

City of Redmond, Washington
Purchasing Division, M/S: 3NFN
15670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710

Request for Proposal

The City of Redmond is currently re-advertising for proposals for an independent contractor to operate and manage a pottery studio at the Old Redmond Schoolhouse Community Center.

RFP 10562-16/CHA

The City of Redmond, Washington requests interested parties to submit proposals for the above referenced Request for Proposal.

Project Overview

The City of Redmond, Parks & Recreation Department is seeking proposals for a contractor to manage at its Old Redmond Schoolhouse Community Center to manage a working pottery studio. This facility is located at 16600 NE 80th Street, Redmond, WA 98052.

Scope of Work

The City is seeking proposals from an independent contractor (“Contractor”) to manage and supervise a community pottery studio. The City expects each proposal to demonstrate the Contractor’s experience in similar environments and mediums. The scope of work includes but is not limited to:

- Managing all operations of Clay Studio
- Recruit, hire, train and supervise staff – with the understanding that all staff are employees of the Contractor
- Compliance with state and local standards and regulations
- Communication and coordination with City and participants
- Organization, cleaning, and inventory management of equipment and rooms
- Accounting and Financial Reporting as requested by the City
- Purchasing program supplies
- Program evaluations – City staff may drop in to observe a class and there will also be feedback surveys for students to complete on the last day of class. Additionally, Contractor or will be asked to provide a quarterly report on classes, inventory and programming.

The City’s goal is to serve the community at large and make it possible for residents and program participants of all income levels and abilities to take part in studio services and program offerings. Since opening the Old Redmond Schoolhouse Clay Studio, the studio has traditionally been structured to encourage the progression of learning with planned transitions between beginner’s classes and higher level classes throughout the year – however, over half of the course offerings and most of the revenues come from children and youth summer camps. A listing of recent program offerings has been attached, as **Attachment A**, and incorporated into this RFP by this reference.

Key elements of the self-sustaining success of the Clay Studio include: offering a variety of programs that meet the community demand and keep up with new ceramic trends, offering affordable programs that meet the demographic need of Redmond and its citizens/program participants, and offering excellent customer service to all of its citizens with timely responses and personable instructors.

The Old Redmond Schoolhouse is open daily, Monday - Friday from 8:00 a.m. – 10:00 p.m. and Saturdays from 9:00 a.m. – 1:00 p.m. Proposed program offerings may not commence before or extend after this facility’s scheduled hours of operation.

Proposed Timeline

RFP Milestones	Timeline
Proposal Due	January 23, 2017
Contractor Interviews	Late January 2017
Contractor Selection & Contract Formation	February 2017
Contract Award	Mid-February 2017
Program Set-Up	March 2017
Classes Begin	March - April 2017

Pre-Proposal Walk-thru

An optional walk-thru will be conducted on **Wednesday, January 4, 2017 at 11:00 a.m.**, local time at the Old Redmond Schoolhouse 16600 NE 80th Street, Redmond, WA 98052. Contractors are asked to meet in the lobby area prior to being escorted into the Studio areas.

Due Date/Time

10:00 AM (local time) on Wednesday, January 23, 2017. The City of Redmond – Purchasing & Contracts Division must receive proposals no later than said date and time. Proposals received after such time will be returned unopened. Responses may be mailed or hand delivered to the City of Redmond Attn: Customer Service Center, Mailstop: 2SPL, 15670 NE 85th Street, PO Box 97010, Redmond, WA 98073-9710.

Response Requirements & Format

All costs for developing proposals in response to this RFP are the obligation of the Consultant and are not chargeable to the City. All proposals and accompanying documentation will become property of the City and will not be returned. Proposals may be withdrawn at any time prior to the published close date, provided notification is received in writing to the below listed City agent. Proposals cannot be withdrawn after the published close date.

- 1) Proposals must be made in the official name of the firm or individual under which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation.

- 2) Proposed Program Team
 In this section, identify clay studio director and any instructional staff and describe roles and responsibilities for each person. Be sure to include qualifications, certifications, and relevant experience.

- 3) Proposed Program Approach
 The section should include three parts:

