EVERETT

Project title: Authorize release of Request for Proposal #2020-061 Public Private Partnership - Park Properties

City Council Agenda Item Cover Sheet

Council Bill #

Project: Public Private Partnership - Park Properties

Partner/Supplier: To be determined

Location: Various

Preceding action: None

Fund: N/A

Agenda dates requested:
August 12, 2020

Briefing
Proposed action
Consent X
Action
Ordinance
Public hearing
Yes X No

Budget amendment:
Yes X No

PowerPoint presentation:
Yes X No

Attachments:
Request for Proposal

Department(s) involved:
Purchasing & Parks

Contact person:
Theresa Bauccio-Teschlog

Phone number:
(425) 257-8901

Email:
tbauccio@everettwa.gov

Fiscal summary statement:

The request for proposal will request responses for possible public private partnerships at park properties and facilities.

Project summary statement:

Request Council authorize the issuance of a Request for Proposals (RFP) to solicit the community for possible public, private, non-profit partnership proposals (ideas) The RFP is intended to solicit ideas from the public regarding the utilization of park properties or park facilities for community benefit. Proposals could result in public, private/non-partnerships that may increase recreation opportunities for the public, re-purpose or recondition park assets for community use, decrease costs to the city and or generate additional revenue.

This process provides an opportunity for non-profits, businesses, or private individuals to partner with the City to improve the community. if viable proposals are received it is the City's intention to award multiple contracts from proposals submitted in response to this solicitation. Proposers are encouraged to provide proposals that will enhance the scope of present operations and offer revenue generating opportunities for the City. If successful, the City anticipates that this will become a reoccurring proposal opportunity to explore public private/non-profit partnerships.

Resulting contracts will be brought to council for consideration and award.

Recommendation (exact action requested of Council):

Authorize release of request for proposal #2020-061 Public Private Partnership - Park Properties.

Initialed by:

Department head

Administration

Council President

EVERETT
WASHINGTON

PURCHASING

Request for Proposal #2020-061

Procurement Professional Point of Contact:
Theresa Bauccio-Teschlog, CPPB
Purchasing Manager
(425) 257-8901
bids@everettwa.gov

Public Private Partnership - Park Properties

TIME LINE - The following represents the schedule for this solicitation.	
Event	**Date**
Issue Date	August 14, 2020
Deadline for Final Questions	September 21, 2020
Proposal Due Date	October 6, 2020, 2:00 p.m. Pacific Time
Award	November 25, 2020
Anticipated Contract Start Date	January 1, 2021
Anticipated Contract Term	Contract length will be negotiated based on proposal and offer.

Submit Sealed Proposals to:

City of Everett – Purchasing Office
3200 Cedar Street
Everett, WA 98201

Clearly label the outside of the sealed envelope containing the original proposal response and six (6) complete identical copies with the Proposal Name, Proposal Number and contact information listed above. Only Proposals that arrive in the City Purchasing office by the deadline will be considered.

Information & Addenda: All Information including Addenda regarding this solicitation can be found at:

https://everettwa.gov/319/Bid-Opportunities

Suppliers are responsible for checking the City of Everett website for the issuance of any addenda prior to submitting a proposal.

Questions: All questions must be requested through Public Purchase utilizing the above link or e-mailed to the Procurement Professional listed above.

Unauthorized contact regarding this Request for Proposal with any other City of Everett employee or supplier may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City of Everett. Suppliers should rely only on written statements issued by the individual named listed above.

Table of Contents

1.1 PROPOSAL SUBMITTAL 3
1.2 PROPOSAL CLOSING 3
1.3 OFFER PERIOD 3
1.4 REQUEST FOR DUE DATE EXTENSION 3
1.5 WITHDRAWAL OF PROPOSALS 3
1.6 SINGLE RESPONSE 3
1.7 MULTIPLE PROPOSALS 3
1.8 EVALUATION AND AWARD 3
1.9 WAIVER OF MINOR ADMINISTRATIVE IRREGULARITIES & REJECTION OF PROPOSALS 4
1.10 EXCLUDED PARTIES 4
1.11 BUSINESS LICENSE 4
1.12 BID PROTEST PROCEDURES 4
1.13 NONENDORSEMENT 4
1.14 PROPRIETARY MATERIAL SUBMITTED-PUBLIC DISCLOSURE 4
1.15 RESPONSE PROPERTY OF THE CITY OF EVERETT 6
1.16 NO OBLIGATION TO CONTRACT 6
1.17 COST OF PREPARING PROPOSALS 6
1.18 COOPERATIVE PURCHASING 6
2.1 INTENT SUMMARY 7
2.2 BACKGROUND 7
2.3 SCOPE OF WORK 8
3.1 GENERAL 14
3.2 SELECTION PROCESS 14
3.3 CONTRACT AWARD AND EXECUTION 14
3.4 EVALUATION CRITERIA 14
3.5 INTERVIEWS 15
4.1 SUBMITTAL REQUIREMENTS 16

SECTION 1 - INSTRUCTIONS

1.1 PROPOSAL SUBMITTAL

The City Purchasing Office must receive the supplier's proposal, in its entirety, by 2:00 p.m. Pacific Time. Proposals arriving after the deadline will be returned unopened to their senders. All proposals and accompanying documentation will become the property of the City of Everett and may not be returned.

Proposal pricing must be submitted on the forms provided in this document. To receive consideration for award, the proposal must be completed and signed by an authorized representative of the supplier. Submission of a proposal constitutes acceptance of the procedures, evaluation criteria, and other instructions of this Request for Proposal (RFP).

No supplier may withdraw their proposal after the hour set for the proposal closing unless the award is delayed for a period exceeding one hundred and twenty (120) days.

1.2 PROPOSAL CLOSING

At the appointed time, the names of the suppliers who submitted proposals will be read aloud publicly via live stream only. The link to watch the bid opening will be accessible from https://www.everettwa.gov/purchasing. If you have any questions about logging into the live streaming quote opening, call (425) 257-8901.

1.3 OFFER PERIOD

All Proposals submitted must remain open for one hundred and twenty (120) days from the receipt date. The City of Everett reserves the right to extend this period.

1.4 REQUEST FOR DUE DATE EXTENSION

Suppliers may request an extension of the Proposal Due Date. Supplier must supply any justification and additional information that will facilitate an evaluation and decision by the City of Everett. Any approved extension will be issued in an addendum.

