

Request for Proposals

Overview

The Burke Gilman Place Public Development Authority (PDA) Board of Directors is interested in contracting with a firm to provide program and administrative coordination services for the organization. The PDA is a public authority created by the City of Seattle to develop housing and related community services on former Coast Guard property in northeast Seattle. At present, the property includes affordable housing for both disabled and non-disabled individuals and families, Ronald McDonald House facilities, and a child care center. The board's current responsibilities include management of the property's common areas, with a particular focus on safety and neighborhood quality of life.

The board consists of nine members and generally meets once a month. The firm providing program and administrative coordination will be responsible for implementing the board's decisions with respect to the PDA's responsibilities and growth strategies. The firm will also be responsible for ensuring that the PDA meets all government reporting requirements, coordinating the activities of the board with the City of Seattle, and providing administrative support to the board. The firm will also serve as a point of contact for the PDA — this will include coordination with service providers, research, project implementation, and property management-related duties.

Scope of Work

The contract hours will vary month-by-month, ranging between 15 to 25 hours on average. The scope of work will include the following:

Administrative Coordination

- Provide support to the board by coordinating meeting times and dates; preparing meeting agendas and support materials; attending meetings; and preparing, distributing, revising, and archiving meeting minutes
- Store archives and records
- Publicize annual meetings twice yearly
- Coordinate recruitment of new board members with Mayor of Seattle's appointment secretary
 - Prepare nomination packets for the Mayor of Seattle
 - Attend confirmation hearings
- Draft official correspondence on behalf of the board as appropriate

- Maintain official records and documents and ensure compliance with federal, state, and local regulations
 - File Annual Report with the City of Seattle
 - File Economic Disclosure Statements with the city annually, including follow up with board members as required
 - File Audit with the city annually
 - File Utilization Report with the federal government annually

Financial

- Maintain records for checking and investment accounts (recording payments, checks written, interest/dividend income, reconcile bank statements)
- Prepare and deliver monthly financial report to Board of Directors
- Prepare annual budget
- Coordinate preparation of annual audit with CPA
- Work with state auditor (when Washington State audits the PDA)
- Pay invoices and bills in a timely manner
- Issue invoices to property users

Project/Property Management

- Follow up on board decisions concerning various issues as they arise
- Collect bids for repairs to common areas
- Schedule and oversee on-site repair and construction projects
- Research questions concerning jurisdiction, regulations, and other issues
- Contact community agencies about partnership opportunities
- Obtain permits from city departments for projects
- Negotiate issues and questions concerning utilities

Community Engagement

- Serve as a point of contact for the PDA
- Assist the board in preparing for, planning, and implementing community engagement events
- Assist the board in developing a website

Application Process

Please send us a description of your proposed approach, your qualifications and your previous experience on similar projects, three references, and a résumé for project team members and their proposed roles.

The budget available for this contract is approximately \$15,000 per year. In your response, please include a budget that describes the services and associated number of hours that you would provide per month within this budget.

The PDA may make the selection based solely on a ranking of the proposals, or the selection process may include an interview of the most highly qualified firms. The PDA reserves the right to reject any or all proposals, waive informalities, or to accept the proposal which appears to serve the best interests of the PDA.

For consideration, please submit your proposal by August 31, 2010, via email or standard mail, using the contact information below. Electronic submissions should be in MS Word or PDF format.

Beka Smith
Clegg & Associates
1904 Third Ave, Ste 925
Seattle, WA 98101
bsmith@cleggassociates.com

We will not consider submittals received later than 5:00 pm (Pacific) on Tuesday, August 31, 2010.

Questions regarding this RFP should be directed solely to Beka Smith, via email to bsmith@cleggassociates.com or at 206.448.0878, Ext-201.