



**Seattle Parks and Recreation
LETTER OF INTEREST (LOI)**

The Bullitt House
1125 Harvard Ave. E, Seattle



LETTER OF INTEREST (LOI) IS DUE BY OCTOBER 31, 2025, BY 3:00PM

PLEASE SUBMIT LETTER OF INTEREST (LOI) ELECTRONICALLY IN PDF FORMAT TO:

Kathleen Gantz, Contract Administration & Support Office Manager
Email: Kathleen.Gantz@seattle.gov

Women and minority business owners are encouraged to submit Letters of Interest.

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1. INTRODUCTION AND OVERVIEW

The City of Seattle Parks and Recreation Department (SPR) seeks a Contractor to occupy the facility, make all necessary building and tenant improvements, subject to review and approval by Seattle Parks and Recreation and the Seattle Landmarks Preservation Board, and operate the facility, including a significance presence in the evenings, for a potential term of ten-years with option to extend the lease for an additional two, ten-year extensions.

History of property

The 1.6-acre parcel at 1125 Harvard Ave E, Seattle, WA 98102, on Capitol Hill was purchased by Stimson Bullitt in 1935. Stimson, an attorney and real estate developer and the son of A. Scott Bullitt and media pioneer, Dorothy Stimson Bullitt, and his second wife, Kay had the modern A-framed home designed and constructed, completed in 1955. In 1972 Stimson and Kay generously donated the property to Seattle Parks and Recreation with transfer of ownership to occur in the future. Ownership was transferred to the City after Kay's death in 2021.

Description of Facility

The H-shaped residence at 1125 Harvard Avenue E includes three distinct sections, an A-frame wing, central entry, and bedroom wing. The post-and-beam A-frame wing is located to the west with north and south facing gables. Large glulam beams anchor the frame to the ground. This wing includes a full single story plus a half-story loft over the south end. The A-frame is topped by a steep roof clad in corrugated cement asbestos sheets, although original plans called for standing-seam copper roofing. The A-frame roof includes panels of clear plexiglass at the ridgeline, letting natural light into the interior. East of the A-frame is the residence's central entry, which is a relatively narrow corridor with a staircase to the basement. It is a single story and topped by a flat, built-up roof with deep eaves. To the east of the central entry is the building's bedroom wing with a double-loaded corridor. It is a single story and topped by a flat built-up roof with wide eaves. Two long rectangular skylights are in parallel formation, letting filtered natural light into the eastern wing, particularly over corridors and shared spaces, including bathroom and utility room. Flood lights are installed near doors on the building's exterior. Internal systems evident throughout include an intercom system and baseboard heaters. The residence sits on a partial daylight basement and a foundation of poured, board-formed concrete.

There is a paved driveway, accessed from Harvard Avenue, with off-street parking for three to four cars.

The above information is provided for general informational purposes and should not be relied upon by prospective bidders for business planning or any other purpose. SPR is not making any representations about the condition of the Bullitt House or surrounding property through this description. Prospective bidders are encouraged to visit the property and conduct due diligence before submitting a LOI.

SPR will offer Site Open Houses on the following days and times:

Tuesday, October 7, 2025, from 3:00PM-4:30PM

Friday, October 10, 2025, from 9:00AM-10:30AM

2. LETTER OF INTEREST REQUIREMENTS

2A. Use & Needs of the Facility

The site is zoned Neighborhood Residential 3 (NR3) which is primarily a residential zone, but certain home offices and parks and recreation/community center type uses are allowed. Pursuant to SMC 23.44.026 - Use of landmark structures or sites, and because the building has been designated a City Landmark, there is additional flexibility regarding uses beyond what is allowed outright under the Seattle Municipal Code. The building and the site have been designated as a City Landmark.

Seattle Parks and Recreation seeks a contractor with sufficient financing to make needed capital improvements in order to occupy the space. Seattle Parks and Recreation cannot contribute to any upgrades, initial or ongoing. Additional upgrades will be expected throughout the contract term and the contractor must be able to provide the funding for those improvements and upgrades. Once the initial improvements are completed then the contractor will occupy and operate a space where community can connect, convene, and restore wellness through fellowship, education and inspiration along with providing the additional Capital Improvements needed to preserve the Bullitt facility and bring the space to a safe and functional environment for community use.

