



Seattle Parks & Recreation

healthy people healthy environment strong communities

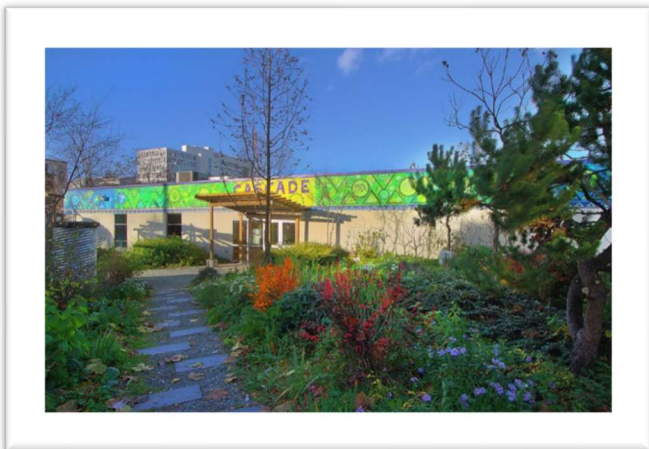
Seattle Parks & Recreation REQUEST FOR PROPOSALS (RFP) CASCADE PEOPLE'S CENTER

MAILING ADDRESS AND CONTACT INFORMATION:

Seattle Parks & Recreation – CASO
Attention: Kathleen Gantz, Contracts Manager
300 Elliott Ave W, Suite 100
Seattle, WA 98119
Email: kathleen.gantz@seattle.gov

You can also access the RFP packet at the Seattle Parks & Recreation Web Site:

<https://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities>



Exterior-Cascade People's Center



Interior-Cascade People's Center

WOMEN AND MINORITY BUSINESSES ARE ENCOURAGED TO SUBMIT A PROPOSAL

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VACCINATION REQUIREMENTS FOR CITY CONTRACTORS

The City of Seattle is preparing for the next chapter in the COVID-19 pandemic and officially ended its Civil Emergency Proclamation on October 31, 2022. This change aligns with Governor Inslee ending the state-wide state of emergency the same date. While these proclamations will be ending, the COVID-19 vaccine mandate that went in place for employees, volunteers at City sites and contractors on Dec. 5, 2021, **will remain in effect**. To read the mandate issued on Sept. 28, 2021 by then-Mayor Durkan, view the [Executive Order 2021-08: COVID-19 Vaccination Requirements for City Contractors](#).

The Proposer, by submitting its Proposal, agrees that it will comply with Mayor's Executive Order 2021-08, regarding COVID-19 Vaccination Requirements, and that it will require its workers, service providers, subcontractors, suppliers, and their workers to comply as well. Furthermore, the Consultant shall submit the City provided Vaccine Attestation form prior to signing the contract. During the performance of the Work, Consultant shall provide an updated Vaccine Attestation form upon the City's request. The Executive Order and Vaccine Attestation Form are incorporated herein and are available at: [COVID-19 Vaccination Requirements](#).

1. RFP INTRODUCTION AND OVERVIEW

The Seattle Parks and Recreation Cascade People's Center is located at 309 Pontius Avenue North, Seattle, Washington 98109. The building is located in a 1.9-acre park known as the [Cascade Playground Facility](#).

The City of Seattle Department of Parks & Recreation (SPR) owns the building known as the Cascade People's Center located in the Lake Union neighborhood. Since 2012, the Cascade People's Center has been managed and maintained by the YMCA of Greater Seattle under a management and operating agreement. Currently the Cascade People's Center hosts and supports a variety of programming through the YMCA of Greater Seattle including YMCA Earth Service Corp and Bold and Gold Youth Programming.

SPR is issuing a Request for Proposals (RFP) seeking interested parties and service providers to submit proposals for a Property and Community Agreement and Lease for the operation and maintenance of the Center. Proposals should include the management and operation of recreation, arts and cultural or environmental programming that will be open to the public. Proponents will offer community activities, programs, and outreach to the South Lake Union neighborhood. Examples include social, recreational, art, film events, lifelong learning, community initiatives such as emergency preparedness and training classes. The provider may also propose other uses to enhance building use and increase neighborhood engagement. The fair market value rent may be offset by public benefits that meet City criteria and aligns with the mission and vision of Seattle Parks and Recreation. Public benefit rent offsets may range from 25-75% of the total rent.

The RFP packet will be publicly advertised and made available per the schedule below and will also be posted on the SPR website: <https://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities>.

