



## Request for Letters of Interest

### Lease of the Former Preschool Building at Bloedel Donovan Park

Letters due by 5:00 PM, February 29, 2016

#### Overview

The City of Bellingham is seeking an organization or individual to lease the building which formerly housed the preschool at Bloedel Donovan Park, 2214 Electric Avenue, Bellingham, WA. The lessee's intended use of the building must provide a benefit to the public and must be compatible with public park use, including park regulations. Proposals to use the building as a private residence or business that does not enhance a park visitor's experience or provide a recreational and educational benefit to the public will not be considered.

Interested parties are encouraged to submit a Letter of Interest. Submittal requirements are outlined below. After letters are received, the City will evaluate them based on the plan for use of the building, the public benefit to be provided by that use, and the respondent's ability to maintain the building and be solely responsible for paying for facility modifications and maintenance needs. The City reserves the right to begin negotiating with one or more respondents, issue a Request for Proposals (for which all parties of record will be informed) or terminate the process.

#### Background

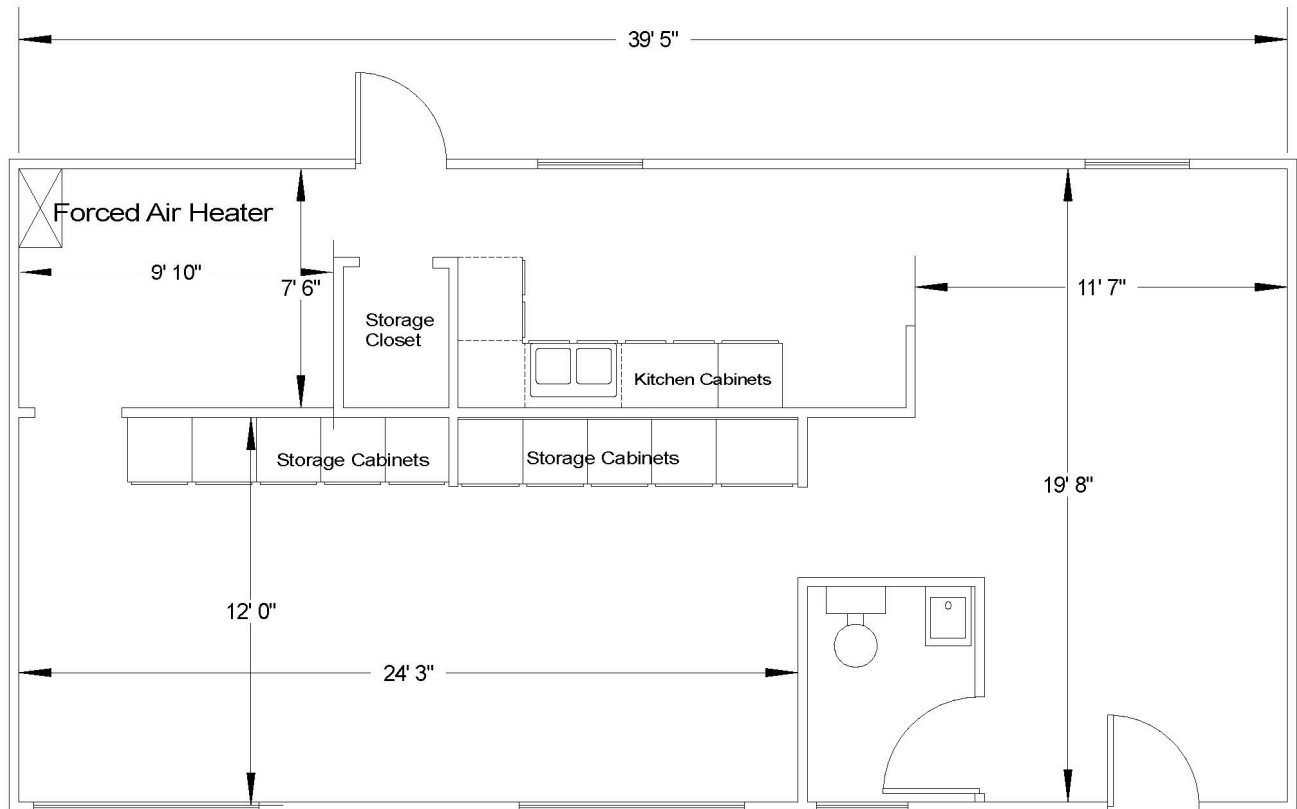
Bloedel Donovan Park was created in 1946 through the donation of a tract of land from J.H. Bloedel (1864-1957) and his wife, Mina Louise (Prentice) Bloedel, for the purpose of a public park and bathing beach. The park site was formerly a lumber mill. The park was enlarged and improved in 1960 through a monetary donation from the Bloedel Foundation. The preschool building was originally a park caretaker's house, believed to have been constructed in the late 1950's, and was remodeled into a preschool in 1980.