The grounds of the property will be developed into a park in the next Seattle Park District cycle. Contractors may have access to the grounds for activities when available but will require scheduling through SPR processes and procedures.

2B. Term

The expected term for this contract will be an initial period of ten (10) years with two (2) ten (10)-year extensions at the discretion of the Superintendent.

2D. Use Fee

A Use Fee is the standard payment for operating in a public facility. The assessed Use Fee for this facility will be between eight and nine thousand dollars (\$8,000-\$9,000) per month. Use Fee will be determined based on a new appraisal prior to contract negotiations. In addition to the Use Fee, there may be taxes including the Leasehold Tax which is currently 12.84%. The Use fee may be lowered or offset when the user provides measurable Public Benefit (programming, access, equity outcomes) or invests in capital improvements (upgrades that extend the facility's life and reduce public cost). Public Benefit is clearly defined in Appendix A attached. To provide meaningful Public Benefit is to advance wellness, equity, and community vitality. Public Benefit may be embodied in the creation of an accessible space for individuals and families who may not otherwise have access to restorative environments and by offering programs that foster emotional and social well-being.

Public Benefit may include access to fellowship to reduce isolation, building supportive networks, and strengthening community ties. Through education, Public Benefit may include provision of tools and knowledge that empower participants to make healthier life choices, enhance resilience, and expand opportunities for personal and collective growth. Through inspiration, Public Benefit may include provision to encourage creativity, cultural expression, and hope.

By dedicating this asset to these purposes, the facility may ensure equitable access to wellness opportunities that are often available only to more resourced communities. The result is a healthier, more connected, and more inspired public, with long-term benefits that include reduced health disparities, greater community cohesion, and increased civic pride in shared public spaces.

Public Benefit offset to the Use Fee will be pending contract negotiations and City of Seattle Council approval.

2E. Utilities

The selected contractor will pay the utilities associated with the operation of the building. The building utilities will be separated from the site services.

2C. Basis for Selection:

Seattle Parks and Recreation will review and evaluate the submitted Letters of Interest based on the written response to the required information presented in Section 4.

If multiple Letters of Interest are received for a location a Request for Proposal (RFP) may be required.

3. Capital Development Requirements

The Bullitt House facility will require renovation improvements prior to the Contractor occupying the space and funding for these initial improvements must be held by the potential contractor upon signing the contract. It is the expectations of SPR that the contractor will make all the necessary improvements subject to Seattle Department of Construction and Inspections (SDCI), Department of Neighborhoods (DON) Landmarks Preservation Program, and SPR review and approval. The cost of these improvements must be born solely by the contractor. The contractor selected will have timelines for renovation improvements that will bring the facility to a standard of care and operation that protects the Historical Landmark status of this home and creates a vibrant space for the Seattle community.

Attached in Appendix C is a Facility Condition Assessment conducted by a City of Seattle consultant, OAI Architecture Planning and Services. This report outlines the Capital Improvement needs of the facility and should be used to answer the questions outlined below for the Letter of Inquiry as well as assessing if the organization has sufficient funds and ability to contract for this facility. All costs for Capital Improvement will be the sole responsibility of the selected contractor.

4. LOI Packet Contents

Parties interested in contracting to provide financial SPR in the operation of SPR's Bullitt House Facility should submit electronic PDF Letters of Interest (LOI) to Kathleen.Gantz@seattle.gov by **October 31, 2025, by 3:00PM.**

The LOI packet should include:

1. Short introduction to your organization (up to one paragraph). Be sure to include your mission, vision, and values and the community you serve.
2. Description of type of operations or programming you would bring to the Bullitt House facility. How are your programs supportive of the Seattle Community and aligned with SPR's Mission, Vision, and Values? If the community your organization serves does not reside in this part of Seattle, how will you ensure barriers, such as transportation, are mitigated?
3. Plan and proof of financing to cover the cost of required Capital Improvements, initial improvements and expected improvements. What experience does your organization have in facilitating capital projects and improvements to a governmental facility, to a Historical Landmark?
4. Other relevant information that supports your organization's experience in providing services and programs (optional).