A panel consisting of SPR staff and community members will review and evaluate proposals submitted by the due date. The staff will score the proposals, determine the highest qualified and responsive proposals, and will interview the Proposers, if interviews are necessary, and make a final recommendation regarding the award to the most qualified service provider offering the best services and management plan to SPR and park users.

TIMELINE

Written proposals in response to this RFP must be submitted by **January 10, 2023, by 3:00PM**. Late proposals will not be accepted. Proposals must include written responses to the questionnaire that will be available on the above website on November 29, 2022, along with the signature and contact information. RFP Proposals must be emailed to: kathleen.gantz@seattle.gov.

Event	Date	Location
RFP Available	November 29, 2022	https://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities
Site Open House All questions from the open house will be submitted by Proposer(s) via email (sprconcessions@seattle.gov). These questions and respective answers will be published on the RFP web site until the deadline noted below.	November 30, 2022, 3:00PM-5:00PM	Cascade People’s Center 309 Pontius Avenue North, Seattle, Washington 98109
Deadline for Written Questions to SPR	January 3, 2023	Questions can be sent to: kathleen.gantz@seattle.gov
Proposals Due to the City: All proposals must be submitted by 3:00PM	January 10, 2023, by 3:00PM	Email proposals to: kathleen.gantz@seattle.gov
RFP Evaluations: During this time-period, Proposer(s) may receive questions with a response timeline from the SPR evaluation team. Proposer(s) may also be invited by the evaluation team for an in-person interview.	January-February 2023	
RFP Interviews (if needed)	February 14-16, 2023	
Evaluations Team makes award recommendation to the Superintendent of SPR	February 28, 2023	
Superintendent announces award	March 7, 2023	
Anticipated Contraction Negotiation Schedule	Spring 2023	
Submit Agreement for Council Approval	Summer 2023	
Anticipated Contract Execution	September 2023	

SPR reserves the right to modify this schedule at its discretion. Notification of changes will be posted on the RFP website or as otherwise stated. All inquiries regarding this RFP must be directed to the Contracts Manager listed on the first page through email.

BASIS OF SELECTION

Selection of the successful proposal will be determined through an evaluation of the Proposer(s)' ability to operate and support community programming based on the information submitted within the proposal.

A review panel will score each proposal per the criteria outlined in Section 4 and may invite top candidates to an interview. SPR reserves the right to seek additional clarification or information through written questions. The review panel will make a recommendation identifying the successful proposal to the Superintendent of Parks & Recreation.

The Superintendent will, at Superintendent's sole discretion, make the final decision regarding acceptance or rejection of the panel's recommendation. The Superintendent reserves the right to reject all proposals, or to select a different proposal, as the Superintendent determines to be in the best interest of SPR. If the Superintendent selects a Proposal, SPR will work to negotiate an agreement with the Proposer. If SPR and the initial successful Proposer are unable to negotiate a mutually acceptable agreement, SPR reserves the right to select another proposal for negotiation until the RFP process either terminates or results in an agreement. To be binding on the city, any agreement developed through this RFP process must be authorized by the Seattle City Council.

2. OBJECTIVES & PURPOSE

SUMMARY OF OBJECTIVES

SPR's objectives for the property at the Cascade People's Center are listed below:

- A.** Provide public access to the building and community programming that integrates with and enhances connections to the Cascade/Lake Union neighborhood
- B.** Seek and engage community members contributing to the vibrancy of the park and the Lake Union neighborhood.
- C.** Conduct operations in a manner that is consistent with the City's Race and Social Justice Initiative
- D.** Operation and routine maintenance and custodial care of the Cascade People's Center

PURPOSE

The purpose of the Request for Proposal is to secure a long-term service provider of the Cascade People's Center that will fulfill the objectives above by meeting SPR's desired outcomes including:

- Provide outreach and public access to community programs and services being offered at the Cascade People's Center.
- Provide staff to open and close the Cascade People's Center during normal operating hours as approved by SPR.
- Provide routine maintenance and custodial care of the interior of the building, including periodic repairs and replacement as appropriate.
- Secure supplies and materials that meet the specifications of the programs offered at the Cascade People's Center.
- Provide basic maintenance and routine clean-up of the exterior part of the building, including the P-Patch area south of the building and the parking lot adjacent and north of the building.

