City of Seattle

Michael McGinn, Mayor

Seattle Department of Parks and Recreation
Christopher Williams, Acting Superintendent

August 12, 2011

2235 Fifth Avenue LLC
Attn: Brad Merlino
9125 10th Avenue South
Seattle, WA 98108

SUBJECT: Supplement to Work Letter – Exhibit B to lease

Dear Mr. Merlino,

After thorough review of the work letter and estimates produced by Denny Braun on behalf of Fifth Avenue LLC and the City's Design Program for the Belltown Community Center, it is clear that the City's tenant improvement budget ($700,000) is not sufficient to construct all of the items suggested in those documents. The City is prepared, however to proceed with the lease under the following conditions:

1. The parties will revise the proposed scope of work to install tenant improvements with a value of no greater than $700.000 unless such sum shall be augmented by funds currently unidentified.
2. The City will accept all the terms and conditions of the lease as they presently exist including but not limited to, the commencement date, notwithstanding that the space may not be suitable for occupancy upon completion of the agreed work.
3. In the event additional funds are identified prior to the effective date of the lease, landlord agrees to supplement the scope and construct the improvements in a fashion mutually agreeable to the parties.

If these revised terms are acceptable, please sign and date in the space provided below. Please call me at 684-4860, if you have any questions.

Sincerely

Terrance Dunning
Major Transactions Manager

Accepted: _____ Date:_____

❖ Planning and Development Division ❖
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SEATTLE PARKS AND RECREATION

DATE:	March 1, 2011
TO:	ProView
FROM:	Susanne Rockwell, Project Planner
RE:	Belltown Community Center Project 1999 Community Centers Levy Project ID: K73484/K72654/WC48402

FINAL APPROVED DESIGN PROGRAM

Title:	**Belltown Community Center Improvements**
Location:	2235 5th Ave
Scope:	The 1999 Community Center Levy provided $1.89 million for a new community center for the Belltown community.
Schedule:	Planning: December 2010 – March 2011 Design: March 2011 – June 2011 Construction: April 2011 – December 2011
Budget:	$1,890,000 for planning, design, construction and a 10 year lease
Source:	1999 Community Center Levy, Ord. **#119520**
Park Classification:	Community Center

DESIGN PROGRAM

I. PROJECT PURPOSE

Described within this design program are the scope, schedule and budget along with associated considerations and review requirements. These statements shape design and construction and provide specific direction to the designer and to those staff involved directly in design and construction management. The intent of this project is to lease a space in an existing building and renovate that space if necessary, to accommodate the community's needs for public meetings, classes and rentals.

A. SCOPE

The Belltown Community Center Improvement project is part of the 1999 Community Center Levy. The intent of this Project consists of a 6,000 to 7,000 new Community Center space that would serve as a civic focal point for this dense downtown neighborhood with rooms available for public meetings, classes and rentals.

B. BUDGET

The 1999 Community Center Levy provided $1.89 million for a new community center for the Belltown neighborhood.

C. INTENT: GOALS AND POLICIES

1. **Parks Strategic Action Plan**

- Goal 1 A. Enhance citywide planning for parks and open space
- Goal 1 E. Develop and maintain partnerships to enhance Seattle's parks and open spaces
- Goal 2 A. Encourage healthy and active lifestyles
- Goal 2 D. Develop programs that build and support community

- Goal 2 F. Acquire and develop facilities to support community recreational needs
- Goal 2 G. Develop recreation management policies and evaluation criteria
- Goal 3 A. Establish and implement new approaches to outreach and relationship building

http://seattle.gov/parks/Publications/ParksActionPlan.htm

2. 2006 Development Plan

Distribution Guidelines for Community Center and & Indoor Pools." *Satellite facilities, or less than full-service facilities, will be considered to provide for community gathering places and to accommodate certain program activities, where conditions warrant. In order to control the number of new city facilities, programs may be provided in facilities owned by others in some cases."* http://seattle.gov/parks/Publications/DevelopmentPlan.htm

3. Parks Classification Policy

Belltown Community Center technically falls under the classification of "Community Park" because of the Community Center and its programming, however due to the size of this particular facility it also falls under the "Pocket Park" category.