1.5 WITHDRAWAL OF PROPOSALS

Suppliers may withdraw a Proposal which has been submitted at any time up to the due date and time. To accomplish this, a written request signed by an authorized representative of the supplier must be submitted to the Procurement Professional named on the Request for Proposal cover sheet.

1.6 SINGLE RESPONSE

A single response to the RFP may be deemed a failure of competition, and in the best interest of the City of Everett, the RFP may be cancelled.

1.7 MULTIPLE PROPOSALS

Suppliers interested in submitting more than one Proposal may do so, so long as each Proposal stands alone and independently complies with the instructions, conditions and specifications of this RFP.

1.8 EVALUATION AND AWARD

The City of Everett will award the Proposal to the responsive and responsible supplier(s) whose offer best meets the needs of the City or reject any and all Proposals. The City reserves the right to enter to into a

single agreement with one proposer or enter into agreements with more than one proposer for the same service or facility or make no award and issue a new Request for Proposal for that service or facility only.

a. Responsive Supplier – A business entity or individual who has submitted a bid or proposal that fully conforms in all material respects to the Invitation for Bids (IFB)/Request for Proposals (RFP) and all of its requirements, including all form and substance.

b. Responsible Supplier – A business entity or individual who has the financial and technical capacity to perform the requirements of the solicitation and subsequent contract.

1.9 WAIVER OF MINOR ADMINISTRATIVE IRREGULARITIES & REJECTION OF PROPOSALS

The City of Everett reserves the right, at its sole discretion, to waive minor administrative irregularities and informalities contained in any proposal submitted and accepted by the City. The City further reserves the right to make awards to the responsible offer whose proposal is determined to be the most advantageous to the City of Everett. The City of Everett reserves the right to reject any and all proposals.

1.10 EXCLUDED PARTIES

All suppliers must certify that they are not on the Comptroller General's list of ineligible contractors nor the list of parties excluded from federal procurement or non-procurement programs.
https://www.sam.gov

1.11 BUSINESS LICENSE

The successful supplier will be required to possess or be able to obtain a City of Everett Business License and pay City of Everett Business & Occupation (B & O) Tax, when applicable. B & O Tax questions may be directed to Everett City Clerk, (425) 257-8610.

1.12 BID PROTEST PROCEDURES

Chapter 3.46 of the Everett Municipal Code (EMC) governs all protests. Protest Procedures are available for review in the Everett Municipal Code 3.46 which can be found at:
http://www.codepublishing.com/WA/Everett

The City reserves the right to require strict compliance with all requirements of Chapter 3.46 EMC.

1.13 NONENDORSEMENT

As a result of the selection of a supplier to provide the commodities described in Section 2 to the City of Everett, the City of Everett is neither endorsing nor suggesting that the supplier's product is the best or only solution. The supplier agrees to make no reference to the City of Everett in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City of Everett.

1.14 PROPRIETARY MATERIAL SUBMITTED-PUBLIC DISCLOSURE

A. Property of the City of Everett

All materials submitted in response to this RFP must become the property of the City of Everett. Selection or rejection of a proposal does not affect this. In this section, the term "proposal" is generic and refers to proposals, statements of qualification, letters of interest and any other material submitted in response to this RFP.

B. Proposals are Public Records

Pursuant to Chapter 42.56 RCW and other statutes regarding public agencies, all materials (including, for example, proposals) submitted under this RFP must be considered public records and except to the extent protected by state and or federal laws will be available for inspection and copying by the public following contract award. Records will not be released by the City of Everett prior to contract award in order to protect the integrity of the procurement process, unless otherwise required by law.

C. Public Records Exemption / Notice of RCW 39.10.470

In accordance with RCW 39.10.470, trade secrets as defined in RCW 19.108.010, or other proprietary information submitted by a Proposer in connection with this RFP might not be subject to public disclosure under chapter 42.56 RCW if the proposer specifically states in writing the reasons why protection from disclosure is necessary, and identifies the data or materials to be protected. Proposers must specifically designate and clearly label as "CONFIDENTIAL" any and all such materials or portions thereof that they deem to contain trade secrets or other proprietary information. Proposers should carefully consider what is truly confidential and should not mark an entire proposal as confidential. The proposer must provide the legal basis for the exemption to the City upon request. Proposers are advised that this exemption is subject to judicial review and the proposer's designation of confidential may or may not be upheld by a Court.

D. Proposals Not Marked as Confidential

If a proposal or other material does not clearly identify the "CONFIDENTIAL" portions, the City will not notify the proposer that its proposal will be made available for inspection and copying, and the City may publicly disclose such non-clearly identified portion with no liability whatsoever to the proposer.

E. Process for Disclosing Information

If a request is made for disclosure of material or any portion marked "CONFIDENTIAL," the City will determine whether the material should be made available under the law. If the City determines that the material is subject to disclosure, the City will seek to notify the Proposer of the request and allow the proposer ten (10) business days after such notification to take appropriate legal action in Snohomish County Superior Court at the proposer's sole expense and liability. If the proposer does not within such ten (10) business days serve the Office of the City Attorney with a copy of an order entered by the Superior Court that expressly prohibits the City from disclosure of the material marked "CONFIDENTIAL," then the proposer will be deemed to have consented to the public disclosure of the material marked "Confidential" and the City may publicly disclose such material without any liability whatsoever to proposer.

F. Indemnification by Proposer

To the extent that the City withholds from disclosure all or any portion of proposer's material marked "CONFIDENTIAL", the proposer, by submitting a proposal in response to this RFP, agrees to indemnify, defend and hold harmless the City of Everett from all lawsuits, liabilities, losses, damages, penalties, attorneys' fees and costs the City incurs arising from or relating to such withholding from disclosure.

G. Consent to Procedure

Proposers, by submission of materials marked "CONFIDENTIAL", acknowledge and agree that the City will have no obligation to advocate for nondisclosure in any forum and has no liability whatsoever to any proposer for the disclosure of any material or record of any kind when that disclosure is in accordance with applicable law or in accordance with an order applying applicable law entered by the Snohomish

County Superior Court or a Washington appellate court. By submitting a proposal, the supplier consents to the procedure in this Section as its sole remedy and waives and releases all claims against the City arising from the City's actions taken in accordance with this procedure.

