



**Seattle**  
Parks & Recreation

Healthy People, Thriving Environment, Vibrant Community

# REQUEST FOR PROPOSALS

## MAGNUSON PARK

### BUILDING 41 REDEVELOPMENT & ACTIVATION



**OPENS – MAY 8, 2026    CLOSES – AUGUST 5, 2026, 3:00 PM**

**MAILING ADDRESS AND CONTACT INFORMATION:**

Seattle Parks and Recreation (SPR)  
Magnuson Park Administration Office  
Attention: Benjamin Burtzos, Parks Concessions Coordinator  
6310 NE 74<sup>th</sup> St. #109E  
Seattle, WA 98115  
Email: [benjamin.burtzos@seattle.gov](mailto:benjamin.burtzos@seattle.gov)

You can also access this RFP packet at the Seattle Parks & Recreation Web Site:

<https://www.seattle.gov/parks/about-us/contracts-and-partnerships/partnership-opportunities/magnuson-building-18-and-41-rfps>

**WOMEN AND MINORITY BUSINESSES ARE ENCOURAGED TO SUBMIT A PROPOSAL**

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## 1. RFP INTRODUCTION AND OVERVIEW

Seattle Parks and Recreation (SPR) seeks a proposal for the redevelopment, renovation, and activation of Building 41 located within Magnuson Park. Building 41, formerly the fuel and service station for Sand Point Naval Air Station (SPNAS), is currently vacant. SPR invites organizations to submit proposals to redevelop, operate, and manage Building 41 under a property agreement with the City, and in alignment with the uses and guidelines set forth by the City of Seattle and the National Parks Service (NPS). SPR will select the proposal that best demonstrates the ability and commitment to meeting the criteria laid out in this Request for Proposal (RFP) package.

### SEATTLE PARKS AND RECREATION MISSION

Seattle Parks and Recreation is committed to providing the greatest possible public benefit to enhance Seattle's parks, open spaces, and facilities. RFP proposals are selected, in part, to reflect alignment with SPR's mission statement:

**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.**

### TIMELINE

Written proposals in response to this RFP must be submitted by **August 5, 2026, no later than 3:00PM**. Late proposals will not be accepted.

Event	Date	Location
<b>RFP Package Available</b>	May 8, 2026	
<b>Site Tours</b> These are formal tours provided by SPR staff. All visitors will be required to sign-in and all questions and answers asked during the tour will be published on the RFP web site.	June 3, 2026 – 10:00 AM June 10, 2026 – 2:00 PM	<b>Building 30            Magnuson Park            6310 NE 74<sup>th</sup> St.            Seattle, WA 98115</b>
<b>Open Houses</b> These sessions will be informal, providing teams access to the building to aid in developing proposals. All questions from these open houses will be submitted by Proposer(s) via email: ( <a href="mailto:benjamin.burtzos@seattle.gov">benjamin.burtzos@seattle.gov</a> ). These questions and respective answers will be published on the RFP web site until the deadline noted below.	June 16, 10:00 AM – 12:00 PM June 23, 1:00 – 3:00 PM	<b>Building 30            Magnuson Park            6310 NE 74<sup>th</sup> St.            Seattle, WA 98115</b>
<b>Deadline for Written Questions to SPR</b> Questions can be sent to: <a href="mailto:benjamin.burtzos@seattle.gov">benjamin.burtzos@seattle.gov</a>	July 17, 2026 – 5:00 PM	
<b>Proposals Due to the City</b> All proposals must be submitted by 3:00 PM	<b>August 5, 2026 – 3:00 PM</b>	
<b>RFP Evaluations</b> 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.	August 2026	
<b>Evaluations Team makes award recommendation to the Superintendent of SPR</b>	August 28, 2026	
<b>Superintendent announces award</b>	September 18, 2026	

<b>Anticipated Contract Negotiation Schedule</b>	TBD	
<b>Submit Agreement for City Council Approval</b>	Following conclusions of negotiations	
<b>Anticipated Contract Execution</b>	Following City Council approval	

ALL DATES ARE ESTIMATED AND SUBJECT TO CHANGE

**BASIS OF SELECTION**

The RFP packet will be publicly advertised and made available per the schedule above and will also be posted on the SPR website: <https://www.seattle.gov/parks/about-us/contracts-and-partnerships/partnership-opportunities/magnuson-building-18-and-41-rfps>.

