File

AGENDA

Municipal Facilities Committee Meeting
Thursday, April 28, 2011
6:00 p.m. – 7:15 p.m.
City Hall North Conference Room

1. **Call to Order**

2. **Approval of minutes of the March 24, 2011 meeting.** OKed w/ additional sentence

3. **Discussion- Des Moines Beach Park and Marina Business and Redevelopment Plan.**
   a. **Site Maps**
   b. **Plan Development (Work Books)**
   c. **Meeting with the Maritime Association and Wooden Boat Foundation.**
   d. **Draft Scope of Work for Consultant Heber Kennedy Geometrics LLC**
   Harbormaster & Parks Director (30 minutes)

4. **Discussion- Proposal for Des Moines Beach Park Funding Ballot. Proposed Utility Tax Amount and Draft Resolution**
   Parks Director (30 minutes)

5. **Next meeting- Thursday, May 26, 2011, 6:00 p.m.- 7:30 p.m.**

Minutes

Municipal Facilities Committee Meeting
Thursday, March 24, 2011
6:00 p.m. – 7:15 p.m.
City Hall North Conference Room

1. Committee Chair Musser called the meeting to order at 6:00 p.m.

2. Minutes: Approval of minutes of the September 2010, January 2011 and February 24, 2011 meetings passed unanimously.

3. Attendance: Committee Chair Melissa Musser, Councilmembers Carmen Scott and Dan Sherman, City Manager Tony Piasecki, Harbormaster Joe Dusenbury, Parks Director Patrice Thorell, Finance Director Paula Henderson, PBPW Director Grant Fredricks, Asst. City Manager Lorri Ericson

4. Discussion- Draft Integrated Des Moines Beach Park and Marina Business and Development Plan- Draft Scope of Work for Consultant Heber Kennedy Geometrics LLC
    a. Harbormaster reviewed the Draft Integrated Des Moines Beach Park and Marina Project Finance and Management Plan (Blue Binder) with the Committee.
    b. Harbormaster told the Committee about a meeting that included him, the City Manager, the Parks and Recreation Director and Heber Kennedy, a development consultant with GeoMetrics, LLC, a consulting firm from Olympia. Mr. Kennedy has had extensive experience in marina and port development having worked at the Port of Olympia as their development director. The City Manager and the staff told Mr. Kennedy that they were interested in retaining him to advise the City on the redevelopment of the Beach Park and the Marina, specifically providing the following:
        - "Quality Control as the Plan is developed.
        - Help develop a set of criteria that the City can use to judge proposed developments.
        - Provide an independent analysis of proposals received by the City.

    c. Staff briefed the Committee on the draft scope-of-work they received from Mr. Kennedy. (Draft Scope and communications attached). The draft scope-of-work included:
        - Development of a "Pre-Development" strategy that included an analysis of the sites, including infrastructure, the potential roles of the City and future developers and a discussion of the critical path.
        - Development of a recruitment process that included a targeted outreach, the development of a Request for Qualifications and the development of a Request for Proposals.

detail is more of work ~~left~~ The Committee indicated it was OK w/ further directed staff to bring it back to the Committee before

moving forward

5. Discussion- Utility Tax Election for Des Moines Beach Park Projects and ongoing Operations. Proposed date: General Election- November 8th (Resolution submitted to KC by August 16) and associated costs

    a. Parks Director reviewed with the Committee, the Preliminary Cost Estimates 2011 Proposed Beach Park Building and Park Grounds Rehabilitation Projects to be funded by Utility Tax. The estimated capital funding required based on preliminary cost estimates is $5,399,992. A 20 year bond would require an annual debt service of approximately $432,177 per year. Annual M & O for the renovated buildings would cost between $4.50 and $5.50 per sq. ft. and the park grounds would cost $2,000 to $6,000 per acre. Repair and Replacement cost for buildings would cost $3.00 per sq. ft. and park grounds and roadways are incorporated into their annual M & O cost. The annual cost of the capital improvements, M & O and repair and replacement would be $746,482. A Utility Tax increase of 1.5% would provide approximately $789,633 funds annually. (Preliminary Cost Estimates and Bond Schedule attached)
    b. Parks Director provided a brief overview of the cost for the election. There would be no additional cost to the City to include a voted proposition on either the August 2011 Primary Election or the November 2011 General Election. An additional cost of up to $2,500 could be incurred for the Voter's Pamphlet based on the space required.
    c. Parks Director will forward to the Committee an article describing the successful 2004 Olympia Washington 3% Utility Tax of Parks and Sidewalks.

6. Discussion- Analysis of Real Estate Excise Tax Availability
    a. Finance Director gave briefing on 2011 real estate excise taxes received to-date. Actual real estate excise taxes are trending lower than expected. If the trend continues, the outcome will be a revenue shortfall in the Municipal Capital Improvements Fund. Options are to suspend the monthly transfer to the Transportation Capital Improvement Fund, propose a budget amendment to transfer funds from the General Fund, or to defer current programmed project budgets.

7. Next meeting- Thursday, April 28, 2011, 6:00 p.m. at 7:30 p.m.

8. Meet Adjourned- 7:15 p.m.

CITY ATTORNEY'S FIRST DRAFT, 4/26/2011

DRAFT RESOLUTION NO. 11-072

A RESOLUTION OF THE CITY OF DES MOINES, WASHINGTON providing for the submission of a proposition to the qualified voters of the City of Des Moines at the November 8, 2011 general election for their ratification or rejection, providing for authority to increase the utility tax rate from 6% to 7.5% with funds from the increase allocated to Des Moines Beach Park Historic District buildings and facilities; setting forth the ballot proposition; directing the City Clerk to certify to the County Auditor a certified copy of this Resolution; and providing for other matters properly related thereto.

