

**Cascade People’s Center  
Request for Proposal (RFP) for Management & Operations Questionnaire**

Please be sure to answer each question and submit with the entire proposal package by **January 10, 2023, at 3:00 pm**. No applications will be accepted after this due date and time.

Submit a cover sheet on your organization’s letterhead that includes all relevant contact information for the organization, including but not limited to, the name of the contact person and their phone number and email address, and a brief, concise summary of the proposed management plan.

Proposals (no more than 10 one-sided, single-spaced pages, one-inch margins, 12-point font) should include background information for your organization including the primary mission and history and any other relevant information. Proposals should address the topics listed in the following questionnaire:

**QUESTIONNAIRE**

	<b>Topic</b>	<b>Description</b>	<b>Scoring</b>
A	Operations and Proposed Uses	Describe the public recreational, arts and cultural, and/or environmental programming proposed by your team, entity, or organization for the Cascade People’s Center. Describe your goals and objectives for the operation and use of the building. Describe how your proposed site use will meet or exceed strategic plan and priorities established by the 2020 <a href="#">Parks Strategic Plan</a> .	20 points
B	Service Gap or Unmet Recreational Arts & Cultural, or Environmental Program Needs	Discuss how your proposed building use addresses unmet recreational, arts, cultural, and/or environmental programming identified in the Seattle Parks and Recreation (SPR) Strategic Plan. What geographic area do you anticipate attracting visitors from? What demographic or other information can you provide about your prospective user groups? How will you reach unmet communities in your identified service area?	20 points
C	Finances	The current fair market rent for the Cascade People’s Center is \$157,502.00 annually or \$13,125.00 monthly. Rent increases annually according to the Consumer Price Index (CPI). The rent can be offset by Public Benefits (see question below) ranging from 25%-75% of the total rent. How much cash rent do you intend to pay SPR? Please outline what revenue generating programs and activities you will implement. If your proposal includes more than one use, please answer the above questions for each use by activity.	20 points

D	Operations and Public Program Plan	Provide a business and operational plan for your proposal, including information on the proposed use, programs offered, anticipated numbers, hours of operations, and frequencies of visitors. Please include projected operating costs including costs of programming, staffing, and maintenance appropriate for the proposed use. What is your staffing plan for operations and maintenance (please include a proposed organization chart)? What is your health and safety plan? Do you intend, or desire, to use other areas or facilities at Cascade Park for your programming and operations? Can you provide examples of similar facilities and programs elsewhere?	20 points
F	Community Engagement and Outreach Plan	How do you plan to market your operations? Provide details of your proposed, comprehensive community outreach plan. How will the vision for your organization be communicated to the many stakeholders of South Lake Union, the surrounding community and regional recreation, environmental, cultural, and arts providers? What strategies and techniques will you employ to communicate your vision and respond to public concerns? How will you address public access and create a welcoming space within the facility? The Parks & Recreation Public Involvement Policy: <a href="https://www.seattle.gov/Documents/Departments/ParksAndRecreation/PoliciesPlanning/PublicInvolvementPolicy.pdf">https://www.seattle.gov/Documents/Departments/ParksAndRecreation/PoliciesPlanning/PublicInvolvementPolicy.pdf</a> The Inclusive Outreach and Public Engagement (IOPE) guide: <a href="https://www.seattle.gov/Documents/Departments/RSJI/GRE/IOPEguide01-11-12.pdf">https://www.seattle.gov/Documents/Departments/RSJI/GRE/IOPEguide01-11-12.pdf</a>	20 points
G	Race and Social Justice Commitment to an equitable Parks and Recreation System	The Race and Social Justice Initiative (RSJI) is the City's commitment to eliminate racial disparities and achieve racial equity in Seattle. SPR expects the proposer(s) will demonstrate an understanding of RSJI goals <a href="https://www.seattle.gov/rsji/resources">https://www.seattle.gov/rsji/resources</a> and clearly state how programming and operations will incorporate these goals. How will you measure and show that you met or are meeting these goals?	20 points
H	Public Benefit	The proposer(s) is expected to complete the Public Benefits Plan included in this package. Public Benefits can include free and reduced-price activities, existing facilities that are made accessible to the public, and programs that are created for public use. Complete the plan and write a narrative for each section of the Public Benefits Plan describing your organization's specific goals and measurable outcomes. The Public Benefits Plan offsets your cash rent. Each proposer needs to ensure that through cash rent and/or Public Benefits they meet the full fair market value of the current rent.  These terms will be finalized during contract negotiations. The selected organization will provide both an advanced plan and subsequent report on Public Benefits to SPR annually.	30 points

