



# **City of Kirkland**

## **Request for Proposals**

### **Kirkland Teen Union Building Operational Lease**

**Job # 47-22-PCS**

**Issue Date: August 4, 2022**

**Due Date: September 30, 2022 – 5:00 p.m. (Pacific Time)**

## REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Kirkland, Washington, for:

### **Kirkland Teen Union Building Operational Lease Job #47-22-PCS**

File with Purchasing Agent, Finance Department, 123 - 5th Ave, Kirkland WA, 98033, e-mail: [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov).

**Submit proposals no later than 5:00 p.m. on Friday, September 30, 2022.**

A copy of this Request for Proposals (RFP) may be obtained from City's web site at <http://www.kirklandwa.gov>. Click on the Business tab at the top of the page and then click on the Request for Proposals link found under "Doing Business with the City."

The City of Kirkland reserves the right to reject any and all proposals, and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by respondents in the preparation and submission of proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

A Service Provider response that indicates that any of the requested information in this RFP will only be provided if and when the Service Provider is selected as the apparently successful Service Provider is not acceptable, and, at the City's sole discretion, may disqualify the proposals from consideration.

The City requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City further assures that every effort will be made to ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, the Service Provider(s) ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

**Dated this 4<sup>th</sup> day of August, 2022**

Jay Gewin  
Purchasing Agent  
City of Kirkland

**Published in the Daily Journal of Commerce on August 4<sup>th</sup> and 11<sup>th</sup>, 2022**

## **Background Information**

Kirkland is a vibrant waterfront destination with an unparalleled blend of outdoor recreation, art, dining and boutique shopping. Located on the shores of Lake Washington just east of Seattle, Kirkland has the only eastside downtown frontage along Lake Washington's shores and no other city in the Puget Sound region has as many waterfront parks and beaches.

Kirkland is home to award-winning hotels, a 400-seat performing arts center, wineries and restaurants and hosts a dynamic repertoire of events spanning art openings and performances to athletic events, wine festivals and outdoor concerts.

Since its incorporation, Kirkland has grown in geographic size to eighteen square miles - approximately twenty times its original size. This growth occurred primarily through the consolidation of the cities of Houghton and Kirkland in 1968, the annexations of Rose Hill and Juanita in 1988 and the annexation of North Juanita, Finn Hill, and Kingsgate areas in 2011. The city employs over 600 regular employees. Today, it has a population of over 91,000 and is the twelfth largest city in the State of Washington and the sixth largest city in King County, Washington.

Kirkland operates under a Council-Manager form of government. The City Council is the policymaking branch of Kirkland's government and consists of seven members elected at large to staggered, four-year terms. The Mayor is elected from within the Council. The City Council is supported by several advisory boards and commissions and the City Manager. The City Manager is appointed by the City Council and serves as the professional administrator of the organization, coordinating its day-to-day activities.

## **Scope of Services**

The City of Kirkland desires to offer a lease and operating agreement of the Kirkland Teen Union Building (KTUB) to an organization willing and able to offer comprehensive youth programming for youth in 6<sup>th</sup> to 12<sup>th</sup> grade. The building is to be operated as a teen center with programs and services for teens. Important goals of the teen center are to provide a safe place for teens and to facilitate positive social interactions. Types of programs desired include, but are not limited to recreation and physical activity, art, music, life skills, and job and academic support. Types of services of interest include, but are not limited to behavioral health services, drug and violence prevention, and connection to other support services available in the community.

These services are informed by the City's Comprehensive Plan Chapter XII.B. Human Services HS-3.2-3.7, summarized below. The City is seeking an organization that can play a role in meeting these goals through lease and operations of KTUB.

- Provide a safe place for teens to spend their time and to learn, socialize and do recreational activities.
- Disseminate information on social service programs, enrichment classes, teen employment and issues around safe driving, swimming and biking.
- Promote healthy lifestyles through leisure time activities that enrich lives, prevent social isolation and increase a sense of belonging to the community as well as offer positive choices for how youth spend their time.

- Help youth maintain positive relationships with the community, referring youth to services and preventing risky behavior, such as drug, alcohol and tobacco use. Efforts are focused on working with the youth after school, on weekends and during the summer when youth have more free time and thus may get involved with risk behavior.

The City recognizes that organizations interested in lease and operations of KTUB may have a particular program specialty versus the ability to offer comprehensive services. The City is interested in learning what the organization's primary youth programming would be, as well as any additional youth services that might be accomplished through partnerships or subcontractors. For example, an organization with a primary focus such as behavioral health or art could partner or subcontract with another organization to provide youth career counseling and academic support.

### **Operating Lease Agreement and Lease Term**

If a qualified organization is selected, the selected organization and the City will execute an operational lease agreement. A sample draft lease agreement is shown in Attachment A.

Depending on the successful proposal, the lease may be a lot to no cost lease for an organization who demonstrates ability to operate KTUB in a manner that will further the goals of the city. The City may fund operating expenses.

