



City of Kirkland

Request for Proposals

Space for Lease for Local Non- Profit Organizations Offering Arts, Cultural and/or Recreational Programming for Youth

Job # 04-23-CMO

Issue Date: February 16, 2023

Due Date: March 3, 2023 – 4:00 p.m. (Pacific Time)

REQUEST FOR PROPOSALS

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

**Space for Lease for Local Non-Profit Organizations
Offering Arts, Cultural and/or Recreational Programming for Youth
Job #04-23-CMO**

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

Submit proposals no later than 4:00 p.m. on Friday, March 3, 2023.

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

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 16th day of February, 2023

Jay Gewin
Purchasing Agent
City of Kirkland

Published in the Daily Journal of Commerce on February 16th and 23rd, 2023

Background Information

The City of Kirkland is located on the eastern shore of Lake Washington. It is a suburban city, surrounded by other suburban cities and pockets of unincorporated King County. The City is near several major transportation routes including Interstate 405, State Route 520, and Interstate 5. These routes connect the City economically and socially to the greater Seattle area.

At the time of incorporation in 1905, the City of Kirkland's population was approximately 530. The current estimated population is 93,570. Kirkland is the thirteenth largest city in the State of Washington and the sixth largest in King County.

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.

Kirkland operates under a Council-Manager form of government. The City Council is the policy-making 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 (the "City") is seeking proposals to lease the former PCC space in the Houghton Village shopping center located at 10702 NE 68th Street (12,323 square feet) on a short-term basis through June 2025, with the possibility of extensions at the discretion of the City, from local non-profit organizations willing and able to offer arts, cultural and/or recreational programming for youth. Types of programming desired could include, but are not limited to, physical activity, art, performing arts such as drama or music, with an ability to serve a diverse cross section of Kirkland's population, including race, gender and socio-economic status. While programming offered on fee-for-serve basis is acceptable, the City is seeking a provider that is also willing to offer community benefits, such as scholarships, free-of-charge programming, and/or outreach to schools and community groups.

The previous occupant of the space, PCC, was an anchor tenant for the Houghton Village shopping center. The vacancy of this large space has impacted the surrounding retail businesses. A key goal for the City in leasing this space is to reactivate the space in a way that maximizes as many visitors as possible to the building and provides a positive economic impact on the shopping center and the surrounding community.

Because of the short-term nature of the lease, the City of Kirkland is seeking proposals that include a plan from prospective tenants for how the providers will transition its service to another location once the short-term lease of the former PCC space concludes in June 2025 or after any extensions authorized by the City. For example, a prospective tenant may propose a plan to fundraise during the short-term lease period to have sufficient funds to relocate to

another space at the conclusion of the short-term lease. The City of Kirkland has no obligation or intention of finding alternate space for the tenant beyond June 2025.

Operating Lease Agreement and Lease Term

In consideration of the community benefits offered by the future tenant, the City intends that the selected tenant will be charged only for the maintenance and upkeep cost for the space, which is equivalent to \$9,500 per month, which includes utilities. The City will allow prospective applicants to propose alternative lease amounts, but leasing revenue will be one of the factors used in evaluating responses. The tenant is responsible for any tenant improvements (TIs) it wishes to make to the space. All TIs must be approved in advance by the City. The City may increase the monthly maintenance and upkeep costs annually (January 2024 and 2025), by an inflationary factor not to exceed 6%.

A lease agreement will be negotiated if the City chooses to offer a lease to the highest-ranked proposal.

The tenant selected under this RFP may occupy the space as early as late summer 2023 depending on when City completes upgrades to the facility.

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 City's insurance requirements.

Proposal Submission Requirements

Organizations wishing to be considered under this RFP shall submit a proposal not exceeding 15 pages that addresses the following:

- Organizational overview
- How the plan submitted meets the City's objectives, as described in this RFP, for the space

- Program and service plan for a typical week during the academic school year
- Program and service plan for a typical week during the summer
- Anticipated annual number of 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
- Practices around offering programs and services that are welcoming, inclusive and accessible, and will serve diverse youth from a variety of backgrounds
- Plans for collaboration with nearby schools and offerings to support those in financial need, including a quantification of the community benefit of these offerings
- How the organizations use of the facility will activate the area and economically benefit the local businesses near the space.
- Any proposed facility alterations that would be undertaken by the organization
- Anticipated annual operating budget outlining revenue and expenses for operations withing the space
- Organization’s plan once the lease expires.
- 3 professional letters of reference with contact information

Organizations may submit additional information or sample materials where relevant, including brochures, program plans, schedules or budgets. These materials will not be counted towards the page limit.

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 4:00 pm PST on March 3, 2023.**
2. E-mailed proposals should include “Space for Lease for Local Non-Profit Organizations – Job #04-23-CMO” in the subject line and be addressed to purchasing@kirklandwa.gov .
3. Proposals shall not exceed 15 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 appointed by the City Manager’s Office, shall review, discuss, assess and rank the proposals based on how the proposal accomplishes the scope of services. The City may wish to conduct interviews, but may also decide to select a tenant based solely on the written proposal.

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, and the organization will be responsible for choosing, testing and running the interview platform. 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)

Proposals will be evaluated based on the criteria.

The City is under no obligation to award a facility lease if organizations’ proposals do not enhance the City’s ability to further the goals established this RFP.

Evaluation Criteria

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

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

Support 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
Maximum	100

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

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

Submittal Deadlines and Key Dates:

Thursday, February 15, 2023	RFP posted
Tuesday, February 21, 2023	12:00 PM – Deadline to RSVP to on-site tour
Wednesday, February 22, 2023	*On-site tour: 4:30-5:30 p.m.
Thursday, February 23, 2023	Questions due by 5:00 p.m.
Monday, February 27, 2023	Responses to questions posted by 5:00 p.m.
Friday, March 3, 2023	Proposals due by 4:00 p.m.
Mon., Mar. 6 – Fri. Mar. 17, 2023	Evaluation period, including interviews and potential presentation to City Council
April, 2023	Anticipated award of lease agreement
Summer, 2023	Lease date anticipated to start

*On-site tour is optional but strongly recommended. Questions related to the RFP that are asked during the tour will be answered on-site if possible, documented, and included in the responses to questions published on February 27, 2023. Please RSVP for the tour by 12:00 PM on Tuesday, February 21st by e-mailing purchasing@kirklandwa.gov

Questions

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

Jay Gewin
Purchasing Agent
Email: 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

Beth Goldberg
Deputy City Manager
Email: bgoldberg@kirklandwa.gov

All questions must be submitted by 5:00 PM PDT on Thursday, February 23, 2023.

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. The City may negotiate a lease with the highest-ranked proposal. 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).