



# **City of Ellensburg**

## **Request for Qualifications**

### **R25-09**

## **Developer of Ellensburg Fieldhouse**

**Issue Date:** **October 9, 2025**

**Due Date:** **November 14, 2025 – 4:00 p.m. (Pacific Time)**

## **REQUEST FOR STATEMENTS OF QUALIFICATIONS**

Notice is hereby given that qualifications from interested firms will be received by the City of Ellensburg, WA ("City") for:

### **Developer of Ellensburg Fieldhouse**

Qualifications from firms or teams of firms ("firms") received later than **4:00 p.m. November 14, 2025, may not be considered.**

A copy of this Request for Qualifications ("RFQ") may be obtained from City's web site  
<https://www.ci.ellensburg.wa.us/>

The City reserves the right to reject any and all submissions, and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by responding firms in the preparation and submission of qualifications. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

A response that indicates that any of the requested information in this RFQ will only be provided if and when the firm is selected as the apparently successful firm is not acceptable, and, at the City's sole discretion, may disqualify the submission from consideration.

The City, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that disadvantaged business enterprises will be afforded full and fair opportunity to submit qualifications in response to this RFQ and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award of any contract entered into pursuant to this RFQ.

In addition to nondiscrimination compliance requirements, any firm ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

**Dated this 6th day of October 2025**

Beth Leader  
City Clerk  
509-925-8614

**Advertised in The Daily Journal of Commerce on October 9<sup>th</sup> and October 16<sup>th</sup>, 2025  
And The Daily Record on October 9<sup>th</sup> and 16<sup>th</sup>, 2025.**

## **Scope and Approach**

A firm chosen as the developer (“Developer”) through this RFQ process would finance, design and construct a new, recreational facility (“Facility”) to be located on Rotary Park, City-owned property at located at 1200 West 5<sup>th</sup> Avenue, Ellensburg, WA 98926 (“Site”).

The Facility would be approximately 60,000 square feet in size and consist of a hard surface area that could accommodate up to five basketball courts, a synthetic turf area, offices, and multi-purpose recreation rooms operated by the City.

Pursuant to the authority provided by Chapter 35.42 RCW, the City anticipates the most likely development scenario as follows: the City will negotiate and execute a ground lease for the Site with the selected Developer; the Developer will design and construct the Facility at its sole cost and expense; and the City will lease back the Facility from the Developer, with an option to purchase the completed Facility at any point during the term of the ground lease. Ownership of the Facility would revert to the City at the end of the ground lease term unless the City has earlier exercised its purchase option.

As further described in this RFQ, the Developer will be responsible for financing the initial design and construction of the Facility, either directly or through third-party financing, subject to a fixed price for the Facility. The fixed price will be inclusive of all development costs for design, development, permitting, financing, and construction of the Facility. The City anticipates a fixed price of approximately \$13 million to \$16 million, depending on negotiated design, specifications, and lease payment schedule. The City does not anticipate that the fixed price for the Facility will exceed \$16 million.

## **General Facility Descriptions and Anticipated Contracting Relationships**

The Facility would include three primary components. First, the Facility would include up to five basketball courts that would include court lining for volleyball and pickleball. Second, the Facility would include a synthetic turf area approximately 14,400 square feet in size with protective netting surrounding the turf that could lowered and raised. Third, the Facility would include office space and multipurpose activity rooms.

## **Known Design Requirements**

Based upon preliminary information, the development will result in a Facility that includes and meets the following:

- Five basketball courts with each court measuring 84' long X 50' wide
- Synthetic turf area approximately 14,400 square feet in size
- Office space and multipurpose room
- Batting/pitching cages that lower and raise
- Three lane walking/running track around the perimeter of the courts and turf
- On site parking for up to 400 vehicles
- The City expects to achieve occupancy by March 31, 2027
- The Facility will be constructed upon City-owned property located at 1200 West 5<sup>th</sup> Avenue, Ellensburg, WA 9826 (a separate legal parcel will be created to establish the project site). A map / aerial photo identifying this area is attached as Attachment A is included for general reference)

- The Facility and required improvements will comply with all federal, state, and local requirements
- The City will negotiate a fixed price for the Facility, inclusive of all development costs for design, development, permitting, financing, and construction of the Facility, and anticipates a fixed price of approximately \$13 million to \$16 million, depending on negotiated design, specifications, and lease payment schedule. The City does not anticipate that the fixed price for the Facility will exceed \$16 million.

### **Procurement Process: Chapter 35.42 RCW**

The City intends to negotiate a series of agreements with the selected Developer, including a Site ground lease, a development agreement, and a Facility lease, pursuant to which the Developer will finance, design and construct the Facility pursuant to a design and specifications approved by the City.

