

SEATTLE PARKS AND RECREATION

REQUEST FOR QUALIFICATIONS (RFQ): 2026 RED BARN RANCH YOUTH PROGRAMMING

1. RFQ OVERVIEW

Introduction and Vision: Seattle Parks and Recreation (SPR) is issuing this Request for Qualifications (RFQ) to select service provider(s) to operate youth programming at the Red Barn Ranch, located at 17601 SE Lake Money Smith Rd, Auburn, WA 98092.

The City's goal is to utilize this 39-acre site to improve the mental and physical health outcomes of Seattle and King County youth. We are seeking partners to offer outdoor learning experiences such as; equine programs, community gardening, trail building, and environmental restoration; specifically designed to address nature deficiency among youth in historically underserved and BIPOC communities.

Historical Context: Red Barn Ranch holds significant historical value. In 1966, NBA legend Elgin Baylor purchased the property to develop it as a youth sports camp, marking a significant instance of Black property ownership dedicated to serving Black youth. The site was purchased by the City in 1970 and has since served various roles, including an equestrian camp and incubator farm.

Red Barn Ranch is dedicated to promoting positive social, physical, and emotional health outcomes for African American youth and other historically underserved youth. Through nature-based programs, skill-building opportunities, and the nurturing of healthy relationships, Red Barn Ranch empowers youth to build meaningful connections with both nature and each other.

Red Barn Ranch is currently vacant, and this RFQ seeks to revitalize the space with sustainable programming.

Funding Source: The Families, Education, Preschool and Promise (FEPP) levy funds important services that keep Seattle's children and youth safe, healthy, and ready to learn. In the November 2025 general election, Seattle voters demonstrated their strong support for sustained and expanded FEPP levy investments.

RFQ Contact Information

All inquiries regarding this RFQ must be directed to the RFQ Coordinator.

- **Coordinator:** Giovannina Souers
- **Address:** 100 Dexter Ave N, Seattle, WA 98109
- **Email:** Giovannina.Souers@seattle.gov

Timeline and Schedule SPR reserves the right to modify this schedule.

Event	Date / Time
RFQ Release	March 5, 2026
Proposals Due	April 6, 2026
Review Panel Evaluation	April 7-14, 2026
Award Notification	April 22, 2026

2. FUNDING AND AGREEMENT SCOPE

Funding Allocation

Applicants can apply for a maximum amount of \$200,000. Please be aware that if awarded, the allocated amount may be different from the amount requested.

- Funds are designed to cover all necessary program expenses including staffing, transportation for youth participants, materials, and other operational expenses.
- Awardees have flexibility to allocate funds based on programming needs, provided they align with the RFQ objectives.

Agreement Duration The agreement will run from **June 2026 - December 2026**.

3. SITE CONDITIONS & INFRASTRUCTURE REQUIREMENTS

"Off-Grid" Site Conditions The Red Barn Ranch currently has **no existing infrastructure**, including running water, electricity, or sewer systems.

- All activities and facilities must be designed for **100% outdoor use**.
- There is no reliance on existing utilities.

Operational Responsibilities The awardee is **100% responsible** for providing all necessary temporary facilities to support program operations. Your proposal must include a **Site Plan** that explicitly addresses:

- **Sanitation:** The delivery, placement, and maintenance of portable restrooms (e.g., porta-potties) and hand-washing stations.
- **Water:** Provision of all water needed for drinking, hygiene, and program activities.
- **Storage:** Secure on-site storage (e.g., knock boxes) for program materials.
- **Shelter:** Use of temporary tarpaulins or canopies for inclement weather.
- **Logistics:** Plans for safe student drop-off/pick-up and emergency access.

4. SUBMISSION INSTRUCTIONS

Submission Deadline Proposals must be submitted electronically via email to **Giovannina.Souers@seattle.gov** by **April 6, 2026**. Late proposals will not be accepted.