- Pay all applicable utilities directly related to operator’s occupancy and use of the Cascade People’s Center.
- Obtain SPR permission prior to making any tenant improvements, whether minor or major, to the Cascade People’s Center.
- Provide financial and/or in-kind services and consideration to SPR in exchange for its authorized use of the Cascade Center.
- Provide an annual report to SPR of its operation expenses, community outreach, public benefit and participation data.
- Agree that SPR has the right to schedule use of the building for SPR meetings at no charge.
- Provide any required insurance coverage as determined by the City Risk Manager. Typically, Commercial General Liability and renter’s insurance are required.
- Comply with any applicable laws of the United States and the State of Washington; the Charter and ordinances of The City of Seattle; and applicable rules, regulations, orders, and directives of all such governmental entities, as well as the orders and directives of authorized officials and employees.

AGREEMENT DURATION

Once a successful proposer is selected, SPR will negotiate a five-year License Agreement with an option for an additional five-year extension at the sole option of the SPR Superintendent. This agreement will be negotiated between SPR and the awarded Proposer(s) and is subject to City Council approval.

BACKGROUND

To aid potential applicants in understanding the values and goals SPR has developed the following statements:

- Vision: Healthy people, healthy environment, and strong communities
- Mission: Seattle Parks and Recreation provides welcoming and safe opportunities to play, learn, contemplate, build community, and promote responsible stewardship of the land.
- Core Values: Equity, Access, Opportunity, & Sustainability

3. DESCRIPTION OF PREMISES

Located in South Lake Union, the subject property is located within a masonry building, originally constructed in 1967. The area consists of a mix of commercial and multi-family uses. There is a parking lot north of the building, a park to the north, and a community P-Patch to the west. The basic construction consists of a rectangular shaped masonry framed building with composite shingle roof and brick exterior. The interior of the building contacts painted drywall with taped & painted drywall ceilings and wood floors. Amenities include offices, restrooms, a kitchen, and laundry area.

The main entrance to the property is on the south side of the building, via metal doors with glass inserts. The doors open to an open space currently used as a community events area. There is also a back door, accessible from the parking lot. The building is currently used as a community/neighborhood center which holds activities and events. The overall quality is rated average.

All background information provided by SPR, including but not limited to this RFP, are provided solely to provide general background. This RFP and other background documents are not a promise that any condition exists or will exist at the Cascade People’s Center. Information provided by SPR is not intended to be complete and should not be considered a substitute for each Proposer(s)’ own due diligence.

4. PROPOSAL RESPONSE PROCEDURES AND REQUIREMENTS

Please be sure to answer each question and submit with the entire proposal package by January 10, 2023, at 3:00 pm. No applications will be accepted after this due date and time.

PROPOSAL RESPONSE REQUIREMENTS

All proposals must include the following:

- A cover sheet on your organization’s letterhead that includes all relevant contact information for the organization, including but not limited to, the name of the contact person and their phone number and email address
- A brief, concise summary of the proposed management plan
- Proposals must be no more than 10 pages, one-sided and single-spaced
- Proposals should include background information for your organization including the primary mission and history and any other relevant information
- Proposals must address the topics listed in the questionnaire. The questionnaire will be available on November 29, 2022, at 9:00AM at <https://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities>.

PROPOSER(S) RESPONSIBILITY TO PROVIDE FULL RESPONSE

It is each Proposer(s)’ responsibility to provide responses which do not require interpretation or clarification by SPR and to ensure that all requested materials, forms, and information are included. Each Proposer is responsible for ensuring the materials are submitted properly. During scoring and evaluation (prior to interviews, if any), SPR will rely upon the submitted materials and shall not accept any unsolicited materials from the Proposer(s) after the RFP deadline. A Proposer(s)’ failure to provide complete responses which conform to the requirements of this RFP may result in the rejection of the Proposal; however, SPR reserves the right to seek clarifications as needed, and to waive immaterial variations or defects in proposals as SPR or the Superintendent determines to be in the best interest of SPR.

MARKING AND DISCLOSING MATERIAL

Under Washington State Law (RCW Chapter 42.56, the *Public Records Act*) all written materials prepared, owned, used, or retained by SPR relating to a governmental or proprietary program are **public records**. These records include, but are not limited to proposal submittals, agreement documents, financial documents, contract work product, or other written materials.

Washington’s Public Records Act requires that public records must be promptly disclosed by SPR upon request unless a judge rules that the RCW referenced above or another Washington State statute

exempts records from disclosure. Exemptions are narrow and explicit and are in Washington State Law (Reference RCW 42.56 and RCW 19.108).

It is the responsibility of the Proposer(s) to be familiar with the Washington State Public Records Act and the limits of record disclosure exemptions.