SPR will review and evaluate the submitted proposals based on the proposer’s response to the Proposal Questionnaire outlined in this RFP.

Selection of the successful proposal will be determined through an evaluation of the Proposer(s)’ ability to fund, redevelop, and renovate Building 41; and to operate recreational, arts and cultural, and/or environmental programing based on the information submitted within the proposal.

A panel consisting of SPR staff and community members will review and evaluate proposals submitted by the due date. SPR staff will score the proposals, determine the highest qualified and responsive proposals, and will interview the proposer, if interviews are necessary. SPR will then make a final recommendation regarding the award to the most qualified service provider offering the best services and management plan to SPR and park users.

The review panel will score each proposal per the criteria outlined in Section 6 and may invite top candidates to an 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 Parks and Recreation.

The Superintendent will, at his/her 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 to be in the best interest of SPR. If 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 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.

**2. OBJECTIVES & PURPOSE**

**SUMMARY OF OBJECTIVES**

SPR’s objectives for Building 41 at Magnuson Park are listed below:

- Restoration of Building 41 and all building systems to attain a Certificate of Occupancy;
- Renovation and activation of premises to ensure positive park activation through the duration of a long-term agreement; and
- Operation, routine maintenance and custodial care of Building 41.

## **PURPOSE OF THIS RFP**

Through this RFP, SPR is seeking a proposer(s) that can make a significant capital investment in exchange for a long-term Agreement. SPR does not have designated funding for this redevelopment; therefore, proposals should also include an adequate and well-defined funding plan for the redevelopment.

The successful proposer(s) will be invited to negotiate an agreement under which the proposer(s) will redevelop, operate, and manage Building 41 for the approved use and programming for a term that is commensurate with the Proposer's financial commitment. Specific terms and conditions of a property agreement are negotiable. Fair market rent may be partially offset by capital improvement costs.

## **AGREEMENT DURATION**

Once a successful proposer is selected, SPR will negotiate a long-term agreement with the proposer through the Magnuson Park Administration office. Specific terms of this agreement will be negotiated between SPR and the awarded proposer, and the agreement will be subject to City Council approval.

## **BACKGROUND**

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

- Vision: Healthy people, Thriving Environment, Vibrant Community.
- 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.
- Core Values: Equity, Access, Opportunity, & Sustainability
- Land Acknowledgement: Seattle Parks and Recreation acknowledges and affirms the indigenous Coast Salish as the original caretakers of our waters and landscape, who nurtured and shaped today's parkland. We honor their legacy with gratitude and appreciation and will safeguard their knowledge and stewardship as enduring treasures to promote community welfare, cultivate inclusive expressions of nature and recreation and commit to land acknowledgment for each ensuing generation.

## **3. DESCRIPTION OF PREMISES**

### **General Description:**

Building 41 was the base Service Station. It was originally built in 1939 and has had a series of additions. It has a bay on the west side, now used for storage, the office area, a single bay and a double bay, added at different times. There is an exterior canopy that used to be the gas pump area.

Floor elevation varies between the bays. It also has an exterior covered area, where the gas pumps were originally situated. The building was recently used by the Park's maintenance crews.

On the north side of the building, there is approximately a 35-foot driveway cover supported by two outboard masonry columns at the north end, and the north wall of the Service Station building at the south end of the driveway cover.

It is believed that one of the two columns was struck by a City of Seattle maintenance vehicle in or around 2010, which may have contributed to some structural weakening.

The above description and additional information is available in "Sandpoint 18 & 41 Building Condition Assessment" from OAI Architecture & Planning (see Appendix C). All background information provided

by SPR, including but not limited to this RFP, are provided solely to provide general background. This RFP and other background documents are not a promise that any condition exists or will exist at Magnuson Park Building 41. Information provided by SPR is not intended to be complete and should not be considered a substitute for each proposer(s)' own due diligence.

