amenities, and common areas of the community meet the company's standards for cleanliness, appearance, safety, and overall functionality.

scheduled and coordinated the day-to-day operation of the maintenance dept.

scheduled repairs and assigned work orders to the maintenance staff and housekeeping

Collaborated with contractors on new buildings and warranties of new facilities. scheduled all vendors for repairs and all scheduled preventive maintenance for the property. I hold a high standard for workplace / community safety. I conduct all safety meeting and training for site employees.

Service Supervisor

Greystar Property Management-Portland, OR

May 2018 to February 2020

Supervise and perform technical and mechanical work that ensures the inside and external buildings, grounds, amenities, and common areas of the community meet the company's standards for cleanliness, appearance, safety, and overall functionality.

Coordinated with contractors on new buildings and warranties of new facilities. I hold a high standard for work/ community safety. I conduct all safety meetings and training for site employees.

Journeyman mechanic

Package One-Madera, CA

2015 to 2017

- As line mechanic, work under limited supervision, perform preventative maintenance, PM/ Repair Flexos, conveyors System, inspection on Electrical panels, A/C, D/C. Motors.
- Daily inspection on Boiler & Air Compressors, Inspection & Completion of Daily Safety Work Orders.
- Strong welding, design & manufacture of Conveyor system.

- Maintained plant operation and machinery; as well as other shop equipment, and safety items are a high priority.

Owner/Operator

Mid-state janitorial-Madera, CA
2011 to 2013

- Perform debris removal and janitorial cleaning on foreclosed properties
- Complete safety repairs as needed

Director

New Hope Madera-Madera, CA
2009 to 2010

- Organized, led, and promoted gang members' interest in the Program "Gangs to Jobs".
- Planned career activities, developed jobs, and counseled participants in going back to school and obtaining employment.
- Participated in the creation of organizational policies regarding eligibility, program requirements, and benefits set by the Board of Directors.
- Established and maintained relationships with local agencies and organizations in the community to meet community needs
- Prepare and maintain records and reports as needed.

Owner/Operator

United Graphix/Texsource-Madera, CA
2001 to 2007

- Managed daily operations of a commercial printing Company and supervised up to 7 employees
- Outside/Inside Sales - Secured and maintained small and large accounts
- Assisted with screen printing
- Placed orders and maintained inventory of all products
- Implemented safety-related information for staff

Maintenance Mechanic/Electrician

Georgia Pacific-Madera, CA
1992 to 2004

- As line mechanic worked under limited supervision, performed preventative maintenance, PM/ Repaired Corrugators, Flexos, End Gluers, conveyors System, inspection on Electrical panels, A/C, and D/C. Motors.
- Daily inspection of Boiler & Air compressors, Inspection & Completion of daily Safety Work Orders.
- Strong welding, Design, & Manufacture of Conveyor systems.
- Maintained plant operation and machinery; as well as other shop types of equipment and safety items were a high priority.
- Coordinated with the Safety Officer to ensure compliance on the V.P.P. program with OSHA
- Started as an Oiler, and completed the GP maintenance apprenticeship program, as a Journeyman Mechanic Electrician.

- Attended Fresno City College, and completed the studies needed for the GP program, courses in Industrial Electronics, Industrial Motor Control.
- As a Mechanic at Georgia Pacific. I worked on the following corrugated equipment: 97" Corrugators with a united single facer equipped with a dual arch unit and wax unit and a united double backer for the wet end with a Fosber scorer slitter on the dry end. Cleaver Brooks Boiler, Ringwood automatic starch unit, 2 color Saturn 2 lead edge feeder with a 50" cylinder and a bottom die cutter, 4 color 37" Langston with a kick plate, 4 color 66" Ward die cutter with a Sun lead edge feeder and Sun Vacuum Transfer, 3 color Hooper 50" flexo with a Sun lead edge feeder, Signode High-Speed Unitizer, Signode inline Bundlers, 2 Ingersol air compressors, 2 Bale Master balers, 2 specialty glue folding machine, And Beckart Waste Water treatment unit.

Education

Associate in Theology

International school of ministry - Fresno, CA
2004 to 2007

High School Diploma

Madera High School - Madera, CA
1985 to 1989

Skills

- Mechanical knowledge
- Maintenance
- Automotive diagnostics
- Programmable logic controllers
- Time management
- Customer service
- Industrial maintenance
- Flexo press
- Screen printing
- Industrial equipment
- Mechanic Experience
- Electrical Experience
- Boiler
- Communication skills
- Microsoft Excel
- Fair Housing regulations
- Painting
- Bilingual
- Yardi

- Plumbing
- Fair Housing regulations
- Industrial equipment
- Budgeting
- Supervising experience
- Customer service
- Project coordination
- Google Docs
- Carpentry
- Inside sales
- Welding
- Team management
- Leadership
- Outside sales
- Manufacturing
- Precision measuring instruments
- Driving
- Ohmmeter
- Bilingual
- Basic math
- Maintenance
- English
- Microsoft Office
- Voltmeter
- Computer skills
- Communication skills
- Conflict management
- Equipment Repair
- Hydraulics
- Facilities Maintenance

3. 501 (c) (3)

Internal Revenue Service

Department of the Treasury

District
Director

915 Second Ave., Seattle, Wash. 98174

► Centro Cultural De Condado De
Washington
P. O. Box 708
Cornelius, Oregon 97113-0708

Person to Contact:
EO Desk Officer
Telephone Number:
(206) 442-5106
Refer Reply to:
EO-IV:MS 550
Date:

JUL 07 1987

Dear Sir or Madam:

This is in reply to your inquiry of June 23, 1987, regarding your exempt status.

