

BOARD OF PARK COMMISSIONERS AGENDA

Wednesday, January 5th, 2022 5:30pm

Zoom

The Park Board meeting will be conducted remotely, not in-person. However, you may view the meeting by visiting a link, or call in and listen via telephone:

The public may view the meeting by using the following link:

<https://us02web.zoom.us/j/84131128290>

The public may also listen to the meeting via telephone by dialing toll-free:

(888) 788-0099 - when prompted enter Webinar ID

press # (*participant ID not required*) 841 3112 8290

Public comments may be submitted by email to ssmith@ci.lacey.wa.us. Emailed comments will be included in the next available Park Board packet, but will not be addressed during the meeting. Public comments may also be made at the Zoom meeting via audio.

1. Call meeting to order
2. Addition or deletions to the agenda **(Action)**
3. Announcements & Introductions
4. Approval/correction of December meeting minutes **(Action)**
5. Correspondence
 - a) Joyride Correspondence
 - b) Disc Golf Correspondence
6. Citizen/Public Comment
7. Old Business
 - a) Greg Cuoio Parks & Greenways Master Plan Update – Presentation from Juliet Vong and Final Master Plan Recommendation Document Review **(Action)**
 - b) COVID-19 update “Healthy Washington – Roadmap to Recovery”
 - c) Lacey Cares Outreach Project
8. New Business
 - a) Beverage Contract **(Action)**
 - b) Rainier Vista Lights
 - c) Park Board / City Council Joint Work Session Agenda
 - d) Long Lake Park Adjacent Property **(Action)**
 - e) Park Board Meeting Changes **(Action)**
 - f) 2022 Park Board Commissioner Directory
9. Director’s Report
 - a) Staff Presentation – Roger Johnson
 - b) Sports Commission – Sue Falash
 - c) Programs & Special Events – Sue Falash
 - d) Construction Project Updates
 - e) Planning
 - f) Grants & Budget

- g) Volunteers
- h) Miscellaneous

10. Commissioner's Report
11. Chair's Report
12. Committee Reports
 - a) PARC Foundation
13. Adjourn

BOARD OF PARK COMMISSIONERS MINUTES
Wednesday, December 1st, 2021 5:30pm, via Zoom

Present:

Sarah Daniels, Kamber Good, Wendy Goodwin, Gary Larson (5:44 pm), Erwin Vidallon and Aram Wheeler

Excused: Troy Kirby, Declan Line

Staff: Jen Burbidge, Sarah Smith, and Sue Falash (5:44 pm).

Public: Adam Berry-Huff, Dustin Brewer

The meeting was called to order at 5:31 pm, by Chair, Sarah Daniels

Additions or deletions to the Agenda

Commissioner Wheeler motioned to approve the agenda. Commissioner Vidallon seconded. Motion passed.

Announcements & introductions

None

Minutes

Commissioner Wheeler made a motion to approve the November minutes. Commissioner Goodwin seconded. Motion passed.

Calendar

Correspondence

Citizen/Public Comments on Items not on the Agenda

Two people gave public comment.

Old Business

- a) Greg Cuoio Park & Greenways Master Plan Update – Ms. Juliet Vong presented updates to the project including the details of the November public open house results and the next steps in the project. She will be back next month with the intent on getting a recommendation from Park Board to City Council.
- b) COVID-19 Update - Ms. Burbidge gave the update.
- c) Lacey Parks Outreach – Ms. Burbidge shared slides that were added since Park Board last saw the presentation, and reported City Council was pleased with the survey engagement and wanted to further discuss the aquatics piece, that Youth Council will be helping with outreach and engagement, and that the Outreach Team will now become a Focus Group that can meet to vet ideas and concepts.

New Business

- a) Chinqually Equipment Agreement – Ms. Sue Falash shared the history of the partnership with Chinqually Soccer Club and intent for the agreement.

Chair Daniels motioned to approve the agreement. Commissioner Wheeler seconded. Motion passed.

- b) Commissioner Contacts – Chair Daniels confirmed this will be moved to January meeting.

- c) 2022 Accomplishments

Chair Daniels motioned to approve the accomplishments. Commissioner Wheeler seconded. Motion passed.

- d) 2022 Work Plan – Ms. Burbidge clarified the workplan has been reviewed and needs approval.

Commissioner Vidallon motioned to approve the workplan. Chair Daniels seconded. Motion passed.

- e) PARC Foundation Update – Ms. Burbidge advised the foundation has been working on restructuring, and their agreements with the cities are starting soon. There was an amendment to the Lacey agreement for an extension, no need to approve since content didn't change. The delay has been coordination with all three cities.

- f) 2022 Calendar

Commissioner Good motioned to approve the calendar. Commissioner Vidallon seconded. Motion passed.

- g) 2022 Commissioner Nominations & Elections –

Chair Daniels nominated Commissioner Wheeler for Chair. Commissioner Vidallon seconded. Motion passed to nominate and elect Chair Wheeler.

Commissioner Wheeler nominated Commissioner Larson for Vice Chair. Chair Daniels seconded. Motion passed to nominate and elect Chair Larson.

- h) Open Public Meetings Training – Ms. Sarah Smith played the final Open Public Meetings Training #3 video.

Director's Report

- a) Staff Presentation - None
- b) Sports Commission update - None
- c) Programs & Special Events – Ms. Falash reminded everyone to attend the Lighted Parade and Tree Lighting event this Monday, December 6 at Huntamer Park at 6:30 p.m. She also shared that 3 tournaments are running out of the RAC, and indoor basketball had started.
- d) Construction Updates – Ms. Burbidge shared the RAC gravel parking lot project design was completed in 2021, and construction of the lot will take place in 2022 pending budget approval by City Council later this month.
- e) Planning - None
- f) Grants & Budgets - None
- g) Volunteers - None
- h) Miscellaneous. - None

Commissioner's Report

None

Chair's Report

Chair Daniels thanked the commission for the opportunity to serve as Chair for 2021.

Committee Reports

- a) PARC Foundation. No report

Adjourn

Meeting adjourned at 7:32 pm.

Next meeting: Wednesday January 5, 2022 at 5:30pm via Zoom.

5a

Good afternoon,

My name is Trout, and I work at Joy Ride Bicycles on Ruddell Road. I manage all of the BMX department and have got to know a lot of people in the town. There is an absolute desire for a skate park that is covered. The kids have nowhere to ride in the seven months of fall and winter. Other major cities have destination bike parks. There is nothing in the south Puget Sound. I have been trying to work with the city of Tumwater as well to build something for our communities. Skateboarding and BMX is a huge part of the south Puget Sound and is growing. The kids and parents need a covered park. There are examples up north and in Oregon . I would love to work with you guys and I hope I'm not too late. I know a lot of very passionate people that are more than willing to talk about this.

Thank you so very much,

TrouT

360-701-2270

Joyridebicycles@gmail.com

5b

Jen,

Been busy working on the disc course expansion at WCP. Just wanted to say thanks to you for helping make this happen. Foot traffic is way up on the course and everyone I have talked to has been WOWed. Pass on a big thank you to the maintenance ground crew. They were johnny on the spot taking care of a downed tree that blocked the entrance to the 2nd Tee pad. They do great work. Looking forward to the new park and the great things happening there. Again a bi
THANKYOU!