#### **4. REQUEST FOR PROPOSAL: GENERAL INFORMATION**

**Please be sure to answer each question and submit with the entire proposal package by August 5, 2026, at 3:00 pm. No applications will be accepted after this due date and time.**

##### **RFP EVALUATION PANEL**

A diverse panel will review the qualified proposals submitted for the RFP. The panel will score the proposals, determine the highest qualified proposal, interview the proposers if necessary, and make a final recommendation to the Superintendent regarding the award. The proposal receiving the highest score is not guaranteed to receive a recommendation for award.

##### **PRE-PROPOSAL OPEN HOUSE AND SITE BUILDING TOUR**

SPR shall conduct a pre-proposal open house and site tour at the time, date and location indicated. Proposer(s) is/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 open house. Questions and issues raised during the open house and tour will be transcribed by SPR into written format and provided to all Proposer(s) via the RFP website listed in this document.

##### **CHANGES TO THE RFP BY ADDENDA**

SPR may make changes to the RFP through written Addenda. Addenda will be posted by SPR to the Building 41 RFP website 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 Building 41 RFP website 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. The Parks Concessions Coordinator may reject the proposal if it does not fully respond to a matter incorporated by an addendum.

##### **CHANGES OR CORRECTIONS TO PROPOSAL PRIOR TO 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.

##### **SPR RIGHTS RESERVED**

SPR reserves the right to reject all proposals and to re-advertise this RFP 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 Proposals for further negotiation.

## **PROPERTY DEVELOPMENT EXPECTATIONS AND PREVAILING WAGES**

SPR expects the property to be developed at the Proposer(s)' sole cost and expense from the building's current condition to fully operational as described in the proposal within a mutually agreeable time frame. The Proposer and its contractor(s) will be required to pay prevailing wages in accordance with Washington's Prevailing Wage Statute, RCW 39.12, as a condition of any costs for construction, alterations, or improvements being eligible for a partial offset against fair market rent. The Proposer must address all aspects of funding, design, permitting, construction and staging for operation within the time frame. The proposal should clearly show the Proposer(s) schedule for making the facilities fully operational for the proposed range of arts, recreation, or environmental stewardship programs or other SPR amenities.

## **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 Proposal Submission. Only the specific records or portions of records properly listed on the Proposer(s)' Submission 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 Proposal Submission, 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**

### **QUESTIONS**

Proposer(s) may submit written questions to the Parks Concessions Coordinator until the deadline stated on page 2. All questions must be submitted through e-mail to: [benjamin.burtzos@seattle.gov](mailto:benjamin.burtzos@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 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. Telephone questions seeking interpretation of the RFP cannot be accepted.

Unless authorized by the RFP Contact, no other City official or employee may speak for SPR regarding this solicitation until 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.

### **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.

### **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 INTERESTS**

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 Proposals. The City shall make sole determination as to 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 include but are 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 206-684-4525.

## **ETHICS CODE**

Familiarize yourself with the City Ethics code: [http://www.seattle.gov/ethics/etpub/et\\_home.htm](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 ethics 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 Submission within your 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. SUBMISSION INFORMATION

**Please be sure to answer each question and submit with the entire proposal package by Wednesday, August 5, 2026, by 3:00 pm.**

SPR has provided key documents, technical specifications, and other supplemental information on Building 41 at the RFP website: <https://www.seattle.gov/parks/about-us/contracts-and-partnerships/partnership-opportunities/magnuson-building-18-and-41-rfps>

All background documents provided by SPR are provided on an informational basis only to assist Proposer(s) but are not intended to be a substitute for each Proposer(s)' own due diligence. SPR disclaims any warranties or representations that the information is complete for any Proposer(s) intended uses, and Proposer(s) are encouraged to seek additional information as appropriate for their proposal.

### REQUEST FOR PROPOSAL FORM

#### A. OVERVIEW AND PROPOSED USES

Describe the public programming proposed by your organization for Building 41. Describe how your proposed building reuse will meet goals and objectives established in:

- SPR's mission and values
- 2012 Magnuson Park Strategic Plan
- Other Magnuson Park Planning Documents

13% of total score

#### B. REGIONAL PROGRAM NEEDS

What is the anticipated demand/need for your proposed use? What geographic areas do you anticipate attracting visitors from? What demographic or other information can you provide about your prospective user groups? Can you provide examples of similar facilities elsewhere?

5% of total score

#### C. BUSINESS AND STAFFING PLANS

SPR expects that Proposer(s) will implement their plans as described in their responses to questions A & B.

