



April 8, 2021

PROPERTY MANAGEMENT & BROKERAGE SERVICES RFP

1. INTRODUCTION

The Lynnwood Public Facilities District (hereinafter called "PFD") is initiating this Request for Proposals (RFP) to solicit responses from real estate brokers interested in providing exclusive property management and brokerage services for the Convention Plaza Shopping Center located at the corner of 36th Avenue West and 196th Street Southwest in Lynnwood, WA and provide professional services for future planning and development of the site.

The PFD purchased a total of 13 acres in 2002 and 2003 for the purpose of constructing a regional convention center facility. The Lynnwood Convention Center opened in April 2005. The shopping center was purchased to provide a location for the convention center, associated parking, and for possible expansion of the center at some future date. Currently there are 16 tenants and 85,919 square feet of leased space that includes general retail, office, restaurant, grocery, warehouse, and personal care businesses. A master plan for the property will be completed this year which will potentially include expansion of the Convention Center and increased retail space, a parking garage and housing. Until the future development occurs, the buildings will continue to be available for lease. There are four existing vacancies currently with the majority in the office space.

2. SCOPE OF SERVICES

The PFD desires to transition away from being its own property manager. The selected management firm will be contracted to assist the PFD in transitioning from serving as its own property manager and will be responsible for property management services, including maintenance and operations, property marketing, leasing and tenant coordination. The PFD will retain all accounting and financial reporting and work closely with the management firm on tenant relationships. The management firm will have an exclusive right to lease commercial and office space to new tenants as such space becomes available. The Convention Plaza complex contains approximately 85,000 square feet of leasable space. Proposals should discuss specifics of how the consultant proposes to complete each task, including the timing to make sure that it is relevant to the realities of a post-pandemic world.

- Identify key goals for each property's management performance.
- Employ, train and manage all personnel assigned to the property.
- Conduct regular strategy meetings with ownership to discuss the direction of the property.
- Assist in the creation of annual operating budgets and capitol improvement budgets.
- Assist in all tenant management from leasing to eviction, ensuring legal compliance in all actions.
- Ensure appropriate and timely responses to all repair and maintenance needs.
- Manage the contract and vendor service procedures for current and future vendors.
- Maintain effective liability claims reporting procedures and safety programs to minimize incidents.
- Provide proactive public relations services to assist in crisis management situations.
- Develop and implement an emergency preparedness plan.
- Assist in developing policies for the property to standardize expectations and communications.
- Develop marketing strategies for current and future development on the site with the objective to maximize revenue generating leasing opportunities consistent with the mission of the PFD.

As the PFD Master Plan develops, the successful bidder may be tasked to assist the PFD directly in a property development role including market research, new construction and renovations and financing to accomplish these goals. The scope may include:

- Assist in developing overall design criteria and identifying and recruiting appropriate tenants. Ensure lease requirements and legal compliance are reflected in design.
- Provide development coordination, including budgeting, scheduling and reporting.
- Coordinate insurance and risk management issues.
- Provide assistance in handling all claims and disputes.
- Assist in landlord renovations and new construction pursuant to the new design.
- Effectively collaborate with design team on design process, RFP's, capital financing and construction management.
- Assist in developing cost models and recommend partners who might more efficiently provide services or share in costs.
- Complete an equity analysis to suggest ways to increase inclusiveness and equitable uses of the property
- Provide recommendations for engaging the community in the capital renovations.

The selected firm must be licensed to do business in the State of Washington and the City of Lynnwood, and comply with all City, County, and State laws, ordinances and regulations. A minimum of five (5) years experience in the commercial property management industry is required.

The preference of the PFD is to enter into a three (3) year professional services contract with three one-year renewable options at the sole discretion of the PFD.

3. SUBMISSION OF PROPOSALS

Proposers should e-mail or mail copies to the address below no later than 3:30 p.m., Pacific Standard Time, on April 23, 2021. All proposals and any accompanying documentation become the property of the District and will not be returned.

All proposals should be labeled "Lynnwood PFD Property Management Request for Proposal" in the e-mail subject line or mail envelope. All questions should be referred to the Executive Director Janet Pope. Proposals should include the following:

- Cover letter
- General statement of team and experience
- Task area descriptions
- Project Schedule and work plan
- Fee structure
- Submission of one signed hard copy by an authorizing authority in addition to an electronic copy sent to Jpope@Lynnwoodpfd.com

PROPOSALS ARE DUE BY APRIL 23RD. NO DELIVERIES ACCEPTED AFTER 3:00 PM.

The cover letter must contain the following statements and information:

- "This proposal may be released as public information in accordance with requirements of laws covering same".
- An acknowledgement that the proposer fully accepts all terms and conditions listed in the RFP.
- Proposal and cost schedule shall be valid and binding for one hundred and eighty days (180) following proposal due date.
- Company name, address, and telephone number of submitting firm.
- Name, title, e-mail address and telephone number of person or persons who are authorized to represent the firm.
- Proposal should state the proposers federal and state tax taxpayer identification.

The Executive Director shall be the sole point of contact in the District for this procurement. All communication between the Proposer and the District shall be with the Executive Director as follows:

Janet Pope, Executive Director
Lynnwood Public Facilities District
3815 196th St. SW, Ste. 136
Lynnwood, WA 98036
Phone (425) 440-0970
jpope@lynnwoodpfd.com

4. SCHEDULE FOR PROCESSING PROPOSALS

Issue Request for Proposals	April 7, 2021
Proposals due	April 23, 2021
Proposals Reviewed	April 26- 28, 2021
Conduct oral interviews with finalist, if required	April 29, 2021
Notice of Award	April 30, 2021
Begin contract work	May 3, 2021

The District reserves the right to revise the above schedule.

