CITY OF BLACK DIAMOND

August 4, 2022, Special Meeting Agenda
Council Chambers, 25510 Lawson Street, Black Diamond, WA 98010

THIS IS OFFERED AS A HYBRID MEETING AND MAY BE ATTENDED IN PERSON AT THE ABOVE NOTED ADDRESS OR BY JOINING VIRTUAL/TELEPHONICALLY. CALL IN AND JOINING INFORMATION FOLLOWS:

Zoom link to join meeting:
https://zoom.us/j/4454477047?pwd=eGxRY3ZEeU14SVM2cGRBcUxCSjdmZz09
(Note: You do not need a web cam to join the meeting, but you will need audio to hear the proceedings.)
Meeting ID: 445 447 7047
Password: Council

Telephone dial in options:
+1 253 215 8782 US (Tacoma)
+1 206 337 9723 US (Seattle)
Meeting ID: 445 447 7047
Password:426953 (phone in only)

6:00 P.M. – CALL TO ORDER, FLAG SALUTE, ROLL CALL

NEW BUSINESS

1) Review and Discussion of Draft Request for Proposal (RFP) for City Campus

ADJOURNMENT

SECTION I - GENERAL INFORMATION

City of Black Diamond (the "City") is pleased to offer this opportunity for interested parties to respond to an RFP for the build to suit of a new City Campus that would then be leased to the City with an option to purchase the land and improvements at the end of the Leased Term.

A. A Development Agreement and Long-Term Lease may be negotiated with the Proposer whose Proposal is most advantageous to the City in accordance with the selection process set forth in Section III below. Entering into the Development Agreement and Long-Term Lease with the successful Proposer is contingent upon approval by the Black Diamond City Council.

B. If negotiations are not successful with the selected candidate, then negotiations may be initiated with another Proposer until the project is canceled or an acceptable Development Agreement and Lease are executed.

C. No Proposal shall be accepted after the time and date specified in the Request for Proposal. There shall be no exceptions to this requirement.

D. News releases pertaining to this RFP, the services, or the project to which it relates, shall not be made by any Proposer without prior approval by, and then only in coordination with, the Black Diamond Mayor's office.

E. Pre-Proposal Conference: A conference to discuss questions related to this RFP shall be held at 10:30 a.m. on August 24, 2022, at City Council Chambers, located at 25510 Lawson St, Black Diamond, WA 98010.

F. In the event it becomes necessary to revise any part of this RFP, an addendum shall be provided to all Proposers who, to the knowledge of the City's Real Estate Advisor, received the original RFP. Anyone considering a response to this RFP is strongly encouraged to inquire with Long Bay Enterprises, Inc. (contact information below) prior to submitting a response to see whether any addenda have been issued for the RFP.

G. Please direct all questions and Proposals to: Long Bay Enterprises Inc., Cynthia@longbayenterprises.com, 206-937-9536. (Real Estate Advisor to the City)

Note: Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the Act, or are otherwise privileged. Proposals submitted under this RFP shall be considered public documents and, with limited exceptions, Proposals will be available upon request for inspection and copying by the public, **at the conclusion of the evaluation**, **negotiation, and award process.**

I. Proposers are urged to use recycled/recyclable products and both sides of paper for printed and photocopied materials, whenever practicable, in preparing responses to this RFP.

SECTION II – PROJECT INFORMATION

1. Project Overview

The City's current population is approximately 6,200, with significant growth expected over the next 10 years to a population of approximately _____. The City has outgrown its current facilities and is interested in creating a more cohesive City Campus that offers greater efficiencies to better serve the community and accommodate anticipated growth in staffing and services. The City desires to explore opportunities for entering into a contractual relationship with a private developer for the development of a new City Campus, to be leased on a long-term basis by the City with an option for future purchase.

2. **Site Physical and Environmental Requirements**
The City has performed a needs assessment analysis and established criteria for siting of the City Campus and has determined it desires approximately a 10-acre site, although a somewhat smaller site may be acceptable depending on the specific configuration of proposed structures and related improvements. The site must be clean of environmental contaminants.

3. **Determination of Rent Rate**
A highest and best use appraisal shall be performed upon the Proposer's receipt of Land Use Entitlements to determine the initial lease rate.

4. **Background Materials**
The materials listed below are available on the Real Estate Advisor's website longbayenterprises.com

- Needs Assessment Report
- Siting Criteria List
- Conceptual site plan
- Massing of Campus layout

SECTION III – SELECTION PROCESS

A. Proposal Review

To provide options for the City, it will, in its sole discretion, select the Proposal that best meets the City's vision, needs, and economic objectives. The City will review Proposals in light of the Needs Assessment Report, Siting Criteria List, and the Goals and Objectives and Evaluation Criteria discussed below. The City will also consider public feedback concerning the community's vision for the City Campus and the City's overall assessment of the strengths and weaknesses of each Proposal and each Proposer's qualifications and relevant prior experience in commercial property development.

