

# CITY MANAGER WEEKLY UPDATE REPORT ~ KENT MYERS

June 12, 2009

The City is now accepting proposals for the lease of the Boardwalk Cafe property located at 110 E. Railroad Avenue (see attached RFP). This property was previously declared as surplus by the City Council. The Real Estate Committee recently authorized the issuance of this RFP. We expect to receive at least 2 or 3 proposals by the June 24 deadline. The Real Estate Committee will evaluate these proposals with a recommendation forwarded to the City Council for consideration next month.

The first City Manager Coffee was held today and attracted 10 local citizens who discussed a wide assortment of issues and concerns. I will have a written summary report available for you at Tuesday's Council meeting. My plans are to continue these coffees on a monthly basis as long as we have different citizens with different issues and concerns. In my prior job the coffees were productive for about six months but eventually they started attracting the same citizens with the same issues.

The Port Angeles Harbor-Works forum this week was successful based upon the number of attendees and the comments that I received following the forum. Hopefully, we can have these forums at least 2-3 times a year in order to update the community on the progress with this important project. Jeff Lincoln clearly has a good grasp of the challenges that are ahead and he has "hit the floor running." One concern that was identified at the forum is the amount of financial support we can expect from the State over the next several years. We hope to get a clear understanding about continued State financial support within the next 60 to 90 days.

I also wanted you to know that I had a very productive meeting with the Executive Director and one Board member of Habitat for Humanity. We toured some of their recent housing projects and discussed their future needs. I agreed to organize a meeting with City staff and the local affordable housing providers (i.e. Habitat, Serenity House, Housing Authority, etc.) sometime in July to discuss ways we can work together to facilitate affordable housing development within our city.

This week I also toured the Chinook Hotel with Jim Lierly, our Building Inspector. This tour was initiated due to several complaints that we have received about this Hotel through the Chamber of Commerce. I noticed a general lack of maintenance with the facility including high weeds and trash on the premises. The owner admitted that business was down and that he wanted to sell the facility as soon as possible. A more thorough inspection is planned by the Health Department and Mr. Lierly in the next several weeks.

As you likely know, the Farmer's Market will be our first activity at the new Gateway pavilion next Wednesday from 3-5 p.m. The Market will be at the Gateway on a trial basis to determine if this facility will meet their long-term needs. Please try to stop by next Wednesday if you get a chance.

Finally, as noted in the PDN this week, we are in the process of resolving some final bills on the Gateway and it will likely be another 30-60 days before we have a final financial report to present to the Council. There has recently been a lot of discussion on who pays for any excess project costs. We believe that the project engineer certainly has some responsibility for the wall problems and will be meeting with them in the next several weeks. Once we resolve the final billings, then the City and Transit Authority staff will meet to decide who pays for any excess costs. The agreement approved in 2005 specifies that any excess costs for transit facilities at the Gateway (i.e. bus lanes, pedestrian access and bus shelters) are the responsibility of the Clallam Transit Authority and any access costs to the remaining improvements are the City's responsibility.

Have a great weekend.

***-Kent Myers***

**City of Port Angeles**  
**Request for Proposals**  
**RFP # 09-01**  
**June 4, 2009**

The City of Port Angeles is now accepting proposals for the lease of real property located at 110 East Railroad Avenue in Port Angeles, Washington, which the City Council of the City of Port Angeles declared surplus to the needs of the City. Lease term may not exceed 5 years.

The legal description of the property is as follows:

Tidelands East W2 EXC S10 LT7&8 EX S10BL1 Survey V56 P70  
Commonly known as 110 East Railroad Avenue, Port Angeles, Washington

Proposals are due in the Office of the City Manager, City Hall, 321 East Fifth Street, Port Angeles, WA 98362 no later than 3:00 p.m. on Friday, June 24, 2009. All proposals shall be submitted in a sealed envelope and have "RFP # 09-01" clearly marked on the envelope.

The names of the all proposers will be read shortly after 3:00 PM June 24, 2009.

**SECTION 1**  
**INFORMATION & INSTRUCTIONS**

1.0 **SUBMISSION REQUIREMENTS:** The complete original proposal and one copy must be submitted in a sealed package and received in accordance with these instructions. All proposals shall be submitted in a sealed envelope and have "RFP # 09-01" clearly marked on the envelope. Proposers shall include all documents necessary to support their proposal. Proposers shall be responsible for the actual delivery of proposals during business hours to the address indicated above. Proposals will not be accepted after the date and time stated above. It shall not be sufficient to show that the proposal was mailed in time to be received before scheduled closing time. To be considered, proponents must submit a complete response to this request for proposal, including **Section 3 – Proposal Cover Form**.

1.2 **Right of Rejection and Clarification:** The City of Port Angeles reserves the right to reject any and all proposals and to request clarification of information from any proposer. The City of Port Angeles is not obligated to enter into a lease agreement on the basis of any proposal submitted in response to this request.

1.3 **Request for Additional Information:** Prior to the final action, the City may request additional information as the City may deem necessary to further evaluate the proposer's proposal and qualifications.

