



Seattle
Parks & Recreation

Seattle Parks & Recreation REQUEST FOR PROPOSALS (RFP) GREEN LAKE PITCH & PUTT

CONTACT INFORMATION:

Seattle Parks & Recreation – Contract Administration & Support Office
Attention: Kathleen Gantz, Contracts Manager or
Pamela Wilson, Parks Concessions Coordinator
Email: kathleen.gantz@seattle.gov & pamela.wilson@seattle.gov

You can access the RFP packet at the Seattle Parks & Recreation Web Site:
<https://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities>
[Current Partnership Opportunities - Parks | seattle.gov](https://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities)



WOMEN AND MINORITY BUSINESSES ARE ENCOURAGED TO SUBMIT A PROPOSAL

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1. RFP INTRODUCTION AND OVERVIEW

Seattle Parks and Recreation (SPR) is issuing a Request for Proposals (RFP) seeking interested parties to submit proposals for an Operation and Maintenance Agreement for the Green Lake Pitch & Putt facility. The selected party will provide community activities, recreational programs, and marketing to the Green Lake neighborhood and greater Seattle community while operating the facility and grounds. Proposals must include written responses to the questionnaire included in this packet (Appendix A). Only proposals submitted on time and meeting all requirements will be accepted and reviewed. Interviews may be requested for individuals or groups with the highest rating. A final recommendation will be submitted to the Superintendent of SPR for final approval.

The Pitch & Putt 9-hole beginner's golf course was constructed in 1947, has been owned by SPR for Green Lake Park patrons since 1953. This facility has proven to be a popular feature in Seattle. The most recent long-term agreement has been a ten-year contract with Interbay Northwest Management who held the agreement with Seattle Parks and Recreation (SPR) for the operation of the Pitch & Putt Golf Course.

Proposers are encouraged to propose new services and/or products that would be complimentary to the existing uses of the facility, such as new rentals or food services. SPR reserves the right to approve or deny any proposed business activity. Proposals should focus on the golf operation and offer new services and/or products as desired. Proposers are cautioned not to rely heavily on proposed business uses that have not been approved by SPR; or be prepared to fully explain and justify the proposed business options and benefit to Park patrons.

REQUEST FOR PROPOSAL

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

BASIS OF SELECTION

Selection of the successful proposal will be determined through an evaluation of the Proposer(s) ability to operate the Green Lake Pitch & Putt based on the information submitted within the proposal.

A review panel consisting of SPR staff and community members will review and evaluate each proposal per the criteria outlined in Section 6 and may invite top candidates to interview. SPR reserves the right to seek additional clarification or information through written questions. The review panel will make a recommendation identifying the successful proposal to the Superintendent of SPR.

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

TIMELINE

Written proposals in response to this RFP must be submitted by **May 14, 2024, by 3:00PM**. Late proposals or those that do not meet the Proposal Response Requirements will not be accepted. Proposals must include written responses to the questionnaire along with the signature and contact information. RFP proposals must be emailed to: kathleen.gantz@seattle.gov and/or pamela.wilson@seattle.gov.

Event	Date	Location
RFP Available	April 2, 2024	https://www.seattle.gov/parks/about-us/do-business-with-us/partnership-opportunities
Site Open House All questions from the open house will be submitted by Proposer(s) via email to the identified contacts. These questions and respective answers will be published on the RFP web site until the deadline noted below.	April 11, 2024, 1:00PM-3:00PM & April 16, 2024, 10:00AM-12:00PM	Green Lake Pitch & Putt 5701 W Green Lake Way N Seattle, WA 98103
Deadline for Written Questions to SPR	May 7, 2024, by 3:00PM	Questions can be sent to: kathleen.gantz@seattle.gov and/or pamela.wilson@seattle.gov
Proposals Due to the City: <i>Late proposals will not be accepted.</i>	May 14, 2024, by 3:00PM	Email proposals to: kathleen.gantz@seattle.gov and/or pamela.wilson@seattle.gov
RFP Evaluations: During this time-period, Proposer(s) may receive questions with a response timeline from the SPR evaluation team. Proposer(s) may also be invited by the evaluation team for an in-person interview.	May 20, 2024 – June 21, 2024	
RFP Interviews (if needed)	Week of June 24, 2024	
Evaluations Team makes award recommendation to the Superintendent of SPR	Week of July 8, 2024	
Superintendent announces award	Week of July 15, 2024	
Anticipated Contraction Negotiation Schedule	August-September 2024	
Submit Agreement for Council Approval	November 2024	
Anticipated Contract Execution	Winter 2024/2025	