- Describe your plan to market your services, products, and operations.
- What is your staffing plan for operations and maintenance? Please include a proposed organization chart.
- What is your safety plan?
- Do you intend to use other areas or facilities at Warren G. Magnuson Park for your programming and operations? If so, please explain.

8% of total score

#### D. PLANNING, DESIGN AND CONSTRUCTION

Provide a description of the proposed project and design development drawings that include:

- Conceptual schematic design drawings and/or other graphics
- Site plan
- Floor plans and square footage of all activity areas by proposed public programming activity section. Include the proposed location(s) of all internal and exterior building improvements

- Elevation drawings of any indoor and outdoor facilities
- Internal building room layouts and dimensions
- Outline of construction specifications
- Identification of the basic construction materials
- Site improvements (walkways, decks, landscape areas, etc.)
- Access routes and a parking plan

All designs and plans must comply with all applicable laws and regulations, including, but not limited to, the Americans with Disabilities Act (ADA) and its design standards under both Titles II and III.

Additionally, please describe any contingencies that you desire or may affect the project.

13% of total score

#### **E. CONSTRUCTION PHASING PLAN**

Provide a construction phasing plan if building redevelopment is anticipated to occur over several months or years. The phasing plan must identify land use, permitting, demolition, construction, operations, and the specific building area by year of outlined project. The phasing plan must also identify specific building elements which would be repaired or fully replaced to stabilize the building prior to future phases.

5% of total score

#### **F. ENVIRONMENTAL AND ENERGY EFFICIENT DESIGN AND CONSTRUCTION**

How will the environmental sustainability of Building 41 be improved, both in design and redevelopment? Describe any and all contributing features (such as improved insulation and energy-efficient building systems), environmentally responsible designs, and other methods you intend to employ.

3% of total score

#### **G. HISTORIC PRESERVATION**

How will the project preserve key architectural features of Building 41? What is the plan to publicly recognize the historic significance of the former Naval Service Station? Will you be pursuing Federal Historic Preservation tax credits as part of your financing plan?

3% of total score

#### **H. FUNDING OF CONSTRUCTION AND OPERATIONS**

What is the estimated project cost? Please include the name and firm of the project estimator. Please break down project cost by category. What is the specific project funding plan? Please include cash on hand, financial letters of credit, letters of loan amounts, etc. What current resources have been secured for the proposal? What is/are the source(s) of your funding (bank loans, public investment, personal capital, etc.)?

Clearly explain the timing and contingencies of your operations funding plan, and how you will fund subsequent operations of proposed public programming. What revenues do you anticipate generating from programming and other uses? How do you plan to fund facilities management, maintenance, staff, and operations?

Please demonstrate that you have secured appropriate funding which meets the project schedule you propose and state any special conditions or requirements of your funding. Provide financial statements and relevant information to demonstrate the ability to finance and complete the proposed project. Please explain how you will fund the proposed improvements, including the identity of any third party that will provide financing for the project and the nature and timing of their commitment.

24% of total score

**I. COMMUNITY OUTREACH PLAN**

Provide details of your proposed comprehensive community outreach plan. How will the vision for improving and redeveloping Building 41 be communicated to the many stakeholders at Magnuson Park and the surrounding community?

Please refer to the following resources:

- The City of Seattle’s Race and Social Justice Initiative
- The Seattle Parks and Recreation Public Involvement Policy
- The City of Seattle’s Inclusive Outreach and Public Engagement (IOPE) guide

3% of total score

**J. PUBLIC BENEFIT**

SPR seeks Proposers who will provide a measurable public benefit as part of the development and ongoing operations in Building 41. Please describe how public benefit is outlined in your team proposal. What kind of reduced-cost access will you provide? How will you document and report public benefits to SPR and the community at large?

13% of total score

**K. PROJECT TEAM AND ORGANIZATIONAL STRUCTURE**

Successful building redevelopment and operation of public programming in Building 41 will require an experienced team, entity, or organization with financial resources and experience in facility development and operations. Please provide a detailed description of your proposed lead entity or organization and project team including a list of key team members, their experience and qualifications, and business references for each. Please indicate how the lead organization will be structured. If your proposal includes multiple organizations, please indicate how the overall group will be organized and how the member organizations will interface.