1.15 RESPONSE PROPERTY OF THE CITY OF EVERETT

All materials submitted in response to this request become the property of the City of Everett. Selection or rejection of a response does not affect this right.

1.16 NO OBLIGATION TO CONTRACT

In the event that proposals are received for the same or similar services or facility, the City reserves the right to enter into a single agreement with one prosper or to enter into agreements with more than one proposer for the same service or facility or make no selection and issue a new RFP for that service or facility only.

1.17 COST OF PREPARING PROPOSALS

The City of Everett is not liable for any costs incurred by suppliers in the preparation and presentation of proposals and demonstrations submitted in response to this RFP.

1.18 COOPERATIVE PURCHASING

Suppliers: RCW 39.34 allows cooperative purchasing between public agencies also called political subdivisions. Public agencies which have an Intergovernmental Cooperative Purchasing Agreement with the City of Everett may purchase from City of Everett contracts, provided that the supplier has agreed to such participation. Each supplier must indicate on the quote submittal form if they will not honor other public agency orders in accordance with contract terms and conditions in addition to orders from the City of Everett. The City of Everett does not accept any responsibility for purchase orders issued by other public agencies.

Cooperating Political Subdivisions: Public agencies desiring to use Everett's contracts must have executed an Intergovernmental Cooperative Purchasing Agreement with the City of Everett, as required by RCW 39.34. Only those public agencies who have complied with these requirements are eligible to use this contract. The public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency must be affected by a purchase order from the public agency, directed to the supplier or other party contracting to furnish goods or services to the City of Everett.

The City of Everett accepts no responsibility for the performance of any purchasing contract by the supplier, and the City of Everett accepts no responsibility for payment of the purchase price for any public agency.

SECTION 2 - SPECIFICATIONS

2.1 INTENT SUMMARY

The purpose of this Request for Proposals (RFP) process is to provide an avenue for suggestions that could result in public private partnerships that will increase recreation opportunities for the public, repurpose or recondition park assets for community use and generate revenue for the City of Everett Parks & Facilities department. The expected contract start date for the general RFP is January 2021, with an understanding that larger proposals may take longer to negotiate.

This Request for Proposal provides an opportunity for non-profits, businesses, or private individuals to partner with the City to improve the community. It is the City's intention to award multiple contracts from proposals submitted in response to this solicitation.

The City anticipates that this will become a reoccurring proposal opportunity.

2.2 BACKGROUND

The City of Everett Parks & Facilities Department has 45 Park properties, 2 Municipal Golf Courses, other park properties as listed in this section, an Animal Shelter, a Senior Center, a Swim Center, facility rentals at several sites, athletic sport complexes at Kasch Park and Phil Johnson complexes, arts events, and current contracts for the management of the Legion Memorial and Walter Hall Golf Courses. The City of Everett's population and park systems have continued to grow, and now more than ever, it is important to create a vision for the future of Parks and Recreation within our City.

There are several building assets within Everett parks that are currently underutilized as well as open space where recreation and community access could be created. The general RFP process is open for all ideas and proposals for any City of Everett park land or park building assets. Some facilities that rise to the top of the parks department list of opportunities include:

- Silverdome at Thornton A. Sullivan Park, 11405 Silver Lake Rd.
- Carl Gipson Senior Center, 3025 Lombard Ave.
- Forest Park Swim Center, 802 E. Mukilteo Blvd.
- Animal Farm Area, Forest Park, 802 E. Mukilteo Blvd.
- Fieldhouse (current Preschool), Forest Park, 802 E. Mukilteo Blvd.
- Legion Park Horticulture and Greenhouse Area, 145 Alverson Blvd.
- Cemex Property north of Phil Johnson Ballfields, 400 Sievers Duecy Blvd.
- Municipal golf courses at Legion Memorial and Walter Hall.
- Naming rights such as at the following facilities or rooms within buildings:
    - Everett Performing Art Center
    - Everett Animal Shelter
    - Kitchen or library at the Carl Gibson Senior Center
- Advertising such as on the fences at:

- Kasch Park
- Phil Johnson Ballfields

The City's park patrons include families, youth and adult sport organizations, dog enthusiasts, senior citizens, joggers, walkers, boaters, bicyclists, sport lovers, garden, boat, dog, and outdoor enthusiasts of all ages.

2.3 SCOPE OF WORK

It is important that the proposals that are received accurately reflect the growing needs of the City's residents and visitors, and that the outcomes are rich in community benefit and provide revenue to the department. Below are partnership ideas in the areas of enhanced recreational amenities in parks, lease or non-profit management of City owned facilities, special events and programs, sponsorship and naming right opportunities, restaurant, concession or gift shop ideas. Past performance does not necessarily indicate future results. The list below is not exhaustive but adds some frame of reference of the City's desired outcomes.

A list of the developed Park properties is listed in Appendix A.

- The City is seeking proposals for the development and operation of facilities incorporating enhanced recreational amenities in parks, such as adventure or extreme sports like BMX, paintball, zip line, climbing ropes course, disc golf and pump tracks at one or more Everett Parks properties.
    - Examples of locations that may be eligible for enhanced amenities include, but are not limited to:
        - Cemex Property north of Phil Johnson Ballfields, 400 Sievers Duecy Blvd. - BMX track, paintball, disc golf, pump track. Photos in Appendix B, Item 9.
        - Silverdome at Thornton A. Sullivan Park, 11405 Silver Lake Rd., 12,500sf - indoor tennis, indoor BMX or paintball, drone races, indoor dog park, indoor playground. Photos in Appendix B, Item 1.
        - Langus Riverfront Park, 411 Smith Island Road, – Bike or Motor cross track, dog park, water-based rentals. Photos in Appendix B, Item 10.
- The City is seeking proposals for rental, lease or non-profit management of the following sites and facilities:
    - Carl Gipson Senior Center, 3025 Lombard Avenue, Everett. The facility is 40,000sf and has several small and large venue spaces including a kiln, billiards tables, library, game room, sunroom, café and offices. Photos in Appendix B, Item 2.
        - Program and rental room sizes are described below:
            - Cascade View Hall – 4,700sf has been historically used for lunch program, bingo, large event rentals. Capacity 400 or 250 seated.
            - Mount St. Helens Room – 1,225sf has been historically used for table tennis, fitness, bridge clubs. Capacity 40.
            - Mount Rainier Room – 680sf has been historically used for education, meetings. Capacity 30.