Source: Seattle Parks and Recreation: Parks Classification Policy

4. Seattle Comprehensive Plan

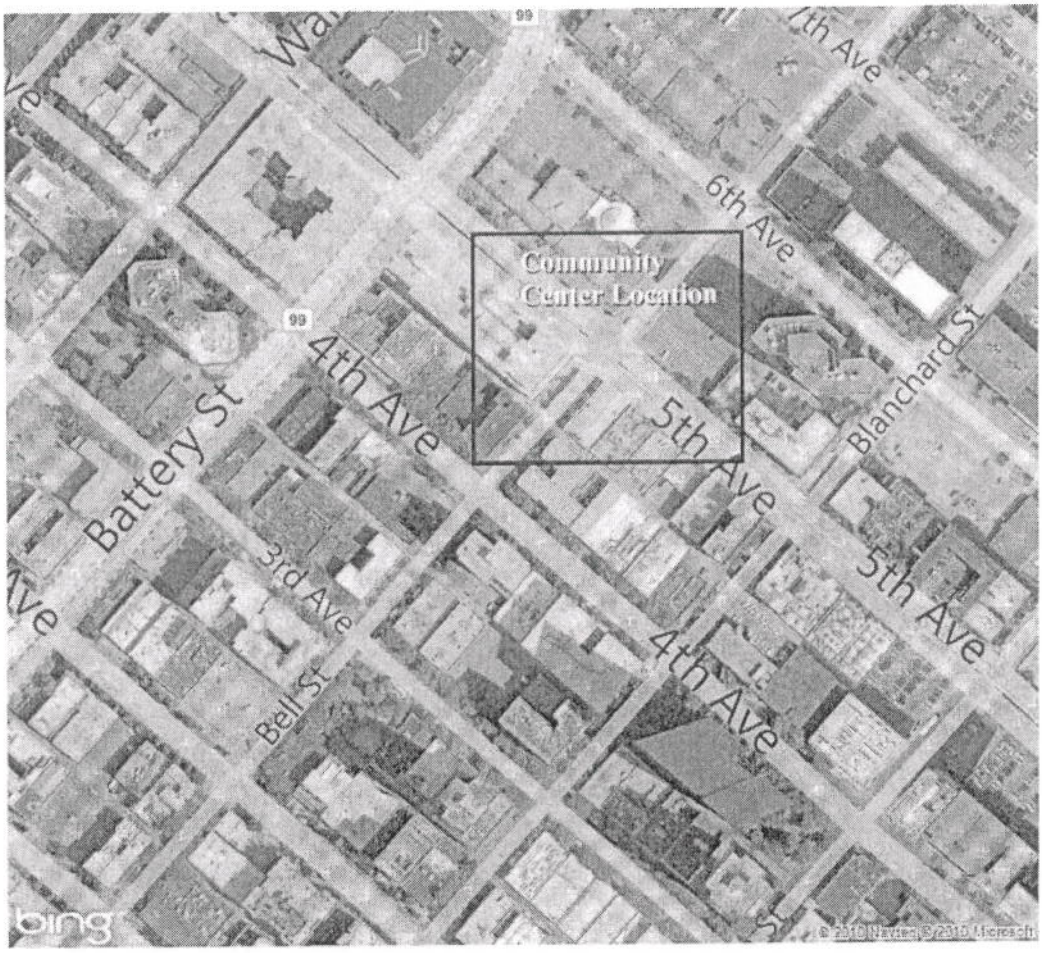
Belltown Community Center location is designated as Downtown Mixed Residential/Commercial.

5. Neighborhood Plan

KS 2.2 - Obtain City funding to develop a program that identifies the appropriate facilities and services for a Belltown Neighborhood Center, and identify alternative sites for the center.Using the program, establish Belltown Multi-Purpose Neighborhood Center providing recreational opportunities, youth activities, senior services, childcare and adult day-care, meeting rooms and space for public and private events. Provide for commercial space as method of self-sustaining funding for the community center and as a method of maintaining and promoting the eclectic nature of Belltown small businesses.

D. BACKGROUND

1. **Location**
   2235 5th Ave, Seattle 98121



2. **History**
   William Bell, for which Belltown is named, built a hotel that stood next to his home at the intersection of 1st, Bell and Blanchard. Bell and Blanchard also run through the historic peak of Denny Hill before it was washed into the bay, and stand as a testimony to a "historic urban archeology", compared to the "urban archeology" proposed by the Growing Vine Street Plan.
   http://www.seattle.gov/neighborhoods/npi/plans/belltown/

   In November of 1999 the citizens of Seattle passed Proposition 1 (Community Center Levy) funding the development and expansion of 11 community centers. Proposition 1 provides for funding of the Belltown Community Center.

   The Denny Hill Association applied and received an early implementation grant for $35,000. This grant funded a survey of program desires and development of an initial list of sites. The intent was to lease or purchase space, and renovate that space if

necessary, to accommodate community gatherings. The community hired a consultant to develop programming priorities, space requirements based on the programming priorities, siting options and development cost estimates. The group also conducted 3 public meetings in 2000. The public outreach also included a survey on programming options for the center; more than 265 people responded to the survey with their priorities.

As the last project to be completed from the Community Centers Levy, Belltown has been a challenging neighborhood in which to find a suitable and affordable location. The intent is to develop an approximately 5,000- to 7,000-square-foot facility with a multi-purpose room, kitchen, and spaces for neighborhood events and celebrations that can serve as a civic focal point, available for public meetings, classes and rentals.

Previous attempts to site the facility in 2000 with the Low Income Housing Institute's (LIHI) Belltown View site were unsuccessful. Since then Parks conducted additional public meetings between 2001-2005 and has actively investigated many locations in the Belltown neighborhood for a 10-year lease arrangement to house a community center; however, spaces meeting criteria for a center have been virtually non-existent.