1.4 **No Reimbursement:** The City of Port Angeles will not reimburse proposers for any costs associated with the preparation and submittal of any proposal.

1.5 **Gratuity Prohibition:** Proposers shall not offer any gratuities, favors, or anything of monetary value to any official, employee, or agent of the City of Port Angeles for the purpose of influencing consideration of this proposal.

1.6 **Right of Negotiation:** The City of Port Angeles reserves the right to negotiate with the selected proposer the exact terms and conditions of the lease agreement.

1.7 **Evaluation Criteria:** Proposals will be judged on the following criteria, at a minimum:

1.7.1 **Responsiveness to the Requirements of the RFP.** All RFP submittal requirements contained in this RFP must be strictly adhered to for the proposal to be considered.

1.7.2 **Lease Price or Value Offered.**

1.7.3 **Proposed use of property.**

1.7.4 **Benefits to the City, visitors, and residents of Port Angeles.**

1.7.5 **The year round occupancy and use of the building.**

1.7.6 **Compatibility of the use with the Central Business District Zone(per PAMC)**

1.7.7 **Consideration will be given to non-profit organizations or government agencies proposing a civic benefit use for the property.**

1.8 **Indemnification:** The successful proposer shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of Port Angeles, its elected officials, officers, employees, and agents from any loss, damages, and liability of any nature or kind, for or on account of any use or occupancy of the property.

1.9 **The City of Port Angeles reserves the right to reject any and all proposals and to waive any informalities in the RFP process.**

1.10 **The successful proposer agrees to comply with the Fair Labor Standard Act, Equal Opportunity Employment Act, and all other applicable Federal and State laws, regulations and executive orders to the extent that they may be applicable.**

## **SECTION 2 SPECIFIC INSTRUCTIONS**

Proposals are to include the following information:

2.1 **The rent offered for this property. The first and last months rent must be net cash to the City. The City will not carry financing.**

2.2 **Complete description of the proposed use of the property including:**

2.2.1 **Types of services and/or goods to be available and the proposed customer base.**

2.2.2 **Hours of operation.**

2.2.3 Other relevant information which describes the proposed occupancy and use of the property.

2.2.4 Compatibility of that use under current zoning and setting of the property.

2.2.5 Preliminary plan that describes all proposed improvements and a site and floor plan illustrating use of the property.

2.3 The successful proposer must be able to provide a certified or cashier's check for the first and last months rent of the approved bid amount within 10 working days after the proposal is accepted. Occupancy to occur within 60 days after acceptance of proposal.

2.5 If proposer is to be a government or non-profit organization, include evidence of status as under 501 (c) of the Internal Revenue Code.

2.6 Owner is offering the property AS IS with no warranties.

2.7 The property will be available for inspection by appointment. Further information may be obtained by calling Teresa Pierce, 360.417.4500.

2.8 The City of Port Angeles reserves the right to reject all proposals.

SECTION 3  
PROPOSAL COVER FORM

I have read and understand the requirements of this proposal, **RFP # 09-01**, 110 East Railroad Avenue, Port Angeles, Washington and agree to provide the required information in accordance with this proposal and all attachments, exhibits, etc.

ATTACH DRAWINGS AND SEPARATE SHEETS AS NEEDED

Proposed Lease Price for Real Property: \$ \_\_\_\_\_

Government or Non-profit status:

Proposed use:

Source of funds:

This proposal constitutes an offer to lease, and by signing, the proposer agrees to the terms and conditions set forth in Section 2 of the RFP, which may be included as restrictions in the Lease.

\_\_\_\_\_ (Proposer's initials)

SUBMITTED BY:

NAME: \_\_\_\_\_

FIRM:

BY: \_\_\_\_\_

SIGNATURE

NAME (PRINT):

ADDRESS:

CITY/STATE: ZIP

TELEPHONE: (    )

DATE: \_\_\_\_\_



June 9, 2009

Robert E. Jones  
5720 Capitol Boulevard, Tumwater  
P. O. Box 47440  
Olympia, WA 9850-7440

RE: Traffic Study funding possibilities

Dear Mr. Jones:

Thank you for your prompt response regarding the proposed amendments to the Port Angeles Comprehensive Plan, specifically policy language suggesting investigation of returning the First/Front Street corridor to two-way streets. As First and Front Streets constitute US 101 and significant state interests we value your comments and anticipate your participation in any such action.

We concur that such a change would have impacts that should be thoroughly studied. At the present time, the City of Port Angeles has slated various traffic and/or parking studies which may be expanded to include the First/Front corridor. In your letter of June 1, 2009, you mention that WSDOT would be supportive of an initiative by the city to seek funding to conduct a traffic analysis to the corridor to determine the feasibility, impacts, and benefits of removing the one-way couplet. We would be interested in your input as to what funding sources might be available or what other avenues might be investigated to further support our efforts in this endeavor.

Sincerely,

Nathan West, Director  
Community and Economic Development Department

Cc. Kent Myers, City Manager