        - Mount Baker Room – 567sf – has been historically used for education, meetings. Capacity 16.
        - Mount Olympus Room – 250sf – has been historically used for small meetings. Capacity 12.
    - Other Information:
        - The City has partnered with Homage Senior Services for several decades to provide a congregate lunch program to seniors Monday-Friday.
        - There is limited on-street parking in addition to a parking garage under the facility. Members have historically paid $5 for an annual parking sticker. There are also opportunities for evening and weekend parking revenue from events at the Angel of the Wind Arena.
        - The facility was named after a much-loved Everett resident, Carl Gipson.
- Legion Park Horticulture and Greenhouse Area, 145 Alverson Blvd. The gravel area at the south side of Legion Park has historically been used as park maintenance offices and the hub of horticulture activities in Everett. Everett has recently eliminated the annual flower program, leaving the greenhouse and offices available for rental or lease by an interested organization. The City is interested in receiving responses for all or part of the buildings listed below. Photos in Appendix B, Item 6.
    - Program and rental space sizes are described below:
        - Horticulture Offices – 2600sf
        - Horticulture Classroom – 1600sf
        - Greenhouse 3 – 1400sf
        - Greenhouse A – 1000sf
        - Greenhouse B – 1400sf
    - Other Information:
        - The City has a memorandum of understanding with the Arboretum Society for occasional use of the Horticulture Classroom that we would like to be able to continue, if possible.
        - Access through the property by the Legion Memorial Golf staff would be required.
- Fieldhouse is currently set up as a preschool classroom, in Forest Park, 802 E. Mukilteo Blvd., 1500sf. This site includes a classroom or meeting space, restroom, kitchenette with refrigerator, microwave, sink and storage. Photos in Appendix B, Item 5.
- Animal Farm in Forest Park, 802 E. Mukilteo Blvd. The area is comprised of 8 buildings on the west side of Forest Park. In this scenario, there are opportunities to convert the existing space for a different use. Photos in Appendix B, Item 4.
    - The Program spaces and sizes are described below:

        - Classroom – 720sf
        - Bunny Bank – 80sf
        - Bunny Barn – 200sf
        - Duck Building – 200sf
        - Horse Barn – 1,100sf
        - Main Barn and Office – 828sf
        - Pig Building – 150sf
        - Poultry Building – 350sf
    - Silverdome at Thornton A. Sullivan Park, 11405 Silver Lake Rd., 12,500sf. Built in 1954, home of the former Silver Lake Bible Camp assembly hall with heavy curved glulam beams, dirt floor and missing stage at east facade. This unique building is currently only used for storage, with the roof protected by large custom-made tarp. The dome has potential for adaptive reuse, noting limited parking in immediate vicinity of adjacent public roadway. Due to the sloped dirt floor, the Dome is not ADA accessible. Photos in Appendix B, Item 1.
    - Forest Park Swim Center, 16,390 sf. Large natatorium including entry, locker rooms, staff office, main pool, spa, family changing rooms, sauna, separate mechanical rooms for main pool and spa, mechanical mezzanine above locker rooms, large outside concrete sun deck, and modest outside children's wading pool. This pool facility has been incrementally modernized since construction in 1976 including: 1) Roof-over to replace original winter tarp cover early on, 2) Mechanical system replacement in 1997 and other upgrades, 3) Addition of family changing and sauna features, and 4) Replacement of boilers and main electrical panels in 2018. Photos in Appendix B, Item 3.
    - Walter Hall Golf Course
    - Legion Memorial Golf Course
- Special Events: Sorticulture
    - Event Description: Sorticulture is a garden art festival that has been thriving in Everett for the past 22 years. The festival has historically taken place on the Friday-Sunday on the first full weekend in June. Sorticulture unites art and the garden in a celebration of creative outdoor living. Historically, over 140 artists and nurseries gather to showcase distinctive hand-crafted garden art and unique plants to transform your backyard. Historically, it has been held in beautiful Legion Memorial Park in North Everett overlooking Port Gardner Bay. However, other Everett locations will be considered.
    - Event Details:
        - Sorticulture has generated up to $64,000 in vendor fee revenue over the past several years. Staff have used the app, “Entry Thingy” to jury the show, ensuring high quality goods that are consistent with the theme of the event are being sold.
        - The event has historically been free to attend. Attendance has ranged from 13,000-20,000 over the last several years, depending on weather.

        - The event was cancelled in 2020 because of physically distancing mandates related to COVID-19.
        - Examples of 2019 expenses include:
            - $10,000 music and speaker contracts
            - $6,700 in rentals of honey buckets, over-night security, tables and tents
            - $10,000 for Transit and Police support of the event. Parking is very limited at Legion Park, so most people ride transit from Everett Community College.
            - $15,700 in promotion and marketing
            - $1,200 miscellaneous expenses

- Recreation Program: Camp Patterson - photos in Appendix B, Item 7.
    - Historically, Camp Patterson, has been an inclusive summer camp for all youth and young adults including those with disabilities.
    - Program Description: Camp Patterson: swim, canoe, create and explore Silver Lake. Camp Patterson offers a fun and enriching summer day camp experience for children ages 5 years and older, particularly those with developmental delays or physical challenges. Campers participate in arts & crafts, canoeing, field trips, music, sports and swimming. Through creative and fun activities, we foster positive self-esteem, respect for individual uniqueness, friendship and respect for the environment. Camp has been historically held at Thornton A. Sullivan Park at Silver Lake 11405 Silver Lake Road.
    - Program Details:
        - Camp Patterson is comprised of 4 buildings as well as a large grassy area, approximately 48,000sf:
            - Staff Office building - 200sf
            - Restroom Bldg. 301
            - Sports and Activity Bldg. 300 – 600sf
            - Music and Movement Bldg. - 400sf
            - Shelter 1 - Seats 64
            - Silver Hall – 1000sf (optional)
        - Camp Patterson has generated up to $54,000 in camp registration fee revenue over the past several years. Most of these funds are collected from Department of Social and Health Services (DSHS), so development of a contract with DSHS would be recommended. DSHS is typically billed at the end of all weeks of camp.
        - Attendance for this 7-week program averages about 60 campers per week.
        - The camp was cancelled in 2020 because of budget reductions and physically distancing mandates related to COVID-19.