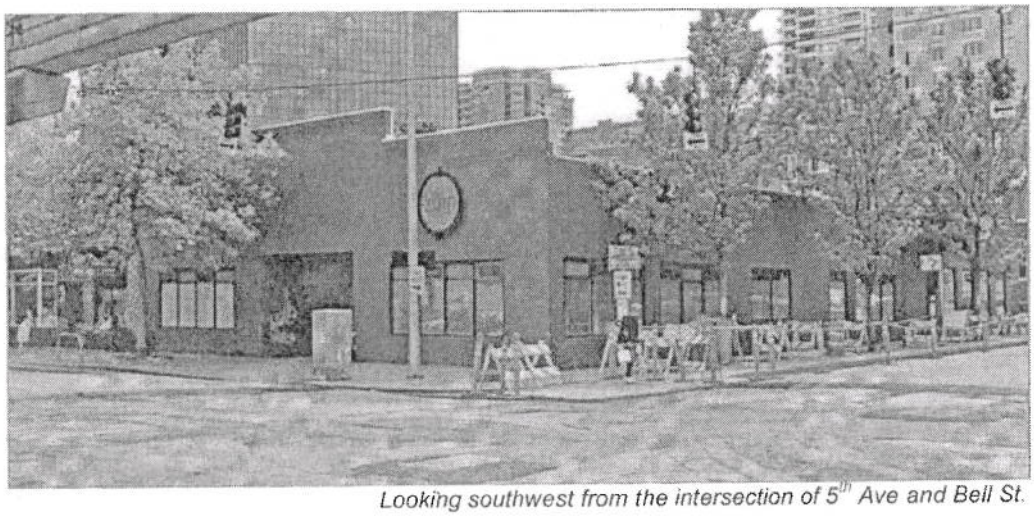
In 2010 Parks Acquisition staff investigated an additional 27 sites within the Belltown core for possible lease space to accommodate the Belltown Community Center. Key priorities for location included the following: proximity to Bell St. Park, affordable 10-year lease, ADA accessibility, exclusive entrance and moderate tenant improvement costs.

3. **District**
With over 6000 households in an area of 216 acres, the Belltown (formerly known as Denny Regrade) neighborhood is one of the densest neighborhoods in Seattle, second only to Capitol Hill. Belltown is also a neighborhood of extremes. The neighborhood is home to many market rate and luxury condos as well as many low and very low income housing units. Over 400 businesses also call Belltown home but as mentioned before, it is not a neighborhood strongly represented by the DSA. The Belltown Business Association (BBA) works on business issues for the community, but it's important to keep in mind the BBA is a small, volunteer run organization with only a little over 100 members. The Belltown Community Council is an active community group and meets monthly to address community concerns. Like all other downtown neighborhoods, Belltown struggles with visible public safety issues. Another very active group in the neighborhood is the Belltown Land Use and Housing Sub-Committee, (BLUHS) a spin-off group of the Belltown Community Council. The BLUHS group pays close attention to new development and redevelopment projects, downtown land use policies, transportation issues, and parks/open space concerns. The BLUHS group is a vocal supporter of open space and green streets and has been responsible for much of the streetscape improvements that have happened in Belltown over the last five years.

4. **Neighborhood:**
The surrounding neighborhood is a mixture mainly of dense multi-family housing. The 2000 census shows census tract 82.1 with a 74.2% white population, 9.5% Black or African American, 5.1% Hispanic of Latino, 8.1% Asian, 2% American Indian and Alaska Native. 2.3% of the population is under 5 years old and 2.3% is between the ages of 5-17.

5. **Languages:**
Of the population over the age of 5 years old: 72.4% speaks English, 4.3% speaks Spanish, 7.5% speaks Chinese, 1.9% speaks Vietnamese, and 1.6% speaks Tagalog.

6. **Existing Conditions**
The site sits at the corner of 5th Ave and Bell St. The current entrance faces 5th Ave, but will be relocated to face onto Bell St. This intersection represents the eastern edge of Seattle Parks and Recreation Bell St. project. The building is currently available for lease, has one story plus a mezzanine and floor space occupies approximately 6480 square feet.



Looking southwest from the intersection of 5th Ave and Bell St.

II. DESIGN INTENT

A. OBJECTIVE

The community center project components have been assembled to meet the program needs of the Belltown Community Center and include Parks' standards in terms of approximate square footage, intended use of the space, functional relationship to other spaces, and any special requirements which the space or that portion of the structure may have. Total programmed space, including internal circulation, is 6480 square feet.