10% of total score

**L. WOMEN/MINORITY-OWNED BUSINESS**

The City of Seattle defines WMBE firms as state-certified or self-identified firms at least 51% owned by women and/or minorities. Your organization must be registered as a Women & Minority-Owned Business (WMBE) with the City of Seattle prior to the RFP due date of August 5, 2026, at 3:00 PM. SPR expects all firms to self-register at: <http://www.seattle.gov/obd>. For assistance, call 206-684-4525. NOTE: There is no bonus or penalty associated with this category, but it will be considered.

## **7. AWARD & AGREEMENT EXECUTION**

### **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.

### **REQUISITE SUBMISSIONS**

A successful proposer must plan on providing to SPR prior to signing the contract:

1. Acceptable proof of insurance approved by City of Seattle Risk Management department.
2. A copy of a current City of Seattle Business license.
3. A copy of a current Seattle-King County Public Health license (if relevant).

### **AGREEMENT LIMITATIONS**

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.

### **INSTRUCTIONS TO THE SUCCESSFUL 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 an Agreement (depending on the successful proposal) at the sole discretion of the SPR Superintendent. 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 PROCEDURES**

Completed proposals are due by the date specified on the RFP schedule. The Superintendent's selection of a successful Proposal is anticipated to occur **by September 18, 2026**, and 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 mailed or delivered to the Superintendent within seven (7) days of notification of the selection. A Proposer's failure to submit a timely notice of appeal constitutes that 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**