If you believe any records you are submitting to SPR, as part of your proposal, are exempt from disclosure you can request that SPR not release the records until SPR notifies you about the status of the identified disclosure(s). To make such a request, you must include it with your proposal, identify each record, and explain why the exemption(s) may apply.

SPR will not withhold materials from disclosure because you mark them with a document header or footer, page stamp, or a generic statement that a document is non-disclosable, exempt, confidential, proprietary, or protected. Do not identify an entire page as exempt unless each sentence is within the exemption scope; instead, identify paragraphs or sentences that meet the specific exemption criteria you cite in the Questionnaire. Only the specific records or portions of records properly listed on the Proposer(s)' Questionnaire may be withheld pending notice. All other records will be considered fully disclosable upon request.

If SPR receives a public disclosure request for any records you have properly listed on the Questionnaire, SPR will notify you in writing of the request. While it is not a legal obligation, as a courtesy SPR will postpone disclosure for ten (10) business days, providing sufficient time for you to pursue a protective order and ruling from a judge (reference RCW 42.56.540). If you fail to obtain a court order within the ten (10) business days, SPR will release the documents.

By submitting a proposal, the Proposer(s) acknowledge(s) the obligation to identify any records within the questionnaire responses which a Proposer(s) is requesting notice prior to disclosure. SPR has no obligation or liability if any of Proposer(s)' materials, whether marked as exempt or otherwise, are publicly disclosed in response to a public disclosure request.

5. ADDITIONAL RFP INFORMATION

OPEN HOURS & SITE BUILDING TOUR

SPR shall conduct open houses and site building tours at the time, date, and location indicated on page 2. Proposer(s) are highly encouraged to attend, but it is not required to be eligible to submit a Proposal. During the conference and tour, Proposer(s) may ask questions about the RFP and clarify issues, as well as raise any concerns they have. Failure to raise concerns over any issues during the conference and tour will be a consideration if a protest is filed regarding items known or identified during the conference. Questions and issues raised during the conference and tour will be transcribed by SPR into written format and provided to all Proposer(s) via the RFP website listed in this document.

QUESTIONS

Proposer(s) may submit written questions to the Contracts Manager until the deadline stated on page 2. All questions must be submitted through e-mail to: kathleen.gantz@seattle.gov. Failure to request

clarification of any inadequacy, omission, or conflict will not relieve the Proposer(s) of responsibilities in any subsequent agreement. It is the responsibility of the interested Proposer(s) to ensure they receive responses to questions. Answers to all written questions received by the deadline (refer to RFP schedule on page 2) will be posted by the date indicated on the website listed in this RFP so that both the questions and answers are available to all potential Proposers.

Unless authorized by the RFP Contact, no other City official or employee may speak for SPR regarding this solicitation until award is complete. Any Proposer contacting other City officials or employees does so at Proposer's own risk. SPR is not bound by such information.

CHANGES TO THE RFP BY ADDENDA

SPR may make changes to the RFP through written Addenda. Addenda will be posted by SPR to the web site listed in this document and shall become part of this RFP.

RECEIVING ADDENDA, QUESTIONS, & ANSWERS

It is the obligation and responsibility of the Proposer(s) to obtain addenda, responses, or notices issued by SPR. Third-party services independently post SPR solicitations on their websites. SPR does not guarantee that such services have accurately provided all the information published by SPR, and Proposers are encouraged to check the web site regularly.

All submittals sent to SPR will be considered to have been made in response to the RFP, including all addenda, with or without specific confirmation from the Proposer that the addendum was received and incorporated. SPR may reject the submittal if it does not fully respond to a matter incorporated by an addendum.

READABILITY

Proposer(s) are advised that the City's ability to evaluate proposals depends on the Proposer(s)' submittal document including organization, level of detail, comprehensive material, and readability.

CHANGES OR CONCERNS TO PROPOSAL SUBMITTAL

Prior to the submittal closing date and time, Proposer(s) may change their proposal, if initialed and dated by the Proposer(s). No changes are allowed after the closing date and time specified on the RFP schedule.

ERRORS IN PROPOSALS

Proposer(s) are responsible for errors and omissions in their proposals. No such error or omission shall diminish the Proposer(s)' obligations to the City under any resulting agreement.

INCURRED COSTS

All costs incurred in the preparation and submission of a proposal are the responsibility of the Proposer(s).