WHEREAS, RCW 35.21.870 authorizes cities to impose a tax on the privilege of conducting an electrical energy, natural gas, steam energy, or telephone business at a rate up to six percent by legislative approval, and at a rate that exceeds six percent if approved by a majority of the voters of the city voting on such proposition, and

WHEREAS, increasing the tax on the on electric, gas, solid waste, cable TV, telephone and city utilities (the businesses operating in the City that are subject to the tax) from six percent to seven and one half percent would result in revenue of approximately $789,000, and

WHEREAS, revenues are needed to provide funds for the renovation and ongoing maintenance and operation of Des Moines Beach Park Historic District buildings and facilities, and

WHEREAS, the City Council of the City of Des Moines (the "City") finds it is appropriate to submit to the voters of the City of Des Moines a proposition whether the City should impose an increase of the tax on electric, gas, solid waste, cable TV, telephone and city utilities from six percent currently taxed to seven and one half percent in order to provide revenues Des Moines Beach Park Historic District buildings and facilities; now therefore,

THE CITY COUNCIL OF THE CITY OF DES MOINES RESOLVES AS FOLLOWS:

Sec. 1. Levy proposition submitted to voters. An election is hereby requested to be called, conducted and held within the City on November 8, 2011 for the purposes of

submitting to the qualified electors of the City for their ratification or rejection, a proposition pursuant to RCW 35.21.870 to impose an increase of the tax on electric, gas, solid waste, cable TV, telephone and city utilities from six percent currently taxed to seven and one half percent in order to provide revenues for the Des Moines Beach Park Historic District buildings and facilities.

Sec. 2. Submission to the County. The City requests the Director of Records and Elections of King County as Supervisor of Elections for King County, to submit to the qualified electors of the City for their approval or rejection at the November 8, 2011 general election a proposition authorizing the City to impose the tax as described in section 1 of this resolution.

Upon the approval by a majority of the voters of the proposition set forth below, the City may increase the tax on electric, gas, solid waste, cable TV, telephone and city utilities from six percent currently taxed to seven and one half percent in order to provide revenues for Des Moines Beach Park Historic District buildings and facilities.

Sec. 3. Ballot proposition and submission to voters at general election. The City Clerk is authorized and directed to certify to the Director of Records and Elections of King County, by August 16, 2011, a copy of this resolution and the proposition, prepared by the City Attorney in accordance with RCW 29A.36.071, to be submitted at the election in the following form:

PROPOSITION 1

FUNDING OF DES MOINES BEACH PARK HISTORIC DISTRICT BUILDINGS AND FACILITIES' RENOVATIONS, MAINTENANCE AND OPERATION

Des Moines Resolution _____ proposed increasing the tax on electric, gas, solid waste, cable TV, telephone and city utilities. If approved, this proposition would authorize the City to increase tax on electric, gas, solid waste, cable TV, telephone and city utilities pursuant to RCW 35.21.870 from six percent currently authorized to seven and one

half percent with additional revenues allocated for Des Moines Beach Park Historic District buildings and facilities' capital improvements, maintenance and operation.

☐ FOR Des Moines Beach Park Historic District buildings and facilities' capital improvements, maintenance and operation.

☐ AGAINST the Des Moines Beach Park Historic District buildings and facilities' capital improvements, maintenance and operation.

The election will be held on Tuesday, November 8, 2011. The Director of Records and Elections of King County, Washington, shall cause a notice of election to be published as provided by law prior to the election. The Director of Records and Elections of King County, Washington, as the City's ex officio Supervisor of Elections, shall conduct the election, canvas the vote, and certify the results in the manner provided by law.

Sec. 4. Notice of ballot title. For purposes of receiving notice of the exact language of the ballot title required by RCW 29A.36.080, the Council hereby designates the City Attorney as the individual to whom the Auditor shall provide such notice.

ADOPTED BY the City Council of the City of Des Moines this ____ day of _____, 2011 and signed in authentication thereof this ____ day of _____, 2011.

_____
M A Y O R

APPROVED AS TO FORM:

_____
City Attorney

ATTEST:

_____
City Clerk

Revised Preliminary Cost Estimates
2011 Proposed Beach Park Projects
to be funded by Utility Tax

Beach Park Projects	Sq. Ft./Acres	Capital Costs	Annual M & O**	Annual M & O**	Repair/Rep. Fund***	*Repair & Rep. Life****	
			$4.5 per sq. ft.	$5.5 per sq. ft.	$3.00 per sq. ft.		
Building Projects							
Auditorium	5,700	$ 50,000	$ 25,650	$ 34,200	$ 17,100	$ 30,000	50 years
Dining Hall *	4,500	$ 1,027,785	$ 20,250	$ 27,000	$ 13,500	$ 40,000	50 years
Picnic Shelter	2,168	$ 505,849	$ 9,756	$ 13,008	$ 4,336	$ 10,000	50 years
Sun Home Lodge	2,643	$ 1,116,360	$ 11,894	$ 15,858	$ 7,929	$ 24,000	50 years
Founders Lodge	6,962	$ 500,000	$ 31,329	$ 41,772	$ 20,886	$ 24,000	50 years
Play Area	0.5 Ac.	$ 150,000	$ 3,000	$ 3,000	$ 5,000	$ 5,000	15 years
Cabins/Cottages	1,000	$ 400,000	$ 4,500	$ 5,500	$ 2,300	$ 10,000	50 years
Restroom/Wood Shop	1,560	$ 450,000	$ 7,020	$ 9,360	$ 3,620	$ 10,000	50 years
Sub-Total Buildings		**$ 4,149,994**	**$ 113,399**	**$ 149,698**	**$ 74,671**	**$ 153,000**	
Park Projects							
Wood Bridge		$ 50,000			$ 1,666	$ 1,666	30 years
Promontory/Meadow w/ Irrigation	6 Ac.	$ 150,000	$ 49,500	$ 48,000	$ 3,333	$ 3,333	15 years
Roadways/Parking Overlay	2.5 Ac.	$ 150,000	$ 6,500	$ 6,500		$ 6,500	30 years
Dry Utilities		$ 120,000					30 years
Storm System, Retaining Wall and Parking		$ 500,000					
Trails	1 Ac.			$ 6,000			20 years
Tidelands/Bulkheads	2 Ac.			$ 12,000			
Slopes/Uplands	6 Ac.			$ 12,000			
Sub-Total Park		**$ 970,000**	**$ 56,000**	**$ 84,500**	**$ 4,999**	**$ 11,499**	
Project Sub-Total		**$ 5,119,994**					
20% Contingency		**$ 1,023,998**					
Total Project Cost		**$ 6,143,992**	**$ 169,399**	**$ 234,698**	**$ 79,670**	**$ 164,499**	