The Parks & Recreation Department ran a preschool program in the building from 1980 through August 2015. The preschool program was eliminated from the City's budget due to competing program priorities and the abundance of other preschool programs available to the community. The preschool supplies have mostly been removed from the building, but existing paint and some built in features and infrastructure, such as shelving, the building access walkway and fencing, are reminiscent of a preschool classroom.

#### Building Description

The preschool building is approximately 770 square feet. It is a wood framed structure with a metal roof, ADA access to the front door and a partial daylight basement garage. The basement garage is currently being used for park maintenance storage and will not be included in the lease. The building has one ADA accessible restroom with a toilet and a sink; there is no shower or bathing facility. It also has a kitchenette with a sink, refrigerator and dishwasher. There is no oven or cooking appliance. The appliances in the building may be used by the lessee, but repair or replacement of the appliances will be the responsibility of the lessee. The lessee will own and will be responsible for the removal of any appliances that they replace during the term of the lease.

## Building Layout



Bloedel Donovan Park Preschool Building  
Scale: ¼" - 1' - 0"

## Building Site



The lease will encompass the main floor of the building and the immediate surrounding area in front of the building as depicted in the image to the left, including the access walkway, planter beds and fence. The lower level basement/garage will not be included in the lease.

**Building Modifications**

The building will be leased in an "as is" condition. Any renovation or modifications to the building or immediate exterior infrastructure, including the walkway, planter beds and fence will be the sole responsibility of the lessee. The Parks & Recreation Department must pre-approve all renovation plans for the building interior and exterior. The lessee must obtain all necessary permits for renovation and must be solely responsible for paying for all permit and construction costs. The lessee must also provide the City with proof of Commercial General Liability Insurance with the limit determined to be necessary by the City Attorney, depending on the activities to occur in the building.

**Building Maintenance**

The lessee shall be responsible for maintenance and upkeep of the building and the immediate exterior infrastructure, including the walkway, planter beds and fence. The lessee will insure that the building is maintained and preserved in a fashion presentable to the public and in keeping with the surrounding area. The lessee must maintain the building and immediate exterior in a clean, safe condition for the general public at all times.

**Building Rent**

Building rent shall be negotiated based on fair market value for the intended use of the space by the lessee.

**Building Utilities**

The lessee shall be responsible for all charges for utilities or services used or supplied to the building, including charges, if any, for installing meters for them. Meter locations and installation methods must be pre-approved by the Parks & Recreation Department.

**Building Photographs**



Building exterior from parking lot

Building Photographs Continued...



Building interior, looking in from main door



Restroom

Building Photographs Continued...



Looking into the kitchen



Kitchen

Building Photographs Continued...



Front Room



Front Room

## Building Photographs Continued...



Building exterior from lake side

### Building Tour

An open house walkthrough of the building will be held on Friday, February 5, 2016, from 2:00 p.m. to 3:00 p.m.

### Letters of Interest Shall Include:

1. **Proposed use of the building.** Describe how the building will be utilized and the intended benefit to the public.
2. **Description of experience of key personnel.** Describe the party(s) who will be running the intended operation or program for which you would like to use the building and their background and experience in doing so.
3. **Plan for renovating or improving the building.** Describe how the building will be remodeled or renovated to accommodate your intended use. Describe your ability to financially undertake the project and provide liability insurance.
4. **Signed by respondent(s).** Indicate whether the proposal is being made on behalf of an individual or an organization.

**Acceptance of Responses:**

Review of responses will be by the City at its sole discretion. Upon review of the responses, the City may:

1. Invite one or more individuals/organizations to begin negotiations with the City on a contract that will deal with the renovation and reuse of the Preschool building. The contract will include insurance, hold harmless, and indemnification provisions protecting the City's interests;
2. Issue a formal Request for Proposals; or
3. None of the above.

The City is not bound to enter into an agreement with any respondent. The City will be under no obligation to receive further information, whether written or oral, from any respondent.

**Modification of Terms:**

The City reserves the right to modify the terms of this Request for Interest at any time at its sole discretion.

**Ownership of Responses:**

All documents, including responses, submitted to the City become the property of the City. They will be received and held in confidence by the City, subject to the provisions of the Public Disclosure Act.

**How to Submit a Letter of Interest:**

Send required information no later than February 29, 2016, by 5:00 p.m. to:

**City of Bellingham  
Parks and Recreation Department  
ATTN: Marvin Harris  
1400 Woburn Street  
Bellingham, WA 98229**

Or by email to:

[mharris@cob.org](mailto:mharris@cob.org)

**Questions:**

Questions should be addressed to Marvin Harris, Operations Manager, Bellingham Parks & Recreation Department, 1400 Woburn Street, Bellingham, WA 98229, or [mharris@cob.org](mailto:mharris@cob.org) or 360-778-7100.