B. ELEMENTS

Summary of Site Space Allocation

Space	Square Footage
Multi-Purpose Room	1,000 - 2,700
Multi-Purpose Room Storage	150 - 200
Restrooms	2 @ 195
Kitchen	450
Administrative Area:	
Private Offices (1)	180
Lobby:	
Entry/Lobby/Lounge/Info	800
Reception	350
Storage	100
Activity Room(s)/Reading Room	1,000
Circulation & Service Areas	300
Total Area	6,480 SF

1. **Multipurpose Room**
This room will be a high quality banquet/rental facility and is the main gathering area of the center for a variety of events.

a. Provide approximately 2,500 square feet in area; shall accommodate 40 - 50 people comfortably for any of the uses listed below.
b. Intended use of proposed space: receptions, banquets, dance classes, aerobics, weddings, movies, etc. Ability to subdivide this space into smaller spaces to be utilized for small group meetings and activities is ideal.
c. Relationship to other spaces: the kitchen shall be adjacent to the multipurpose room for food functions and accessible with a pass through window and door; restrooms shall be easily accessible to multipurpose, main entry to multipurpose space shall require the public to pass or be seen from the reception desk; storage space for chairs (on dollies) and tables shall be directly adjacent to multipurpose room.
d. Special requirements if possible: Acoustical treatment between adjacent rooms and interior rooms, ability to allow separate access by rental party with use of bathrooms and kitchen while rest of CC is closed. Flexible lighting design to accommodate various activities. Flexible mechanical design to accommodate various activities. Divide storage in two units, placed at other ends of the room. Ideally, this room will be dividable into two spaces with a moveable, acoustical wall (Hufcor model #7650-7660 or equivalent approved by Parks). Walls-mirrors on one or two walls, acoustical treatment on others. Floors-maple. Ceiling will be acoustical treated.

Equipment if possible:

- Coat hooks at entry
- Stacking chairs and tables for 50
- Floor outlets as required for flexibility
- Projection area on wall
- Clock
- 2 bulletin boards 4' x 8'
- Aerobic equipment storage (risers, etc.)
- Mirrors on one of two walls, with balance bar

2. Multipurpose Room Storage

a. Provide approximately 200 square feet adjacent to the multipurpose room.
b. Desired use of proposed space: storage of craft supplies, games, tables, chairs, office supplies, etc., but with existing standards of storage equipment, such as chair dollies, folding portable tables, stackable chairs or tables; also may be used for storage of dance or aerobics equipment.
c. Relationship to other spaces: some storage need and adjacent to multipurpose room for tables and chairs; should be kept separate from mechanical rooms or electrical panel rooms.
d. Special requirements: to include adequate locking cabinets or shelving.

1. Restrooms

a. Provide men's and women's restroom with approximately 195 square feet each.
c. Relationship to other spaces: restrooms should be located for easy access from all activities. It is desirable to have close access from children's activity areas. Entries for the restroom area should be visible from the main reception staff area.
d. Special requirements: meet all handicapped accessibility codes; quantity of fixtures per code; Department prefers American Standard porcelain fixtures and Simmons tempering valves on showers; all fixtures to be designed for maximum water conservation; desirable finish would be glazed quarry tile in cast-in-place concrete; monolithic flooring.

Materials and Equipment

- Wall mounted toilets
- Wall mounted urinals
- Lavatories and countertops
- Mirrors
- Paper towel dispensers
- Trash receptacles
- Liquid soap dispensers
- Coat hooks in each stall
- Grab bars in handicap stalls
- Toilet seat cover dispenser
- Sanitary napkin dispenser
- Sanitary napkin bag disposal

Special Requirements

- Handicapped accessible
- Give special consideration to children and seniors using the center
- Diaper changing stations in both the men's and the women's toilets

Finishes

- Floors: Ceramic tile
- Walls: Ceramic tile
- Enamel paint on other surfaces

4. **Kitchen**

The kitchen is a multi-use area for heating and serving food, and conducting small cooking classes. It is not intended to be a production kitchen. Commercial equipment should be used in order to stand up to the many users with minimal supervision. Operation of equipment should be easy to learn. Tamper resistant options should be added when equipment is ordered.

a. Provide approximately 450 square feet.
b. Intended use of proposed space: potluck type functions, spaghetti feed type dinners; include space and equipment capabilities for heating food and preparation areas to service receptions or banquets of 50-150 people; floor space and counter space for potential cooking classes of up to 8-10 students of varying age groups (youth to senior).
c. Relationships to other space: kitchen shall be directly adjacent to multi-purpose room with a pass through window for serving. The solid roll door is to provide a sound barrier and is required. Separate door from corridor or lobby to kitchen shall be designed independently from the multipurpose room; exterior access is not a desired relationship due to potential security and vandalism problems, but may be a building code consideration.

The serving counter layout should stress flexibility. Classes will view the instructor's demonstrations from the multipurpose room through a pass-through window or from within the kitchen.
An electric range and convection oven should be provided for cooking. The hood area should be enlarged to capture more air if an island installation is used.
A commercial under the counter dish washing machine should be provided. This will require soiled and clean dish tables. If the largest pot sinks to be reduced from the three to two and the dish washing machines to be used for sanitizing. Need a booster of 180 degrees to dishwasher. The kitchen should have two commercial reach-in refrigerators

and one reach-in freezer. Half-doors with locks will give added security and flexibility for multiple users.
Although not designed as a production kitchen, the area must include a preparation sink. This is not to be used as a hand sink. The hand sink must have permanently mounted paper towel and soap dispensers. Infrared on/off faucet is beneficial on hand sinks. Water temperature should be 104 degrees Fahrenheit at the faucets, 120 degrees Fahrenheit at input, and possibility of needing metering valves for temperature regulation.