NO CONFLICT OF INTEREST

Proposer(s) (including officers, directors, trustees, partners, board members, or employees) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in the selection, negotiation, drafting, signing, administration

or evaluation of submitted proposals or Proposer(s)' performance. SPR shall make sole determination regarding compliance.

PROHIBITED CONTACTS

Proposers shall not interfere in any way to discourage other potential and/or prospective proposers from proposing or considering a proposal process. Prohibited contacts includes but is not limited to any contact, whether direct or indirect (i.e., in writing, by phone, email or other, and by the Proposer or another person acting on behalf of the Proposer) to a likely firm or individual that may discourage or limit competition. If such activity is evidenced to the satisfaction and in sole discretion of SPR, the Proposer that initiates such contacts may be rejected from the process.

EQUAL BENEFITS

Seattle Municipal Code (SMC 20.45) requires consideration of whether proposer(s) provides health and benefits that are the same or equivalent to the domestic partners of employees as to spouses of employees, and of their dependents and family members.

WOMEN & MINORITY-OWNED BUSINESSES (WMBE)

The Mayor's Executive Order and City ordinance requires the maximum practicable opportunity for successful participation of minority and women-owned subcontracts. This ordinance will be one of the considerations involved during agreement negotiation. SPR expects all organizations to register at: <http://www.seattle.gov/obd>. Women and minority owned businesses and organizations are asked to self-identify. For assistance, call 206-684-0383.

ETHICS CODE

Familiarize yourself with the City Ethics code: http://www.seattle.gov/ethics/etpub/et_home.htm. For an in-depth explanation of the City's Ethics Code for Contractors, Concessionaires, Customers and Clients, visit: <http://www.seattle.gov/ethics/etpub/faqcontractorexplan.htm> Any questions should be addressed to Seattle Ethics and Elections Commission at 206-684-8500.

Common ethic guidelines:

- **No gifts and gratuities.** Proposers shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Proposer. An example of this is giving sporting event tickets to a City employee who is also on the evaluation team of a Bid Response to which you submitted or intend to submit. The definition of what a "benefit" would be is broad and could include not only awarding an agreement but also the administration of the agreement or evaluating agreement performance. The rule works both ways, as it also prohibits City employees from soliciting items from Proposers.
- **Involvement of current and former City employees.** The Proposal Questionnaire within your submittal documents prompts you to disclose any current or former City employees, official, or volunteer that is working, or assisting, on solicitation of City business or on completion of an awarded agreement. Update that information during the agreement.

- **No conflict of interest.** Proposers (including officer, director, trustee, partner, or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Proposer’s performance. SPR shall make sole determination as to compliance. Campaign Contributions (Initiative measure no. 122) Elected officials and candidates are prohibited from accepting or soliciting campaign contributions from anyone having at least \$250,000 in agreements with the City in the last two years or who has paid at least \$5,000 in the last 12 months to lobby the City. See Initiative 122 or call the Ethics Director with questions.

6. SELECTION PROCESS

INITIAL SCREENING

SPR will do an initial screening of all RFP Proposals. The initial screening will check to determine that the proposals submitted follows the required format, instructions, meets or exceeds the minimum qualifications, and all required information, forms, and/or documents are submitted. All RFP Proposals that pass the initial screening will move forward to be reviewed by the Review Committee.

PROPOSAL EVALUATION- Updated 12/13/2022

The Review Committee will evaluate proposals using the criteria below. Proposals will be evaluated, scored, and ranked.

Category	Points
Operations and Proposed Uses	20
Service Gap or Unmet Recreational, Arts & Culture, and/or Environmental Program Needs	20
Finances	20
Operations and Public Program Plan	20
Community Engagement and Outreach Plan	20
Race and Social Justice Commitment	20
Public Benefit	30
Total	150

Additional Points	Points
Registered WMBE with City of Seattle	3
Total	153

To receive the additional points the business or organization must be registered as a Women & Minority-Owned Business (WMBE) with the City of Seattle prior to the RFP due date of January 10, 2023, at 3:00PM. SPR expects all firms to self-register at: <http://www.seattle.gov/obd>. For assistance, call 206-684-0383.

INTERVIEWS

SPR may interview top ranked Proposers with the Review Committee. If interviews are conducted, ranking of proposals shall be determined by SPR, using the combined results of interviews and written answers submitted. Proposers invited to the interview are to bring the assigned key person(s) named in the written proposal. The Proposer shall not bring individuals who do not work for the proposer without advanced authorization by the RFP contact.

REFERENCES

SPR may contact one or more references. SPR may use references named or not named by the Proposer.

