



One Community Around the Lake Parks and Recreation Department

Request for Proposals (RFP) For Recreation and Concessions at Lundeen Park

Proposal Due Date: February 20, 2026

Background

The City of Lake Stevens is a rapidly growing community in Snohomish County situated west of the Cascade foothills. Lake Stevens has been taking bold steps to improve its parks and open spaces throughout the city and provide opportunities for quality community activities. The City would like to contract with a recreation and/or concession provider at the concession area at Lundeen Park. If you or an organization that you represent has an idea for a recreational rental, please submit your proposal.

Location

Lundeen Park – located at 10108 Lundeen Parkway – this waterfront park has a playground, great lawn and a basketball/pickleball court. The concession area is located on the shoreline and includes two roll up doors to provide access to customers, electricity, sink with water availability, refrigerator/freezer space and heat.

Instructions to Bidders

Thank you for your interest in providing recreation and concessions in Lake Stevens. Lake Stevens is committed to providing high-quality diverse activities to our citizens and park users. Lake Stevens is leaving the type, size and offerings to the bidder to be included in their proposal.

Proposals must be titled “Lundeen Concession Proposals” and may be emailed to parcs@lakestevenswa.gov or deliver to 2306 131st Ave NE, Lake Stevens, WA 98258. All proposals must be received by the City no later than **12:00 pm, February 20, 2026**. No submittals will be accepted after this date and time.

To arrange a visit or to request additional information for Lundeen, please call 425-622-9431 or send an email to jmeis@lakestevenswa.gov.

General Specifications

Lake Stevens Parks and Recreation is soliciting proposals from individuals or organizations interested in providing recreational rentals and/or concessions in Lundeen Park. Examples of recreational rentals include paddleboard, kayak and canoe rentals. Examples of concessions include non-alcoholic refreshments such as candy, soda, ice cream, chips and other pre-packaged items.

It is the responsibility of the Bidder to verify that the space is adequate to support their operation. No modifications or improvements will be allowed by the successful Bidder without advance written approval from the Parks and Recreation Director.

Statement of Proposals

The submitter shall prepare a statement of proposal which identifies:

1. An identification of the size, stability, and capacity of Bidder or Bidder’s organization including (1) total number of years in operation, (2) any experience in the given recreational rental to be offered.
2. A minimum of three references for Bidder.
3. Submitter shall prepare a document identifying a description of rentals and concessions to be provided under the Concession Agreement between the City of Lake Stevens and Bidder which will become Exhibit A

to the agreement, including:

4. Specifically outline a proposed business plan including fees to the public for participation and payment to the City for use of space. Include a yearly projection of all revenues, expenses and payments to the City. Examples include percentage of sales, or a flat rate, monthly.
5. Identify Submitter's ability to comply with the City's insurance requirements.
6. A proposed list of the dates and times of operation, including any anticipated dates the rentals will not operate, such as holidays, or winter months. A list of subcontractors and/or partners, if any, and their specific roles regarding the operations.
7. Identify the area(s) that would be used at the park, such as indoor use of the concession area and/or any outdoor use around the area. Also identify any need for utilities, such as electric or water access. Attach a map to clearly show any locations outside of the concession stand.

Please date your proposal, and provide your name, address, and your company or organization name.

Selection of Successful Bidder

Proposals will be evaluated and scored as follows:

Evaluation Criteria	Points
Compatibility With The Site	10
Payment to the City	15
Offerings to the Public (recreation and concession type)	20
Access to the Public (operational hours/days)	20
TOTAL	65

Terms of Proposed Concession Agreement if Proposal is Successful

The successful bidder will enter into a contract with the City of Lake Stevens.

License

If your proposal is accepted, the Licensee shall obtain a City of Lake Stevens business license in accordance with the requirements of LSMC 4.04.030 prior to opening operations and maintain it for the duration of the agreement.

Insurance

Contractor is required to furnish proof of *Commercial General Liability* insurance with combined single limits of not less than \$1,000,000 per occurrence, \$2,000,000 general aggregate with an insurer having no less than an AM Best rating of A:VII and authorized to do business in the State of Washington. A \$2,000,000 products/completed operations aggregate is required for contractors that prepare food. The insurance policies shall be written on an occurrence basis. City shall be named as an additional insured and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificates of Insurance. Vendor shall provide a Certificate of Insurance with applicable Additional insured endorsements for both CGL coverage and products/completed operations with the City prior to Vendor using the Park and/or providing services. Claims-made Commercial General Liability insurance will not be accepted.

If the scope of services includes activities involving the use of automobile for transport of individuals, *Automobile Liability* insurance for ANY AUTO with a minimum limit of \$1,000,000 combined single limit is required.

All proposals submitted become the property of the City and are subject to the Public Records Act, RCW 42.56

Disclaimer

The City reserves the right to reject any or all submissions, to waive any formality in the RFP process, and to accept the proposal deemed to be in the best interest of the City. The issuance of this RFP does not obligate the City to award a contract or pay any costs incurred by respondents in the preparation and submission of their quotations.

All submittals become public records and are subject to Chapter 42.56 RCW, the Public Records Act.

Title VI Statement

The City of Lake Stevens, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat.252, 42 U.S.C. 2000d to 2000d-4, Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally assisted programs of the Department of Transportation issued pursuant to such Act, and RCW 49.60.180(1) hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex or sexual orientation in consideration for an award. During the performance of this Agreement, the consultant shall comply with all federal, state, and local nondiscrimination laws, regulations and policies, this shall include but not be limited to the following: consultant shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, the consultant shall give written notice of this nondiscrimination requirement to any labor organizations or service provider with which the consultant has a collective bargaining or other agreement.

ADA Information

Americans With Disabilities Act (ADA) Information. The City of Lake Stevens, in accordance with Section 504 of the Rehabilitation Act and the Americans With Disabilities Act (ADA), commits to nondiscrimination on the basis of disability in all of its programs and activities. The City of Lake Stevens encourages disadvantaged, minority, and women-owned consultant firms to respond. Persons with disabilities may request this information be prepared and supplied in alternate forms by contacting Maximilian Roth, ADA Coordinator at 425-622-9443 or email mroth@lakestevenswa.gov. The consultant is expected to likewise be compliant with the Americans With Disabilities Act (ADA) OF 1990, Public Law 101-336, also referred to as the "ADA" 28 CFR Part 35.