Special requirements: Pantry storage in upper cabinets with high quality locks, 18 inches and 12 inches deep. 1-2 self-priming floor drains, large capacity. Counter at pass-through is to be 2 or 3 rollout serving units with lockable casters.

Equipment

- 36" electric range (cook top w/oven base)
- 1 deck convection oven w/cabinet base
- Class A ventilator with fire suppression
- Prep/work tables (w/min. one sink)
- Dishwashing (clean and soiled Dish tables, dish washing machine, hood)
- Serving units (3 or 4-well hot Food table with protector shield, utility unit.)
- Storage cabinet (dry)
- Triple compartment stainless-steel sink with possible grease trap
- 2' x 3' bulletin board
- 2-20 c.f. reach-in refrigerators
- 1-20 c.f. freezer
- Faucet with high neck
- 1 under-counter dishwasher

Storage Requirements

- Provide cabinet and counter space for equipment listed above.

Special Requirements

- 1-2 self-priming floor drains, large capacity
- Counter at pass-through could be 2 or 3 roll-out serving units with lockable casters

Finishes

- Floor: Quarry Tile, not sheet goods, floor pitching to 1 or 2 floor drains
- Walls: Enamel paint or stainless steel over moisture resistant GWB
- Ceiling: Paint over moisture resistant GWB with flush 2 x 4 fluorescent lights
- Doors: Wood

Critical Dimensions

9 feet minimum ceiling height

5. **Administrative Area/Office Space**

a. Provide approximately 180 square feet.
b. Desired use of proposed space: offices and desk space for Sr. Recreation Manager, file cabinets; storage of some equipment, first aid items, supplies, and personal belongings (coats, shoes, gym clothes) of staff; good visual access to reception and possibly multipurpose.
c. Relationship to other spaces: close proximity to reception desk, lobby, and public office; must be accessible from public office.

d. Special requirements: the Supervisors must be able to see the front desk, but still be able to maintain privacy in their office to conduct business, small staff meetings or address personnel issues; space should view gym and multipurpose room for supervisory purposes during times of limited staff on duty.

Equipment

- (1) telephone and (1) computer terminal outlet for each of four desks
- Bulletin board, 4' x 8'
- Coat hooks
- Storage shelves
- Small table with 5 chairs for small meetings

Storage Requirements

- Securable individual locking space
- Coat closet
- Office supplies
- First aid items

Special Requirements

- Acoustical privacy
- In-floor (verify) "money safe" in recreation manager's office
- Inter-office communication

Finishes

- Floor: Carpet
- Walls: GWB with paint
- Ceiling: ACT
- Doors: Wood

6. **Reception/Lobby/Lounge**

The lobby incorporates three distinct areas: the entrance, the lounge area, and the reception area:
The entrance needs to be clearly visible from the outside and provide an open inviting approach to the Center. The current building entrance is off of 5th Ave. The new entrance needs to located off of Bell St.
The lounge area should have a warm and inviting quality, and should be located near the reception desk. Comfortable seating for users and a place for display of the community bulletin board should be prominent.
The reception area should be clearly visible from the entry and lobby, and needs to support interaction between staff and visitors. The reception desk is the control point for the Center and will provide initial greeting, information and assistance to people entering the facility, checking-out materials; monitor the public coming and going and the lobby/game area. Lobby to be used for waiting and lounge area; lobby is the major area for exhibiting of trophies, awards, announcements, or seasonal displays; possibly vending machine area (two machines) and public telephone. Staff at the reception desk will answer the phones, direct visitors, monitor building security, and handle program signup sheets, etc. A staff work area with computer station should be part of the reception desk. The reception area should have visual control over the facility's entrance and primary entrances to public places throughout the building.

a. Provide approximately 800 square feet entrance/lobby/lounge area, with an additional 350 square feet for the reception area.
b. The lobby conveys the initial impression of the facility and its programs and services. It needs to impart a warm welcoming feeling of friendship and neighborliness and be

thought of as the "living room" of the community. It should easily accommodate ambulatory and non-ambulatory visitors, and be a place for socializing.

c. Relationship to other spaces: main access point to the community center and this shall "service" the other spaces; shall relate well to design, finish, and sequence of main exterior entry.
d. Special requirements: Entry-Slip resistant entry mat, well lit for high visibility after sunset. Lounge area should have adequate lighting for display and storage areas, daylight when possible. Easily maintained carpeting at seating areas. Use tile or similar type flooring at primary circulation areas. Provide coat racks and possibly open shelves for books, etc., near the reception center.
e. Special notes: the spatial relationships of lobby/entry/reception area shall be scaled, designed, and sequenced so that the experience and atmosphere are "less institutional" than in past community centers. The exterior entry scale and materials should complement the interior scale and materials. The typical entry sequence at a community center is: enter the front door; pass by the front desk; then proceed to activity. However, many times the lobby is used as a waiting area by all age groups. Thus, the lobby should not only be designed to accommodate the entry sequence, but provide for waiting by utilizing comfortable, well planned seating and display areas.