Submission Checklist To be considered for evaluation, your proposal must not exceed **10 pages** (single-spaced) and must include the following components in this order:

1. **Appendix A: Proposal Cover Sheet**
 - Fully completed and signed by an authorized representative.
 - Includes legal status and contact information.
2. **Program Narrative**
 - **Organizational History:** Your mission and experience managing similar youth projects.
 - **Vision:** Explanation of how your program meets Red Barn Ranch goals, focusing on nature-based programming for BIPOC and underserved youth.
 - **City Alignment:** How the plan connects youth with nature and strengthens, mental, physical and emotional health.
3. **Appendix B: Questionnaire Responses**
 - **Table A (Administrative):** Confirmation of insurance and licensing capabilities.
 - **Table B (Program):** Staffing plans, ratios, daily schedules, and outcome reporting methods.
 - **Table C (Site Plan):** Detailed logistics for water, sanitation, and weather management.
4. **Proposed Budget**
 - A detailed budget outlining how the allocation will be utilized.

5. Emergency Plan Draft

- Preliminary protocols for adverse weather, active shooter scenarios, medical emergencies, Child protection and Safety plan.

6. Optional Scoring Evidence

- Proof of WMBE registration (if applicable).

5. EVALUATION CRITERIA (SCORING RUBRIC)

Proposals will be evaluated on a **100-point scale**, with an additional 10 bonus points available.

Criteria	Points
Experience and Expertise	10
Proposed Schedule and Calendar	10
Proposed Staffing Plan and Ratios	10
Detailed Site Plan (Must address water/power/sanitation)	20
Proposed Emergency Plan	10
Alignment with Objectives and Mission	10
Community Outreach/Engagement	15
Race and Social Justice Commitment	15

TOTAL	100
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Bonus Points

- Evidence of City of Seattle WMBE registration: **5 points**

REFERENCES

SPR may request one or more references from Applicants.

SELECTION

SPR shall select the highest ranked Proposal(s) for award from the written proposals.

RIGHT TO AWARD TO NEXT RANKED APPLICANT

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

REPEAT OF EVALUATION

If no Applicant 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. SPR has the right to select portions of Proposals for further negotiation.

AWARD AND AGREEMENT EXECUTION

The RFQ Contact will provide timely notice of an intent to award to all Applicants that submit RFQ proposals.

INSTRUCTIONS TO THE SUCCESSFUL RFQ APPLICANT(S)

The successful Applicant(s) will receive an Intent to Award letter from the RFQ Contact. The letter will include instructions regarding the contracting process and timeline to obtain all required documentation. Applicants should anticipate the letter will request them to provide evidence that the Applicant has applied for the required documentation below, and require them to have documents issued prior to the commencement of services:

- Current Seattle Business License
- Certificate of Liability Insurance and Endorsement

SPR will not pay for the cost of obtaining any of these documents. Once SPR has finalized and issued the contract for signature, the Applicant must execute the contract and provide all requested documents within 10 business days. If the Applicant fails to execute the contract with all documents within the 10-day timeframe, the City may cancel the award and proceed to the next ranked Applicant or cancel or reissue this solicitation. Cancellation of an award for failure to execute the contract may disqualify the Applicant from future solicitations for this same work.

TAXPAYER IDENTIFICATION NUMBER AND W-9

Unless the Application has already submitted a Request for Taxpayer Identification Number and Certification (Form W-9) to the City, the Applicant must submit this form prior to the contract execution date.

AGREEMENT NEGOTIATION AND APPROVAL PROCESS

For the successful Applicant(s) selected, SPR will negotiate a 6-month agreement with an option to renew annually if all terms and conditions are met and the partnership remains in good standing. This agreement will be negotiated between SPR and the awarded Providers (s) and will run June 2026-December 2026 .