I	Registered WMBE	To receive these 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 January 10, 2023, at 3:00PM. SPR expects all proposer(s) to self-register at: <a href="http://www.seattle.gov/obd">http://www.seattle.gov/obd</a> . For assistance, call 206-684-0383.	3 points
Total Points			153

**PUBLIC BENEFIT PLAN**

Cascade People’s Center RFP 2022

Summary of Public Benefits

<b>Services to be Provided</b>	<b>Public Benefit Requirement as Outlined above</b>	<b>Goal Metrics/ #’s to be provided.</b>	<b>Cost/ Volunteer Time Value</b>
Public Access	Summarize above drop-in/open hours annually provided for community members to access classes, education assistance and counseling, show value and how value is calculated.		
Scholarships	Provide XX scholarships valued at \$XX each for _____ services or classes or tuition assistance		
Programs	Summarize the number and value of programs described above that will be provided annually		
Community Outreach Events	Note the number and value of events that are free/open to the public and how value was determined		
Volunteer Service Events	Summarize number of events, value, how value determined, number of comm members involved as described above currently valued at \$34.87 per hour.		
Capital Improvements	Summarize any capital improvements planned for contract period, attach detailed plan, note projected costs used as public benefit		
Specific Services to City	Describe services, goal audience, how accessed and values.		
<b>Total Public Benefit planned annually</b>			
<b>Total Fair Market Value Rent</b>	<b>Current Fair Market Value is \$157,502 annually or \$13,125 monthly. Contract amount may change based on CPI.</b>		<b>\$157,502</b>
<b>Rent Balance paid in cash</b>			

**1) Public Access:**

Public Access – General use, programs, classes, workshops, exhibits, shows, rentals, and other events and activities offered to the general public free of charge at leased space. Include the number of people served, # of events, and estimated value of such events. Classes, etc. offered on an annual basis should be described in detail with information showing how value was calculated.

**2) Scholarships:**

Scholarships for low-income individuals and underserved populations. Number of scholarships and estimated value of each provided during the reporting period should be described.

**3) Programs:**

Provision of classes, workshops, shows and camps to youth, seniors, families or other underserved populations, at leased facility, at local schools, or in partnership with other organizations. Number of programs offered, numbers of participants served and estimated value of such classes, workshops, camps, etc. should be described.

**4) Community Outreach Events:**

Provision of programs, classes, etc. for the general public at community celebrations or other locations throughout the City on an annual basis. Number of events and estimated value of such activities should be described.

**5) Volunteer Service Events:**

Provision of volunteer events or time for the benefit of students the general public and parks. Number of hours, people and total number of events should be described.

**6) Capital Improvements:**

Includes improvements or additions made without charge to the City that are beyond the required maintenance and repair activities and will remain as part of the publicly owned facility after the termination of the lease. Include a description of the type of improvements and total value. (All proposed improvements will be required to go through SPR procedures and be approved prior to any work can begin).

**7) Specific Services to the City:**

Provision of services of value provided to the City, free of charge. Type of services, number of services, number of people served and estimate value should be described.

**Community Outreach:** Your public benefit plan should include those organizations to whom you will market and advertise your services. This can be priority organizations, schools, and the general public.