Entry:

- Walk-off mat inside door.
- Floor should be on easily cleaned hard surface.

Lounge:

- Floor, carpet
- Lounge type seating for approximately 15 or as many as is practical
- End tables & coffee tables
- Lamps
- Magazine & possible book storage
- Umbrella rack
- Pay telephone
- Sink/coffee area
- Drinking fountain
- Display as developed with the community and staff
- Parks information display (confirm with Parks)

Reception:

- Telephones, 1 for each workstation
- PA, security system and lighting control for entire building
- Clock
- File drawers
- Computer terminal
- Area above desk for storage?, height right for staff and guest
- Storage as required for pamphlets, brochures and office supplies, and sports equipment for checkout of equipment, etc

7. **Storage**

a. Provide approximately 100 square feet.
b. Desired use of proposed space: space for custodial use and custodial supplies; provide shelving and equipment; space for one custodian to move freely within shelving, fixed equipment, supplies, and moveable custodial equipment (buckets,

brooms, mops, etc.); should be kept separate from any mechanical equipment rooms or electrical panel areas.

c. Relationship to other spaces: the space could be located in several different areas of the building; should be kept separate from other storage spaces; locate near hard surfaces that need mopping.

d. Special requirements: fixed equipment, such as floor slop sink, custodial use plumbing fixtures; floor drain; shelving and storage space for custodial supplies and equipment of a wide variety of sizes; counter space or space for small table for custodian to take breaks, fill out paper work, or use as work bench; proper ventilation; proper lighting to allow space to be used as work space as well as storage space. Floor sink is preferably in a separate area from the desk. Natural light should be provided in the desk area if possible. Consider proximity to the general storage space.

Relationships

This area should either be close to the administrative office for access to a telephone or have a telephone at the office space. Proximity to the delivery entrance is important. Office space must be separated from sinks and chemical storage.

Materials and Equipment- as approved by the Community Center Operator

Office Space

- Desk with lockable drawers
- Letter size file cabinet, two drawer
- Comfortable chair
- Locker for personal clothing and safety equipment
- Shelving for administrative materials, notebooks, etc.

Storage Space

- Hanging ladders; 4 feet, 6 feet and 8 feet
- Floor machine
- Vacuum cleaner
- Buckets
- Tool box
- Hand truck
- Double size lockable wall cabinet with shelves for storage of chemicals and paint
- Hooks on at least one wall for hanging mops and brooms
- Shelving on every available wall, should be reinforced for storage of heavy items
- Floor sink

Special Requirements

- No water heater in the storage space
- No recycling in the storage space
- Maximize wall area for shelving
- Possible ventilation needed

Finishes

- Floor: Tile, in units, not rolled goods
- Walls: Paint on two layers fire rated GWB
- Ceiling: Paint on two layers fire rated GWB

8. **Activity Room**

This 1000 square foot room needs to be as flexible as possible. For this reason storage is located in the room for different activities. The activity room needs to have a counter and sink.

Equipment

- Sinks (2) - one large stainless steel double sink in counter with lockable storage below, with plaster trap for art project debris and one hand wash sink with soap and towel dispensers.
- 2 bulletin boards 4' x 8'
- Display rail at 3-foot height. 2 walls
- Picture rail optional
- Clock

Special Requirements

- Visibility from corridor into room. Could have screen over vision panel above doorknob for privacy from hallway.
- Must have natural light
- Adequate ventilation, operable windows a possibility
- Deluxe warm white fluorescent lights with optional color-balancing wall washers for accurate color rendition
- Washable surfaces
- 20 lf upper cabinets 12" to 18" deep, lockable
- One storage closet approximately 6 feet wide x 8 feet deep with shelves at either or both side walls.

Finishes

- Floors: linoleum with 8 inch base
- Walls: Water-resistant GWB in areas subject to moisture to 42 inches high over moisture resistant gypsum wall board above wainscot.
- Ceilings: Gypsum wall board with epoxy paint
- Cabinets: Lab grade plastic-laminate on plywood for counters, 6 inch high backsplash, commercial grade stainless still sink, extra heavy-duty commercial grade glides and hinges on cabinets.

Critical Dimensions
10 foot minimum ceiling height

9. **Circulation**

a. Provide approximately 310 square feet of internal circulation space for access to each of the various programmed areas in the center. The public will heavily use these areas. Materials should be durable and need minimal maintenance. They should be easy to clean or easily replaceable. Provide niche for food vending machines (min. 2) should be located along main corridor, where they can be supervised.