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

2. PURPOSE

PURPOSE

The purpose of this RFP is to secure the long-term management of the Green Lake Pitch & Putt that meets the following terms and conditions.

Objectives:

- Provide a quality outdoor recreation facility and grounds serving the City of Seattle community and tourists.
- Develop additional uses of the Pitch & Putt grounds to generate additional community use and revenue.
- Operate under the mission of Seattle Parks and Recreation: Our mission is providing welcoming and safe opportunities to play, learn, contemplate and build community and promote responsible stewardship of the land.
- Provide facility maintenance and upkeep while operating under the guide and rules of the City of Seattle and Seattle Parks and Recreation.

Required Terms:

- Minimum of 10% of revenue or \$26,000, whichever is greater for the eight-month annual operating period.
- Provide all major and minor building interior and exterior maintenance.
- Provide necessary ADA restrooms to the facility. The restroom in the clubhouse has limitations for individuals using a mobility device. This could be an upgrade to the current facility space or other options agreed upon with SPR. All upgrades must follow SPR policies and procedures. You will be connected to a SPR staff member in Planning & Development to support the process.
- Secure equipment necessary to operate the facility, including aerating equipment, mowers, leaf blowers, edgers, weed whackers, hand tools, etc. The first five-year renewal will be contingent on the contractor transitioning all leaf blowers to electric by 2027, in compliance with SPR goals and mandates. SPR is requesting all small equipment be transitioned to electric as it is replaced.
- Pay all applicable utilities/communications costs.
- Obtain SPR approval for all tenant improvements.
- Prepare a yearly Maintenance and Operations Plan to SPR to be approved by the Superintendent or designee.
- Secure all required insurance coverage as determined by City Risk Management.
- Comply with all applicable city, state, and federal laws and regulations.

AGREEMENT DURATION

Once a successful proposer is selected, SPR will negotiate a five-year Operations and Maintenance Agreement with an option for two (2) additional five-year extensions at the sole option of the SPR Superintendent. This agreement will be negotiated between SPR and the awarded Proposer(s) and is subject to City Council approval.

BACKGROUND

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

- **Vision:** Seattle Parks and Recreation envisions an accessible and sustainable park and recreation system, led by a dynamic workforce, where visitors and residents come together to play, recreate, strengthen our environment, and build community; a place which fosters collaboration and where everyone is park proud. #ParkProudSeattle

- **Mission:** Seattle Parks and Recreation equips employees and the public for well-being as we support healthy people, a thriving environment and vibrant community. We provide safe and accessible spaces for residents and visitors to work, recreate, rejuvenate, and enhance quality of life and wellness for children, teenagers, adults, and seniors.
- **Equity & Inclusion:** Seattle Parks and Recreation commits to advancing equity and social justice in our department and in every neighborhood by growing a dynamic and diverse workforce, developing strong investments, growth opportunities and beneficial partner strategies as we acknowledge and pledge to close disparities created by historical practices which often hindered workforce development, environmental justice, access to quality open spaces, programs and facilities.

3. DESCRIPTION OF PREMISES

The **Green Lake Pitch & Putt 9-hole golf course facility** is owned by the City of Seattle and located at the south end of Green Lake Park at 5701 W Green Lake Way North, Seattle, Washington 98103. Nearby public facilities include the Green Lake Small Craft Center, the Green Lake Community Center, Evans Pool, and the Woodland Park Lawn Bowling facility.