- **Proposed Approach**
Explain your understanding of the community pottery studio services requested and your proposed approach to achieve the program goals, including some preliminary ideas for the structure of the program for different age groupings and timeframe.
 - **Preliminary Work Schedule (Operational)**
Provide a preliminary schedule that demonstrates your ability to respond to the timeframe to initiate the program March 2016-March 2017. Include proposed hours of operations and plan for the running of daily operations.
 - **Sample Class Schedule (Instructional)**
Provide a preliminary class schedule with curriculum that shows how it meets the City's goals of serving a diverse population of income levels and abilities.
- 4) **Proposed Budget, Management Fees, and Billing**
Please offer a short description of: preliminary program budget, program pricing structure, management fees, and billing. Include items such as billing frequency and fees (tuition) per student including any sliding scale or rates or discounts for multiple students from the same family and/or student scholarships, if available. Provide firm, fixed pricing in your proposal for all costs to the City.
 - 5) **Proposed Use of City Resources**
Identify and outline all City equipment usage and operational needs (i.e. fee waiver for financial support, space allocation, etc.). Existing equipment is listed in **Attachment B**. Provide cleaning and maintenance schedule of City-owned facility as well as any City-owned equipment. It is understood that Contractor will be responsible for routine equipment cleaning.
 - 6) **References** - Include a list of references (including contact name and telephone number) of at least three (3) previous or current arrangements of this nature and size that the City may use to contact for the purpose of accessing customer satisfaction and operational success. Local area references are preferred. The City reserves the right to contact references without prior notification.
 - 7) **Background Checks** - The Contractor understands that the work to be performed under an agreement with the City may involve the Contractor and/or their personnel having unsupervised access to children under sixteen years of age, developmentally disabled persons, or vulnerable adults, as those terms as defined in RCW 43.43.830. The Contractor certifies that none of its personnel who will or may be given such access shall have:
 - been convicted of any offense against children or other persons, as defined in RCW 43.43.830; or
 - been convicted of any crimes related to financial exploitation, where the victim was a vulnerable adult, as defined in RCW 43.43.830; or
 - been adjudicated in any civil action to have committed child abuse, as defined in RCW 43.43.830; or
 - had a disciplinary board final decision rendered against them or has been convicted of criminal charges associated with a disciplinary board final decision, as defined in RCW 43.43.830.
 - 8) **Insurance** – The successful Contractor will be required to provide a Certificate of Insurance along with a separate endorsement naming the City of Redmond as an additional insured party of not less than the minimum amounts identified under section 8 in the City's General Services Agreement (**Attachment C**).

- 9) The City requires three (3) printed response copies, unbound, and not exceeding a total of five (5) double sided pages which equates to a total of 10 pages of content, on 20lb white bond paper. Staff resumes may be attached to the response as an Appendix and do not apply against page count. In keeping with the City's environmental sustainability efforts, do not bind your proposal, nor include binders, report covers or unrequested indexing/divider pages. No cover letter is necessary. Use of recycled content paper is preferred.
- 10) Include a statement to the effect that respondent understands and agrees to obtain a City of Redmond business license as a requirement for performing these services. A city business license <http://redmond.gov/business/businessLicensing/>
- 11) A statement indicating the number of calendar days the proposal shall be valid. (The City's minimum number of days is 60).

Cooperative Purchase Language:

The City of Redmond has entered into intergovernmental (Interlocal) purchasing agreements pursuant to RCW 39.34 with other Washington agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the Contractor agrees to make the same bid terms and price, exclusive of freight, available to other Washington governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Contractor or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the Contractor to cover the city's contract duration (for any subsequent purchase agreements/contracts resulting from this RFP) or 60 days post award (for one time purchases).

Public Disclosure Notice

All materials provided by the Contractor are subject to State of Washington public disclosure laws. Marking the entire proposal as proprietary or confidential, and therefore, exempt from disclosure will NOT be accepted or honored, and may result in disclosure of the entire proposal or disqualification of the proposal solely at the discretion of the City. Documents identified as confidential or proprietary will not be treated as such if public disclosure laws take precedence, the information is publicly available, the information is already in the City's, the information is obtained from third parties without restrictions on disclosure, or the information was independently developed without reference to the Confidential information.

Contracting Notice

Upon selection of a Contractor, the City intends to issue a city contract which shall be used to secure these services and will be the governing document. A copy of the document is attached as **Attachment C**, General Services Agreement which is incorporated in this solicitation by this reference. No substitute terms, conditions or amendments to these terms will be allowed and may deem such a proposal as non-responsive.

Selection & Award

All interested parties are requested to provide a response containing all required elements herein to the City of Redmond at the stated address by the deadline given.

The City intends to enter into an agreement with the Contractor who offers the most creative, community friendly and fiscally responsible program that, in the opinion of the City, meets all selection and specification criteria. Upon selection of a Contractor, the City intends to enter into an agreement using its standard, General Services Agreement which shall be used to secure these services. A copy of this document is attached, as **Attachment C**, and shall be incorporated into this RFP by this reference.

The initial term shall cover a one year period. The contract may be renewed for one additional year under the existing terms and conditions by mutual agreement by the City and Contractor.

Evaluation Criteria	Weight
Program Understanding and Approach (section #3)	20pts
Qualifications & Experience of the Proposed Team (section #2)	20pts
Curriculum Development & Clay Studio Managements (section #3)	20pts
Proposed Fees, Record keeping and Reporting (section #4)	20pts
Resource Management (section #5)	10 pts
References (<i>relevant examples of recent work product of similar size and nature</i>)	10pts
Total	100pts

The City of Redmond reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this request have no appeal rights or procedures guaranteed to them.

Questions/Inquiries

Please direct any questions concerning this Request for Proposal, the City’s requirements or its evaluation process to the agent listed below. No other City official or employee is empowered to speak for the City with respect to this acquisition. Any information obtained from any other source shall not be binding and may disqualify your proposal.

RFP Content:

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RFP Mailing Address:

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PO Box 97010
Redmond, WA 98073-9710

RFP Courier Deliveries:

City of Redmond
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