        - Expenses in 2019 included:
            - $40,391 in seasonal wages, benefits, uniforms
            - $2,500 in office and operating supplies
            - $258 in small tools and equipment
            - $790 miscellaneous expenses

- Recreation Program: Animal Farm (Photos in Appendix B, Item 4)
    - Program Description: Meet rabbits, ducks, pigs, goats, ponies and other fuzzy and feathered barnyard friends up close at Everett's urban farm. Farm has historically been held at Forest Park.
    - Program Details:
        - The Animal Farm area is comprised of 8 buildings on the west side of Forest Park. The spaces and sizes are described below:
            - Classroom – 720sf
            - Bunny Bank – 80sf
            - Bunny Barn – 200sf
            - Duck Building – 200sf
            - Horse Barn – 1,100sf
            - Main Barn and Office – 828sf
            - Pig Building – 150sf
            - Poultry Building – 350sf
        - The Animal Farm has historically been free to visit, with donations being collected. The annual number of visitors each year for this 8-week program has been 35,000 people. Past revenue from donations, camps and bunny bank have averaged $13,000 per year. Expenses have ranged from $55,000-$70,000 annually as minimum wage and the cost of veterinary care has increased.

- Sponsorship and Naming Right Opportunities:
    - Sponsorship opportunities are available for a variety of venues and events. These include but are not limited to:
        - July 4th fireworks show
        - Jetty Island Days
        - Advertising on outfield fences at Kasch and Phil Johnson sports fields
    - Examples of buildings or rooms that may be eligible for naming rights are:
        - Everett Performing Art Center

        - Everett Animal Shelter

- The City is seeking proposals for development and operation of year around or seasonal full-service restaurants, or gift shops in Parks to generate revenue for the City and offer convenience and fun for residents utilizing the Parks.
    - Examples of facilities that may be eligible for restaurant, or gift shops include, but are not limited to:
        - Former lifeguard house on the shores of Silver Lake at Thornton A. Sullivan Park – 1,200sf Photos in Appendix B, Item 8.
        - Main Barn at the Animal Farm in Forest Park – 828sf - Photos in Appendix B, Item 4.
        - Former horticulture office at Legion Park – 2,600sf - Photos in Appendix B, Item 6.
- Concession service opportunities include the following sites:
    - Forest Park – 802 East Mukilteo Boulevard, Everett, Washington, 98203
        - Asphalt Pad by Parking Lot.
        - Location Description: asphalt pad.
        - Amenities: electricity, water.
        - Demographics: children, parents, park users, special event participants.
        - Season: May through September.
        - Potential offerings: Kettle corn, ice cream, snacks, drinks, espresso.
    - Between Floral Hall & Pool
        - Location Description: asphalt pad.
        - Amenities: prime location for mobile vendor for parties and events.
        - Demographics: children, parents, park users, special event participants.
        - Peak Season: May through September.
        - Off Peak Season: October through April.
        - Potential offerings: food truck style concessions.

SECTION 3 – PROPOSAL EVALUATION PROCESS

3.1 GENERAL

All proposals will be reviewed to determine compliance with the requirements as specified in the RFP. Proposals will be evaluated on how well the proposal meets the needs of the City, as described in the supplier's response to each requirement and the evaluation criteria identified in this RFP. It is important that the responses be clear and complete so that the evaluators can adequately understand all aspects of the proposal.

3.2 SELECTION PROCESS

The City will select the proposal that, in its sole discretion, is the most advantageous to the City. The City reserves the right to make an award without further discussion of the proposal submitted; there may be no best and final offer procedure. Therefore, the proposal should be initially submitted on the most favorable terms that the supplier can offer. The specifications may be altered by the City of Everett based on the supplier's proposal and an increase or reduction of services with the supplier may be negotiated before contract signing, award, and execution.

3.3 CONTRACT AWARD AND EXECUTION

A contract award will be for the supplier that best meets the needs of the City of Everett.

The award of a contract to the successful supplier will be notice of acceptance. The award of a contract will bind the supplier to furnish the service in accordance with the information herein, responses to questions, the supplier's proposal, other representations made, as well as all other terms and conditions of the contract in its final form.

3.4 EVALUATION CRITERIA

Proposals will be evaluated based on the following weighted criteria and how well they meet the needs and requirements as described in the RFP.

Minimum Qualifications: The City of Everett will first examine proposals to eliminate those that do not meet the following minimum qualifications.

#		Points	Description
1	Eligibility	Pass/Fail	Minimum requirement(s): • Proposal must be for a property/facility that is owned by the City of Everett Parks department

#	Criteria	Points	Description
1	Qualifications and Previous Experience	50	Evaluate responses to Questionnaire 4.04.
2	Technical Capability, Approach, Capacity, and Sustainability	100	Evaluate responses to Questionnaire 4.04.

3	Community and Recreation Benefit	100	Evaluate responses to Questionnaire 4.04.
4	Risk, Performance, and Quality Assurance	25	Evaluate responses to Questionnaire 4.04.
5	Revenue Proposal and Other Financial Benefits	225	Evaluate Suppliers' revenue proposal and financial benefits offered.
	Total	500	

3.5 INTERVIEWS

The City of Everett may request interviews with the highest-ranked Supplier(s). The purpose of the interview, if held, will be to further review the finalist(s) in specific areas to determine which proposal provides the best fit and value to the City of Everett. Finalist(s) must have key employees available for these interviews. The City of Everett will notify the finalist(s) as to the time, date, and location for an interview or conference call.

SECTION 4 – PROPOSAL SUBMITTAL REQUIREMENTS

4.1 SUBMITTAL REQUIREMENTS

Suppliers must provide a proposal which must demonstrate an understanding of the project requirements as stated throughout this Request for Proposal.

Proposals in response to this RFP must be submitted in the order specified below. Proposals must include:

1. **Supplier Commitment and Information (attached)**

2. **Narrative responses** to the questions asked. Suppliers should re-type the heading, question identifier and question. Then answer the questions and provide in the same order requested below. Suppliers may emphasize in their narrative any areas of their proposal that they believe exceed our requirements.

3. **Price Proposal**
4. **Suggested response format:**

   - Standard 8 1/2" x 11" paper
   - Single sided, numbered pages
   - Typed with a minimum of 12-point font
   - Form 4.04- re-type the question before responding

Sealed Proposal Submissions must be submitted in a SEALED ENVELOPE using the optional Proposal Opening Label (below) or clearly marked with the Proposal Number and Title to the City of Everett no later than the proposal due date and time.