5. PROPOSED FEE STRUCTURE

Propose a compensation package, outlining all service fees/costs. The PFD is open to a variety of fee approaches. The PFD will select the finalist based on the evaluation criteria but will consider the firm’s compensation proposal(s) as a “best and final offer”. Nevertheless, the PFD reserves the right to negotiate terms as needed to improve elements of the proposal to best meet the needs of the PFD, including cost.

6. PROPOSAL EVALUATION

All proposals received shall remain confidential until the contract, if any, resulting from this RFP is signed by the Executive Director of the District and the apparent successful Contractor; thereafter, the proposals shall be deemed public records as defined in RCW 42.17.250 to 42.17.340, “Public Records”.

Proposals will be evaluated by the PFD to determine which proposal, if any, should be accepted in the best interest of the PFD. The PFD, at its sole discretion, reserves the right to accept or reject proposals or parts of proposals submitted and to waive minor irregularities. Additionally, information may be requested of Proposers to fully evaluate a proposal.

An evaluation committee shall review the proposals, discuss, assess, and rank the proposals according to evaluation criteria. These rankings will be used to determine if there is a single proposal that is most advantageous and is in the best interest of the PFD. If so, the PFD may proceed with an award to that proposer.

The following criteria will be utilized to evaluate the proposals:

1. Description of services to be provided. The comprehensiveness, clarity and quality will be considered.
2. Cost and/or commission structure for proposed services. A breakdown may be provided if appropriate.
3. Company experience to include the following:
 - a. Type, size, and location of current and prior clients.
 - b. Experience representing similar properties.
 - c. Explanation of services provided to current and prior clients.
 - d. Provide a list of three (3) references for current or prior clients.
 - e. Corporate information, including financial details.
 - f. The proposed property management team (if appropriate), and their qualifications.
 - g. Quality control and supervisory process.

7. EVALUATION CRITERIA

CRITERIA	POINTS
Description of Services related to property management scope	20
Cost or commission structure	20
Ability to scale for service for scope services for future development of property	20
Experience with similar properties and clients	15
Quality Control and Management of Services	15
Presentation and professionalism	5
Experience with community engagement strategies and equity analysis	5

8. APPEALS

Proposers who wish to appeal a disqualification must submit the appeal in writing to Executive Director Janet Pope within ten (10) working days of the issue date of the Notice of Award. The appeal must describe the specific citation of law, rule, regulation or common business practice upon which the protest is based. Neither the judgement used in the scoring by individual evaluators, nor disagreement with the procurement process shall constitute grounds for appeal. The filing of a protest shall not prevent the Lynnwood PFD from executing a contract with any other proposer.

Appeals should be sent to:

Janet Pope, Executive Director
 Lynnwood Public Facilities District
 3815 196th St SW
 Suite 136
 Lynnwood, WA 98036

9. PROPOSERS COST TO DEVELOP PROPOSAL

Cost for developing proposals in response to the RFP are entirely the obligation of the proposer and shall not be chargeable in any manner to the Lynnwood PFD.

10. WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn at any time in the submission time specified in this RFP by notification in writing.

11. REJECTION OF PROPOSALS

The Lynnwood PFD reserves the right to reject any or all proposals, to waive any minor informalities or irregularities contained in the proposal, and to accept any proposal deemed to be in the best interest of the PFD.

12. PUBLIC RECORDS

RCW 42.56.070(1) requires Lynnwood PFD to make available for inspection and copying nonexempt "public records" in accordance with published rules. The act defines "public records" to include any "writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained" by Lynnwood PFD regardless of physical form or characteristics. A "public record" can be any writing "regardless of physical form or characteristics." RCW 42.56.010 (3). "Writing" is defined very broadly as: "... handwriting, typewriting, printing, photostating, photographing, and every other means of recording

any form of communication or representation including, but not limited to, letters, words, pictures, sounds, or symbols, or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including existing data compilations from which information may be obtained or translated." RCW 42.56.010(4). An email, text, social media posting, and database are therefore also "writings."

Under Washington state law, the documents submitted in response to this Request for Proposals (the "documents") become a public record upon submission to Lynnwood PFD, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of law. If the Lynnwood PFD receives a request for inspection or copying of any such documents provided by a proposer in response to this RFP, it will promptly notify the proposer at the address given in response to this RFP that it has received such a request. Such notice will inform the proposer of the date Lynnwood PFD intends to disclose the documents requested and affording the proposer a reasonable opportunity to obtain a court order prohibiting or conditioning the release of the documents. Lynnwood PFD assumes no contractual obligation to enforce any exemption.

13. CONTRACT AWARD AND EXTENSION

Lynnwood PFD reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be initially submitted on the most favorable terms the proposers can offer. It is understood that the proposal will become a part of the official file on this matter without obligation to the Lynnwood PFD.

The proposer selected will be expected to enter into an agreement with the Lynnwood PFD. If the proposer fails to sign a contract with the Lynnwood PFD within five (5) days of the final contract then the Lynnwood PFD may cancel the award and award the contract to the next highest-ranking proposer.