SELECTION

SPR shall select the highest ranked Proposal for award from the written proposals and the interview (if applicable). SPR reserves the right to make a final selection based on the combined results and/or the consensus of the Review Committee.

AGREEMENT NEGOTIATIONS

SPR cannot modify agreement provisions mandated by Federal, State, or City law: Equal Benefits, Audit (Review of Vendor records), WMBE and EEO, Confidentiality, Debarment, or mutual indemnification.

RIGHT TO AWARD TO NEXT RANKED PROPOSER

If an agreement is executed resulting from this solicitation and is terminated within 90-days, SPR may return to the RFP process to award to the next highest ranked responsive Proposer by mutual agreement with such Proposer. New awards thereafter are also extended this right.

REPEAT OF EVALUATION

If no Proposer is selected at the conclusion of the process, SPR may return to any step in the process to repeat the evaluation with those proposals active at that step. SPR shall then sequentially step through all remaining steps as if conducting a new evaluation process. SPR reserves the right to terminate the process if no proposals meet its requirements.

SPR RIGHTS RESERVED

SPR reserves the right to reject all proposals and to re-advertise if desired. Any proposal which is incomplete, conditional, obscure, or which contains additions or deletions not called for, or includes irregularities of any kind, may be rejected. Protests regarding the City's decision of a respondent's qualification status shall be handled as outlined in the Protest Procedure section below.

SPR has the right to select portions of Proposals for further negotiation.

7. AWARD & AGREEMENT EXECUTION

The RFP contact will provide timely notice of an intent to award to all proposers that submit RFP proposals.

INSTRUCTIONS TO THE SUCCESSFUL RFP PROPOSER

The successful proposer will receive an intent to award letter from the RFP Contact after award decisions are made by SPR. The letter will include instructions on what the process will include prior to the execution of an agreement.

AGREEMENT NEGOTIATION AND APPROVAL PROCESS

For the successful proposer selected, SPR will negotiate a five-year Operating and Management agreement with an option for an additional five-year extension at the sole option of the SPR Superintendent. This agreement will be negotiated between SPR and the awarded Proposer(s) and is subject to City Council approval.

INSURANCE REQUIREMENTS

The successful proposer(s) will be required to maintain insurance at its costs. The insurance must meet the requirements of the City's risk management department, which may depend on the nature of the use and activities. It is anticipated that the successful proposer(s) will be required to secure Commercial General Liability Insurance (CLI) coverages with minimum general liability limits of \$5,000,000 per occurrence, which may be satisfied with primary CGL insurance limits or any combination of primary and excess/umbrella limits. The City must be named as additional insured on all liability policies and proposer's insurance shall be primary irrespective of any insurance coverage maintained by the City. Additional insurance requirements may include, but are not limited to: Automobile Liability insurance at least as broad as ISO CA 00 01 with minimum limit of \$1,000,000; Workers' Compensation insurance.

PROTEST PROCEDURE

Completed proposals are due by the date specified on the RFP schedule. The Superintendent's selection of a successful Proposal is anticipated to occur by March 7, 2023, and SPR will provide each Proposer with written notice of the selection. Any Proposer wishing to protest or challenge the Superintendent's determination must do so within seven (7) calendar days of the notification of selection announcement. The basis for a protest shall be limited to claims of material deviation from the RFP or claims of bias.

All protests must be in writing and signed by the protesting party or its authorized agent(s). Such protest must state all facts and arguments on which the protesting party is relying on for its protest. Copies of all protests should be mailed or delivered to the Superintendent within seven (7) days of notification of the selection. A Proposer(s)' failure to submit a timely notice of appeal constitutes Proposer(s)'waiver of all rights to challenge the evaluation and selection.

The Superintendent will review the RFP evaluation panel recommendations and the arguments posed in the protest. The Superintendent will render a written decision within thirty (30) business days after the receipt of the protest, unless additional time is required, in which case, the protesting party will be notified of the delay by the Superintendent's Office. **The decision of the Superintendent will be final.**