* Dining Hall costs after 2011 expenditures of $371,106 2011 grant /other funds
** Annual M & O based on Police Service Center @ $5.70 per sq. ft. (PBPW projects $4.50 per sq. ft.)
*** Repair/ Replacement Fund based on $3 Sq. Ft. and $2,000- $6,000 per Acre (Maintenance Standards from Master Plan)
****Lifecycle Replacment based on estimated cost of replacment over the life of the amenity from 15-50 years
Utility Tax Options based on 2010 collections: .05%= $263,211, 1%= $526,422, 1.5%= $789,633, 2%= $1,052,844
Average Annual Debt Services on a 6.2M Bond over 20 years = $490,000
Utility Tax Options based on 2010 collections: 0.25%=$131,606, 0.5%= $263,211, 1%= $526,422, 1.5%= $789,633, 1.75%=$921,239, 2%= $1,052,844
Preliminary Cost of Capital, M&O and Repair/Replace = $739,069 to $889,197 annually
Potential use of Artemis Lodging Tax: 50% occupancy = $58,400 annually

Beach Park Rehab Projects - Revised Version
Bond Schedule

Issue Date:	12/01/11		
Issue Size	6,272,000.00	Net Proceeds	6,145,000.00
Term	20 Yrs		
Add'l Interest		Projects	6,143,992.00
Debt Reserve	-		
Issuance Costs	122,900.00		
Bond Insurance	4,704.00		
			6,143,992.00

Period Ending	Principal	Coupon	Interest	Debt Service	Annual Debt Service	Bond Balance	%
6/1/2012			167,406.75	167,406.75		6,272,000.00	
12/1/2012	187,000.00	4.000%	143,491.50	330,491.50	497,898.25	6,085,000.00	2.971%
6/1/2013			139,751.50	139,751.50		6,085,000.00	
12/1/2013	216,000.00	4.000%	139,751.50	355,751.50	495,503.00	5,869,000.00	3.478%
6/1/2014			135,431.50	135,431.50		5,869,000.00	
12/1/2014	222,000.00	4.000%	135,431.50	357,431.50	492,863.00	5,647,000.00	3.551%
6/1/2015			130,991.50	130,991.50		5,647,000.00	
12/1/2015	233,000.00	4.250%	130,991.50	363,991.50	494,983.00	5,414,000.00	3.696%
6/1/2016			126,040.25	126,040.25		5,414,000.00	
12/1/2016	238,000.00	4.250%	126,040.25	364,040.25	490,080.50	5,176,000.00	3.768%
6/1/2017			120,982.75	120,982.75		5,176,000.00	
12/1/2017	244,000.00	4.250%	120,982.75	364,982.75	485,965.50	4,932,000.00	3.913%
6/1/2018			115,797.75	115,797.75		4,932,000.00	
12/1/2018	256,000.00	4.000%	115,797.75	371,797.75	487,595.50	4,676,000.00	4.058%
6/1/2019			110,677.75	110,677.75		4,676,000.00	
12/1/2019	267,000.00	5.000%	110,677.75	377,677.75	488,355.50	4,409,000.00	4.275%
6/1/2020			104,002.75	104,002.75		4,409,000.00	
12/1/2020	278,000.00	5.000%	104,002.75	382,002.75	486,005.50	4,131,000.00	4.420%
6/1/2021			97,052.75	97,052.75		4,131,000.00	
12/1/2021	290,000.00	5.000%	97,052.75	387,052.75	484,105.50	3,841,000.00	4.638%
6/1/2022			89,802.75	89,802.75		3,841,000.00	
12/1/2022	307,000.00	4.500%	89,802.75	396,802.75	486,605.50	3,534,000.00	4.855%
6/1/2023			82,895.25	82,895.25		3,534,000.00	
12/1/2023	318,000.00	4.500%	82,895.25	400,895.25	483,790.50	3,216,000.00	5.072%
6/1/2024			75,740.25	75,740.25		3,216,000.00	
12/1/2024	335,000.00	4.625%	75,740.25	410,740.25	486,480.50	2,881,000.00	5.362%
6/1/2025			67,993.38	67,993.38		2,881,000.00	
12/1/2025	347,000.00	4.625%	67,993.38	414,993.38	482,986.75	2,534,000.00	5.580%
6/1/2026			59,969.00	59,969.00		2,534,000.00	
12/1/2026	369,000.00	4.600%	59,969.00	428,969.00	488,938.00	2,165,000.00	5.870%
6/1/2027			51,482.00	51,482.00		2,165,000.00	
12/1/2027	386,000.00	4.650%	51,482.00	437,482.00	488,964.00	1,779,000.00	6.159%
6/1/2028			42,507.50	42,507.50		1,779,000.00	
12/1/2028	409,000.00	4.700%	42,507.50	451,507.50	494,015.00	1,370,000.00	6.522%
6/1/2029			32,896.00	32,896.00		1,370,000.00	
12/1/2029	432,000.00	4.700%	32,896.00	464,896.00	497,792.00	938,000.00	6.884%
6/1/2030			22,744.00	22,744.00		938,000.00	
12/1/2030	454,000.00	4.700%	22,744.00	476,744.00	499,488.00	484,000.00	7.246%
6/1/2031			12,075.00	12,075.00		484,000.00	
12/1/2031	483,000.00	5.000%	12,075.00	495,075.00	507,150.00	1,000.00	7.681%
	6,271,000.00		3,548,565.50	9,819,565.50	9,819,565.50		