W/R



LACEY PARKS

CULTURE & RECREATION

PUT US ON YOUR **PLAYLIST!**

Greg Cuoio Park & Greenways Master Plan Final Draft

To access the Final Draft, hold down CTRL and left-click this link:

<https://spaces.hightail.com/receive/UdVYgOpMsr>

LACEY PARKS CULTURE AND RECREATION

Lacey Cares Community Input Findings and Future Outreach Recommendations

J Robertson and Company
December, 2021

I. INTRODUCTION

Over the past year, the City of Lacey has engaged the greater Lacey community in a discussion about the future and the way people would like to see their city look, feel and function. Through the Lacey Cares initiative and subsequent outreach, the City of Lacey Parks, Culture and Recreation Department has established a solid framework for future strategic planning. This document summarizes key findings related to community preferences and priorities and outlines next steps with respect to ensuring future initiatives are aligned with community expectations. The ultimate goal is to build a shared vision for the future of cultural and recreation assets and opportunities.

II. KEY FINDINGS TO DATE

The following summarizes key takeaways from three proactive community outreach activities, including:

- Lacey Cares Open-Ended Survey (online; multi-topic including Parks, Culture and Recreation)
- Lacey Parks Outreach Team Intercept Interviews (online and in-person at multiple locations)
- Lacey Parks, Culture and Recreation Priorities Survey (online)

This document captures primary findings. However, additional insights may be gleaned from revisiting the summary reports produced for each of the efforts. Conclusions to date include:

Top Conclusions

Survey participants are most supportive of an aquatic center or public pool

Considerations:

- Tumwater-Olympia regional aquatics center study indicates universal support
- **Popular across ALL socioeconomic profiles**
- People are not satisfied with limited swim lessons/access to NTPS pools
- Preference for indoor pool, or multiple pools with indoor anchor
- Respondents have not yet been asked to opine on financing mechanisms

Indoor recreation is a priority, but desired offerings vary

Considerations:

- An indoor swimming pool is the top priority by far, as a stand-alone or combined offering
- Playgrounds in general do not rank among highest priorities given outdoor prevalence throughout Lacey, but **INDOOR playgrounds** ARE a priority for parents looking for activities out of the rain
- Additional indoor priorities appear to include skating rink, teen center, senior center, basketball
- Worth noting: Basketball courts (highest supported activity after indoor/covered playgrounds) are easily adapted to accommodate other secondary priorities, including soccer, pickleball, volleyball and tennis important to smaller but passionate audiences.

Open spaces, trails and preservation of natural areas are a top priority

Considerations:

- Combination of inputs and interest, including: preservation of existing spaces; extension and connection of walking and bike trails; and increased **access to natural areas**
- Priority in neighborhoods surrounding Lacey Gateway area due to construction, trucks, tree removal
- Notably, over one-third of respondents selected cross-country trails as a priority (cross-country trails can also be used for walking, bird watching and other passive recreation purposes)

Affordable, subsidized recreation opportunities remain a top priority

Considerations:

- Approximately two-thirds of survey respondents selected this as a priority, and about 64% selected it with a first or second place vote (out of three votes)
- This may suggest that **people value access not just for themselves, but for others** as well
- There is broad support for additional programming for all ages, but especially teens and youth
- Half of survey respondents voted for more programming for youth and teens; a third supported more programming for seniors; and a quarter voted for more programming for adults
- There were a variety of suggestions, including parenting and cooking classes, but more concentrated work needs to be done regarding the specific TYPE of programming and level of affordability would be most appreciated/used

There is high support for one or more spray parks and/or splash pads

Considerations:

- There was some question as to how prevalent support was given that spray parks and splash pads first surfaced during intercept surveys over the summer; support was validated in the fall survey
- Splash pads received the second most votes for desired outdoor features, just behind walking trails
- They received the second most Top 3 priority votes, just behind swimming pool

There is mild interest in acquiring additional parks, relative to other priorities

Considerations:

- Community members appear to appreciate the options already available
- Preference to complete build out at existing parks
- New ballfields not rated as high as other priorities in general
- **BUT year-round, multi-purpose, turf fields ARE popular/desired**

There is a clear preference for *events* over *classes* with respect to programming

Considerations:

- **Concerts in the park** received the single largest vote, with nearly 50% of participants
- Other activities, including **movies in the park** and **fun runs**, were also rated high priority
- **Cooking, crafts and art** were the highest priority classes
- There is very little support for additional **virtual programming**

Street fairs with food and entertainment top arts and culture priority

Considerations:

- **Street fairs** are the highest rated priority in the survey (over half rated as priority)
- Expanded **farmer's market** isn't far behind
- **Cultural events and festivals** and **music performances** are also highly rated
- **Art displays and galleries** and **education/lecture series** scored relatively low

Other Findings of Note

Several options/potential features should be explored more thoroughly

Considerations:

- An indoor and/or covered **ice skating rink** rated just below playgrounds on the indoor priorities question, and above other items including basketball, batting cages, soccer and pickleball
- There was modest support for an expanded **senior center**, but additional engagement targeted to the senior community is warranted to determine actual interest among potential users
- Similarly, **pickleball** received middling support overall, but would appear to be a very high priority among an active subset of the population – additional research would be helpful

The Lacey Museum, future Lacey Museum and Cultural Center, and Lacey Depot were not included in the online survey

Considerations:

- Both are already in operation and therefore were not included in the “what next” question set, and both are better assessed through community development focus area of Lacey Cares
- While neither emerged as a “write-in” priority through Lacey Cares or Parks Priorities survey, these facilities will be instrumental in hosting popular classes, cultural events, and music performances

III. NEXT STEPS

This section summarizes context for next steps and outlines topic areas/audiences and approaches for additional public and targeted stakeholder engagement.

Context

In 2022, Lacey Parks, Culture and Recreation (LPCR) is scheduled to commence an extensive assessment, analysis and public involvement process that will create the foundation for a Parks, Culture and Recreation Comprehensive Plan update due in 2023. The Lacey Cares engagement and recent Parks Priorities Survey undertaken during 2020-2021 have effectively accelerated that process. Rather than having to proceed with a ground-zero public participation process, the City can tailor the upcoming process to:

- Execute targeted engagement and education strategies
- Determine highest priorities among an already-narrowed, community-defined list of preferences
- Focus on implementation and funding solutions for major projects
- Engage private, public and nonprofit partners with shared interest in specific community goals

While the Lacey Cares and Parks Priorities Surveys provide a solid starting point for future planning, LPCR will also need to synchronize community goals with adopted standard of recreation service delivery and affordability targets. This includes an evaluation of who is participating in current programming, who is struggling to access programs and which programs, or spaces, are no longer viable or of interest.

Ultimately, analysis will also need to consider whether goals are achievable with current staffing and resource levels and, if not, how they will be funded or otherwise postponed until solutions emerge. The following section offers some approaches to help better-define shared goals and ensure Lacey is clearly communicating and moving in the direction that the majority of community members expect.

Engagement Gaps and Targets

Conduct Proactive Outreach with Groups Underrepresented in Priorities Survey

Additional direct engagement with targeted audiences will be beneficial to identifying and clarifying parks, culture and recreation needs. In particular, the City might consider working through community based organizations, the City's Commission on Equity, and other partners to conduct listening sessions or focus groups with demographic segments underrepresented in the Parks Priorities survey, including, but not limited to:

- BIPOC communities
- Senior communities (system users and non-users)
- Youth (under age 21) in general
- System users (sports teams, programs and classes, specific park user groups)
- Military families (particularly those who are new transfers)

Confirm Public Priorities, Expectations and Support for Perceived Priorities

If the City concludes public funding is required to meet needs and expectations, it would be advisable to conduct a statistically-valid telephone or hybrid phone/online survey. This could be done as a stand-alone Parks, Culture and Recreation survey, or, as part of a larger Lacey Cares prioritization survey. In either scenario, the survey would provide a valuable supplement to the original Parks Priorities survey by providing a statistically reliable gauge of public support by age, income, race and ethnicity.