As part of the lease agreement, the City will provide for maintenance and repair of the structural components of the facility (roof, exterior walls, foundation, HVAC), and for structural integrity of the facility (load-bearing members, main line of mechanical, electrical and plumbing). The operator would be responsible for repair, improvements and upkeep of the interior, along with applicable utilities and taxes.

If a successful organization is found, the lease term is anticipated to be an initial 5-year agreement, with an option to renew for two additional 5-year terms. However, the term is subject to negotiation. Lease start date is anticipated to be June 1, 2023.

### **Contracting Requirements and Fees**

For the successful organization to enter into an operational lease agreement with the City, the organization will need to comply with the following requirements prior to issuance of a contract, in addition to any other terms stated in this RFP and the lease agreement:

1. Provide a W-9.
2. Provide proof of a City of Kirkland Business License
  - The successful organization must have or obtain and provide a copy of a City of Kirkland Business License and otherwise comply with Chapter 7.02 of the Kirkland Municipal Code (Business Licenses and Regulation).
  - The Contractor shall comply with all applicable state, federal, and City laws, ordinances, regulations, and codes.

**3. Provide proof of Insurance**

The organization must provide proof of relevant insurance that is consistent with the insurance requirements found in the sample lease agreement shown as Attachment A.

**Proposal Submission Requirements**

Address the following topics in a 25-page (or less) proposal. Please submit additional information or sample materials where relevant, including brochures, program plans, schedules, or budgets from other similar offerings of your organization (not included in the page limit).

Note: Organizations may engage partner organizations to fulfill the project scope. Partners must be identified in the organization’s response to the RFP.

- Organizational overview
- Understanding of the City of Kirkland’s vision for the KTUB
- Program and service plan for a typical week during the academic year
- Program and service plan for a typical week during the summer
- List of anticipated annual programs and services broken down by descriptive categories and participation
- Hours of operation
- Staffing plan including necessary skills, credentials, and experience of each staff member
- Discuss your vision of working with any partner organizations. Include what programs or services they would offer, whether they would share space in the facility, as well as their contact information
- Articulated strategy to establish and maintain positive and cooperative relationships with the Parks and Community Services Department, Kirkland Police Department, and pertinent non-profit services providers
- Practices around offering programs and services that are welcoming, inclusive and accessible, and will serve diverse youth from a variety of backgrounds
- Any proposed facility alterations that would be undertaken by the organization
- Anticipated annual operating budget outlining revenue and expenses for the KTUB lease and operations, including any City support or private donations expected to operate in a financially sustainable manner
- Support or resources requested from the City to operate successfully
- 3 professional letters of reference with contact information

**Proposal Submittal Instructions**

Please note: The following general requirements are mandatory for all proposals and non-compliant proposals may not be accepted or considered in the City’s sole discretion.

- 1. Proposals must be submitted by e-mail and be received no later than 5:00 pm PST on September 30, 2022.**

2. E-mailed proposals should include "Kirkland Teen Union Building Operational Lease – Job #47-22-PCS" in the subject line and be addressed to [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov) .
3. Proposals shall not exceed 25 pages. Front and back is considered 2 pages.
4. All proposals sent electronically must be in the form of a PDF or MS Word document and cannot exceed 20MB.
5. All proposals must include the legal name of the organization, firm, individual or partnership submitting the RFP. Include the address of the principal place of business, mailing address, phone numbers, emails, fax number (if one exists) and primary contact person.
6. To be evaluated, a proposal must address all requirements and instructions contained within.
7. Provide all references and materials required by the RFP instructions within.

### **Selection Process**

An evaluation team shall review the proposals, discuss, assess and rank the proposals according to the evaluation criteria. These rankings will be used to determine which, if any, organizations should be contacted for interview by the team. The interview team is likely to include Parks and Community Services staff and other pertinent City staff members.

Organizations invited for an interview with the evaluation team will be asked to discuss their proposal and to answer specific questions. The purpose of the interviews will be to evaluate the experience and fit of the organization and to clarify the proposed operations, programs, and services. The interviews will be conducted remotely via video call such as Teams or Zoom. The organization will be responsible for testing and running their presentation virtually. Each interview shall not exceed one hour and will generally follow this format:

- Submitter's presentation, format optional (approximately 20 minutes)
- Predetermined interview questions from the evaluation team (approximately 20 minutes)
- Open question and answer session (approximately 20 minutes)

The interviewed will be evaluated based on the evaluation criteria below.

From the organizations who are interviewed, the evaluation team will recommend the highest ranked proposal as a finalist to be considered by City Council. The highest ranked proposal may also be invited to make a presentation to City Council and potentially the Youth Council. City Council will evaluate the finalist's proposal alongside the City's proposal to operate KTUB.

The City is under no obligation to award a facility lease and will be unlikely to award a lease if organizations' proposals do not enhance the City's ability to further the goals established in the Comprehensive Plan beyond its own capabilities.

### **Evaluation Criteria**

The evaluation team shall evaluate the written proposals on the following criteria.