I, the undersigned, attest to the accuracy and intent of the information presented herein.

AUTHORIZED SIGNATURE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

ORGANIZATION OR  
COMPANY NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE: \_\_\_\_\_

**Please be certain to provide complete contact information and attestation as prepared above.**

Add Mayoral Executive Order and Attestation Order



# City of Seattle

Mayor Jenny A. Durkan

**Office of the Mayor**  
**City of Seattle**  
Jenny A. Durkan, Mayor

## **Executive Order 2021-08: COVID-19 Vaccination Requirements for City Contractors**

*An Executive Order requiring City of Seattle contractors and volunteers be fully vaccinated from COVID-19 if their work involves being on-site or requires interaction with the general public.*

WHEREAS, in my capacity as Mayor, I proclaimed that a civil emergency exists in the City of Seattle in the Mayoral Proclamation of Civil Emergency dated March 3, 2020 by RCW Chapter 38.52, the Charter of the City of Seattle, Article V, Section 2, and Seattle Municipal Code Chapter 10.02; and

WHEREAS, the City of Seattle performs essential government services, often in-person, including but not limited to those that protect life, health and safety; and

WHEREAS, the City of Seattle does business with thousands of contractors, vendors, consultants, suppliers and other firms to provide critical goods and services, consulting services and public works/construction services; and

WHEREAS, the City of Seattle has hundreds of volunteers each year in capacities ranging from the Seattle Animal Shelter to Seattle Parks and Recreation providing essential public services; and

WHEREAS, many of these vendors, consultants, contractors and volunteers come into in-person or on-site contact with the public and with City of Seattle employees as part of their scope of work; and

WHEREAS, over 20% of City procurement dollars are spent with women- and minority-owned businesses (WMBEs) and both supporting contracting equity and prioritizing the health and safety of BIPOC communities are key City values; and

WHEREAS, COVID-19 cases have been rising nationwide and are still a risk in the City of Seattle, with the overwhelming majority of cases and hospitalizations being among the unvaccinated; and

WHEREAS, vaccination is the best tool to reduce hospitalization and death from COVID-19 and safeguards the health and well-being of our communities and mitigates the spread of COVID-19 at our worksites and in our community; and

WHEREAS, thanks to the quick and effective response to COVID-19, including City of Seattle-led drive-through testing sites, community vaccination sites and the vaccination site at Lumen Field, the City of Seattle has among the highest vaccination rates and lowest hospitalization and deaths of any major City; and

WHEREAS, the City of Seattle administered over 260,000 vaccines to 134,000 individuals, with 45% of those people from communities of color; and

WHEREAS, vaccinations are readily free and available through the City of Seattle; and

WHEREAS, on Aug. 8, 2021, coinciding with Governor Inslee and King County Executive Constantine, I issued a Mayoral Directive requiring City employees to be fully vaccinated by Oct. 18, 2021; and

WHEREAS, on Aug. 20, 2021, Governor Inslee issued [Amendment 21-14.1](#) to Proclamation 20.05 issuing a COVID-19 vaccination requirement for state employees, contractors and vendors; and

WHEREAS, on Sept. 9, 2021, President Biden signed an [Executive Order](#) issuing a COVID-19 vaccination requirement for contractors doing business with the federal government; and

WHEREAS, on Sept. 22, 2021 King County Executive Constantine signed [ACO-8-28-EO](#) issuing a COVID-19 vaccination requirement for King County contractors and volunteers; and

WHEREAS, the City recognizes the need to balance speed of roll-out with time to allow smaller firms, many of which are WMBEs, to develop procedures to track vaccination requirement compliance;

NOW THEREFORE, I, Jenny A. Durkan, Mayors of Seattle, hereby direct City departments to carry out the following orders to help combat the COVID-19 pandemic in our community and promote the health and well-being of the people of Seattle:

**A. COVID-19 Vaccination Requirement**

All City of Seattle contractors and volunteers working with executive offices and departments (“departments”) shall be fully vaccinated if the work is required to be performed in-person and on-site.