If conducted far enough in advance of an actual funding proposal, the survey could yield important insights as to information gaps and/or necessary course adjustments. The survey could, in addition to clarifying level of support for future investments, help to determine:

- Preferred funding mechanisms (public-private partnerships, sales tax, property tax, bonding, et al)
- Willingness of voters or homeowners to fund specific enhancements
- The threshold of that willingness in actual annual dollar amounts
- Voter interests and needs by geographic location, age cohort and other socioeconomic factors

The City will also need to increase awareness and build support for funding parks-related maintenance. Over the past several decades, Lacey has assembled one of the premier parks systems in Washington State. While less funding is required to purchase land, ongoing **parks build-out and maintenance** require continued investment. This topic should be included in future engagement and survey activities.

Approaches

Begin Exploring Potential Implementation Options and Partnerships

Recreational activities and services are offered by a plethora of public, private and nonprofit entities. Examples include sports leagues, private gym memberships, arts and culture classes, and specific destination recreation venues to name a few. As the City maps out the path forward, it may be beneficial to engage potential partners with overlapping interests. Specific Lacey offerings that might benefit from partnerships include, but are not limited to:

- Indoor recreation spaces in general
- Swimming pool or aquatics center
- Multi-purpose sports fields
- Ice skating rink
- Open space and trail access
- Arts and culture access and programming
- Spray pad/splash park locations

Potential partners could include, but are not limited to:

- The Nisqually Tribe
- North Thurston Public Schools
- YMCA, Boys and Girls Club and other social service clubs and organizations
- Private or nonprofit sports leagues
- Peer Cities and Thurston County
- Saint Martin's University

The goal is to proactively engage representatives of these entities to identify overlapping interests and potential partnership structures that can help advance priorities and maintain affordable access for all.

Conduct Proactive Education

Parks are often cited by Lacey as being the #1 thing they value about living here – including the abundance and affordable access. However, not many think about the complexity and expense associated with creating and maintaining such a system. Building and maintaining support for Parks, Culture and Recreation advances is an ongoing, iterative process. The most acute challenge is reaching those who do not or perceive they do not benefit directly from investment in park offerings, or who simply do not know what’s available. In the coming months, the City can expand community awareness and engagement through:

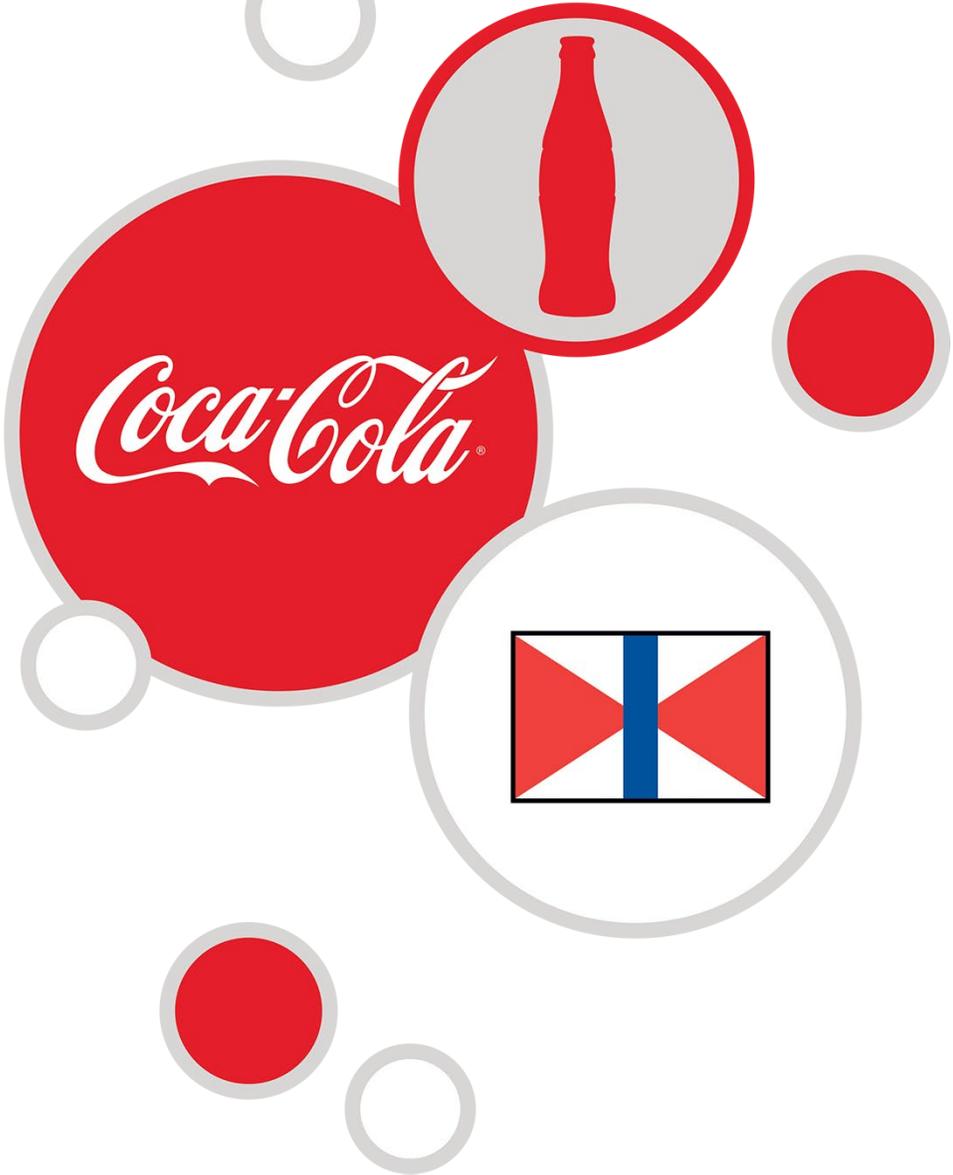
- Speaker’s Bureau presentations (service organizations, senior living facilities, neighborhood associations, military spouse clubs, etc.)
- Newsletter updates (Did You Know features emphasizing parks, culture and recreation resources and features)
- Direct mailings, social media posts and earned media coverage that highlight various aspects of the parks, culture and recreation system – including current assets and future community-defined priorities

Communications should emphasize:

- Why Parks Matter: The value of parks and recreation access to personal AND community health (e.g., increased opportunities for youth, reduction in select crime rates and social spending, the benefits to active seniors, the benefits to working parents, et al)
- Increasing awareness about the range (and creating an easily-accessible inventory) of parks, culture and recreation assets and opportunities available to people of all backgrounds and interests
- The value to Lacey taxpayers relative to typical communities (e.g., park space per capita, cost per capita to access quality recreational programming, economic impact and return on investment derived from parks and recreation offerings, etc.)
- The value of protecting cities from environmental impact (stormwater management, flood mitigation, increased sustainability, etc.)
- Tools for cities to achieve equity goals
- How Parks, Culture and Recreation is an excellent steward of public resources and focused on implementing community-defined priorities

These core messages can be supplemented as appropriate to reflect other topics of interest gleaned from future community engagement.

8a



Swire Coca-Cola, 2115 116th St S
Tacoma, Washington 98444
RFP Response

City of Lacey Beverage Services
Lacey Parks, Culture and Recreation Department

Similar Experience & Past Performance



The demonstrated reason why Swire Coca-Cola wants to team with the City of Lacey is the ability and desire of our employees to build meaningful relationships with our long-term partners. Projects of this scope create many enriching opportunities for our team to build relationships with yours. We get to introduce ourselves, earn trust, gain respect, and ultimately help you grow your business in a way that only a local company like Swire and a brand like Coca-Cola can.