Note: Interest Rates through 2028 Based on 2008 Bond Issue

2011 Marketing/Advertising Plan

Boat Show - $2,000

A Marina booth is set up each year at the Seattle Boat Show. The Show draws over 50,000 people during the 10 day period it is open. The Marina has had a presence at the show each year for the last seven years. This Show has become an integral part of our advertising and marketing plan. We average about five yacht club bookings each year at the show.

CROSS PROMOTION

- City rental facility guide
- Updated photos of facilities (Marina, Auditorium, etc)

Boating Guides

These guides are reference guides for the Pacific NW for boaters. Both guides are available online.

Vernon Publications (NW Boat Travel) - $1,100

Our advertisement for NW Boat Travel is a half page description of the Marina which includes a picture. We also have a picture of the Marina layout that informs boaters where and how you enter the Marina. In addition to the entrance, boaters can see where our fuel dock, guest moorage, restrooms and marina office are.

Weatherly Press (Waggoner Guide) - $1,100

Our advertisement in the Waggoner Guide is a short description of the Marina

BRI Communications - $4,000 (every two years)

BRI Communications provides us with our Boaters Guide handouts and our large framed Boaters Guide map. The handout is our most popular piece of information. It is a Puget Sound map that shows where all the different Marinas are on Puget Sound. The map also indicates what amenities each marina offers; such as: fuel dock, gas only dock, over night guest moorage, and pump-out station. The handout also has walking maps of the business areas adjacent to the marinas. These handouts are provided to our yacht clubs, tenants, boat show attendees, and to the general public.

Giveaways - $300

We give out promotional giveaways to make the Marina stand out from other marinas. Free is a word anyone likes to hear. Some of our free giveaways include the Legacy Foundation calendar, extras in our yacht club packets like promotional pens and moorage clips. We also buy Sunday papers and put them on each boat of our yacht club groups.

Local Media

Waterland Blog -$300

We often advertise our events in the Waterland Blog. The blog is the local news blog for Des Moines and has a large following. Advertisements for news articles are also linked to their Facebook page which expands article views.

Marina Events

Car and Boat Show advertisement - $1,700

The Marina advertises and promotes some of its onsite events. The Classic Car & Wooded Boat Show being one prime example. This show is free to the public and collects donations for non-profit organizations. This year's non-profit is Hospitality House.

MidSound Summer Social - $200

This weekly sailing social brings large groups of boats and people to the Marina. Each week is a different theme where they invite individuals, including City council members to sail around the East Passage of Puget Sound. We help to advertise and promote this event with posters, flyers, and banners.

Youth Sailing Program

Cross Promotion Events

Sweet Heat Social
Eggstravaganza
Farmers Market Opening Day
Strongest Apple Contest
Pig Roast/Family Fun
Fireworks over Des Moines
Des Moines Classic BBQ
Des Moines Classic Car & Wooden Boat Show
Waterland Parade
Summer Concert Series
Shakespeare in the Park
National Night Out
Squidman Aquathon
Soggy Doggy Dash & Des Moines Pet Festival
Poverty Bay Blues and Brews
Poverty Bay Arts Festival
Trick or Treat Walk
Argosy Christmas Ships/Boat Lighting Contest
Holiday Tree Lighting

Magazines - $5,200

Sea Magazine - $2,167.50 (6 issues) Nor'Westing - $3,000 (12 issues)

The Marina is advertised in Nor'Westing and Sea Magazine as well as Dex Media West. We will continue to advertise with Nor'Westing and Sea magazine. Nor'Westing and Sea Magazine are the more popular boating magazines in Washington. They are distributed to many businesses and boating facilities. We distribute these magazines to every yacht club group that visits the Marina.

In both Nor'Westing and Sea magazine our ad space is currently a 3"x2" ad (which is a quarter of a page ad). We feel this ad is too small for people flipping through the magazines to notice it. Our plan is to expand our ad space to a half page or full page ad to reap full potential viewing opportunities and use fewer ads for both magazines, targeting readership peaks (May-September?).

We have cancelled our Dex adverting. It ends in September 2011.