Green Lake Pitch & Putt is a nine-hole, par-three course for pitching and putting only. There is a small club house located at the entrance. The course is currently open from 9 am until dusk from March through October 31st. This facility has historically operated from March through October each year. Over the past five years it has generated over \$100,000 in gross sales annually. Approximately 16,000 rounds of golf are played each year at this facility. Estimated annual operating expenses in the last three years are \$45,000.

Proposers need to include a plan in their submission describing how they will maintain and operate the facility and grounds. Requirements for the new contractor include providing ADA restroom facilities to participants and transitioning to electric leaf blowers for grounds upkeep (details on page 3). SPR takes responsibility for the outside/shell of the structure and the water and irrigation. All other service and operation needs should be maintained by the proposer.

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

SPECIAL NOTE – LEASEHOLD EXCISE TAX.

Please be aware that Washington State Leasehold Excise Taxes are due over and above any and all concession fee payments made to the City. Proposers are advised to consult their financial advisors. At this time Washington State Leasehold Taxes are 12.84% of the payments to the City. This tax is remitted to the Parks Department or City of Seattle Treasury along with each concession fee payment.

4. PROPOSAL RESPONSE PROCEDURES AND REQUIREMENTS

Please be sure to answer each question and submit the entire proposal package by May 14, 2024, by 3:00PM. No applications will be accepted after this due date and time.

PROPOSAL RESPONSE REQUIREMENTS

Appendix A outlines the requirements and questions for the proposals.

PROPOSER(S) RESPONSIBILITY TO PROVIDE FULL RESPONSE

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

MARKING AND DISCLOSING MATERIAL

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

Washington's Public Records Act requires that public records must be promptly disclosed by SPR upon request unless a judge rules that the RCW referenced above or another Washington State statute exempts records from disclosure. Exemptions are narrow and explicit and are in Washington State Law (Reference RCW 42.56 and RCW 19.108).

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

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

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

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

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

5. ADDITIONAL RFP INFORMATION

OPEN HOURS & SITE BUILDING TOUR

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

QUESTIONS

Proposer(s) may submit written questions via email to the Contracts Manager until the deadline stated on page 2. All questions must be submitted by e-mail to: kathleen.gantz@seattle.gov. Failure to request clarification of any inadequacy, omission, or conflict will not relieve the Proposer(s) of responsibilities in any subsequent agreement. It is the responsibility of the interested Proposer(s) to ensure they receive responses to questions. Answers to all written questions received by the deadline (refer to RFP schedule on page 2) will be posted by the date indicated on the website listed in this RFP so that both the questions and answers are available to all potential Proposers.

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

CHANGES TO THE RFP BY ADDENDA

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

RECEIVING ADDENDA, QUESTIONS, & ANSWERS

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

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

READABILITY

Proposer(s) are advised that the City's ability to evaluate proposals depends on the Proposer(s)' submittal document including organization, level of detail, comprehensive material, and readability. All proposals will only be accepted if they are typed. See Appendix A for format and layout requirements.

CHANGES OR CONCERNS TO PROPOSAL SUBMITTAL

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

ERRORS IN PROPOSALS

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

INCURRED COSTS

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

NO CONFLICT OF INTEREST

Proposer(s) (including officers, directors, trustees, partners, board members, or employees) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in the selection, negotiation, drafting, signing, administration or evaluation of submitted proposals or Proposer(s)' performance. SPR shall make sole determination regarding compliance.

PROHIBITED CONTACTS

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

EQUAL BENEFITS

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

WOMEN & MINORITY-OWNED BUSINESSES (WMBE)

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

ETHICS CODE

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

Common ethic guidelines:

- **No gifts and gratuities.** Proposers shall not directly or indirectly offer anything (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work, or meals) to any City employee, volunteer or official, if it is

intended or may appear to a reasonable person to be intended to obtain or give special consideration to the Proposer. An example of this is giving sporting event tickets to a City employee who is also on the evaluation team of a Bid Response to which you submitted or intend to submit. The definition of what a “benefit” would be is broad and could include not only awarding an agreement but also the administration of the agreement or evaluating agreement performance. The rule works both ways, as it also prohibits City employees from soliciting items from Proposers.