We have developed and enjoyed long term relationships with the Seahawks, Seattle Sounders, The Washington State Fair, Tulalip Casino, Wild Waves, University of Washington, Angel of the Winds Arena, Bellevue College, University of Puget Sound, and most recently Metro-Parks.

The passion of our people to take care of our customers is the reason why you should place your trust in Swire Coca-Cola. Yes, our brands are popular and well recognized, but without our people to make sure you get them in the hands of your guests seamlessly, the brand recognition would be meaningless. We look forward to the opportunity to show you how Swire Coca-Cola can help guide your beverage program to the next level with the passion of our people leading the way.

R. G. Morgan

Direct City Benefit



- ❖ **Minimum Length of Contract:** *2 Years @ \$10,000 in sponsorship annually*
- ❖ **Value to the city of Extended Contracts: Duration:** *5 Years* Value: \$50,000
- ❖ **Availability to Begin Service:** *Immediately*
- ❖ **Proposed products and current pricing:** *“Reference Page 6”*
 - ❑ **Anticipated Price Change 2023:** *4%*
 - ❑ **Anticipated Price Change 2024:** *4%*
- ❖ **List all costs to be incurred by the city associated with this contract:** *No cost for install or maintenance of any equipment. All equipment provided free of charge.*
- ❖ **Revenue to the City based on 800,000 visitors/participants annually at the complex:** *Sponsorship of \$10,000 per year paid to City of Lacey and pricing discounts amounting to ~\$5,732 annually to concessionaire*
 - ❑ **Minimum proposed contract value** *\$20,000 in Sponsorship, ~\$11,464 in pricing discounts*
 - ❑ **List return to the city per case sold and quantity breaks:** *~\$11,464 can be taken off invoice for concessionaire or paid directly as rebate to the city of Lacey.*
- ❖ **Event advertising or incentives** *4 “Truck back signage” opportunities with impression value of \$8,000 to promote Lacey Parks events*
 - ❑ **Budget amount** *Managed by Swire Coca Cola, cost associated with printing paid for by Swire Coca Cola*
 - ❑ **In-Kind** *N/A*

Indirect City Benefit



Equipment available to the vendor: *Fountain Machines*, Coolers*, Ice Bins* (Multiple sizes and options available)*

Lease / rental cost of each item: *No Cost*

Cost of repairs for equipment: *No service or repair cost*

Frequency of routine Maintenance: *Once per quarter or as needed by customer*

Product Quantity Breaks: *No product quantity breaks, we provide Standard Channel pricing for like customers*

Product supplies delivered to the concessionaire: *Frequency as needed, 1-2 times per week*

Emergency Response for product request: *No Fees for emergency product needs, concessionaire will work with our local rep to ensure product needs are met*

Location of company storage facility: *2115 116th st s Tacoma, WA 98444*

Provisions for recyclable containers: *Swire Coca Cola can provide recycling receptacles. We do not pickup or provide recycling services but can help to develop recycling programs with our sustainability team*

Supplemental Information



Written Statement that the Proposer will be able to meet requirements for the concession stand startup: *Swire Coca Cola will be able to meet all requirements for concession stand startup and operation.*

Proposer shall identify any potential city costs involved in this project: *No costs should be associated with this project*

Proposed method and timing of payment to the City for product sales: *Multiple options for payment, Quarterly, annually, depends on preference of the City of Lacey.*

2022 Pricing



2022 Pricing

Product	Package Size	Channel Pricing	Funding/Adjustment	Net
Dasani	20z (24ct)	\$23.32	\$6.00	\$17.32
Gold Peak Tea	18.5z (12ct)	\$19.96		\$19.96
Monster Energy	16z (24ct)	\$39.12		\$39.12
Smartwater	1ltr (12ct)	\$21.48	\$2.00	\$19.48
Juices	12z (24ct)	\$35.16	\$2.00	\$33.16
Powerade	20z (24ct)	\$27.74	\$4.00	\$23.68

Product	Package Size	Channel Pricing
Sparkling & Still	5 Gallon BIB	\$98.22
Sparkling & Still	2.5 Gallon BIB	\$51.57

*All Channel pricing subject to annual increase on % of cost of goods



November 10, 2021

**City of Lacey
Request for Proposal**

**Beverage Services
Lacey Parks, Culture and Recreation Department**

The City of Lacey Parks, Culture and Recreation Department seeks an experienced beverage service company or organization to provide non-alcoholic beverage service at various park locations, including the Regional Athletic Complex (RAC) located at 8345 Steilacoom Rd SE, Lacey, WA., and Rainier Vista Community Park (RVCP) located at 5475 45th Ave.

“Beverage Service” includes but is not limited to the supply of soft drinks, sport drinks, dispensing supplies and equipment, and support services, i.e. delivery and maintenance.

The three (3) concession stands must be served in a professional manner providing moderately priced fresh beverages. The Lacey Parks beverage service provider will also offer services for tournaments and special events held at the RAC and RVCP complexes, some events at other locations, and vending machines as needed.

Proposals must be received at the address below no later than Wednesday, December 1, by 2:00 p.m. No postmarks will be accepted.

The City of Lacey assumes no obligations of any kind for expenses incurred by any respondent to this solicitation.

It is the City of Lacey’s policy to assure nondiscrimination in any contract entered into pursuant to this advertisement. Applicants will not be discriminated against on the grounds of race, color, national origin, sex, or any other protected class under Federal or State law.

All questions relating to this RFP should be addressed by email to sfalash@ci.lacey.wa.us no later than 2:00 p.m. on Wednesday, November 24, 2021. All answers to questions, which in the opinion of the City warrant a written reply or RFP addendum, will be furnished to all parties receiving this RFP. The City will not respond to questions received after the deadline listed on the estimated schedule.

Sue Falash
Lacey Parks, Culture and Recreation
420 College Street SE, Lacey WA 98503

Email: sfalash@ci.lacey.wa.us

GENERAL INFORMATION

Lacey Parks has 26 parks that are currently open to the public, of varying size and uses. Some of them have higher visitation than others. Facilities such as Lacey Community Center might provide opportunities for vending machines.

The RAC is 68 acres and has six (6) soccer fields, one of which has a synthetic surface and lights; five (5) baseball / softball fields with synthetic infields and lights; and between the two athletic areas is a full service multi-purpose community park. In addition, the RAC hosts special events and festivals.

Two (2) concession stands are located within the RAC complex. A full service concession (approx. 412 sq. ft. plus small storage area) is in the plaza area of the baseball/softball complex, while a smaller stand (approx. 170 sq. ft.) services the six soccer fields. The softball complex is expected to operate year round. The soccer fields are available March through November, with the exception of the synthetic surfaced field which is open all year. The fields are expected to be operational seven (7) days per week during the specified time frames.

Rainier Vista Community Park supports three (3) soccer fields, three (3) baseball/softball fields, four (4) pickleball courts with a small concession stand (approx. 170 sq ft). The fields are operational seven (7) days a week March 1 – October 31, but the park is open all year for multi-purpose community use.

SCOPE OF WORK

The contractor will provide quality beverage services for park visitors, participants, officials, spectators, and the general public.

The contractor will keep the concession stands and vending machines stocked for the employees and general public.

The contractor may not use the facility for functions / activities other than for beverage service without prior written approval of the City of Lacey.

Payment for beverage services: The concessionaire, not the City, shall be responsible and pay for the procurement of beverages, supplies, equipment related delivery and maintenance services. On-site storage space for beverages and supplies is limited.