Finishes

- Floors: Unit tile
- Walls: Durable materials
- Ceilings: ACT or GWB

III. SCHEDULE

The goal is to open the Community Center with the opening of Bell St. Park, slated to open in the 1st quarter 2012.

Event	Purpose	Schedule
PLANNING		***December 2010 – March 2011***
PAT	Project Advisory Team (PAT) selection and formation	December 2010 – January 2011
PAT #1	PAT meeting	February 28, 2011
Sign Installation	4'x4' site sign	February 2011
Media Release	Press release, flyers, website	Febrary 2011
ProView #1	Approval of Draft Design Program and Public Involvement Plan	March 1, 2011
Public Involvement Meeting #1	**Input on Community priorities for Operating Program**	**March 16, 2011**
Tenant Improvements	Tennant Improvements identified – take to ProView	March 2011
PAT #2	PAT meeting	March 28, 2011
Operator Selection	Request For Proposal (RFP) process - RFP advertised and released	April 2011
DESIGN		***April 2011 – June 2011***
Lease Legislation	Legislation and agreement package to Law, Mayor's Office, and City Council for Approval	April 2011
Operator Selection	RFP proposals due	May 2011
PAT #3	PAT meeting	April 25, 2011
ProView Tech	Review Tenant Improvement Plan 65%	April/May 2011
Operator Selection	Interviews	May/June 2011
DESIGN DEVELOPMENT		***June 2011 – September 2011***
Public Involvement Meeting #2	**Status report on RFP process**	**(June 15) July, 2011**
Operator Selection	Contract negotiations with selected proposal company; staff begins drafting legislation and agreement	July 2011
Operator Selection & Legislation	Legislation and agreement package to Law, Mayor's Office, and City Council for Approval	August 2011
Public Involvement Meeting #3	**Status report on RFP process and Opening Date**	**September 2011**
CONSTRUCTION		***April 2011 – December 2011***
Tenant Improvements	Under construction	April 2011
Community Center Opening		1st Quarter 2012

IV. ADMINISTRATION

A. REPORTING

The Project Manager will include the status of the budget to ProView, as part of the construction document review. The ProView team review shall also confirm with the Design Team that sufficient funding exists in the CIP allocation to accomplish all program elements.

Project Steering Committee must approve any significant deviations in the project elements or budget.

B. TECHNICAL PROJECT REVIEW

1. ProView Review
   The Project Manager will coordinate design reviews by ProView, which meets every Tuesday morning.
2. ProView Technical Review
   The Project Manager will coordinate construction plan reviews by ProView Technical Review, which meets every Wednesday morning.
3. Project Steering
   Changes to the scope, schedule or budget must be reviewed by Project Steering, which meets on the second and fourth Tuesday of each month.
4. Environmental Review
   - A SEPA Checklist may be required for the Design Plan, along with an Environmental Clean-up assessment.
   - Environmental Management System Project Information Form (PIF). This is a new internal checklist to be completed for all capital projects. It will be used to determine any potential or probable liability related to the construction site. For a draft copy, contact Jodi Sinclair at 684-7292. The project manager is responsible for completing this checklist and submitting it before the start of design to Jodi Sinclair, Environmental Stewardship unit of the Parks Division.

C. PERMITS

The following permits and reviews may be necessary. It is the responsibility of the consultant to determine the needed permits.

1. Construction Permit: Required for any structures.
2. Street Use Permit(s): Required if work (paving, staging, sidewalk closure, utility work, etc.) is done within non-vacated street rights-of-way. Usually the contractor is responsible for obtaining street use permits; however any design issues must be resolved as part of the construction permits review.
3. Electrical, Plumbing, Side Sewer Permits: Required if scope of work includes work on these items. The contractor will be responsible for obtaining these permits.
4. Washington State Water Recreation Facilities WAC 246-260-101

D. COMPLIANCE & STANDARDS

The Department has adopted written Park Standard Guidelines and Specifications for various park elements. The applicable standards should be incorporated into the design and construction documents as appropriate. Copies are available in the Planning and Development Division Engineering/Design Services Section, 3rd Floor, RDA Building, 800 Maynard Avenue S, 3rd Floor, Seattle WA 98134-1336.

V. PUBLIC INVOLVEMENT PLAN

A. OUTREACH & PUBLIC ENGAGEMENT PLAN ENGAGEMENT ACTIVITY:

The Seattle Parks and Recreation Department has an Outreach and Public Engagement Plan to reflect the Race and Social Justice Initiative, Translation and Interpretation Policy. It provides inclusion of people of diverse races, cultures, gender identities, sexual orientation and socio-economic status. This Plan is designed to increase access to information, resources and civic processes by people of color and immigrant and refugee communities.