Membership Directories - $250

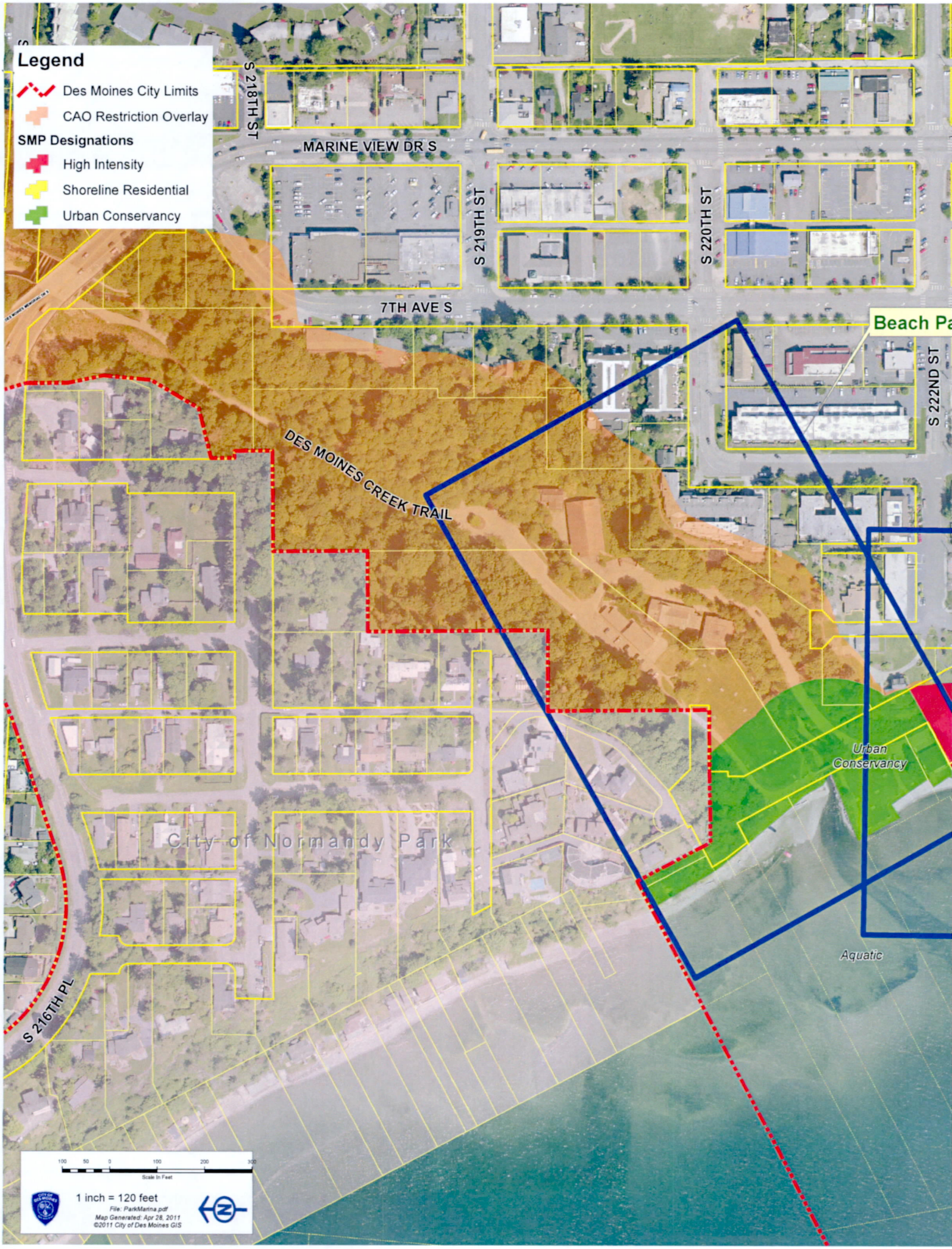
Every yacht club has a membership directory. We advertise in those directories because they are often viewed by members as well as non members.