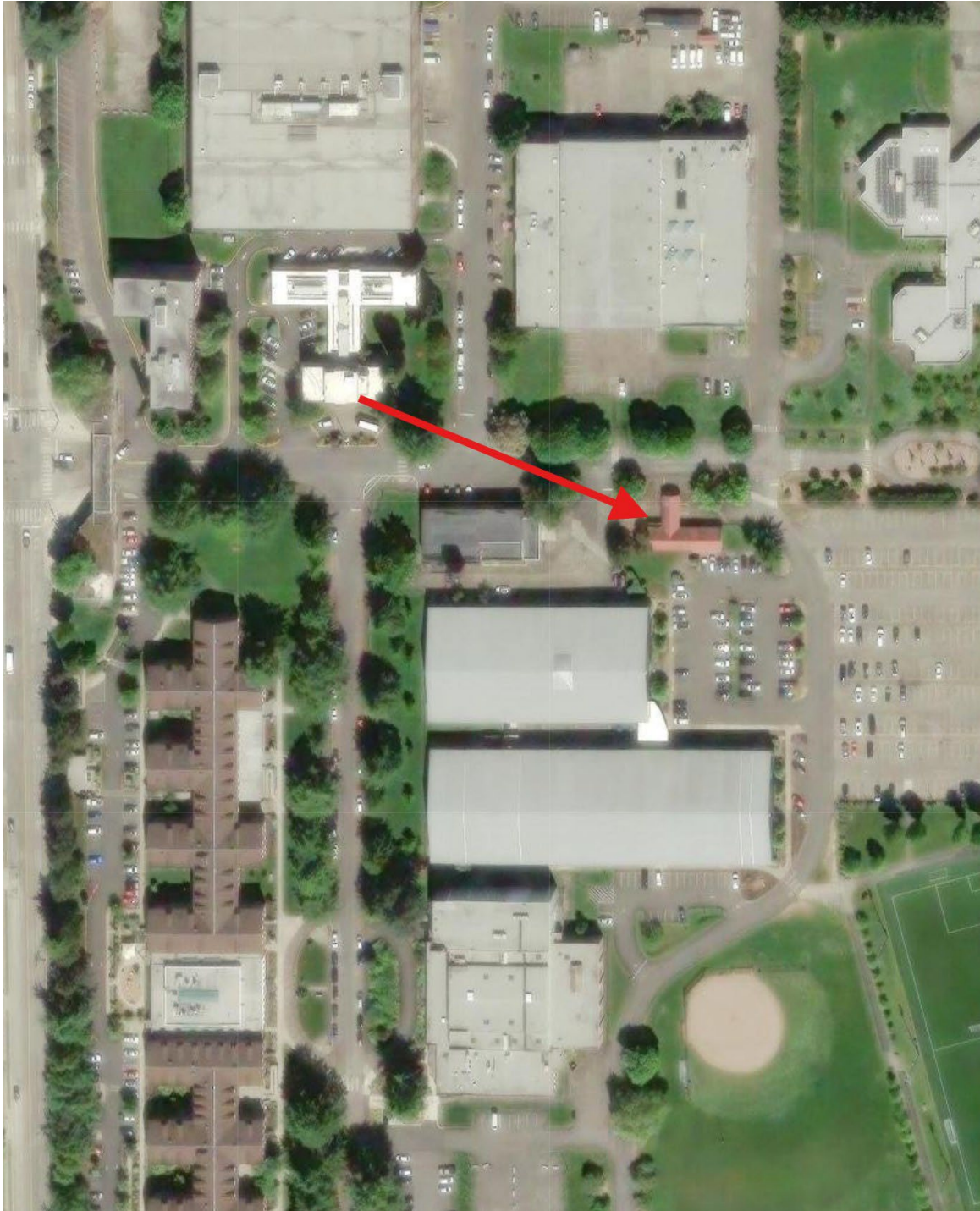
**APPENDIX A: MAP AND PHOTOS OF BUILDING 18/HISTORIC SERVICE STATION**

**APPENDIX B: DEFINITIONS OF TERMS**

**APPENDIX C: RELEVANT DOCUMENT LIST**

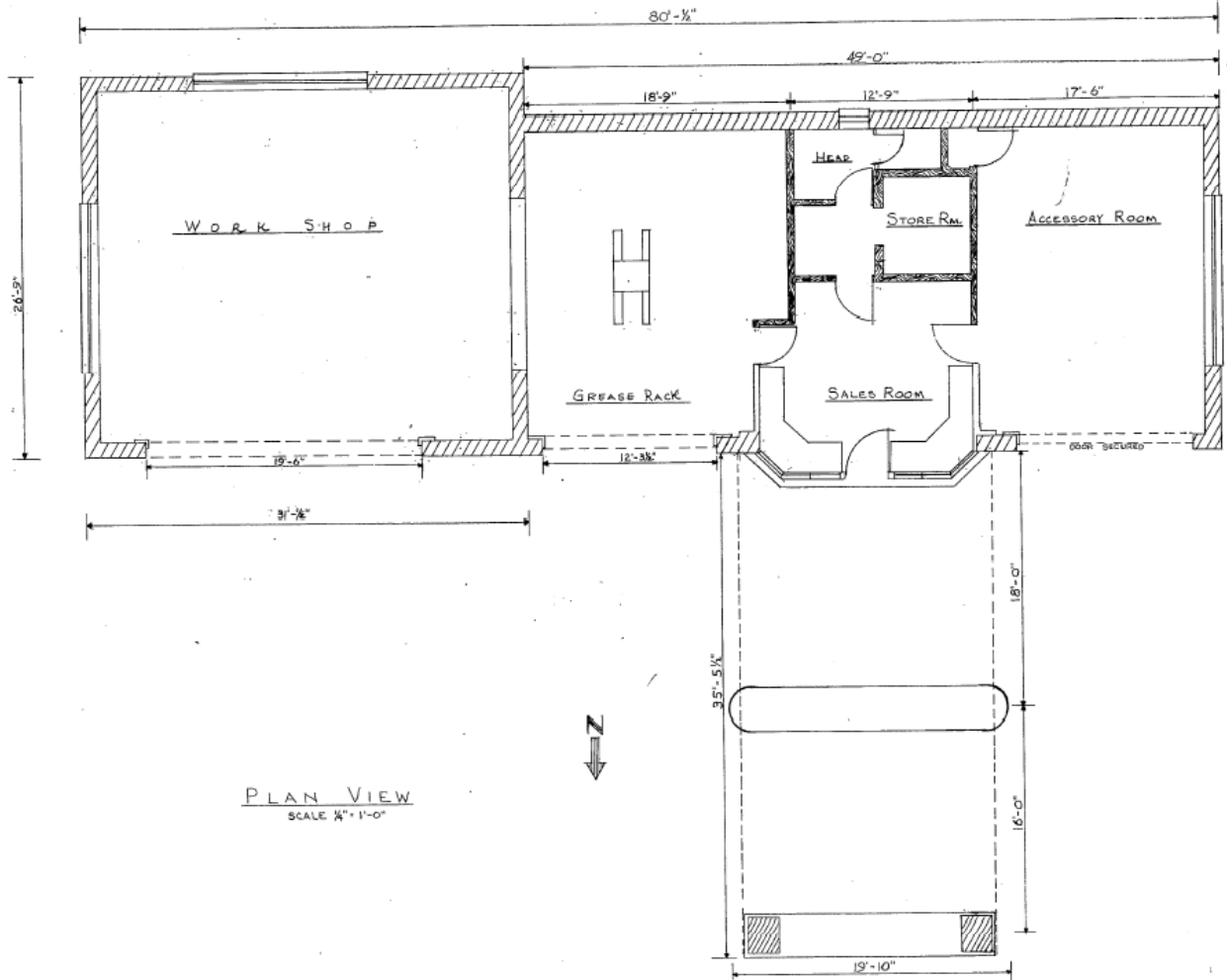
**APPENDIX D: SIGNATURE PAGE**

**APPENDIX A: Map of Building 41 (Historic Service Station)**



**Location of Building 41 within Warren G. Magnuson Park  
(North oriented to top; Sand Point Way along left side of image)**

**South side (facing Tennis Center Sand Point)**



**North side (facing NE 74th St)**











## **APPENDIX B: DEFINITIONS OF TERMS**

PROPERTY – Magnuson Park Building 41, 6327 NE 74<sup>th</sup> St, Seattle, WA, 98115

RFP – This Request for Proposal for Development and Activation at Magnuson Park Building 41

CITY – The City of Seattle, a municipal corporation, its various departments, officers, officials, and employees

SPR – The City of Seattle's Department of Parks and Recreation

SUPERINTENDENT – The Superintendent of Seattle Parks and Recreation

PARK – Warren G. Magnuson Park, 7400 Sand Point Way, Seattle, WA, 98115

PROPOSAL – A written response to this RFP

PROPOSER – An individual, group or entity submitting (or in the process of submitting) a written response for the RFP

SUCCESSFUL PROPOSER – The individual, group, or entity selected through this process to redevelop and activate Magnuson Park Building 41

### APPENDIX C: RELEVANT DOCUMENT LIST

Document Title	Year	Legislation Reference
Community Preferred Reuse Plan for Sand Point	1993	
Sand Point Physical Development Management Plan	1997	Res. 29429
Final Design Guidelines Manual for Sand Point/Magnuson Park	1997	Res. 29624