- In-person includes any situation where a contractor or volunteer interacts face-to-face with the public or other City staff, contractors or volunteers, regardless of how many other people are present.
- On-site includes, but is not limited to City property, City facilities, City rights-of-way and/or locations that require interaction with the general public. This requirement is valid whether or not other workers are present.
- The requirement applies to both indoor and outdoor worksites.
- The requirement shall apply regardless of length or frequency of work with the City, except as noted in “B. COVID-19 Vaccine Requirement Exceptions.”

“Contractor” includes:

- Providers of goods and services (vendors);
- Providers of public works/construction services;
- Consultants;



- Subcontractors and subconsultants;
- Any other individuals or entities that provide goods, services, consulting services or public works to the City of Seattle either directly or through a subcontract; and
- A person engaged to work as an employee, temporary employee or other working arrangement with any group listed above.

“Volunteer” includes:

- Any individual donating time or service to a department of the City of Seattle.

## **B. COVID-19 Vaccine Requirement Exceptions**

1. This Executive Order does not include:

- Contractors and volunteers who have a fleeting physical presence on site; aka contractors and volunteers who are present at a site for only a short period of time.
  - Examples include, but are not limited to, contractors delivering supplies by truck to a construction site where they remain physically distanced from others on the site; refuse pickup; or a driver for a contracted shipping and delivery service briefly entering a site to pick up parcels for shipping.
- Contractors or volunteers where work is always performed at a different physical location.
  - Examples include consultants who solely interact with City employees and the public through email or video calls.
- Contractors or volunteers who do not work on City projects either in-person or on-site.
  - An example: If a contractor has 100 employees, but only 10 of them work on a City project in-person or on-site, only those 10 employees must fulfill the vaccine requirement.

2. Unless approved by the City due to business necessity, contractors or volunteers who have not been fully vaccinated may not perform work for the City in-person and/or on-site.

## **C. Evidence of Vaccination**

1. To be considered fully vaccinated, a contractor/volunteer must receive a vaccination recommended by the Centers for Disease Control and Prevention (CDC) and must be 14 days past the last shot required in the vaccination series. If the CDC updates guidelines the City shall accept the updated CDC definition of fully vaccinated.

2. Contractors/volunteers must provide proof of full vaccination against COVID-19 by providing one of the following:

- i. CDC COVID-19 Vaccination Record Card, photo or photocopy photo of the card;
- ii. Documentation of vaccination from a health care provider or electronic health record;
- iii. Immunization information system record from an official state system for any state in the United States; or
- iv. For an individual who was vaccinated outside of the United States, a reasonable equivalent of any of the above.

3. A contractor may not verify individual vaccinations by obtaining only a personal attestation rather than verification of COVID-19 vaccination records as described above.

4. A City department may not verify individual vaccinations of volunteers by obtaining only a personal attestation of COVID-19 vaccination records as described above.

#### **D. Attestation and Timeline**

1. All City departments shall require contractors who are subject to this Executive Order to assume responsibility for the evidence of vaccination for every individual who meets the criteria outlined in Section A.

2. City departments must validate contractors have verified evidence of vaccination by obtaining an attestation declaration in a form prescribed by the City from contractors that declares they have verified proof of full vaccination from every individual who meets the criteria outlined in Section A.

3. City departments must obtain a copy of or visually observe proof of full COVID-19 vaccination for every person who volunteers for their department.