LIMITED DEBRIEFS

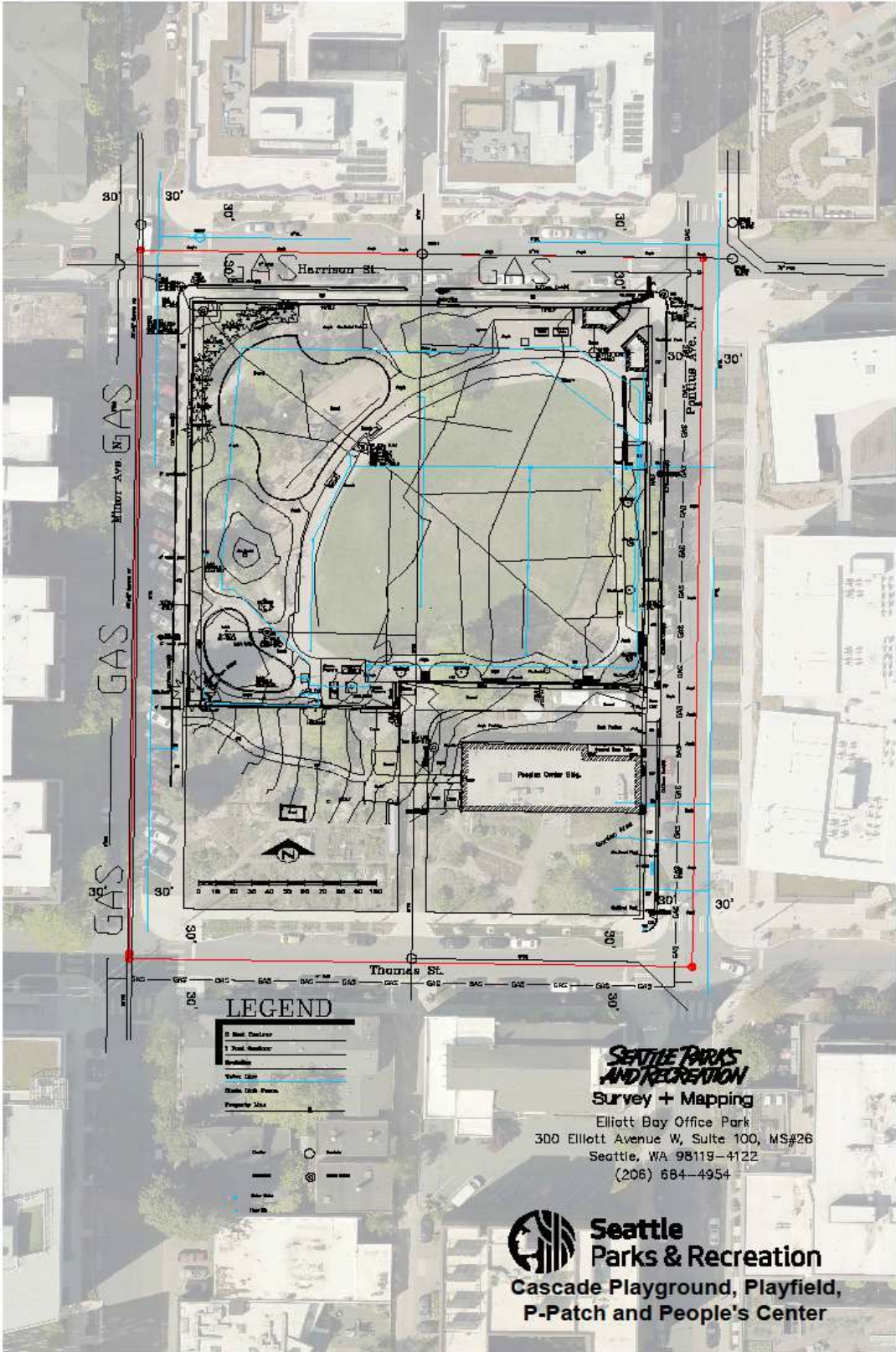
SPR issues results and award decisions to all Proposers. SPR provides debriefing on a limited basis for the purpose of allowing proposers to understand how they may improve in future opportunities.

8. APPENDICES

Subject Photographs Section







APPENDIX B: DEFINITIONS OF TERMS

PROPERTY – Cascade People’s Center, 309 Pontius Avenue North, Seattle, WA 98019

RFP – Means this Request for Proposal for Management and Operating Agreement at Cascade People’s Center

CITY - Means the City of Seattle, a municipal corporation, its various departments, officers, officials, and employees.

SPR – Means the City of Seattle Department of Parks & Recreation.

SUPERINTENDENT – Means the Superintendent of SPR.

PARK – Cascade Park

PUBLIC BENEFIT – The positive benefits available to the public resulting from a facility, project, program, or other use. This includes free and reduced priced activities, existing facilities that are made accessible to the public, new facilities, and programs that are created for public use. Please see Appendix I.

PROPOSAL – Means a written response to this RFP.