As noted, Chapter 35.42 RCW authorizes development of the Facility on the Site by means of a lease-leaseback transaction on terms acceptable to a successful firm and the City provided that:

- a) No part of the cost of construction of the Facility shall ever be or become an obligation of the City;
- b) The City shall have a right to occupy the Facility or a portion thereof based in exchange for lease payments agreed upon by the parties, which lease payments shall not exceed prevailing rates for comparable space;
- c) Upon the expiration of the lease, and unless an earlier purchase option is exercised, the Facility shall become the property of the City.

The statute provides for this contract to be awarded pursuant to a procurement process on terms most advantageous to the City result. The City has initiated this RFQ process to obtain the best possible Facility for the City on the best possible terms.

The Developer will be required to pay prevailing wages in connection with the construction of the Facility accordance with RCW 39.04.260.

This project will be highly visible and **requires Ellensburg City Council approval.**

### **RFQ Process**

The City expects that the Facility will be functional, efficient, safe and secure; will incorporate quality systems and materials; will be energy efficient with low operating and maintenance costs; will be aesthetically pleasing in its design and architecture; and will offer excellent economic value.

This RFQ is intended to identify the most qualified firms based upon responses to the Statement of Qualifications ("SOQ") submittal. Any firm interested in this project and having the expertise, experience, and financial and other resources necessary to become the Developer is invited to tender an SOQ submittal. Firms that respond and tender a complete SOQ submittal pursuant to

the terms of this RFQ will be identified as "Applicants." Applicant scores will be numerically ranked in accordance with the Selection Criteria identified below. Based upon the numerical ranking, the highest ranked applicants, at the determination by the City, will be identified as "Applicant Finalists" and invited to participate interviews and/or contract and lease negotiations. Each Applicant is encouraged to identify and describe its intended development team in its SOQ.

### **Submission Criteria**

SOQs should be prepared simply, providing straightforward, concise descriptions of the Applicant's capabilities to satisfy the requirements of the RFP. SOQs should not exceed 50 single-sided pages (8-1/2" x 11") in length.

SOQs must include the following:

1. Previous Experience in similar projects including references (please identify the specific members of your proposed team that have the required or preferred relevant experience)
  - Project specific experience related to the design, construction, and management of large recreation and community center facilities.
  - General project experience of a similar size and scope.
  - Company information including time the company has been in business and business experience.
  - A list of names and phone numbers of at least three (3) client references that would be most knowledgeable of your company's performance on these similar projects. Please verify both name and contact phone number in advance before including this information in the qualifications.
2. Expertise of Key Personnel and/or Team Partners for Identified Roles
  - Specialized experience and technical competence of the team members with their titles and roles identified. This should include the team for both design and construction.
  - Highlight the experience of identified personnel with projects of similar scope and scale.
3. Project Understanding and Proposed Strategy for Success
  - A statement of your understanding of the various aspects of the project.
  - Capacity to perform the work within desired time and budget limitations.
  - Proposed methods to accomplish the work; ability to identify and solve issues related to ease of use, identify problems, and manage density, neighborhood and traffic issues; appreciation of design potential to minimize cost and construction impacts.
  - Demonstrate capability to explore and develop innovative or advanced techniques and design.
4. Approach to Project Management and Delivery
  - A discussion of your firm's approach to this project.
  - A complete description of method to complete the scope of work.
  - A summary work coordination plan and schedule(s) describing how the goals, tasks, and other elements of the project can be expected to be completed during the project duration.
5. Financial Resources (Pass/Fail)
  - Evidence of the Applicant's financial strength and stability to complete this project.
  - Evidence of established relationship with financial institutions under which financing would be available for the execution and completion of the work called for.

## **SOQ Submittal Instructions**

Please note: The following general requirements are mandatory for all SOQs. SOQs submitted after the deadline date and time or lacking one or more of the following requirements may not be accepted, in the discretion of the City.

1. **Qualifications must be submitted by e-mail and be received no later than 4:00 pm PST on November 14, 2025.**
2. E-mailed qualifications should include "Developer of Ellensburg Fieldhouse R25-09" in the subject line and be addressed to [cyclerk@ellensburgwa.gov](mailto:cyclerk@ellensburgwa.gov)
3. All qualifications sent electronically must be in the form of a PDF and cannot exceed 20MB.
4. Please make sure you stay within 50-page limit on your proposal.
5. All qualifications must include the legal name of the organization, firm, individual or partnership submitting the SOQ. Include the address of the principal place of business, mailing address, phone numbers, emails, fax number and primary contact person.
6. To be evaluated, SOQs must address all requirements and instructions contained within.

**Questions:** Questions regarding the scope of the project, RFQ, or the SOQ evaluation process must be submitted in writing and addressed to Brad Case, Parks & Recreation Director, at [caseb@ellensburgwa.gov](mailto:caseb@ellensburgwa.gov). Questions must be submitted by 2:00 PM PST on October 23, 2025.

