

Kittitas County Bowling Alley/Festival Hall Development

Request for Proposals (RFP)

1.0 Introduction

Kittitas County (hereinafter “The County” or “County”), has hereby issued a Request for Proposals (RFP) from interested and qualified firms to assist in reviewing development proposals based upon a long term property interest in the form of a lease, lease with option to buy or purchase for remodeling the existing Bowling Alley structure to be a multi-use facility with the minimum items listed in the 2016 Event Center Master Plan. The proposed facility will provide meeting/conference room space that can be used for a wide variety of events during the Fair and also during the rest of the year, with related supporting amenities including a kitchen to allow use as a banquet and party hall, and any other reasonably compatible uses.

2.0 Background

Kittitas County purchased the Rodeo Bowl in 2015 as it was within the “footprint” of the possible expansion of the Fairgrounds and Event Center property. The 2016 Kittitas County Event Center Master Plan describes this structure as a future Festival Hall, with various features.

The objective of this RFP is to retain the services of a qualified firm to perform preliminary review of future development proposals to ensure compliance with the Master Plan and community benefit along with consideration of lease and purchase options.

3.0 Scope of Work

The following list has examples of what is anticipated to be considered in the planning but not intended to be limiting:

- 3.1 Determination of commercially reasonable value of the property in question at various times/stages in the development of the project to help the County consider pricing that is flexible and realistic.
- 3.2 Assist in developing an RFP for development of the property as described above.
- 3.3 Assessment of any proposals for development consistent with the Master Plan, including the possibility of development on a larger scale (for example, a hotel that includes the amenities and features listed in the Master Plan), and including development of criteria for assessing the proposal with regard to the possible benefits to the County and the overall merits of any proposal/proponent.
- 3.4 Legal (zoning/code) impediments to such development, and possible responses/options for compliance for such.

4.0 Proposal Requirements

The proposal shall contain the following information in the following order:

1. Introductory Letter

The introductory letter should demonstrate your understanding of the project scope of services. It should explain your approach to meet the objectives listed above in this RFP and your experiences preparing appraisals, business feasibility studies and operations plans.

2. Experience and Qualifications

This section should describe your firm's qualifications for meeting the County's objectives for this RFP. Describe your firm's experience with similar projects during the past five (5) years. Include the name(s) of the personnel who will be responsible for the work. Describe their training, education and professional experience related to working for counties and municipalities. Describe their experience in developing similar reports.

3. Professional References

Provide the names of clients to whom the firm has provided similar services including agency/company, phone number and address for the County to potentially contact during the selection process.

4. Capacity to Meet Project Timelines and Budget

Discuss your availability to perform for the duration of the contract, describe your current workload, any time constraints or conflicts, and how the goals of this part of the project can be met by March 1, 2021.

Closing Date and Submittal Requirements

Kittitas County prefers concise, purposeful submittals. Consultants are invited to submit their response to this Request for Proposals at their own cost. The submittal is limited to twenty (20) sheets submitted on single sided (or ten (10) double sided) typed 8.5" x 11" paper, and with a type size no smaller than 12 point (the page limitation does not apply to your letter of transmittal or introductory letter).

Materials submitted in response to this competitive procurement shall become the property of Kittitas County and will not be returned. All submittals received will remain confidential until Kittitas County and the successful Consultants/Engineer sign the agreements resulting from this advertisement, except that all submittals are deemed public records as defined in RCW 42.56.

Responses to this RFP and proposed personal service agreement (enclosed) are due in hand no later than 4:00 PM on Tuesday, November 24, 2020. Postmark date is not acceptable in calculating arrival within the deadline. Fax or email responses will not be accepted. Respondents will submit proposals to the following address:

Patti Johnson, Solid Waste and Facilities Maintenance Director
c/o County Commissioners' Office
205 W. 5th #108
Ellensburg WA 98926