Exclusive Contract: The beverage contract will be an exclusive contract authorized by the City of Lacey for Lacey Parks, complexes and vending machines only. Not all events in all Lacey Parks will be exclusive. The contractor shall provide the City with the price structure for beverages made available to the City and the concessionaire for the concession stands. Types or categories of beverages (i.e. coffee, tea, fruit drink, etc.) not provided under the Beverage Service contract with the City may be used by the concessionaire or City approved vendors.

Contractor shall demonstrate its ability to support Lacey Parks and RAC/RVCP concession stands with adequate and easily accessible “off-site” storage or production facilities. The off site storage or production facility shall be identified and address provided to the City prior to executing the contract.

Term of Contract and Beverage Service Days and Hours:

The term of this contract shall be two (2) unless earlier by the City pursuant to the terms herein. It is contemplated that the RAC/RVCP concession stands will be in operation year round with minimum hours of operation to be as follows:

Monday through Friday, 5:00 p.m. to 10:00 p.m.

Saturday and Sunday, 8:00 a.m. to 10:30 p.m.

Days and time may be adjusted by mutual consent of the concessionaire and the City of Lacey. The contractor shall be notified of such modification.

Vendors: Vendors who do not compete with this contract by selling like products will be reviewed and approved by the City of Lacey. All fees associated with the non-competitive vendors will be revenue to the City.

Catering: The contractor will provide beverage services for any games, tournaments, and events held at the RAC/RVCP. The contractor may not use RAC/RVCP facilities to supply events not associated with or approved by the City. Services to non-concession activities at the RAC/RVCP are subject to the City profit provisions as though offered from the concession stands.

Sanitation and Cleanliness: The contractor shall at all times maintain compliance with all applicable federal, state and local laws, ordinances and administrative regulations concerning beverage preparation, storage, advertising, purity, quality, service and premises sanitation. The contractor shall be responsible for obtaining all necessary licenses, permits, and health inspections pertaining to sanitation. Contractor shall maintain the highest standards of

cleanliness through such actions as regular cleaning of equipment. The City reserves the right to conduct random inspections.

Management: Award of this contract is based on the City's understanding that the contractor will assure competent professional, management of beverage services, supplies and associated maintenance at all times.

Compliance with Federal, State and Local Regulations: The contractor shall comply with all federal, state and local regulations, including but not limited to wages, taxes, social security, worker's compensation, non-discrimination, licenses, registration and safety requirements. Failure or neglect on the part of the contractor to comply with any or all such regulations shall not relieve the contractor of these obligations, nor of the requirements of this contract.

Promotions: The City must authorize the use of any City logos, name or association with any advertising.

Hiring and Employment: The beverage service provider shall not discriminate against any group of persons or participant associated with Lacey Parks. The operator must comply with all of the rules, regulations, statutes, etc., related to fair hiring and employment practices.

TIMELINE

Service provider will need to begin work January 6, 2022 and commit to a two contract.

PROPOSAL FORMAT

Service providers are asked to express their interest in this work by offering a proposal which demonstrates their ability and capacity to provide the services described.

- 1) **Number of Copies and Due Date:** Interested applicants shall drop off or mail one (1) electronic copy (USB flash drive) of their proposal to the Lacey Parks, Cultural and Recreation office, 420 College St. no later than 2:00 p.m. on Wednesday, December 1, 2021. Proposals received after the deadline will not be reviewed. In addition, please email a copy of proposal with the same deadline to sfalash@ci.lacey.wa.us.
- 2) **Format:** Each proposal will be limited to no more than 10 pages including the cover and cover letter. A printed side constitutes one page. Printed means any printing of any kind except for the phrase "this page intentionally left blank". Pages must be 8.5" X 11" paper.

Cover Letter: A cover letter, which will be included in the 10 page count, should establish the service provider's interest in this contract and may not exceed one page. The letter must be signed by an individual capable of committing the resources of the proposing company.

PROPOSAL SUBMISSION REQUIREMENTS

Proposers must submit the designated written information to the City as outlined and in the sequence provided by the City. Emphasis should be on complete, concise, and clear content limited to the information requested in the Required Submittal Information.

The City shall have the right to disqualify any proposal as a result of the information gathered in its research whether that information is provided through this proposal process or outside this proposal process.

Proposals shall be submitted by the time and date, at the place and in the manner as described in the RFP advertisement.

The proposal shall include, at a minimum, the following items:

- A. A written statement of **recent** experience of the Proposer in a similar beverage service operation. The formal proposal must include information on similar operations that the Proposer believes are sufficient qualifications for servicing Lacey Parks and associated concession operations.
- B. A written explanation and / or description of the following items:

Items to be addressed in the following order

1) Direct City benefit:

- minimum length of contract _____
- value to the City of extended contracts: duration _____ value _____
- availability to begin service: immediately _____ or proposed date _____
- attach a list of proposed products with current pricing; plus
 - anticipated price change in 2023 _____%
 - anticipated price change in 2024 _____%
- written notice of price changes or product availability
- list all costs to be incurred by the City associated with this contract:
 - identify and explain
- revenue to the City based on 800,000 visitors / participants annually at the complex:
 - minimum proposed contract value \$ _____
 - list return to the City per case sold and quantity breaks (i.e. soft drinks, water; sport drinks)
- event advertising or incentives
 - budget amount \$ _____
 - in-kind (explain)
- signage for the City and / or concessionaire
- audit review, the availability of records for product delivery, supplies and maintenance

2) Indirect City benefit via contract concessionaire:

- equipment available to the vendor
- lease / rental cost of each item
- cost of maintenance for equipment used
- cost of repairs for equipment used (i.e. service charges)
- frequency of “routine” maintenance
- product quantity breaks
- product / supplies delivered to the concessionaire
 - frequency
 - emergency response for product request (address time and associated fees)
- location of company storage facility from which supplies are delivered
- provisions for recyclable containers, utensils and recycle bins

3) Supplemental information

- brief outline or list of any service, product or attribute you would like the City to consider

- C. Written statement that the Proposer will be able to meet requirements for the concession stand startup.
- D. Proposer shall identify any potential City costs involved in this project.
- E. Proposed method and timing of payment to the City for product sales.

SELECTION PROCESS

Several Parks and Recreation staff members will review all proposals. Each staff member on the evaluation panel will rate the criteria on a scale from 1 to 5 (Poor, Below Average, Average, Above Average, and Excellent), and scores will be added to help determine the most qualified consultants.

Proposals will be rates based on the following criteria:

- Responsiveness and completeness of proposal – 10%
- Ability and capacity to perform the work – 25%
- Expertise and experience – 45%
- Pricing and Incentives – 20%

Following an evaluation of the RFPs received, the company or companies considered to have submitted the best proposal(s) may be requested to participate in an interview prior to the final decision being made.

Right to Modify Process.

The City reserves the right to modify the selection process or other aspects of this proposal process at its sole discretion. The City will take reasonable steps to insure that any modification or clarification to the request for formal proposal shall be distributed in writing to all prospective Proposers who have requested a copy of the proposal through the City.

Accept or Reject Proposals.

The City reserve the right to accept or reject any or all proposals in response to this RFP without cause or to delay or cancel this process without liability to the City if the City determines it is in the public interest to do so.

The City reserves the right to request additional information following its initial review of the proposal documents, and seek clarification when needed.

INTENDED SELECTION SCHEDULE

RFP Document Published and Distributed	November 16, 2021
Questions Due	November 24, 2021
RFP Closing Time and Date	2:00 p.m. - December 1, 2021
Award Decision	December 8, 2021
Anticipated Notice to Proceed Issued	January 6, 2022

Public Information

All proposals and information included therein or attached thereto submitted in response to this RFP shall become public record upon proposal opening and will be available for review upon request.