Sand Point Historic Properties Reuse and Protection Plan	1998	Res. 29725
Public Benefit Conveyance & Quit Claim Deed	1999	
Report to the Mayor and City Council - Sand Point Blue Ribbon Committee	1999	
Magnuson Park Concept Plan	1999	Res. 30063
Signage & Wayfinding Master Plan for Warren G. Magnuson Park	2004	
Warren G. Magnuson Park Master Plan	2008	
Naval Air Station (NAS) Seattle Historic District	2010	
Sand Point Naval Air Station (NAS) Landmarks Preservation District	2011	
Warren G. Magnuson Park Strategic Development Plan	2012	
U.S. Department of the Interior, Section 106 Guidelines		
Design Guidelines - Sand Point Naval Air Station Landmark District	2013	
Controls and Incentives - Sand Point Naval Air Station Landmark District	2013	
Sandpoint 18 & 41 Building Condition Assessment	2026	

Digital copies of these documents are available on the [SPR Partnerships Website](#) or by request from the Magnuson Park Administrative office. Please email Ben Burtzos ([benjamin.burtzos@seattle.gov](mailto:benjamin.burtzos@seattle.gov)) with document requests.

**APPENDIX D: SIGNATURE PAGE**

Proposal Signature: Please include the following template on your proposal to formalize the submission. Any proposal without a signed proposal submission will be deemed incomplete and ineligible for consideration.

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

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization/Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Telephone & Email: \_\_\_\_\_

Please be certain to provide complete contact information and sign the Questionnaire.

**THIS IS THE END OF THE RFP PACKAGE.**