The LOI document must meet the following requirements

- No more than 5 pages
- Arial font, Size 11
- one-inch margins
- single spaced

Attachments:

1. Appendix A: Public Benefit
2. Appendix B: Insurance Requirements
3. Appendix C: Osborne Report

5. APPENDIX A: 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).

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.

1. **Scholarships** – Scholarships for low-income families and underserved populations. Number of scholarships, estimated value of such scholarships provided on an annual basis, should be described in detail.
2. **Community Events & Programs** – Opportunities for families and the community to participate in events at the facility and park grounds for free. Open to both preschool participants and the broader community.
3. **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.
4. **Capital Improvements** – Includes improvements made without charge to the City that are beyond the required maintenance and repair activities. Description of types of improvements and proposed value should be described.

6. APPENDIX B: Insurance Requirements

(note: coverage and limits will be assessed on a case-by-case basis)

1.1 Minimum Insurance to be Secured and Maintained. Prior to the Commencement Date, Lessee shall secure and shall thereafter maintain (or cause its Subtenant(s) to secure and maintain) in full force and effect, at no expense to City, and throughout the entire Lease 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 (elderly or minor) community)

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

\$1,000,000 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.

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

1.1.3. Workers' Compensation securing Lessee'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 Lessee is qualified as a self-insurer in accordance with Chapter 51.14 of the Revised Code of Washington, Lessee shall certify that qualification by a letter that is signed by a corporate officer of Lessee 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 (note: if tenant is leasing the whole structure/building The City may require they carry insurance on the structure), furniture, fixtures, equipment and inventory and all alterations, additions and improvements that Lessee makes to

the building and Premises, are insured throughout the Lease 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 Lessee'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 Lessee's Insurance.

1.2.1 The insurance required by Subsections 1.1.1 and 1.1.?, applicable 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.? shall be primary as respects City; shall provide that any other insurance maintained by City shall be excess and not contributing insurance with Lessee'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 \$20,000 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 Lessee.

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 or pursuant to Subsection 1.9., as evidence of the insurance coverage secured and maintained by Lessee.

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, at its address as specified in or provided pursuant to Subsection 1.9; 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, Lessee 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 and limits of liability as specified herein are minimum coverage and limit of liability requirements only; they shall not be construed to limit the liability of Lessee 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, 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. Lessee 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 Lessee 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 Lessee except with respect to losses of City's aforesaid property of up to \$100,000 that are attributable to Lessee's negligence and to which Lessee's Fire Legal Liability insurance responds; however, in the event of a loss to City's aforesaid property attributable to Lessee's negligence, Lessee agrees to reimburse City for the amount of its property insurance deductible up to \$20,000. Lessee and Lessee's insurer(s) shall waive subrogation for damage to or destruction of Lessee's alterations, additions and improvements, furniture, fixtures, equipment and inventory in favor of City; however, in the event of a loss to Lessee's aforesaid property attributable to City's negligence, City agrees to reimburse Lessee 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 Lessee.

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 Lease, Lessee may condition such use on receipt of evidence that such user maintains reasonably adequate commercial general liability insurance, listing Lessee as an additional insured on such policies. City waives, as between City and Lessee, any Claims arising from or related to Third-Party Users' use of and activities within the Premises.

1.9 (Note: this may not be the case if the City chooses to have the tenant carry the property (structure/building) insurance) City Insurance. City shall, at its sole cost and expense, maintain property insurance under which the Premises, the existing building, furniture, fixtures, equipment and inventory and all alterations, additions and improvements that Lessee makes to the building and Premises, are insured throughout the Lease 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) [intentionally omitted]; (v) earth movement (including earthquake), for full replacement cost value of the property/improvements/content.