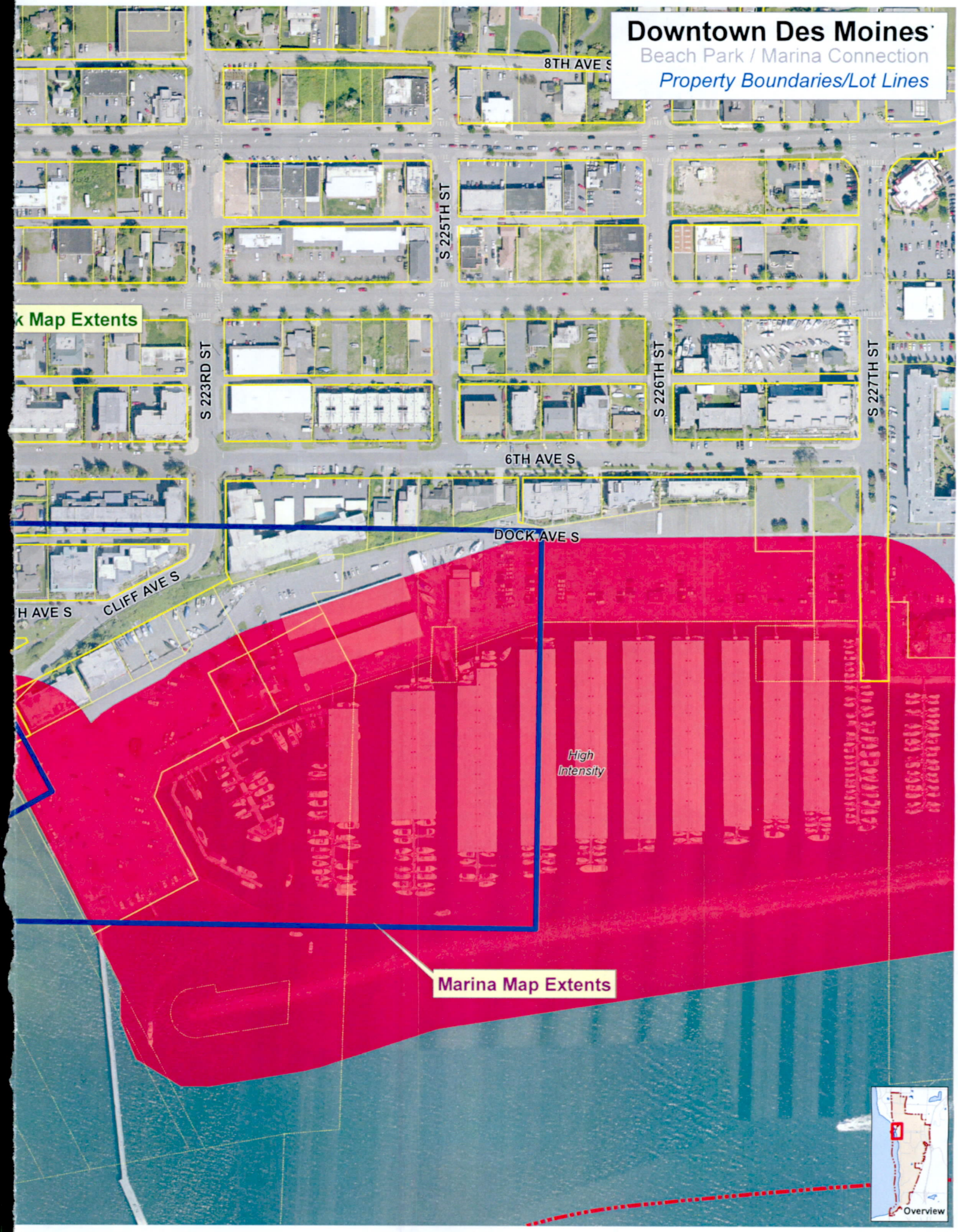
Website/Facebook - $750

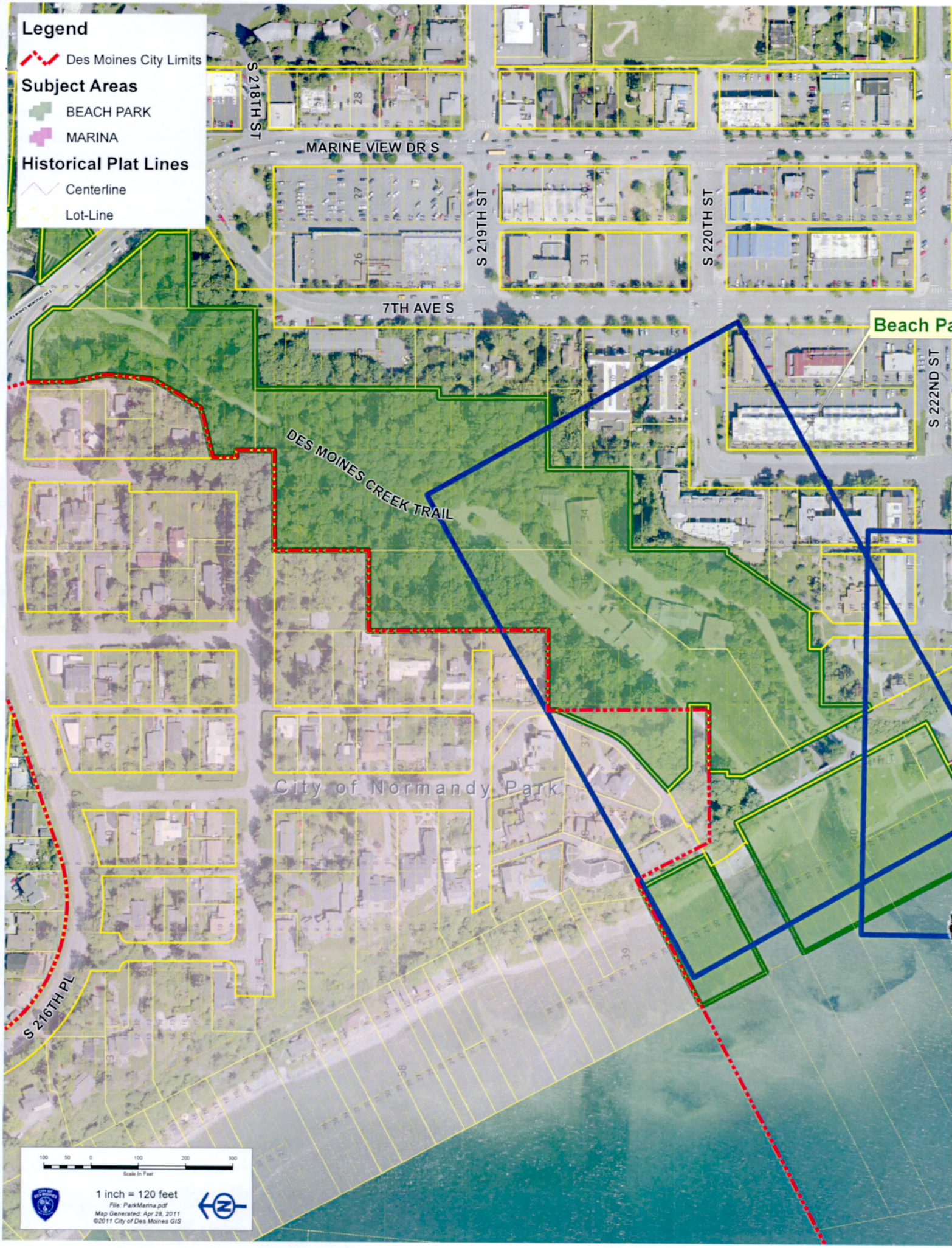
The purpose of redeveloping our new Marina website is to provide our customers and future customers an easy way of finding information specific to them. It is clean, organized and professional. The new site easily guides customers to any specific information they want regarding the Marina and its current events. Information that can be found on our site include: fuel prices, guest/permanent moorage prices, other services offered, photo album, local information, tidal/weather information, calendar of events, event pages, contact information, and maps of the Marina and City.