INSURANCE REQUIREMENTS

The successful Applicant(s) will be required to maintain insurance at cost. The insurance must meet the requirements of the City's Risk Management Department, which may depend on the nature of the use and activities. 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. Awarded Applicant(s) will be required to have Sexual Abuse/Misconduct insurance along with insurance identified in the Appendix.

APPENDIX A

Seattle Parks & Recreation

Proposal for Operation of Red Barn Ranch

COVER SHEET

SECTION 1: APPLICANT INFORMATION

Applicant (Organization) Name: _____

Director/Owner Name: _____

Mailing Address: _____

Contact Phone: _____

Email: _____

To the best of my knowledge and belief, all information provided in this application is true and correct. I understand the terms and conditions of the SPR Red Barn Ranch RFQ and agree to meet City of Seattle requirements stated in the RFQ if an award is made.

I certify that my organization has the capacity to meet program expenses that may arise to prepare or maintain outdoor preschool sites, and that the program outlined in our response will be valid until at least the end of the contract period.

I further certify that this proposal has been authorized by my organization's governing body.

Print Name: _____

Signature: _____ Date: _____

(Applicant Director, Owner, or Board Chair)

Applicant Involvement by Current and Former City Employees

City Ethics Code: [Chapter 4.16 - CODE OF ETHICS | Municipal Code | Seattle, WA | Municode Library](#)

Are any of the Applicant's principals, officers or employees who will perform work for the City current or former City of Seattle employees or volunteers?

Yes No

If yes, identify the employee(s) by name:

Will any of the Applicant's principals, officers or employees who will perform work for the City work more than 1,000 hours (per rolling 12 months) within a city contract, combining the hours for work under this contract and any others?

Yes No

If so, identify the worker(s) by name, and if the work pertains to an existing City Contract, identify the contracting department and name of City contract: _____

Does any principal, officer or employees of Applicant's firm who will perform work for the City 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 the Applicant's performance?

Yes No

If yes, please identify worker(s) by name and identify their relationship (business, family, domestic, etc.):

SECTION 2: MAIN CONTACT INFORMATION (if different from above)

Contact Person: _____

Contact Phone Number (s): _____

Email Address: _____

SECTION 3: LEGAL STATUS (check all that apply)

___ Applicant meets all business licensing requirements that apply to its organization. Companies must license, report and pay revenue taxes for the Washington State Business License (UBI#) and Seattle Business License, if they are required by the laws of those jurisdictions.

___ Applicant is incorporated as a private non-profit corporation in the State of Washington and has been granted 501 (C) (3) tax exempt status by the United States Internal Revenue Service. The applicant's 501 (C) (3) status is in good standing and has not been revoked in the previous calendar year.

___ Applicant is a public corporation, commission or authority established pursuant to RCW 35.21.660 or RCW 35.21.7301.

___ Applicant has a fiscal sponsor and has been granted and has been granted 501 (C) (3) tax exempt status by the U.S. Internal Revenue Service

Name of fiscal sponsor: _____

IRS Employer Identification Number (EIN): _____

APPENDIX B

Proposal Questionnaire

TABLE A: ADMINISTRATIVE REQUIREMENTS

- **Applicant Name and Address:** Provide legal name and address.
- **Name and Contact Information for Application Contact Person:** Name, Title, Email and Phone Number for Application Contact Person.
- **Insurance:** Applicant will provide proof of Commercial General Liability (CGL) insurance policy or the equivalent with a minimum liability of \$2,000,000 each occurrence combined single limit bodily injury and property damage (CSL) including a \$500,000 sublimit per occurrence for Abuse and Molestation, along with insurance specified in Exhibit B. Applicant must list the City of Seattle as additional insured and provide proof of this on either insurance form CG 20 10 or CG 20 26 or equivalent. Such proof must be provided to SPR prior to the commencement of program services.
- **City of Seattle Business License:** Applicant will need to indicate their willingness to acquire a business license. License must be in place prior to commencement of services.
- **Proposed Park(s):** Applicant will name the park(s) proposed in their application.