- **Involvement of current and former City employees.** The Proposal Questionnaire within your submittal documents prompts you to disclose any current or former City employees, official, or volunteer that is working, or assisting, on solicitation of City business or on completion of an awarded agreement. Update that information during the agreement.
- **No conflict of interest.** Proposers (including officer, director, trustee, partner, or employee) must not have a business interest or a close family or domestic relationship with any City official, officer or employee who was, is, or will be involved in selection, negotiation, drafting, signing, administration or evaluating Proposer’s performance. SPR shall make sole determination as to compliance. Campaign Contributions (Initiative measure no. 122) Elected officials and candidates are prohibited from accepting or soliciting campaign contributions from anyone having at least \$250,000 in agreements with the City in the last two years or who has paid at least \$5,000 in the last 12 months to lobby the City. See Initiative 122 or call the Ethics Director with questions.

6. SELECTION PROCESS

INITIAL SCREENING

SPR will do an initial screening of all RFP proposals. The initial screening will check to determine that the proposals submitted follows the required format, instructions, meets or exceeds the minimum qualifications, and all required information, forms, and/or documents are submitted. All RFP proposals that pass the initial screening will move forward to be reviewed by the Review Committee. Proposals that do not meet the requirements will be disqualified.

PROPOSAL EVALUATION

The Review Committee will evaluate proposals using the criteria below.

	Category	Points
1	Qualifications	15
2	Management Plan & Implementation	20
3	ADA Upgrade Plan & Implementation	20
4	Additional Improvements	5
5	Equipment Requirements	15
6	Goals & Objectives	20
7	Marketing	15
8	In-kind Services & Contributions	10
9	Budget	30
	Total	150

Additional Points	Points
Registered WMBE with City of Seattle	5
Total	155

To receive the additional points the business or organization must be registered as a Women & Minority-Owned Business (WMBE) with the City of Seattle prior to the RFP due date of **May 14, 2024, by 3:00PM**. SPR expects all firms to self-register at: <http://www.seattle.gov/obd>. For assistance, call 206-684-0383.

INTERVIEWS

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

REFERENCES

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

SELECTION

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

AGREEMENT NEGOTIATIONS

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

RIGHT TO AWARD TO NEXT RANKED PROPOSER

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

REPEAT OF EVALUATION

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

SPR RIGHTS RESERVED

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

7. AWARD & AGREEMENT EXECUTION

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

INSTRUCTIONS TO THE SUCCESSFUL RFP PROPOSER

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

AGREEMENT NEGOTIATION AND APPROVAL PROCESS

For the successful proposer selected, SPR will negotiate a five-year Operating and Management agreement with an option for two additional five-year extensions at the sole option of the SPR Superintendent. The extension will only be offered if the selected proposer has met the requirements of all electric equipment for maintenance and upkeep of the greens and property. This agreement will be negotiated between SPR and the awarded Proposer(s) and is subject to City Council approval.

INSURANCE REQUIREMENTS

The successful proposer(s) will be required to maintain insurance at its costs. The insurance must meet the requirements of the City's risk management department, which may depend on the nature of the use and activities. It is anticipated that the successful proposer(s) will be required to secure Commercial General Liability Insurance (CLI) coverages with minimum general liability limits of \$5,000,000 per occurrence, which may be satisfied with primary CGL insurance limits or any combination of primary and excess/umbrella limits. The City must be named as additional insured on all liability policies and proposer's insurance shall be primary irrespective of any insurance coverage maintained by the City. Additional insurance requirements may include, Automobile Liability insurance at least as broad as ISO CA 00 01 with minimum limit of \$1,000,000; Workers' Compensation insurance.

PROTEST PROCEDURE

Completed proposals are due by the date specified on the RFP schedule. The Superintendent's selection of a successful proposal is anticipated in accordance with the RFP timeline on page 2. SPR will provide each Proposer with written notice of the selection. Any Proposer wishing to protest or challenge the Superintendent's determination must do so within seven (7) calendar days of the notification of selection announcement. The basis for a protest shall be limited to claims of material deviation from the RFP or claims of bias.