URGENT – SEALED PROPOSAL ENCLOSED
Do Not Delay – Deliver Immediately

URGENT

EVERETT
WASHINGTON

City of Everett
2930 Wetmore Avenue
Everett, WA 98201

RFP Number: **2020-061**

RFP Title: **Public Private Partnership – Park Properties**

Procurement Professional:

Supplier:

URGENT

FORM 4.02 SUPPLIER COMMITMENT AND INFORMATION

REQUEST FOR PROPOSAL #2020-061 PUBLIC PRIVATE PARTNERSHIP – PARK PROPERTIES

Company Name:		
Company Address:		
City:	State:	ZIP:
Tax ID #:	UBI #:	
Legal status of supplier organization, i.e., corporation, partnership, sole proprietorship.		
Website:	City of Everett Business License #	
Supplier Contact Name (if different from Authorizing Official):	Supplier Contact Title:	
Supplier Contact Email:	Supplier Contact Direct Phone:	
Supplier Contact Address (if different from above):		
City:	State:	ZIP:

By responding to this solicitation, the Supplier understands and agrees to be bound by all requirements and contract terms and conditions contained in this solicitation. By signing this form, the Supplier acknowledges receipt and understanding of any and all addenda issued for this solicitation. This form, signed by an individual authorized to legally commit the Supplier, must be submitted as the cover page.

The Supplier also certifies that:

- I am authorized to commit my firm to this Proposal and that the information herein is valid for 120 days from this date.
- That all information presented herein is accurate and complete and that the scope of work can be performed as presented in this proposal upon the City's request.
- That I have had an opportunity to ask questions regarding this Proposal and that those questions have been answered.
- That this Proposal response is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting an offer for this Proposal and is in all respects fair and without collusion or fraud.

Authorizing Official Name:	Authorizing Official Title:
Authorizing Official Email:	Authorizing Official Phone:
Authorizing Official Signature and **Date**:	

REQUEST FOR PROPOSAL #2020-061 PUBLIC PRIVATE PARTNERSHIP – PARK PROPERTIES

4.03 REVENUE PROPOSAL AND OTHER FINANCIAL BENEFITS

Provide a complete price proposal describing the financial revenue or other financial benefits offered.

- Describe the suggested revenue model, include anticipated or forecasted revenue from your proposal and proposed city compensation.
- Describe and include the value of any of any capital improvements that will be provided at no cost to the City.
- Describe any immediate tenant or asset improvements that we will gain as a result of your project.
- Include and itemize any proposer incurred costs to create a turn-key operation, service fees, initial and on-going costs.

REQUEST FOR PROPOSAL #2020-061 PUBLIC PRIVATE PARTNERSHIP – PARK PROPERTIES

FORM 4.04 QUESTIONNAIRE

Suppliers must complete this "Questionnaire" providing the information in the same order requested below. Suppliers may emphasize in their narrative any areas of their proposal that they believe exceed our requirements.

1. **Qualifications and Previous Experience**

   A. Briefly describe your company. Include how long the company been in business.

   B. Describe the qualifications of your company, its business experience and achievements.

   C. Describe any previous experience implementing similar projects or providing services to Parks or similar venues.

   D. Who are you proposing to be the project manager or account manager if awarded this contract? What is their experience with this work and other aspects pertinent to this project? What are their years of experience, years in industry, years with firm, year of applicable licenses, and etc.

   E. Provide names, tenure, roles and responsibilities for each key team member engaged in providing the related services.

2. **Technical Capability, Approach, Capacity and Sustainability**

   A. What is your approach to this project? List the primary features or work tasks. Describe your execution, management, and control of the project. Include a business plan specific to this proposal that addresses all the key points asked as well as financial proforma.

   B. Describe any environmental or sustainability benefits of your proposal. Include sustainable related strategies, practices, services or products that may reduce the environmental impact.

   C. Provide a timeline plan for this project and include any City of Everett staff time requirements.

   D. Describe the proposed customer service plan. This includes, at a minimum, the process to address customer comments, complaints, issues, and incidents, received via any communication channel. Include any customer service standards and the process for keeping the City informed of complaints that are received

   E. How will your project manager communicate with City of Everett's project manager in all phases of the contract? How often are status and financial reports provided and in what format?

   F. Describe your process to ensure compliance with Washington State laws and regulations.

   G. Describe any relevant software programs that your firm proposes utilizing for this contract.

H. Does your firm intend to subcontract any portion of this contract? If so, please provide the following: name of the firm(s), the percentage of work to be performed by each subcontractor, and a description of the nature of work performed by each.

I. Address any remaining points not asked above.

3. Community and Recreation Benefit

A. Describe how the City of Everett Parks Department, residents or visitors will benefit from your project. Why should the City accept your proposal in terms of community and recreation benefit? How many people do you anticipate serving with your approach?

B. Describe how your company or project manager will keep City of Everett timely informed of any issues related to delivering the services described in this RFP.

C. Describe any other benefits with regards to the City, residents and visitors that have not already been addressed.

4. Risk, Performance, and Quality Assurance

A. Submit no more than five (5) completed relevant project experiences that demonstrate successful contract performance similar in size and scope as described in this RFP, include any government experience. Include the following for each reference:

a. Company name and full address

b. Point of contact name, title, e-mail address, and phone number

c. Contract title, number, start and completion dates

d. Contract description & order / service details

B. Disclose any legal action that is in progress or has been taken against the proposing entity or individuals in the last five years.

C. Disclose all business transactions and relations within the last five years that may create or be perceived to create a conflict of interest. Have you defaulted on any contracts within the past three years or failed to meet contract terms? If so, describe.