The City will disclose those parts of records the proposal has marked “proprietary information” only to authorized persons unless: (a) the City discloses the records in response to a public disclosure request or (b) the proposer has given the City express advance written permission to disclose the records. “Authorized persons” means those City officers and employees for whom the proprietary information is necessary to evaluate proposal and to perform their duties or obligations to the City.

If the City receives a public disclosure request for records that the proposer has marked “proprietary information”, the City may promptly notify the proposer of the request. The City may postpone disclosing these records for thirty (30) business days after it has sent notification to the proposer, in order to allow the proposer to file a lawsuit to enjoin disclosure. If the City has notified the proposer of a public disclosure request, and the proposer has not obtained an injunction and served the City with that injunction by the close of business on the tenth business day after the City sent notice, the City will then disclose the record.

AGREEMENT FOR SERVICES

THIS AGREEMENT is made by and between the City of Lacey, a code City of the State of Washington, hereinafter “City” and Swire Coca Cola, hereinafter “Service Provider,” jointly referred to as “Parties.”

IN CONSIDERATION of the terms and conditions contained herein, the Parties agree as follows:

1. **Work to Be Performed.** Service Provider shall provide all labor, services, and material to satisfactorily complete the Scope of Services, attached hereto as Exhibits A, B and C.

A. **Administration.** The City Manager or designee shall administer and be the primary contact for Service Provider. Prior to commencement of work, Service Provider shall contact the City Manager or designee to review the Scope of Services, schedule, and date of completion. Upon notice from the City Manager or designee, Service Provider shall commence work, perform the requested tasks in the Scope of Services, stop work, and promptly cure any failure in performance under this Agreement.

B. **Representations.** City has relied upon the qualifications of Service Provider in entering into this Agreement. By execution of this Agreement, Service Provider represents it possesses the ability, skill, and resources necessary to perform the work and is familiar with all current laws, rules, and regulations which reasonably relate to the Scope of Services. No substitutions of agreed-upon personnel shall be made without the prior written consent of City.

Service Provider represents that the compensation as stated in paragraph 3 is adequate and sufficient for the timely provision of all professional services required to complete the Scope of Services under this Agreement.

Service Provider shall be responsible for the technical accuracy of its services and documents resulting therefrom, and City shall not be responsible for discovering deficiencies therein. Service Provider shall correct such deficiencies without additional compensation except to the extent such action is directly attributable to deficiencies in City-furnished information.

C. **Standard of Care.** Service Provider shall exercise the degree of skill and diligence normally employed by Service Providers engaged in the same profession, and performing the same or similar services at the time such services are performed.

Modifications. City may modify this Agreement and order changes in the work whenever necessary or advisable. Service Provider shall accept modifications when ordered in writing by the City Manager or designee, so long as the additional work is within the scope of Service Provider’s area of practice. Compensation for such

modifications or changes shall be as mutually agreed between the Parties. Service Provider shall make such revisions in the work as are necessary to correct errors or omissions appearing therein when required to do so by City without additional compensation.

2. **Term of Contract.** This Agreement shall be in full force and effect upon execution and shall remain in effect until completion of all contractual requirements have been met as determined by City. Service Provider shall complete its work by Dec. 31, 2023 unless the time for performance is extended in writing by the Parties.

Either Party may terminate this Agreement for material breach after providing the other Party with at least 10 days' prior notice and an opportunity to cure the breach. City may, in addition, terminate this Agreement for any reason by 10 days' written notice to Service Provider. In the event of termination without breach, City shall pay Service Provider for all work previously authorized and satisfactorily performed prior to the termination date.

3. **Compensation and Method of Payment.**

- A. The City shall pay Service Provider for the performance of those services designated in Exhibit "A," an amount not to exceed \$0. If the description of services on Exhibit "A" designates additional services which may be requested by the City, said additional services will be paid for by the City at the rate set forth on Exhibit "A," which sum may exceed the "not to exceed" amount set forth above; however, said services will only be performed and compensated by the City after the City has directed such performance in writing.
- B. Payment by the City for services will only be made after the services have been performed, a voucher or invoice is submitted in the form specified by the City, and the same is approved by the appropriate City representative. Payment may be made on a monthly or other periodic basis and may be made on the basis of an estimate of the percentage of contract completion accomplished if said procedure is approved by the City.
- C. If an hourly rate of compensation or other means of measurement is set forth on Exhibit "A," the parties intend that said measurement shall be used up to the "not to exceed" figure set forth above.
- D. The City reserves the right to withhold payment under this Agreement for that portion of the work (if any) which is determined in the reasonable judgment of the City Manager or designee to be noncompliant with the Scope of Services, City standards, City Code, and federal or state standards.

4. **Notice.** Notices other than applications for payment shall be given in writing as follows:

TO THE CITY:

Name: Sue Falash
Phone: 360.438.2694
Address: 420 College St SE

TO THE SERVICE PROVIDER:

Name: Victor Santos
Phone: 360.357.3812
Address: 2115 116th St S, Tacoma 98444

5. **Applicable Laws and Standards.** The Parties, in the performance of this Agreement, agree to comply with all applicable federal, state, and local laws and regulations. Service Provider warrants that its services shall conform to all federal, state, and local statutes and regulations.

6. **Relationship of the Parties.** It is understood and agreed that Service Provider shall be an independent contractor and not the agent or employee of City, that City is interested in only the results to be achieved, and that the right to control the particular manner, method, and means in which the services are performed is solely within the discretion of Service Provider. Any and all employees who provide services to City under this Agreement shall be deemed employees solely of Service Provider. The Service Provider shall be solely responsible for the conduct and actions of all its employees under this Agreement and any liability that may attach thereto.

7. **Ownership of Documents.** All drawings, plans, specifications, and other related documents prepared by Service Provider under this Agreement are and shall be the property of City, and may be subject to disclosure pursuant to chapter 42.56 RCW or other applicable public record laws. The written, graphic, mapped, photographic, or visual documents prepared by Service Provider under this Agreement shall, unless otherwise provided, be deemed the property of City. City shall be permitted to retain these documents, including reproducible camera-ready originals of reports, reproduction quality mylars of maps, and copies in the form of computer files, for the City's use. City shall have unrestricted authority to publish, disclose, distribute, and otherwise use, in whole or in part, any reports, data, drawings, images, or other material prepared under this Agreement, provided that Service Provider shall have no liability for the use of Service Provider's work product outside of the scope of its intended purpose.

8. **Records.** The City or State Auditor or any of their representatives shall have full access to and the right to examine during normal business hours all of Service Provider's records with respect to all matters covered in this Agreement. Such representatives shall be permitted to audit, examine, make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, and record of matters covered by this Agreement for a period of three years from the date final payment is made hereunder.

9. **Insurance.** Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by Service Provider, its agents, representatives, employees, or subcontractors.

A. **Minimum Scope of Insurance.** Service Provider shall obtain insurance of the types described below:

1. Automobile liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If use of vehicles pursuant to the Agreement is only incidental, and Service Provider will not transport any persons not directly related or affiliated with Service Provider,

then Service Provider is only required to have automobile liability insurance to meet at least minimum Washington state requirements.

2. Commercial general liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury, and advertising injury. City shall be named as an additional insured under Service Provider's commercial general liability insurance policy with respect to the work performed for the City.

3. Workers' compensation coverage as required by the industrial insurance laws of the State of Washington.

B. Minimum Amounts of Insurance. Service Provider shall maintain the following insurance limits:

1. Automobile liability insurance with a minimum combined single limit for bodily injury and property damage of no less than \$1,000,000 per accident. If Service Provider will not use its vehicles in the performance of this Agreement, automobile liability insurance is only required to meet minimum Washington state requirements.