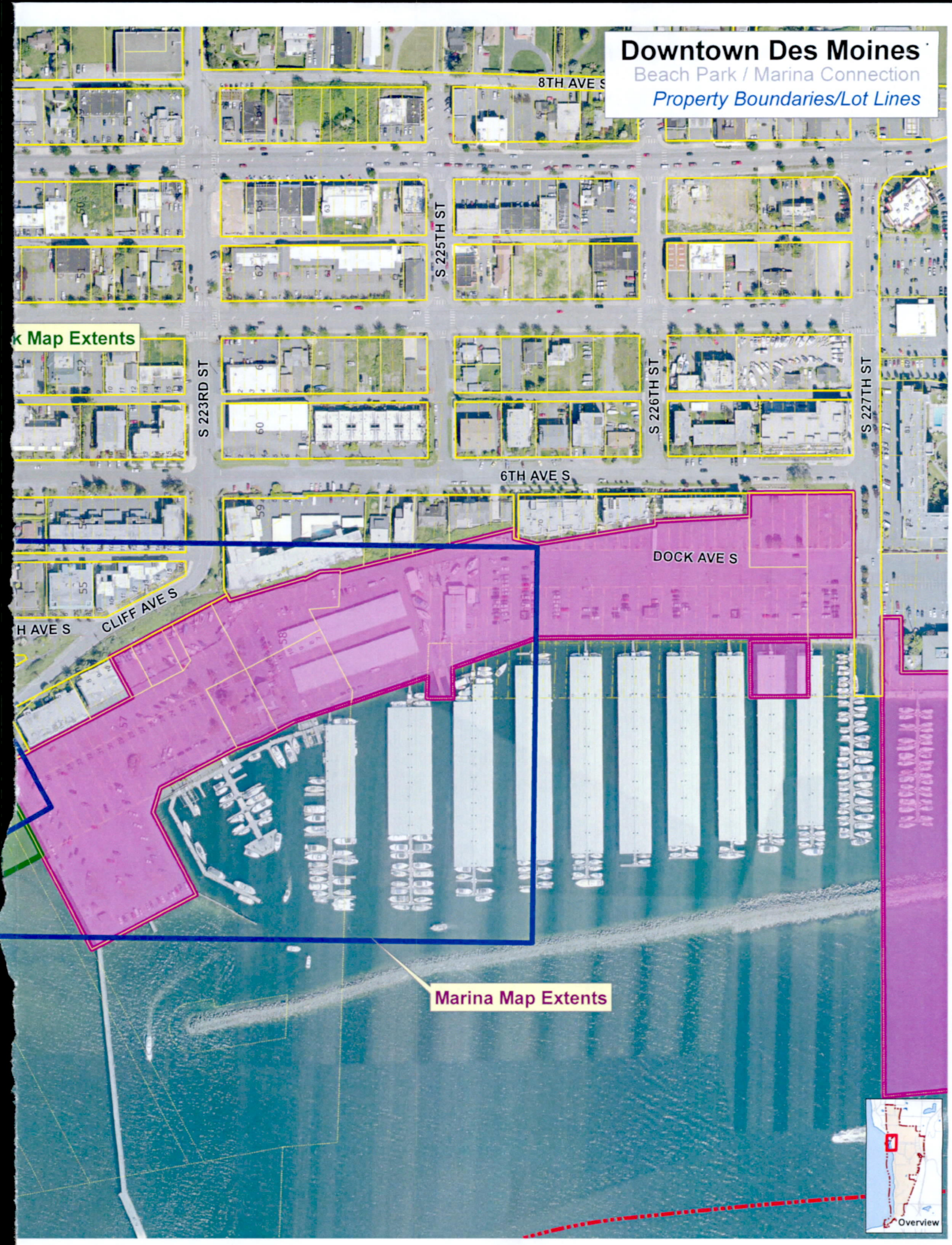
Infront Design designed the new Marina website. The total cost for developing the website from scratch with a new logo was $2,500 (a onetime fee). Hosting cost is $240 each year and to request the IT developers to change anything with regards to the format or coding it costs $50 an hour. However, we don't generally have any format or coding changes.

Katy Reynolds maintains and operates the site on a daily basis. She has the ability to change any of the language, add/remove pictures and art work, link to other informational sites, etc. She regularly updates fuel prices, adds pictures, and creates and edits the events in the event calendar. Katy regularly reviews the sites statistics: number of visits, new visits, page views, and the average time that is spent viewing the site.


Legend
Des Moines City Limits
CAO Restriction Overlay
SMP Designations
High Intensity
Shoreline Residential
Urban Conservancy
S 218TH ST
MARINE VIEW DR S
S 219TH ST
S 220TH ST
7TH AVE S
Beach Pa
S 222ND ST
DES MOINES CREEK TRAIL
Urban Conservancy
City of Normandy Park
Aquatic
S 216TH PL
100 50 0 100 200 300
Scale In Feet
1 inch = 120 feet
File: ParkMarina.pdf
Map Generated: Apr 28, 2011
©2011 City of Des Moines GIS


Downtown Des Moines
Beach Park / Marina Connection
Property Boundaries/Lot Lines
8TH AVE S
S 225TH ST
k Map Extents
S 223RD ST
S 226TH ST
S 227TH ST
6TH AVE S
DOCK AVE S
CLIFF AVE S
H AVE S
High Intensity
Marina Map Extents
Overview