APPENDIX A – Developed Park Properties

1 **AMERICAN LEGION MEMORIAL PARK**
145 Alverson Blvd.
Playground, restrooms, shelter, trails, baseball,
basketball, tennis / 18.5 acres / bus 6
Includes: EVERGREEN ARBORETUM & GARDENS
evergreenarboretum.com

2 **BAYSIDE PARK**
2200 Grand Ave.
Adjacent to: Bayside Neighborhood Centennial P-patch / view / 1 acre

3 **BRIDLE PARK**
Sound Ave.
Green space / 1 acre / bus 18

4 **CASCADE VIEW PARK**
88th St. & 7th Ave.
Green space / 1 acre / bus 12

5 **CENTURY PARK**
Berkshire Dr. SE & Elliott Way Green space / .4 acres / bus 7,8

6 **CLARK PARK**
2400 Lombard Ave.
Playground, tennis / 2.4 acres / bus 7

7 **DOYLE PARK**
3420 Grand Ave. Playground / 2 acres / bus 7

8 **DREW NIELSEN NEIGHBORHOOD PARK**
13th & Colby Ave. Playground, gazebo / .4 acres

9 **EDGEWATERPARK**
3731 W Mukilteo Blvd.
Playground, basketball, tennis / 1.5 acres / bus 18

10 **ELM ST. PARK**
Olympic Blvd. & View Ridge Dr. Green space / .2 acres / bus 3,18

11 **FOREST PARK**
802 E Mukilteo Blvd.
Swim Center, playground, restrooms, shelter, trails, basketball, street hockey, horseshoes, tennis, water playground (summer), animal farm (summer) 197 acres / bus 3,18, requires uphill walk into park

12 **GARFIELD PARK**
2300 Walnut St.
Playground, restrooms, baseball, basketball, bike
polo, pickle ball, tennis / 5.6 acres / bus 4,29

13 **GRAND AVE. PARK**
1800 Grand Ave. View / 5 acres

14 **HANNABROOK PARK**
5815 Brookridge Blvd.
Playground, trails, basketball / 6 acres / bus 3

15 **HARBORVIEW PARK**
1621 W Mukilteo Blvd.
Trails, view / 8 acres / bus 18

16 **HAUGE HOMESTEAD PARK**
1819 121st St. SE
Playground, shelter, restrooms, trails, fishing
3.3 acres / bus 29

17 **HOWARTH PARK**
1127 Olympic Blvd.
Playground, restrooms, trails, tennis
28 acres / bus 18, requires walk

18 **INTERURBAN PARK**
Madison St. & Commercial Ave.
Green space / .2 acres / bus 8, 4 blocks to 29

19 **JETTY ISLAND (Jul & Aug)**
10th St. & W Marine View Dr.
Take the free ferry to the jetty / Donations welcome Restrooms, trails, saltwater beach, beach volleyball 127 acres / bus 6, walk about 6 blocks to
10th St boat launch

20 **J.J. HILL PARK**
Hewitt Ave. & Broadway
Green space / .15 acres / bus 7,18

21 **JOHNSTON-KELLY PARK** 46th St. SW & Basswood Dr. Trails / 4.8 acres / bus 3

22 **JUDD & BLACK PARK**
Hewitt Ave. & Maple St.
Green space / .4 acres / bus 3,4,29

23 **KASCH MEMORIAL PARK**
8811 Airport Rd.
Playground, restrooms, shelter, trails, baseball,
flag football, lacrosse, soccer, softball / 60 acres / bus 8,12

24 **KIWANIS PARK**
36th & Rockefeller Ave.
Playground, basketball / 1 acre / bus 3,18

25 **LANGUS RIVERFRONT PARK & TRAIL**
400 Smith Island Rd.
Restrooms, shelter, trails, view, fishing, rowing, boat launch*/ 96 acres

26 **LIONS PARK**
7530 Cascade Dr.
Playground, trail, basketball
Click & Go Visually Impaired Wayfinding
3.35 acres / bus 8

27 **LOGANBERRY LANE PARK**
9201 18th Ave. W
Trail, off-leash area / .2 acres / bus 8,12

28 **LOWELL PARK**
4605 S 3rd Ave.
Playground, restrooms, off-leash (designated area
only), basketball, tennis / 10 acres / bus 29

29 **LOWELL RIVERFRONT PARK & TRAIL**
1400 Lowell River Rd.
Trail, view, fishing / 7 acres / bus 29

30 **MAGGIE'S PARK**
Everett Ave. & W Marine View Dr. V

31 **NORTH & SOUTH VIEW PARK**
510 W Marine View Dr. View / 4.5 acres / bus 6

32 **PHIL JOHNSON BALLFIELDS**
400 W Sievers Duecy Blvd.
Playground, restrooms, baseball, fastpitch softball
13 acres / bus 3,8

33 **RIVERSIDE PARK**
Everett Ave. & E Grand Ave.
View / .2 acres / 3 blocks to bus 4

34 **ROTARY PARK**
3505 Lowell-Snohomish River Rd.
Restrooms, trail, fishing, view, boat launch*
11.3 acres / 3 blocks to bus 29

35 **RUCKER HILL PARK**
621 Laurel Dr. / 2 acres

36 **SENATOR HENRY M. JACKSON PARK**
1700 State St.
Playground, shelters, restrooms, baseball, basketball, softball / 15.25 acres / bus 4,29

37 **SOUTH EVERETT FOREST PRESERVE**
1017 109th St. SE / 15 acres / Trail

38 **SUMMIT PARK**
Summit Ave.
View / 3 acres / bus 4, 4 blocks to bus 29

39 **THORNTON A. SULLIVAN PARK**
11405 W Silver Lake Rd.
Playground, restrooms, shelters, trails, view, basketball,
disc golf, fishing, table tennis on the beach / 35.3 acres / bus 29

40 **VIOLA OURSLER VIEWPOINT**
721 E Marine View Dr.
View / .25 acres / bus 4

41 **WALTER E. HALL PARK**
1226 W Casino Rd.
Playground, restrooms, soccer, skate park / 9 acres / bus 12

42 **WETMORE THEATRE PLAZA** 2710 Wetmore Ave. Amphitheater / bus 3,7,29

43 **WIGGUMS HOLLOW PARK**
2808 10th St.
Playground, shelter, baseball, basketball, skate park
10 acres / bus 4,29