Our records show that your organization is exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code.

This exemption was granted in August of 1975, and remains in effect.

Also, our records indicate that you are not a private foundation, because you are an organization described in Sections 509(a)(1) and 170(b)(1)(A)(vi) of the Code.

As of January 1, 1984, you are liable for taxes under the Federal Insurance Contributions Act (social security taxes) on remuneration of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Sincerely,

Edna G. Bonnist
Edna

Edna G. Bonnist
Exempt Organizations
Group Manager



SENIOR CENTER PROPOSAL SELECTION PROCESS

Paul Downey| Assistant City Manager
Work Session 11/04/2024

AGENDA

Purpose

History

RFP Process

Scoring and Questions

Options

PURPOSE

3

- **The City is seeking a federally-certified non-profit to operate, manage, and maintain the FG Senior and Community Center for the provision of health and wellness, socialization, and personal growth programs for senior and community members, commencing January 1, 2025.**
- **The City issued a request for proposal (RFP) for interested non-profits to submit a proposal.**
- **If Council reaches consensus on a provider, the terms and conditions of operating and managing the Senior and Community Center would be an Operations Agreement, as is done with the current provider.**
- **Tonight, the City Council will interview the two non-profits who submitted proposals with the objective of determining how the Council wants to proceed with process.**

HISTORY

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- **On August 8, 2024, a letter was received from the FGSCC Board that they intended to exit the contract with the City on November 15, 2024. The FGSCC Board later amended that date until December 31, 2024.**
- **City Council held Work Sessions on August 26, 2024, and September 23, 2024, to review options for continuing FGSCC services including contracting with a non-profit or having the City operate the FGSCC.**
- **Council direction was to issue an RFP for a non-profit to operate the FGSCC. An RFP was issued on October 1, 2024, with the objective of having a non-profit begin operations on January 1, 2025.**

RFP PROCESS

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- **The City used its standard RFP process. The only exception is City Council comprises the interview panel due to the exclusive use provisions in the Operation Agreement. The RFP process consists of:**
 - Issue RFP
 - For this RFP, a mandatory pre-proposal meeting was held
 - Answer questions from potential proposers up to a certain date
 - Receive proposals which are reviewed and scored by a selection committee
 - Based on the selection committee's scoring, interview selected proposers
 - Score the interviews
 - Based on scores, decide how to proceed – issue contract or not

- **A potential proposer must attend the mandatory pre-proposal meeting to be able to submit a proposal. The following non-profits attended the mandatory pre-proposal meeting: 1) City Club of Forest Grove; 2) Centro Cultural Condado de Washington; and 3) Meals-on-Wheels.**
- **The City Club and Centro Cultural Condado de Washington submitted proposals which were reviewed and scored by the Selection Review Committee. The proposals were included in Friday's packet.**
- **The Selection Review Committee was composed of:**
 - Paul Downey, Assistant City Manager/Finance Director
 - Anne Lane, Parks and Recreation Director
 - Stephanie Fleischer, Communications and Programs Manager
 - Cody Jeffers, Recreation Coordinator
 - Marilyn Jo Daily-Blair, Director of City of Salem's Center 50+

Selection Review Committee Scoring

7

- **The Selection Review Committee used the scoring criteria below that was developed during the City Council work sessions. Each section had a total of 100 points and was weighted as indicated below:**
 - Qualifications and Experience – 30%
 - Financial and Operational Stability – 25%
 - Proposed Programs, Approach, and Project Staff Qualifications and Experience – 20%
 - Partnerships – 10%
 - Transition Plan – 10%
 - Quality and Completeness of Proposal – 5%
- **Each Committee member scored the proposals independently.**
- **After scoring, the Committee met to ensure that each proposer's scores were accurately calculated and to discuss overall observations.**
- **The Committee's scores and observations will not be provided at this time in order to not influence the Council prior to its interviews.**

City Council Interviews and Scoring

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- **Staff has prepared 10 common interview questions for the Council to ask. Each section will be worth 50 points and weighted in accordance with the RFP, resulting in a total of 50 points for each Councilors score. There are two questions for each of the following sections:**
 - Qualifications and Experience (30%)
 - Financial and Operational Stability (25%)
 - Proposed Programs, Approach, and Project Staff Qualifications and Experience (25%)
 - Partnerships (10%)
 - Transition Plan (10%)
- **If time allows, the Council can ask follow-up questions of each proposer to seek additional information or clarification. The Council does not have to ask the same follow-up questions of each proposer.**

City Council Scoring

9

- **Each Councilor will be provided a score sheet to score the questions which will be submitted to staff at the conclusion of the interviews.**
- **Any notes that you take during the interviews must be turned into staff as well. Remember that the score sheets and any notes you take during the interviews are public information.**
- **Staff will combine Council's scores with the Selection Review Committee scores to arrive at a total score for each proposer.**

Options

1
0

- **Council has the final decision in this process. Selection Review Committee scores are for guidance. When making this decision, the Council needs to consider its purpose for the facility.**
- **Council options:**
 - Select one proposer and authorize staff to begin negotiations for an operations agreement. Council could also direct staff to negotiate different terms than those included in the RFP, i.e., more or less financial assistance, longer or shorter agreement term, type of program delivery, etc.
 - Hold proposals in abeyance and seek additional proposals – time is an issue with this option
 - Not select either proposal and ask staff to develop a plan to continue operations of the FGSCC

Next Steps

1
1

- **Conduct interviews.**
- **Tabulate the scores and present the scores to Council.**
- **Council discussion to arrive at decision and provide direction to staff on next steps.**