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

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

LIMITED DEBRIEFS

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

8. APPENDICES

APPENDIX A- RFP REQUIREMENTS & QUESTIONS

Requirements for Proposals

- No more than twenty (20) pages, one sided
- Typed, single spaced (handwritten will not be accepted)
- Arial font, size 11
- One-inch margins

- A. Cover sheet on your organization's letterhead that includes all relevant contact information for your organization, including but not limited to:
- Business name
 - Name of the contact person
 - Phone numbers
 - Email address
 - Brief, concise summary of your proposed management plan.
- B. Provide background information on your organization including the mission and history, and any other relevant information you would like SPR to know.
- C. Proposal Questions:
1. Describe your qualifications including experience and credentials in administering a golf and/or other type of public recreation facility. (Detail: number of years, description of facilities managed, etc.)
 2. Describe your strategies to implement your management plan for the facility (How are you staffing it? What are your proposed hours of operation? How will you pay for ongoing maintenance and operation costs? Etc.).
 3. SPR requires the new contractor to provide ADA restrooms for participants. There are several ways to meet that requirement. Describe improvements you would make to meet the needs of individuals who need ADA access. How will you cover the cost of the required upgrade?
 4. What additional improvements, if any, are you proposing to make to the facility to enhance park patron's experience? Will you be securing loans or investments from third parties to finance facility improvements, required maintenance, and payment of utilities at the site? (Detail your financial institution and other funding sources.)
 5. SPR is working toward using electric equipment only in outdoor maintenance. In compliance with our goal of only operating electric leaf blowers by 2027, the contractor for the Green Lake Pitch & Putt must only utilize electric leaf blowers starting in 2027. SPR is also working on building infrastructure and moving all equipment to electric as replacements or updates are made to facilities. How will your operation meet the required deadline? How will your operation support SPR's goal of replacing all outdoor equipment with electric options?
 6. Describe your goals and objectives for the golf operation. What other activities would you propose to offer on the grounds for community and revenue generation? Describe how they align with SPR's Vision, Mission, and Equity & Inclusion statements (available on page 2).

7. Describe how you will market the activities and services offered at the site. Describe how you will address public access and create a welcoming space on the property.
 8. Describe what in-kind services and contributions in addition to the percentage of your monthly gross sales payment as consideration that you are proposing to SPR. Remember that the minimum percentage of gross sales is ten (10%) percent for the operation at the Pitch and Putt facility.
- D. Provide a detailed budget for your organization for operation and maintenance of the facility and grounds.
- E. Signed Contract Requirements Commitment Statement, see Appendix B.

APPENDIX B- CONTRACT REQUIREMENTS COMMITMENT STATEMENT

Green Lake Pitch & Putt Contract Requirements

It is understood that if selected by Seattle Parks and Recreation (SPR) for the Green Lake Pitch & Putt contract the following items are required:

- Plan, oversee, and pay for an ADA upgrade to ensure that individuals using mobility devices can access and utilize the clubhouse restroom. I will work with Seattle Parks and Recreation Planning and Capital Development staff to follow all SPR policies and procedures for this upgrade.
- By 2027 the leaf blowers utilized at the facility can only be electric. All other small equipment be transitioned to electric as it is replaced. Facility capacity for electric equipment will be taken into account and considered throughout the life of the contract.

Name:

Title:

Email:

Phone:

I agree to the above requirements and confirm that, if selected, the requirements will be met. I also understand that these are not the only terms and conditions and will agree to all requirements included in the RFP.

Signature

Date

APPENDIX C: DEFINITIONS OF TERMS

PROPERTY – Green Lake Pitch & Putt

RFP – Means this Request for Proposal for Management and Operating Agreement at Green Lake Pitch & Putt

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

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

SUPERINTENDENT – Means the Superintendent of SPR.

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

PROPOSAL – Means a written response to this RFP.

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

SUCCESSFUL PROPOSER - Means the group, individuals or entity(ies) selected through this process to manage and operate the Green Lake Pitch & Putt

THIS IS THE END OF THE RFP PACKAGE.