4. After Dec. 5, 2021, contractors are prohibited from engaging in work for a department unless the following requirements are met:

- i. By Dec. 5, 2021, the contractor must obtain a copy of or visually observe proof of full COVID-19 vaccination against COVID-19 for every current employee who is subject to the vaccination requirement in this Executive Order;
- ii. The contractor must obtain a copy of or visually observe proof of full vaccination against COVID-19 for every employee hired after Dec. 5, 2021 who is subject to the vaccination requirement in this Executive Order and submit an attestation declaration declaring the contractor has done so;
- iii. By Dec. 5, 2021, contractors subject to this Executive Order must submit to the department an attestation declaration declaring that the contractor has met the above requirements.

5. After Dec. 5, 2021, volunteers are prohibited from engaging in work for a department unless the following requirements are met:

- i. By Dec. 5, 2021, the department must obtain a copy of or visually observe proof of full COVID-19 vaccination against COVID-19 for every current volunteer who is subject to the vaccination requirement in this Executive Order;
- ii. The department must obtain a copy of or visually observe proof of full vaccination against COVID-19 for everyone who volunteers after Dec. 5, 2021 who is subject to the vaccination requirement in this Executive Order.

6. The contractor may request a limited time extension to come into full compliance. City departments may determine if this extension is possible and necessary.

7. The contractor must submit additional attestation declarations upon the request of and by the date designated by the City Department.

8. The contractor must cooperate with any investigation or inquiry the City Department makes into the contractor's compliance with these requirements, including by providing information and records upon request, except any information or records that the contractor is prohibited by law from disclosing.

9. Contractors are prohibited from providing attestations of vaccination that contain insufficient information or that they know, or should know, are based on false, misleading or dishonest grounds or information.

#### **E. Restrictions by another Governmental Agency**

1. Nothing in this order exempts a contractor or volunteer from complying with more restrictive requirements from the State of Washington, King County, or the federal government, or any other applicable governmental agency.

2. Contractors and volunteers must comply with the measures in this Executive Order, even if more restrictive than requirements from another governmental agency.

#### **F. Failure to Comply**

1. Failure by a contractor to comply with this Executive Order may result in the termination of a contract for cause, including debarment from future contracts with the City.

2. Failure of a volunteer to comply with this Executive Order may result in barring onsite work or dismissal from their role at the City.

#### **G. Implementation**

1. By Nov. 1, 2021, the City shall establish all procedures, guidelines, forms and policies necessary to begin implementation of this Executive Order. These procedures shall include assigning what department is responsible for working with what contract type.

2. The City shall update procedures, guidelines, forms and policies as appropriate.

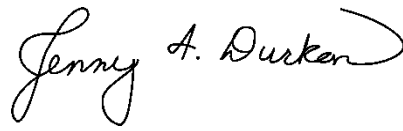
3. All procedures, guidelines, forms and policies shall keep values of contracting equity and race and social justice by offering technical assistance and outreach as appropriate.

#### **H. Termination**

1. This Executive Order shall continue indefinitely.

2. The City shall monitor future guidance and directives from Public Health - Seattle & King County, as well as the county, state and federal government to determine if termination is necessary.

Dated this 28<sup>th</sup> day of September, 2021.

A handwritten signature in black ink that reads "Jenny A. Durkan". The signature is written in a cursive, flowing style.

Jenny A. Durkan  
Mayor of Seattle



**CITY OF SEATTLE COVID-19 VACCINATION REQUIREMENTS CONTRACTOR<sup>i</sup> ATTESTATION<sup>ii</sup>**  
PLEASE FILL OUT ONE FORM FOR EACH DEPARTMENT YOU CONTRACT WITH

Contractor (business name):	
City of Seattle Contract Number(s)/Project Identifier(s)/PO# ("Contracts"; please separate each number with a comma) <sup>iii</sup> :	
Department contract(s) are with:	Seattle Parks and Recreation

**Submittal Instructions**

City staff note: This form is to be sent to prime contractors who have or may have contracted with subcontractors, suppliers, or other contractor(s) as that term is defined in the Executive Order in the performance of its city contract.