PROPOSER – Means individuals, groups or entity(ies) submitting information for the RFP.

SUCCESSFUL PROPOSER - Means the group, individuals or entity(ies) selected through this process to manage and operate the Cascade People’s Center

APPENDIX C: PUBLIC BENEFITS DESCRIPTION

Public Benefits

Public benefits are measurable efforts to serve underrepresented groups and achieve geographic equity consistent with the City of Seattle’s Race and Social Justice Initiative (RSJI). Public Benefits may be eligible for an offset against rent (the “Public Benefit Offset”).

Priority access to these benefits should be provided to community members with limited access to services. Please refer to the City’s Race and Social Justice Initiative for more information: www.seattle.gov/rsji

The following categories are generally considered a Public Benefit. Any other type of program or service must be approved in advance by the Superintendent.

An adequate proposal should include some combination of the following Public Benefits.

1. **Public Access** – Programs, classes, workshops, exhibits, shows, rentals, other events and activities offered to the general public free of charge at leased space. # of people served, # of events, and estimated value of such events, classes, etc. offered on annual basis should be described.
2. **Scholarships** – Scholarships for low-income individuals and underserved populations. # of scholarships, estimated value of such scholarships provided on annual basis, should be described.
3. **Programs** – Provision of classes, workshops, shows and camps to youth, seniors, families or other underserved populations, at leased facility, at local schools, or in partnership with other organizations. # of programs offered, # of students served, and estimated value of such classes, workshops, camps, etc. should be described.
4. **Community Outreach Events** – Provision of programs, classes, etc. for the general public at community celebrations or other locations throughout City on an annual basis. # of events, and estimated value of such activities should be described.
5. **Volunteer Service Events** – Provision of volunteer events for the benefit of students and the general public. # of hours, # of people, # of events, including estimated value of volunteer hours should be described.
6. **Capital Improvements** – Includes improvements made without charge to City that are beyond the required maintenance and repair activities. Description of types of improvements and proposed value should be described.
7. **Specific services provided to the City** – Provision of services of value to the City, free of charge. Types, # of services, # people to be served, and estimated value of such services to be provided should be described.

APPENDIX D: PUBLIC BENEFIT REPORTING AND REQUIREMENTS

The below report is a sample. SPR reserves the right to make changes to this document as needed. The final document will be a part of the contract negotiation with the selected organization.

Public Benefits Category (Completed by SPR)	Contractual Requirement (Completed by SPR)	Applicable Metrics (Completed by SPR)	Value required per Agreement (Completed by SPR)	Summary of Public Benefit provided (Completed by Tenant)	Estimated (plan) or actual (Report) value of Services (Completed by Tenant)
Public Access	<i>Programs, classes, workshops, exhibits, shows, rentals, other events and activities offered to the general public free of charge at leased space. # of people served, # of events, and estimated value of such events, classes, etc. offered on annual basis should be described.</i>				
Scholarships	<i>Scholarships for low-income individuals and underserved populations. # of scholarships, estimated value of such scholarships provided on annual basis, should be described.</i>				

Programs	<i>Provision of classes, workshops, shows and camps to youth, seniors, families or other underserved populations, at leased facility, at local schools, or in partnership with other organizations. # of programs offered, # of students served, and estimated value of such classes, workshops, camps, etc. should be described.</i>				
Community Outreach Events	<i>Provision of programs, classes, etc. for the general public at community celebrations or other locations throughout City on an annual basis. # of events, and estimated value of such activities should be described.</i>				
Volunteer Service Events	<i>Provision of volunteer events for the benefit of students and the general public. # of hours, # of people, # of events, including estimated value of volunteer hours should be described.</i>				
Capital Improvements	<i>Includes improvements made without charge to City that are beyond the required maintenance and repair activities. Description of types of improvements and proposed value should be described.</i>				
Specific services provided to the City	<i>Provision of services of value to the City, free of charge. Types, # of services, # people to be served, and estimated</i>				

	<i>value of such services to be provided should be described.</i>				
Total Public Benefit Value Provided					
Public Benefit Required to Offset Rent*					
Public Benefit required or the exceeds required value					

**Volunteer value may be reported as Public Benefit and valued at the most current rate for volunteers as listed under the National Value of Volunteer Time on the Independent Sector website:
<https://www.independentsector.org/resource/the-value-of-volunteer-time/>.
The most current rate available is year-end 2021, \$34.87 per hour.*

THIS IS THE END OF THE RFP PACKAGE.