<b>Written Evaluation Criteria</b>	<b>Points</b>
Organizational Overview, including <ul style="list-style-type: none"> <li>• Articulated mission</li> <li>• Organizational history and past performance</li> <li>• Expertise of the organization and staff (including subcontractors or partners, if applicable)</li> </ul>	0-20
Operational Plan, including <ul style="list-style-type: none"> <li>• Alignment with the City’s vision for KTUB and the City’s goals</li> <li>• Programs and services offered</li> <li>• Depth, breadth, and scope of operations</li> <li>• Quality of the proposed operating budget</li> </ul>	0-30
Community Relationships <ul style="list-style-type: none"> <li>• Demonstrated ability to establish and maintain positive and cooperative relationships with the community and stakeholders</li> </ul>	0-15
Diversity, Equity, Inclusion and Belonging <ul style="list-style-type: none"> <li>• Strategies to serve diverse youth in ways that are welcoming, inclusive, and equitable</li> <li>• Ability to provide services that are culturally relevant, appropriate, and representative of community needs</li> </ul>	0-20
The City’s ability to provide the support and/or resources the organization needs to be successful, including any financial subsidy requested from the City	0-10
References	0-5
<b>Maximum</b>	<b>100</b>

The evaluation team shall evaluate the interviews on the following criteria.

<b>Interview Evaluation Criteria</b>	<b>Points</b>
Presentation	0-50
Predetermined interview questions	0-40
Open question and answer session	0-10
<b>Maximum</b>	<b>100</b>

**Submittal Deadlines and Key Dates:**

Thursday, August 4, 2022	RFP posted
Friday, August 12, 2022	*On-site tour of KTUB: 8:00-9:00 a.m.
Wednesday, August 24, 2022	*On-site tour of KTUB: 4:30-5:30 p.m.
Friday, August 26, 2022	Questions due by 5:00 p.m.
Wednesday, September 7, 2022	Responses to questions posted by 5:00 p.m.
Friday, September 30, 2022	Proposals due by 5:00 p.m.
Mon., Oct. 3 – Fri. Nov. 18, 2022	Evaluation period, including interviews and potential presentation to City Council
January 2023	Anticipated award of lease agreement
Thursday, June 1, 2023	Lease date anticipated to start

\*On-site tours of KTUB are optional but strongly recommended. Both tours will be the same. Submitters need only attend one. Questions related to the RFP that are asked during the tours will be answered on-site if possible, documented, and included in the responses to questions published on September 7, 2022.

## **Questions**

Questions regarding the City's RFP process should be addressed to:

Jay Gewin  
Purchasing Agent  
Email: [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov)

Questions regarding the scope of work, evaluation process, or technical aspects of this request should be directed to both:

Jay Gewin  
Purchasing Agent  
Email: [purchasing@kirklandwa.gov](mailto:purchasing@kirklandwa.gov)

Sara Shellenbarger  
Recreation Manager  
Email: [sshellenbarger@kirklandwa.gov](mailto:sshellenbarger@kirklandwa.gov)

All questions must be submitted by 5:00 PM PDT on Friday, August 26, 2022.

## **Submittal Disposition**

All material submitted in response to this RFP shall become the property of the City upon delivery to the City's Purchasing Agent and will not be returned.

## **Terms and Conditions**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. Proposers responding to this RFP must follow the procedures and requirements stated in the RFP document. Adherence to the procedures and requirements of this RFP will ensure a fair and objective analysis of your proposal. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.
- C. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- D. The City reserves the right to award any contract to the next most qualified agency, if the successful agency does not execute a contract within 30 days of being notified of selection.

- E. Any proposal may be withdrawn up until the date and time set above for the proposal submission deadline.
- F. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. A copy of the City's proposed draft Operating Lease Agreement is available for review (see attachment A). The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.
- G. The City shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFP.
- H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.
- I. The City reserves the right not to award any portion or all of the project if it finds that none of the proposals submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFP to the selected vendor. The City reserves the right to award this work to multiple vendors if the scope of work would be best completed by multiple vendors and their associated experience.

### **Public Disclosure**

Once submitted to the City, proposals shall become the property of the City, and all proposals shall be deemed a public record as defined in "The Public Records Act," chapter 42 section 56 of the RCW. Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the proposer, or is any way contrary to state public disclosure laws or this RFP, could be removed from consideration. The City will not accept the liability of determining what the proposer considers proprietary or not. Therefore, any information in the proposal that the proposer claims as proprietary and exempt from disclosure under the provisions of RCW 42.56.270 must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the proposer is making the claim, and the page it is found on must be identified. With the exception of lists of prospective proposers, the City will not disclose RFP proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: proprietary/confidential portion(s) of the proposal(s), until the proposer has an adequate opportunity to seek a court order preventing disclosure. The City will consider a proposer's request for exemption from disclosure; however, the City will make a decision predicated upon RCW 42.56.

### **DBE (Disadvantaged Business Enterprise) Participation**

The City encourages DBE firms to submit qualifications and encourages all firms to team with DBE firms in their pursuit of this project.

### **Federal Debarment**

The Bidder shall not currently be debarred or suspended by the Federal government. The Bidder shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database ([www.sam.gov](http://www.sam.gov)).