Contractor note: Prime contractors (those who contract directly with the City) must complete and return the signed attestation on or before Dec. 5, 2021. If you are unable to comply with the requirements of the Executive Order, you must immediately notify in writing the City contact for your City of Seattle contract(s).

By this Attestation, I, (Name) \_\_\_\_\_, the (Title) \_\_\_\_\_ at (Business) \_\_\_\_\_ the "Contractor" named above, affirm that I am the authorized representative of the named contractor of the contract(s) identified above, and acknowledge that I have received, reviewed and understand the City of Seattle COVID-19 Vaccination Requirements for City Contractors Executive Order 2021-08. I attest that Contractor is and shall remain in compliance with the Executive Order requirements, including any amendments or clarifications.

1. As prime Contractor, I attest that I have verified proof of full COVID-19 vaccination in accordance with the Executive Order for each of my own applicable personnel. This must be done by Dec. 5, 2021 for all existing applicable personnel and upon hire for new applicable personnel thereafter.
2. As prime Contractor, I attest that I have verified that all other contractors, suppliers and vendors who are performing work onsite or in person under my contract with the City, comply with the requirements of the Executive Order. I shall require all such contractors to verify proof of full COVID-19 vaccination for each of their applicable personnel/workers in accordance with the Executive Order prior to entering the job site. This must be done by Dec. 5, 2021 for all existing applicable personnel and upon hire for new applicable personnel thereafter.
3. As the prime Contractor, I understand that if I do not verify a worker's proof of full COVID-19 vaccination in accordance with the Executive Order, that worker is considered not fully

vaccinated.

4. I acknowledge that workers for any Contractor who are not fully vaccinated may not perform City contracted work on-site or in-person, except as may be specified in the Executive Order.
5. I acknowledge that is the responsibility of the Contractor to ensure there is no interruption of service to City of Seattle if the Contractor, or any personnel of the Contractor, are precluded from performing City contracted work on-site or in-person due to non-compliance with Executive Order requirements.
6. I acknowledge that the Contractor is responsible for contacting any subcontractors and informing them of the Executive Order, and Contractors are responsible for maintaining records of subcontractors, vendors and suppliers' compliance with the Executive Order.
7. The Contractor shall submit additional signed attestations upon request and by the date designated by City of Seattle.
8. The Contractor shall cooperate with any investigation or inquiry the City of Seattle makes into the contractor's compliance. This includes providing information and records upon request, except any information or records that the Contractor is prohibited by law from disclosing.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and accurate to the best of my knowledge.

Signed on this \_\_\_ day of \_\_\_\_\_, 202\_\_, at \_\_\_\_\_, \_\_\_\_\_.  
(city) (state)

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Company/Contractor Name Street Address

\_\_\_\_\_  
Email address

\_\_\_\_\_  
City, State, Zip

<sup>i</sup> Where “Contractor” is defined as provider of goods and services (vendors, suppliers), providers of public works/construction services, consultants, subcontractors and subconsultants, and persons engaged to work as an employee, temporary employee or other working arrangement with any group listed above.

<sup>ii</sup> Public Records Act: The existence of this attestation form could be subject to disclosure under the Washington Public Records Act, RCW42.56, if requested. There are exemptions to the Public Records Act that protect the detailed information you are asked to provide in this form, but if your form is specifically requested the City will need to confirm its existence in the process of redacting/withholding the detailed information.

The City will ensure that any disclosures and redactions are done according to the law. We will make every effort to provide you a courtesy notice if information about your vaccination attestation/proof of vaccination is sought by a third-party requester under the Washington Public Records Act in such a way that will require the City to identify that the records is associated with you personally.

<sup>iii</sup> This number is the identifying number for your contract. If you do not know your number, you may ask the City staff you work with, use the City’s [contract search engine](#) (<https://sefp92cs.hosted.cherryroad.com/psp/sefp92cs/SUPPLIER/ERP/h/?tab=SEACS>) to locate the number or simply write “unknown.”