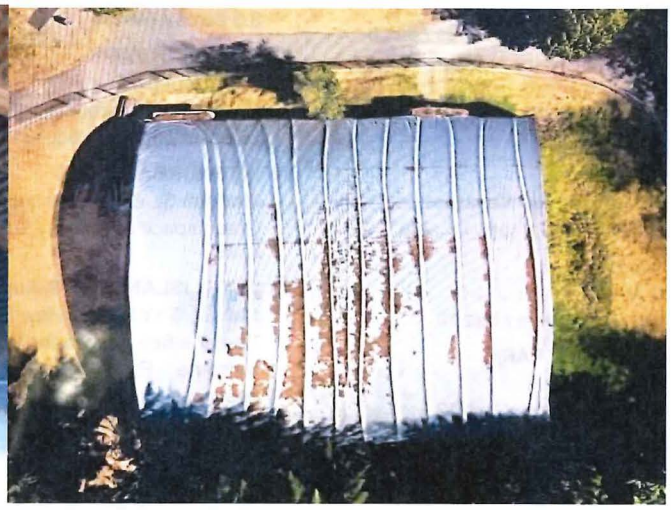
44 **DEER PARK**
Corner of 13th Ave W and 55th St. SW
Playground
.25 acres

45 **GREEN LANTERN PARK**
19th Ave. SE on the east bank of Silver Lake
Perimeter walkway, picnic tables and benches
.9 acres

***BOAT LAUNCH FOR ROTARY & LANGUS PARK**
Single launch $10 / VISA, MC, cash and check accepted.

APPENDIX B

Item 1: Silverdome at Thornton A. Sullivan Park



Item 2: Carl Gipson Senior Center

Cascade View Hall and Kitchen:

Mount Adams Room with Kiln:

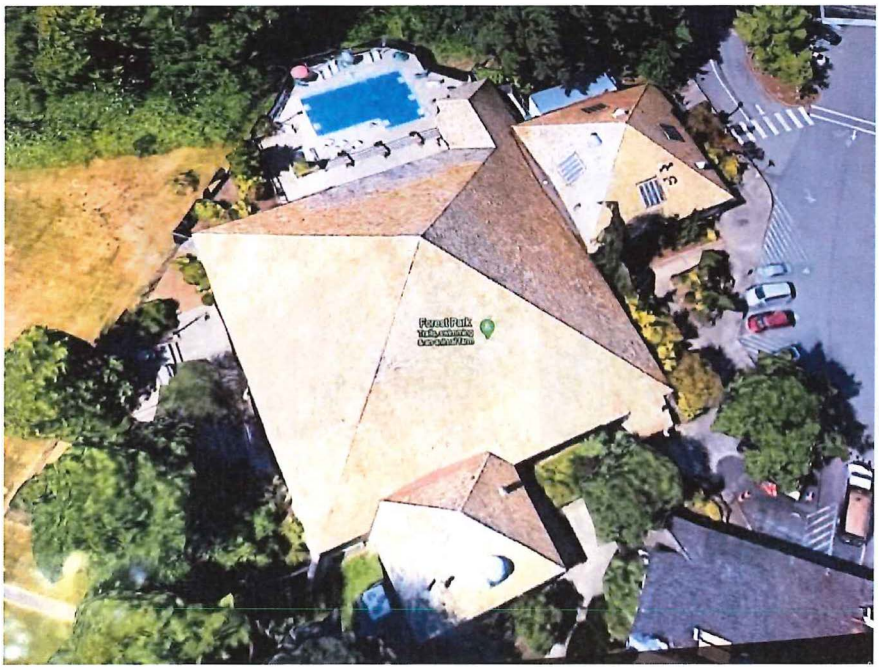
Mount Baker Room:

Carl Gipson Senior Center Continued

Mount Olympus Board Room:

Mount Rainier Room:

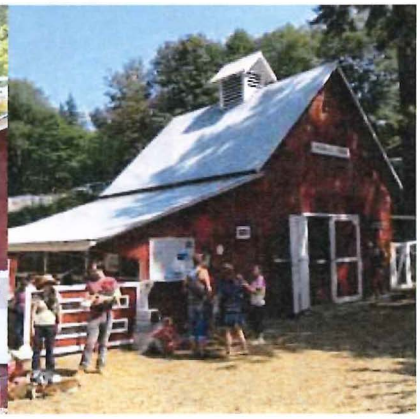
Item 3: Forest Park Swim Center



Item 4: Animal Farm:

Farm Area:

Main Barn:



Classroom:

Bunny Bank:

Horse Barn:

Item 5: Fieldhouse (Preschool)

Item 6: Legion Park Horticulture Area

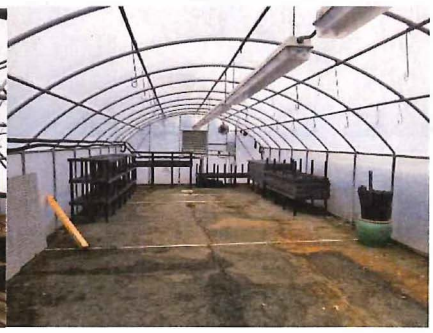
Horticulture Office:

Horticulture Classroom

House 3:

House A:

House B:



Item 7: Camp Patterson

Staff Office:

Restroom:

Sports and Activities Building

Camp Patterson Continued:

Music and Movement Building Inside:

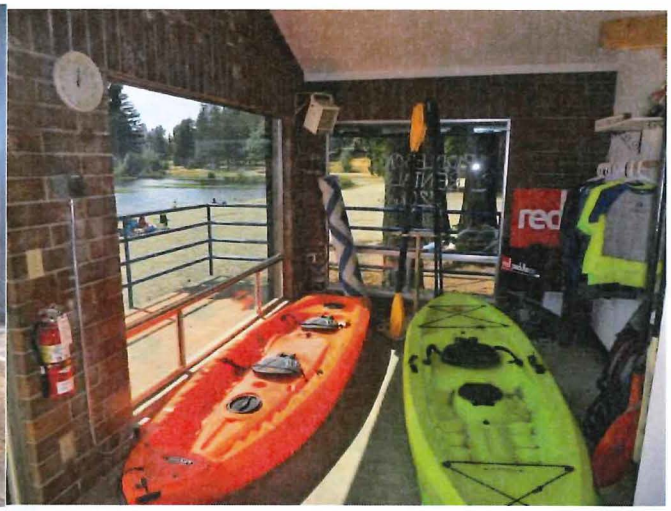
Silver Hall Inside:

Silver Hall Outside:

Entry Signage:

Beach Storage location:

Item 8: Former Lifeguard House at Thornton A. Sullivan Park



Item 9: Former Cemex Property on Sievers Duecy Road

Item 10: Smith Island Road near Langus Park Property

Potential Concession Sites - Forest Park – Concrete Pad

Forest Park between Floral Hall & Pool