TABLE B: PROGRAM REQUIREMENTS

- **Annual Reporting (Demographic Data):**
 - Impact stories from participants.
 - Total \$ amount of scholarship awarded, if any.
 - Enrollment by age, gender, ethnicity, and language spoken at home
- **Schedule & Calendar:**
 - Schedule of recurring programs & events.
 - Staff training & onboarding/professional development sessions.
 - Seasonal variations in programming.
 - Summer calendar, Summer calendar, with a required 5 weeks of programming. Minimum 4 hours per day, 5 days per week on non-holiday weeks.
- **Documentation:**
 - Evidence of City of Seattle Business License
 - Evidence of Certificate of Insurance
 - Attendance records
 - Pre- and post program surveys for tracking growth in core areas: Connecting Youth with nature to strengthen, mental, physical and emotional health, increased sense of belonging and Reduction in youth reported stress or anxiety.
- **Size of Program and Staffing Plan:**
 - Maximum and minimum participant numbers.
 - # of students per session
 - # of staff per participants
 - Total number of full time and part time staff
 - Strategies for scaling infrastructure.

- Overall staffing plan for site
- **Parent Relations:** Applicant will submit Parent Information Guide/Handbook to SPR prior to completion of a contract, if selected. Parent Handbook should include provision requiring parents to address all complaints to Site Lead(s) and/or Executive Director who may then discuss compliant with SPR, as appropriate. Any complaints received directly from parents by SPR will be redirected to provider.
- **Community Outreach:** Applicant will describe plans for community outreach and goals for gender, ethnicity and economic diversity.

TABLE C: SITE PLAN REQUIREMENTS

- **Site Plans:**
 - *Must include narrative description of site plans, may be accompanied by maps/drawings (but not required).*
 - Portable restrooms
 - Storage facilities
 - Designated areas for activities such as horseback riding, sports, and nature exploration zones.
 - Safety and security with clearly marked emergency exits, fencing,
 - Clear pick-up and drop-off for participants.
 - Plan for adverse weather shelter
- **Emergency Plan:** Proposal should detail Provider plan for the following scenarios and include communication plan with 911/emergency responders, SPR staff and participant families/guardians.
 - Adverse weather
 - Active Shooter
 - Unhoused individual
 - Individuals in mental health crisis
- **Site Lead:** Applicants will designate a lead for each site who will serve as point of contact and with SPR staff.

EXHIBIT B - Insurance Requirement

1. Insurance. (note: Vendor awarded contract will have coverage and limits reassessed prior to operations commencement date.)

1.1 Minimum Insurance to be Secured and Maintained. Prior to the Commencement Date, Awarded Applicant shall secure and shall thereafter maintain (or cause its Contractor(s) to secure and maintain) in full force and effect, at no expense to City, and throughout the entire Agreement Term, minimum insurance as specified below:

1.1.1 Commercial General Liability Insurance including:

Premises/Operations Liability

Products/Completed Operations Liability

Personal/Advertising Liability

Contractual Liability

Stop Gap/Employers Contingent Liability

Independent Contractors Liability

Liquor Liability/Host Liquor Liability (if liquor is being sold or served)

Fire Damage Legal Liability

Sexual Misconduct and Molestation Liability (If service provided involves working with at risk community)

Such policy(ies) must be endorsed as provided in Subsection 1.3. hereof and provide the following minimum limits:

\$2,000,000 each Occurrence Combined Single Limit Bodily Injury and Property Damage

\$1,000,000 each Offense Personal and Advertising Injury

\$ 100,000 each Occurrence Fire Legal Liability

\$1,000,000 each Accident/ Disease - Each Employee Stop Gap

Such minimum limits may be satisfied by a single primary limit or by a combination of separate primary and umbrella or excess liability policies, provided that coverage under the latter shall be at least as broad as that afforded under the primary policy and satisfy all other requirements applicable to liability insurance including but not limited to additional insured status for the City of Seattle.