B. Goals and Objectives

- To create an efficient and cost-effective City Campus that is centrally located

- To create new community space at the City Campus

- To create a City Campus that will service the population growth into the 10-year horizon and beyond

- To create a City Campus that reflects the culture and image of the City

C. Evaluation Process

This RFP outlines the information necessary to understand the selection process and the documentation required for submitting a Proposal for the build to suit City Campus.

After reviewing this RFP and attending the Pre-Proposal Conference, any prospective Proposer that determines it has the necessary expertise and experience to successfully satisfy the above-stated goals and below-stated requirements of the City, shall apply for consideration by submitting a Letter of Interest and Proposal.

For its Proposal hereunder, each Proposer shall submit to the City's Real Estate Advisor, one (1) original Letter of Interest and original Proposal. Further, each Proposer shall submit five (5) copies of both its Letter of Interest and Proposal. Each Proposal (excluding the Letter of Interest) shall be no more than ten (10) pages (five, if double-sided). Conceptual site plans submitted with a Proposal shall not count against the ten-page limit. The Letter of Interest shall not exceed two (2) pages (one, if double-sided). Following receipt of Letters of Interest and Proposals and at the City's sole discretion, the Evaluation Committee reserves the right to request additional information.

Each timely submitted Proposal that complies with the instructions provided in this RFP will be evaluated by the Evaluation Committee ("Committee"), which will consist of the mayor and staff from the City and the City's Real Estate Advisor. Some or all Proposers, at the City's sole discretion, may be requested to make an oral presentation to the Committee as part of the selection process. The Committee will review and evaluate Proposals using the evaluation criteria set forth in this RFP and with reference to the Needs Assessment Report, Siting Criteria List, and Goals and Objectives described above. At the conclusion of the evaluation process, the Committee shall make a recommendation to the City Council.

The recommended Proposer, if any, will be determined by the Committee, who will select the Proposal that it believes best meets the requirements and goals set forth in the RFP. The City Council will consider the Committee's recommendation and make the ultimate selection, if any. The City reserves the right to reject any and/or all Proposals and may cancel this RFP at any time and for any reason. By selecting among the submitted Proposals, the City does not guarantee that any project will actually be completed or constructed, as all such decisions are subject to budgetary limitations and legislative discretion.

D. Evaluation Criteria

Minimum Qualification Requirements:

Proposer Experience, Responsibility and Vision

1) The Proposer must show proof of successful completion of a project similar in size and complexity to the Proposed City Campus, in the Seattle Metropolitan Statistical Area (preferred).

2) Proposer must show, through a simple siting plan its vision for the City Campus.

3) Proposer must show evidence that the key team members have worked together on recent projects in the past five (5) years.

4) Proposer must show evidence of the apparent financial capacity of the Proposer and Proposer's financiers, if any.

5) Proposer must provide a list of at least five (5) business references.

E. Applicants' Proposals

Proposals shall be submitted according to the criteria established in this RFP. Proposals that fail to be submitted in accordance with the procedures and specified requirements herein may be considered "non-responsive" and will be subject to rejection by the City. Proposers are discouraged from submitting voluminous Proposals. All costs incurred in the preparation and submittal of a Proposal, as well as the costs resulting from on-going participation in this RFP process, shall be borne by the Proposers. The City shall not reimburse Proposers for such costs under any condition.

F. Schedule

• Issue Request for Proposal	August 15, 2022
• Pre-Proposal Conference	August 24, 2022
• Final Questions deadline	Sept 1, 2022 (5:00 p.m.)
• Due Date for proposals	Sept 20, 2022
• Determination of Selected Proposal	October 31, 2022

G. Proposal Format

Each copy of the Proposal shall include the name and address of the Proposer. Each Proposal (excluding the Letter of Interest) shall be no more than ten (10) pages (five, if double-sided). Conceptual site plans submitted with a Proposal shall not count against the ten-page limit. The Letter of Interest shall not exceed two (2) pages (one, if double-sided). The City reserves the right to request additional information following its review of the initial Proposal.

H. Submittal Elements

In order to be responsive to this RFP, the Proposer must at a minimum include the following elements of its Proposal:

- An identified property for the new City Campus.
- A proposed approximate schedule for the completion of the City Campus project.
- Team member resumes (does not count against page limits).

- A description of the significant members of the Proposer team and the role of each member.
- Documentation that demonstrates the Proposer's financial capacity to complete a sustainable City Campus project.
- An overview, which includes a simple site plan and or massing of the Proposer's proposed project for the City Campus. (Site plans and related drawings do not count against page limits.)
- One or more examples of projects that the Proposer has successfully completed that are similar in size and complexity to the proposed City Campus project.
- A list of at least five (5) business references with contact information. The City reserves the right to contact any listed references without further notice to the Proposer.

I. Submittal Process

Proposals and accompanying Letters of Interest shall be submitted in hard copy to:

Long Bay Enterprises, Inc.
320 Dayton Street, Ste. 200
Edmonds, WA 98020

Proposers are also strongly encouraged to submit an electronic copy to the following email address:

Cynthia@LongBayEnterprises.com

Submissions received after 5:00 p.m., September 21, 2022, will be considered untimely and may be rejected by the City.