Legend
Des Moines City Limits
Subject Areas
BEACH PARK
MARINA
Historical Plat Lines
Centerline
Lot-Line
S 218TH ST
MARINE VIEW DR S
S 219TH ST
S 220TH ST
7TH AVE S
Beach Pa
S 222ND ST
DES MOINES CREEK TRAIL
City of Normandy Park
S 216TH PL
1 inch = 120 feet
File: ParkMarina.pdf
Map Generated: Apr 28, 2011
©2011 City of Des Moines GIS


Downtown Des Moines
Beach Park / Marina Connection
Property Boundaries/Lot Lines
8TH AVE S
S 225TH ST
S 223RD ST
S 226TH ST
S 227TH ST
6TH AVE S
DOCK AVE S
CLIFF AVE S
k Map Extents
Marina Map Extents
Overview

GeoMetrics, LLC
REAL PROPERTY TRANSACTIONS
ANALYSIS AND ASSISTANCE

Scope of Work

Provide Consulting Services to the City of Des Moines in assistance with development of the Des Moines Marina and Beach Park property located in Des Moines, Washington.

Services:

Task 1: Meet with City staff to review their pre-development work on the Master Plan in preparation for bringing the parcels identified in the Master Plan to market. Deliverable as follows:

- A review of the staff's work regarding key site elements, placement, development requirements and development goals for each parcel identified for development. This work will be performed by Heber Kennedy of GeoMetrics, LLC and Mark Hinshaw of LMN Architects.

Task 2: Develop a Targeted Outreach Recruitment Program to attract users for each parcel identified in the staff's Master Plan pre-development work. Deliverables as follows:

- Research and development of a potential user recruitment list for each parcel including contact information.

- Development of a timetable identifying phased parcel recruitment.

Task 3: Develop a Request for Qualifications (RFQ) that can be utilized in recruitment of parcel potential users in the Des Moines Marina and Beachfront Park property. Deliverables as follows:

- Create an RFQ documents to be used, with city approval, in recruitment of potential users.
- Development and utilization of an RFQ schedule to track the recruitment process for each parcel.
- Assemble material for inclusion in RFQ document such as site maps, area maps, vicinity maps, infrastructure and utility maps for each parcel depicting site location, size, dimensions, on-site and off site amenities and access.
- Create RFQ submittal requirements including financial information.
- Create evaluation criteria and a weighting matrix to be used in judging RFQ responses.
- In coordination with City staff, develop a process for evaluating the financial data submitted by candidates.
- Issue RFQ's to parties identified in the recruitment list as well as interested parties and track response.
- In coordination with City staff, host an orientation and familiarization meeting for parties interested in submitting and act as contact for and respond to inquires.
- In coordination with City staff, manage the RFQ selection process (including potential interviews) and public information on the process.

Task 4: Develop a Request for Proposals (RFP) that can be utilized in selection of the preferred and alternate candidate for each parcel in the Des Moines Marina and Beachfront Park property as identified in the Master Plan. Deliverables as follows:

- Create an RFP documents to be used, with City approval, in recruitment of those parties approved in the RFQ process.
- Development and utilization of an RFP schedule to track the recruitment process for each parcel.
- In association with City staff, create a transaction agreement to be attached to the RFP.
- Assemble material for inclusion in the RFP such as site maps, area maps, vicinity maps, infrastructure and utility maps for each parcel depicting site location, size, dimensions, on and off site amenities and access.
- Create RFP submittal requirements.
- Create evaluation criteria and a weighting matrix to be used in judging RFP responses.
- Issue RFP's to those qualified candidates approved through the RFQ process.
- In coordination with City staff, manage the RFP selection process (including potential interviews) and public information on the process.
- Recommended preferred and alternative candidates for each parcel as selected through the RFP evaluation committee.

ADDITIVE ALTERNATE #1:

Task 5: Negotiate transaction agreements with preferred candidates. Deliverable as follows:

- In association with City staff, lead negotiations with the selected candidates for each parcel.

ADDITIVE ALTERNATE #2:

Task 6: Create a transaction document for use with preferred candidates. Deliverable as follows:

- Draft a transaction document selected by the city (such as a license, lease or purchase and sale agreement) for use between the City and preferred candidates containing commercially acceptable terms and conditions and subject to City staff review and approval.

FEE FOR SERVICES:

Note: Any travel expenses would be based on my office in Olympia, WA.

Task 1 will be based on time expended at the meeting at the rate of $145.00 per hour plus expenses. Mr. Mark Hinshaw of LMN Architects billing is at the rate of $145.00 per hour plus expenses. A contract with Mr. Hinshaw may be signed directly with LMN Architects or his billing may be handled through GeoMetrics LLC.

Task 2 will be performed at the rate of $2,100 per parcel plus expenses. This assumes there will be a separate use for each parcel. If there are parcels that share the same use, the use of the same list for other parcels will not incur an additional charge.

Task 3 and 4 will be performed based on the following schedule plus expenses:

1 PARCEL	$17,900.00
EACH ADDITIONAL PARCEL	$ 8,800.00

Any work done by others can be provided through Geometrics, LLC or directly through the City of Des Moines.

Task 5 (Additive Alternate #1) work would be performed for a total of nineteen hundred dollars ($1,900.00) per agreement plus expenses.

Task 6 (Additive Alternate #2) work would be performed based on the following schedule plus expenses. It is specifically assumed that all agreements would use a similar type of transaction:

INITIAL USE	$ 2,750.00
EACH ADDITIONAL USE	$ 725.00

Termination of this contract can occur on a thirty-day notice by either party.