1.1.2. Business Automobile Liability including coverage for owned, non-owned, leased or hired vehicles with a minimum limit of \$1,000,000 each Occurrence Combined Single Limit Bodily Injury and Property Damage.

Such minimum limits may be satisfied by a single primary limit or by a combination of separate primary and umbrella or excess liability policies, provided that coverage under the latter shall be at least as broad as that afforded under the primary policy and satisfy all other requirements applicable to liability insurance including but not limited to additional insured status for the City of Seattle.

(Note - Additional insurance as necessary per tenants operations.)

1.1.3. Workers' Compensation securing Awarded Applicant's liability for industrial injury to its employees in accordance with the provisions of Title 51 of the Revised Code of Washington; provided, that if Awarded Applicant is qualified as a self-insurer in accordance with Chapter 51.14 of the Revised Code of Washington, Awarded Applicant shall certify that qualification by a letter that is signed by a corporate officer of Awarded Applicant and delivered to City that sets forth the limits of any policy of excess insurance covering its employees.

1.1.4 Property Insurance under which the Premises, the existing building, furniture, fixtures, equipment, personal property and inventory and all alterations, additions and improvements that Awarded Applicant makes to the building and Premises, are insured throughout the Contractor Term in an amount equal to the replacement cost value thereof, against the following hazards: (i) loss from the perils of fire and other risks of direct physical loss, not less broad than provided by the insurance industry standard "Causes of Loss - Special Form (ISO form CP 1030 or equivalent); (ii) loss or damage from water leakage or sprinkler systems now or hereafter installed in or on the Premises; (iii) loss or damage by explosion of steam boilers, pressure vessels, oil or gasoline storage tanks or similar apparatus now or hereafter installed on the Premises; (iv) loss from business interruption or extra expense, with sufficient coverage to provide for the continued payment of fixed costs during any interruption of Awarded Applicant's business; (v) earth movement (including earthquake), for full replacement cost value of the property/improvements/content. City shall be named as a loss payee as respects property insurance covering alterations, additions, and improvements under such policy.

1.2 General Requirements Regarding Awarded Applicant's Insurance.

1.2.1 The insurance required by Subsections 1.1.1 and 1.1.2, applicable Liability insurance shall be endorsed to include the City of Seattle and its officers, elected officials, employees, agents and volunteers as additional insureds. The applicable insurance required by Subsections 1.1.1 and 1.1.2 shall be primary as respects City; shall provide that any other insurance maintained by City shall be excess and not contributing insurance with Awarded Applicant's insurance; and shall provide that such coverage shall not be reduced or canceled without forty-five (45) days" prior written notice to City, except ten (10) days prior written notice to City with respect to non-payment of premium, at its address as specified in Subsection 1.9 hereof.

1.2.2 All insurance policies required hereunder shall be subject to reasonable approval by City's Risk Manager as to company, form, and coverage. All policies shall be issued by a company rated A-: V or higher in the then-current A. M. Best's Key Rating Guide and licensed to do business in the State of Washington or issued as a surplus line by a Washington surplus lines broker.

1.2.3 Any deductible or self-insured retention in excess of \$30,000 must be disclosed to, and shall be subject to reasonable approval by, City's Risk Manager. The cost of any claim payments falling within the deductible shall be the responsibility of Awarded Applicant.

1.2.4 Coverage and/or limits may be reasonably altered or increased as necessary to reflect type of or exposure to risk. City shall have the right to periodically review the appropriateness of

such coverage and limits in view of inflation and/or changing industry conditions and to require an increase in such coverage or limits upon ninety (90) days" prior written notice.

1.3 Evidence of Insurance. Before occupying the Premises, the following documents must be delivered to the City at its address as specified in, as evidence of the insurance coverage secured and maintained by Awarded Applicant.

