



# CITY OF LAKE STEVENS

## Cedarwood Partnership

### Request For Proposal

January 12, 2023

## 1. Project Background and Description

### Lake Stevens Background

The city of Lake Stevens (Lake Stevens) has been one of the fastest growing communities in Snohomish County over the last decade. The city will grow to a population of over 50,000 and provide approximately 8,000 jobs by 2044. People live in Lake Stevens because of the strong sense of community, excellent schools, proximity to regional employment and relative affordability. Residents and tourists enjoy easy access to many recreational opportunities such as the city's modern parks, the lake and Centennial Trail. Businesses locate here because of the city's access to major transportation routes and its growing population. City officials have prioritized improving parks and recreation facilities including indoor spaces as Lake Stevens, with a population of 40,000, continues to grow.

### Project Description

Mercy Housing and a local homeowners' association transferred the Cedarwood Clubhouse to Lake Stevens in mid-2021. The 5,000 square foot facility, located within a lower-income area of the city (on the corner of 5<sup>th</sup> Place SE and 101<sup>st</sup> Ave SE), was closed due to security concerns. The city has a vision to renovate the building and turn it into a youth recreation facility and community center.

The city is requesting that an interested non-profit agency submit a proposal to the city to co-manage the facility. The building will include a mix of exclusive and non-exclusive space for the partnership. The building is expected to be planned and designed in 2023, with construction occurring in the summer of 2024.

## 2. Project Deliverables, Timing and Budget

### Project Deliverables

1. **Project Coordination and Public Engagement** – Led by the city with participation by the chosen partner.
2. **Plan Development** – Minimum 5,000 square foot building with a possible second floor to make 10,000 square feet including an indoor gym and class space with an emphasis on youth athletics.
3. **Draft Equity Assessment** – Please describe target audience/demographics. How are you serving underrepresented communities? How will proposed uses impact needs in the community.

4. **Draft Cost/Benefit Assessment** – Provide business plan and proposed fees for services as well as proposed compensation to the City.
5. **Execute ILA** – An interlocal agreement (ILA) will be executed describing the proposed partnership; potential partners must be able to enter into an ILA with a government agency.

### Project Timing

Timing will be determined based on scope of partnership and budget. Proposals are due by 3:00pm, February 10, 2023, and interviews will be held by March 31, 2023.

### Project Budget

Budget will depend on scope of selected partner. For planning efforts, the City has an estimated \$1.2 million dollars for remodel.

## 3. Submittal and Evaluation Process

### Submittal Requirements

- The interested team must submit a cover letter (two page maximum) that summarizes interest in the project. The submittal must not exceed 10 pages including resumes, references and related project experience (this excludes the cover letter, table of contents and section dividers).
- Qualified teams must provide space needs to help in the development of the architectural plans.
- Qualified teams must identify the project manager, key personnel, sub-consultants and provide a biography and credentials for the same.
- Qualified teams must document the relevant experiences of key personnel and provide specific examples and work summaries for past projects of similar size and scope and be prepared to submit a sample deliverable upon request.
- Qualified teams must provide a detailed scope of services indicating how they propose to undertake this project and public involvement.
- Qualified teams must include a detailed project schedule and statement identifying project milestones and how they can meet the project deadline from when the building is completed.
- Qualified teams must provide a minimum of three references for past projects of similar size and scope.
- Qualified firms / teams must submit their electronic proposals by **3:00pm, February 10, 2023**.

### Evaluation and Selection Procedure

Lake Stevens will evaluate all proposals based on expertise of the qualified firms or assembled teams, references, written proposal responsiveness, past experiences on past projects of similar size and scope, proposed financials and schedule and ability to meet the timeline presented with proposal. After proposals are evaluated, the city may interview finalists or select

a preferred candidate based on the materials submitted. The final step will be a notice to proceed.

## **4. Project Contact**

### **Project Contact**

For further information on this project, please contact:

City of Lake Stevens Parks and Recreation

Sarah Garceau, *Parks and Recreation Director*

1812 Main Street (delivery address) or P.O. Box 257, Lake Stevens, WA 98258

Phone: 425.622.9450 direct line

Email: [sgarceau@lakestevenswa.gov](mailto:sgarceau@lakestevenswa.gov)