## **Submittal Deadlines**

The Department's schedule for review of the RFQ submittals and final selection of the Contractor is as follows:

October 9, 2025	RFQ posted
October 23, 2025	Deadline for questions: 2:00 p.m.
October 31, 2025	Responses to questions posted: 5:00 p.m.
November 14, 2025	Request for Qualifications Submittals Deadline: 4:00 p.m.
December 5, 2025	Evaluation Period – including interviews
December 15, 2025	Developer Selected / Negotiations Commence

## **Selection Criteria**

The City will make a selection based on the evaluation of the SOQs. The City may also, at its sole discretion, conduct a selective interview process with additional scoring to determine the highest rated proposed Developer, but the City reserves the right to make a selection based only on the evaluation of the SOQs.

SOQs will be evaluated based on the following criteria:

<b>Criteria</b>	<b>Points</b>
Previous experience in similar projects/references included	0-15
Expertise of key personnel and/or team partners for identified roles	0-20
Project understanding and proposed strategy for success	0-35
Approach to project management and delivery	0-30
Financial Resources	PASS/FAIL
<b>Maximum Points</b>	<b>100</b>

Optional: If conducting interviews, each interview shall not exceed one hour and will generally follow this format:

- Applicant presentation, specific prompt to be provided (approximately 20 minutes)
- Predetermined interview questions from City staff (approximately 20 minutes)
- Open question and answer session (approximately 20 minutes)

Interview scoring will be based on the following criteria and relative weighting:

Criteria	Points
Presentation	0-30
Approach to project management and delivery	0-30
Predetermined interview questions	0-30
<u>Open question and answer session</u>	0-10
<b>Maximum Points</b>	<b>100</b>

Predetermined interview questions from City will be provided to each firm selected for interview within three (3) business days of being notified of their selection, along with the scoring criteria and weighting to be used by the panel of City staff interviewers. Questions asked during the open question and answer session will not be provided to the interviewed firm in advance.

### **Selection Process and Contract**

A City selection committee will review all SOQs and may conduct interviews and check references prior to selecting the highest rated proposed Developer.

Prior to the commencement of work, the City and the Developer will agree on Facility finance, components, design, construction, management, and lease terms. Definitive agreements are expected to include a Site ground lease, development agreement, and lease agreement. The Developer will be expected to enter into contracts with the City that includes standard contract provisions acceptable to the City such as those related to:

- Standards of performance
- Schedule
- Lease Terms
- Compliance with any applicable public works requirements
- Insurance
- Hold Harmless, Indemnification, and Defense
- Breach of Contract and Remedies
- Termination
- Ownership of work product
- Resolution of disputes
- Governing law and venue for actions
- Nondiscrimination

### **Other RFQ Terms and Conditions**

- A. The City reserves the right to reject any and all applications or to waive any irregularities in such applications.

- B. Applicants responding to this RFQ must follow the procedures and requirements stated in the RFQ document. Adherence to the procedures and requirements of this RFQ will ensure a fair and objective analysis of firm qualifications. Failure to comply with or complete any part of this RFQ may result in rejection of a firm's application.
- C. The City reserves the right to request clarification of information submitted, and to request additional information in connection with any submission.
- D. The City reserves the right to terminate this RFQ process at any point in the RFQ process.
- E. The City reserves the right to negotiate a contract with the next most qualified Developer if it cannot come to an agreement on contract terms acceptable to the City.
- F. The contract(s) resulting from acceptance of a qualification by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ.
- G. The City shall not be responsible for any costs incurred by any applicant in preparing, submitting or presenting its response to this RFQ.
- H. Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provisions of executed agreements.
- I. The City reserves the right not to award any portion or all of the project if it finds that none of the qualifications submitted meets the specific needs of the project. The City reserves the right to modify the scope of work and award portions of this RFQ to the selected Developer.

### **Public Disclosure**

Once submitted to the City, qualifications shall become the property of the City, and all qualifications shall be deemed public records as defined in Washington's public records statute, Chapter 42.56 RCW. Any qualification containing language which copyrights the submission, declares the entire submission to be confidential, declares that the document is the exclusive property of the applicant, or is any way contrary to public disclosure laws may be removed from consideration in the discretion of the City. The City cannot accept responsibility for determining what an applicant may consider to be confidential and proprietary and exempt from public disclosure. Therefore, any application materials the applicant claims is confidential and proprietary and exempt from disclosure must be clearly designated as such and the applicant will be given notice and an opportunity to seek a court order preventing disclosure.

### **OWM&BE Participation**

The City encourages OWM&BE firms to submit qualifications and encourages all firms to team with OWM&BE firms in their pursuit of this project.

**Federal Debarment**

Neither the Applicant nor any member of the Applicant's team shall be currently debarred or suspended by the Federal government. The Applicant shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database ([www.sam.gov](http://www.sam.gov)).