1.3.1 On or before the Commencement Date, and thereafter, not later than five (5) days prior to the expiration or renewal date of each such policy:

A copy of the policy's declarations pages, showing the insuring company, policy effective dates, limits of liability and the Schedule of Forms and Endorsements specifying all endorsements listed on the policy including any company-specific or manuscript endorsements.

A copy of the endorsement naming the City of Seattle and its officers, elected officials, employees, agents and volunteers as additional insureds (whether on ISO Form CG 20 26 or an equivalent additional insured or blanket additional insured policy wording), showing the policy number, and the original signature and printed name of the representative of the insurance company authorized to sign such endorsement;

A copy of an endorsement stating that the coverages provided by such policy to City or any other named insured shall not be terminated, reduced or otherwise materially changed without providing at least forty-five (45) days prior written notice to City, except ten (10) days prior written notice to City with respect to non-payment of premium; and

For the Commercial General liability and Business Automobile insurance to be secured and maintained pursuant to Subsection 1.1.1 and 1.1.2 hereof, a copy of the "Separation of Insureds" or "Severability of Interests" clause in such policy.

1.3.2 Pending receipt of the documentation specified in this Section 1, Awarded Applicant may provide a copy of a current complete binder. An ACORD certificate of insurance will not be accepted in lieu thereof.

1.4 No Limitation of Liability, Insurance coverage limits. Limits of liability and insurance as specified herein are minimum coverage and limit of liability and insurance requirements only; they shall not be construed to limit the liability or insurance of Awarded Applicant or any insurer for any claim required to be covered hereunder. Moreover, the City shall be an additional insured, where additional insured status is required and available, for the full available limits of liability maintained by the tenant, whether those limits are primary, excess, contingent or otherwise. Tenant expressly understands and agrees that this provision shall override any limitation of liability or similar provision in any agreement.

1.5 Reconstruction Following Loss. Awarded Applicant shall proceed with reasonable diligence as soon as sufficient funds are available therefor, to prepare plans and specifications for, and thereafter to carry out, all work necessary to repair and restore the alterations, additions and improvements that Awarded Applicant made to the Premises that is at least equivalent to,

or more suitable than, the alterations, additions and improvements that were damaged or destroyed, subject in all cases to any restrictions based on the building's status as a landmark or historical building.

1.6 Waiver of Subrogation. City and City's insurer(s) shall waive subrogation for damage to or destruction of the Building, Premises and City's furniture, fixtures, equipment and inventory in favor of Awarded Applicant except with respect to losses of City's aforesaid property of up to \$100,000 that are attributable to Awarded Applicant's negligence and to which Awarded Applicant's Fire Legal Liability insurance responds; however, in the event of a loss to City's aforesaid property attributable to Awarded Applicant's negligence, Awarded Applicant agrees to reimburse City for the amount of its property insurance deductible up to \$20,000. Awarded Applicant and Awarded Applicant's insurer(s) shall waive subrogation for damage to or destruction of Awarded Applicant's alterations, additions and improvements, furniture, fixtures, equipment and inventory in favor of City; however, in the event of a loss to Awarded Applicant's aforesaid property attributable to City's negligence, City agrees to reimburse Awarded Applicant for the amount of its property insurance deductible up to \$100,000.

1.7 Assumption of Risk. The placement and storage of its personal property in the Premises shall be the responsibility, and at the sole risk, of Awarded Applicant.

1.8 City Use of Premises; Third-Party Users. To the extent City uses, or permits any Third-Party Users to use, the Premises as contemplated in this Contractor, Awarded Applicant may condition such use on receipt of evidence that such user maintains reasonably adequate commercial general liability insurance, listing Awarded Applicant as an additional insured on such policies. City waives, as between City and Awarded Applicant, any Claims arising from or related to Third-Party Users' use of and activities within the Premises.

APPENDIX C

SITE MAP

Barn Ranch: 17601 SE Lake Moneysmith Rd, Auburn , WA 98092

Location



THIS IS THE END OF THE RFQ PACKAGE