B. Race and Social Justice Initiative:

- Goal 2: Strengthen the way the City provides services and engages with the community:

- The Department's community engagement activities involve participants who reflect the demographics of the neighborhoods where the engagement occurs. Review division D for demographic information.
- Use the Outreach and Public Engagement Toolkit as a resource in public engagement activities to ensure coordinated and effective approaches to City engagement activities.
- Translation and interpretation will be provided including Spanish per the City's policy and consideration should be given in response to the neighborhood's demographics and consultation with the Department of Neighborhoods District Coordinator.
- Work with immigrant and refugee-led community based organizations to increase the accessibility of City services, such as Plymouth Housing Group.

C. Public Meetings:

Two to three public meetings will be held for the Belltown Community Center Development Project starting in the 1st Quarter of 2011.

D. Public Involvement Policy Attachment A

1. Project sign: Three project sign (4'x4') will be posted on site 3 weeks prior to public meeting. Signs will be posted in accordance with Parks policy.
2. Internet: At the time the sign is erected, the same information will be posted on Parks web site under "Projects and Planning" section, and on the Events and Meetings Calendar). Parks' project web page will be updated regularly with project scope, schedule, budget information, public meeting notices, meeting summary notes, and contact information.
3. Mail Notification: Flyers will be mailed to residents within 300 feet of the Park's site, including adjacent carrier routes and distributed to nearest branch library, community center, district council, community council, groups identified in the Outreach and Public Engagement Plan, neighborhood service center, fire station, and appropriate Department of Neighborhoods neighborhood service center Coordinator. Electronic mailings will be utilized where available.
4. News Release: Will be submitted to the local community newspaper, community newspapers serving ethnic, immigrant, and other specific populations, the Seattle Times, and identified blogs in that sector of the city.
5. Interested Organizations:
   - Belltown Community Council
   - Belltown Business Association
   - Dorothy Day House: Catholic Community Services
   - Housing Resources Group
   - Real Change
   - YWCA
   - Seattle Housing Authority
   - Seattle Police Department: West Precinct
   - Low Income Housing Institute
   - Plymouth Housing Group
   - Board of Park Commissioners
   - Associated Recreation Council
   - Department of Neighborhoods
   - Department of Planning and Development
6. Project Advisory Team (PAT): The members of the Belltown Community Center PAT are managed by Seattle Parks and Recreation, the PAT's membership includes 3-7 city liaisons, community members and business owners from the neighborhood.

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Project Review
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ATTACHMENT A: PUBLIC INVOLVEMENT PLAN CHECKLIST

To determine the scope of the public process the following questions were answered:

A. If the answer to any of the following is YES, the Public Involvement Policy does not apply.
(No to both)

- Is the public process for the proposed project guided by a law or separate City policy? If yes, refer to that law or policy. (For example, City's State Environmental Policy Act (SEPA) rules, SMC Chapter 25.05; DPR Policy and Procedure 3.9.1.1, Concession Contracts: Public participation in request for proposal; Non-Park Use Policies and Procedures.)
- Is the proposal the result of a current emergency situation? If so, no public process is necessary.

B. If the answer to any of the following is YES, there will be at least one public meeting.
"Yes" to the following:

- Would the completed proposal substantially change what the park looks like? –
- Would the proposal involve construction or other activity that would substantially disrupt park activities, or require the closure of the entire park? –
- Would the completed proposal substantially change what activities can occur in the park? –
- Would the completed proposal result in demonstrable impacts on surrounding neighbors? -
- Would the completed proposal result in a demonstrable increase in an existing activity or use? –

"No" to the following:

- Does the proposal add space to the park system? –
- Will the project affect persons with disability or other special populations? –
- Does the proposal affect an Olmsted park? -
- Is the proposed project subject to the provisions of the Joint Use Agreement with the Seattle School District? –
- Was the proposal initiated by members of the community (i.e., is it a Neighborhood Matching Fund project or a neighborhood plan-identified project?)? -

C. If the answer to any of the following is NO, refer the issue to the Board of Park Commissioners for review.

- Is the proposal consistent with the current year Capital Improvement Plan? – *Yes*
- Is the proposal consistent with the park's Master Plan, if applicable? - *Yes*
- Is the proposal consistent with the Parks Strategic Action Plan? – *Yes*
- Is the proposal consistent with the neighborhood plan, if applicable? – *NA*
- Is the proposal consistent with the Use Management Guidelines for Park and Recreation Facilities (Policy and Procedure 7.13.1), or with specific use management guidelines for Green Lake, Freeway, Seward/Lake Washington Boulevard, Gasworks, Occidental, Volunteer, Magnuson, Lincoln, Waterfront, Market (Steinbrueck), Stan Sayres/Mt. Baker Rowing Parks? - *NA*
- Does the Department have the resources to sustain the level of activity in the park? – *Not Sure*

D. Other factors to consider in deciding the scope of a public process:

- What are the "unintended consequences"? -
- Does the proposal respond to a documented need?
  - --Safety
  - --Recreational
  - --Routine maintenance/repair/replacement based on a condition assessment
  - --Other – *Desire for development of property as outlined in the Neighborhood Plan*
- Have scheduled activities (picnics, day camps, ball games, etc.) been cancelled? - *No*