2. Commercial general liability insurance shall be written with limits no less than \$1,000,000 for each occurrence, and \$2,000,000 for general aggregate.

C. Other Insurance Provisions. The policies are to contain, or be endorsed to contain, the following provisions for automobile liability and commercial general liability insurance:

1. Service Provider's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by City shall be in excess of Service Provider's insurance and shall not contribute with it.

2. Service Provider shall fax or send electronically in .pdf format a copy of insurer's cancellation notice within two business days of receipt by Service Provider.

3. If Service Provider maintains higher insurance limits than the minimums shown above, City shall be insured for the full available limits of commercial general and excess or umbrella liability maintained by Service Provider, irrespective of whether such limits maintained by Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by Service Provider.

4. Failure on the part of Service Provider to maintain the insurance as required

shall constitute a material breach of the Agreement, upon which the City may, after giving at least five business days' notice to Service Provider to correct the breach, immediately terminate the Agreement, or at its sole discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to City on demand, or at the sole discretion of the City, offset against funds due Service Provider from the City.

D. Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Evidence of Coverage. As evidence of the insurance coverages required by this Agreement, Service Provider shall furnish acceptable insurance certificates to the City Clerk at the time Service Provider returns the signed Agreement, which shall be Exhibit C. The certificate shall specify all of the parties who are additional insureds, and shall include applicable policy endorsements, and the deduction or retention level. Insuring companies or entities are subject to City acceptance. If requested, complete copies of insurance policies shall be provided to City. Service Provider shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

10. **Indemnification and Hold Harmless.** Service Provider shall, at its sole expense, defend, indemnify, and hold harmless City and its officers, agents, and employees, from any and all claims, actions, suits, liability, loss, costs, attorney's fees, costs of litigation, expenses, injuries, and damages of any nature whatsoever relating to or arising out of the wrongful or negligent acts, errors, or omissions in the services provided by Service Provider, Service Provider's agents, subcontractors, subconsultants, and employees to the fullest extent permitted by law, subject only to the limitations provided below.

Service Provider's duty to defend, indemnify, and hold City harmless shall not apply to liability for damages arising out of such services caused by or resulting from the sole negligence of City or City's agents or employees.

Service Provider's duty to defend, indemnify, and hold City harmless against liability for damages arising out of such services caused by the concurrent negligence of (a) City or City's agents or employees, and (b) Service Provider, Service Provider's agents, subcontractors, subconsultants, and employees shall apply only to the extent of the negligence of Service Provider, Service Provider's agents, subcontractors, subconsultants, and employees.

Service Provider's duty to defend, indemnify, and hold City harmless shall include, as to all claims, demands, losses, and liability to which it applies, City's personnel-related costs, reasonable attorneys' fees, the reasonable value of any services rendered by the office of the City Attorney, outside consultant costs, court costs, fees for collection, and all other claim-related expenses.

Service Provider specifically and expressly waives any immunity that may be granted it under the Washington State Industrial Insurance Act, Title 51 RCW. These indemnification obligations shall not be limited in any way by any limitation on the amount or type of damages, compensation, or benefits payable to or for any third party under workers' compensation acts, disability benefit

acts, or other employee benefits acts. Provided, that Service Provider's waiver of immunity under this provision extends only to claims against Service Provider by City, and does not include, or extend to, any claims by Service Provider's employees directly against Service Provider.

Service Provider hereby certifies that this indemnification provision was mutually negotiated.

11. **Waiver.** No officer, employee, agent, or other individual acting on behalf of either Party has the power, right, or authority to waive any of the conditions or provisions of this Agreement. A waiver in one instance shall not be held to be a waiver of any other subsequent breach or nonperformance. All remedies afforded in this Agreement or by law shall be taken and construed as cumulative and in addition to every other remedy provided herein or by law. Failure of either Party to enforce at any time any of the provisions of this Agreement or to require at any time performance by the other Party of any provision hereof shall in no way be construed to be a waiver of such provisions nor shall it affect the validity of this Agreement or any part thereof.

12. **Assignment and Delegation.** Neither Party shall assign, transfer, or delegate any or all of the responsibilities of this Agreement or the benefits received hereunder without prior written consent of the other Party.

13. **Subcontracts.** Except as otherwise provided herein, Service Provider shall not enter into subcontracts for any of the work contemplated under this Agreement without obtaining prior written approval of City.

14. **Confidentiality.** Service Provider may, from time-to-time, receive information which is deemed by City to be confidential. Service Provider shall not disclose such information without the prior express written consent of City or upon order of a court of competent jurisdiction.

15. **Jurisdiction and Venue.** This Agreement is entered into in Thurston County, Washington. Disputes between City and Service Provider shall be resolved in the Superior Court of the State of Washington in Thurston County. Notwithstanding the foregoing, Service Provider agrees that it may, at City's request, be joined as a party in any arbitration proceeding between City and any third party that includes a claim or claims that arise out of, or that are related to Service Provider's services under this Agreement. Service Provider further agrees that the Arbitrator(s)' decision therein shall be final and binding on Service Provider and that judgment may be entered upon it in any court having jurisdiction thereof.

16. **Cost and Attorney's Fees.** The prevailing party in any litigation or arbitration arising out of this Agreement shall be entitled to its attorney's fees and costs of such litigation (including expert witness fees).

17. **Entire Agreement.** This written Agreement constitutes the entire and complete agreement between the Parties and supersedes any prior oral or written agreements. This Agreement may not be changed, modified, or altered except in writing signed by the Parties hereto.

18. **Anti-kickback.** No officer or employee of City, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in this

Agreement, or have solicited, accepted, or granted a present or future gift, favor, service, or other thing of value from any person with an interest in this Agreement.

19. **Business Registration.** Service Provider shall register with the City as a business prior to commencement of work under this Agreement if it has not already done so.

20. **Severability.** If any section, sentence, clause, or phrase of this Agreement should be held to be invalid for any reason by a court of competent jurisdiction, such invalidity shall not affect the validity of any other section, sentence, clause, or phrase of this Agreement.

The Parties have executed this Agreement this _____ day of _____, 20____.

CITY OF LACEY

SERVICE PROVIDER:

By: _____
Jen Burbidge
Parks, Culture and Recreation Director

By: _____
Wendy Sanuik
Swire Coca Cola

Approved as to form:

David Schneider
City Attorney

Exhibit A

Scope of Work

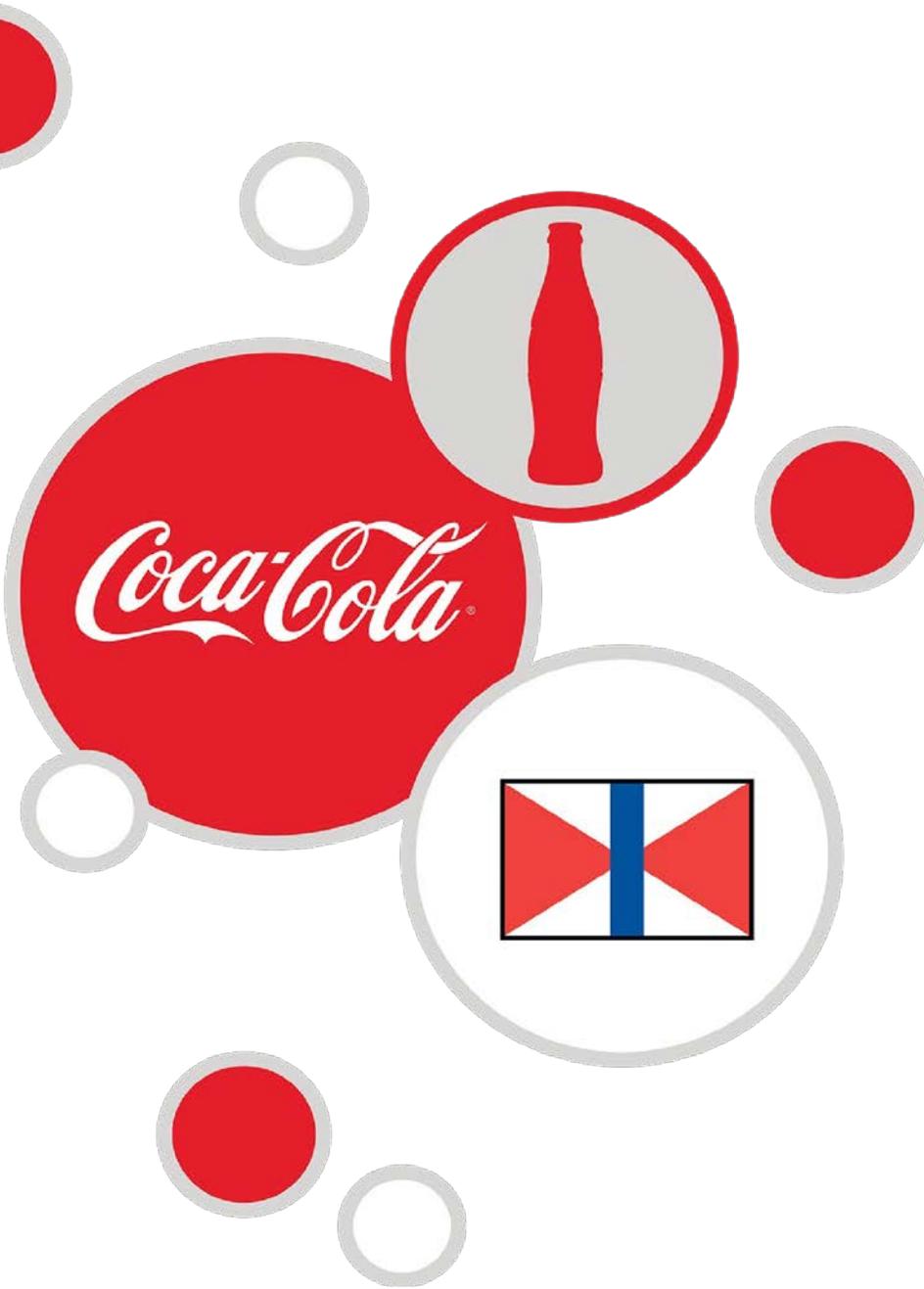
- 1) Swire Coca Cola shall have exclusive right to furnish beverages to the concession stands located at the Regional Athletic Complex (RAC), 8345 Steilacoom Rd SE, Lacey WA and Rainier Vista Community Park (RV) 5475 45th Ave SE, Lacey WA
- 2) Swire Coca Cola shall supply to the concessionaire at the RAC /RV during said 2 year term those certain beverages listed on Exhibit B, attached hereto, at the prices set forth on said exhibit. Additional or different beverages may be supplied through the mutual consent of Swire Coca Cola and the concessionaire chosen by the City. It is understood that if there are types or categories of beverages that Swire Coca Cola does not provide, the concessionaire shall, with the consent of the City, be allowed to sell such types or categories. Supply by Swire Coca Cola shall be performed pursuant and subject to those requirements and conditions set forth in Section 1-4 of the Request for Formal Proposal – 2021 attached hereto as Exhibit C.
- 3) Swire Coca Cola will provide \$10,000 annually to the City.
- 4) Swire Coca Cola will provide pricing discounts amounting up to \$5,732 annually to concessionaire.
- 5) Swire Coca Cola will provide an in-kind opportunity for four (4) truck back signage with a value of \$8,000 to promote Lacey Parks, Culture and Recreation events. Budget amount managed by Swire Coca Cola, cost associated with printing paid for by Swire Coca Cola.
- 6) Swire Coca Cola will provide and maintain all Swire Coca Cola equipment supplied to the site. Such equipment will include ice makers, coolers, fountain units and ice barrels. Such ice makers and equipment shall remain the property of Swire Coca Cola however, shall be supplied during the duration of this agreement.
- 7) The books and records of Swire Coca Cola as the same relate solely to the volume of beverages supplied pursuant to this Agreement and the pricing of said products shall be made available to the City for inspection and audit upon receiving reasonable notice from the City of such request.
- 8) Opportunities for vending machines at other Lacey Parks locations can be explored at any point during this agreement.

2022 Pricing

Product	Package Size	Channel Pricing	Funding/Adjustment	Net
Dasani	20z (24ct)	\$23.32	\$6.00	\$17.32
Gold Peak Tea	18.5z (12ct)	\$19.96		\$19.96
Monster Energy	16z (24ct)	\$39.12		\$39.12
Smartwater	1ltr (12ct)	\$21.48	\$2.00	\$19.48
Juices	12z (24ct)	\$35.16	\$2.00	\$33.16
Powerade	20z (24ct)	\$27.74	\$4.00	\$23.68
Product	Package Size	Channel Pricing		
Sparkling & Still	5 Gallon BIB	\$98.22		
Sparkling & Still	2.5 Gallon BIB	\$51.57		

Exhibit C

Swire Coca-Cola, 2115
116th St Tacoma,
Washington 98444 RFP
Response



Similar Experience & Past Performance

The demonstrated reason why Swire Coca-Cola wants to team with the City of Lacey is the ability and desire of our employees to build meaningful relationships with our long-term partners. Projects of this scope create many enriching opportunities for our team to build relationships with yours. We get to introduce ourselves, earn trust, gain respect, and ultimately help you grow your business in a way that only a local company like Swire and a brand like Coca-Cola can. We have developed and enjoyed long term relationships with the Seahawks, Seattle Sounders, The Washington State Fair, Tulalip Casino, Wild Waves, University of Washington, Angel of the Winds Arena, Bellevue College, University of Puget Sound, and most recently Metro-Parks.

The passion of our people to take care of our customers is the reason why you should place your trust in Swire Coca-Cola. Yes, our brands are popular and well recognized, but without our people to make sure you get them in the hands of your guests seamlessly, the brand recognition would be meaningless. We look forward to the opportunity to show you how Swire Coca-Cola can help guide your beverage program to the next level with the passion of our people leading the way.



Direct City Benefit

- ❖ **Minimum Length of Contract:** 2 Years @ \$10,000 in sponsorship annually
- ❖ **Value to the city of Extended Contracts:** Duration: 5 Years Value: \$50,000
- ❖ **Availability to Begin Service:** Immediately
- ❖ **Proposed products and current pricing:** “Reference Page 6”
 - Anticipated Price Change 2023:** 4%
 - Anticipated Price Change 2024:** 4%
- ❖ **List all costs to be incurred by the city associated with this contract:** No cost for install or maintenance of any equipment. All equipment provided free of charge.
- ❖ **Revenue to the City based on 800,000 visitors/participants annually at the complex:** Sponsorship of \$10,000 per year paid to City of Lacey and pricing discounts amounting to ~\$5,732 annually to concessionaire
 - Minimum proposed contract value** \$20,000 in Sponsorship, ~\$11,464 in pricing discounts
 - List return to the city per case sold and quantity breaks:** ~\$11,464 can be taken off invoice for concessionaire or paid directly as rebate to the city of Lacey.
- ❖ **Event advertising or incentives 4 “Truck back signage” opportunities with impression value of \$8,000 to promote Lacey Parks events**
 - Budget amount** Managed by Swire Coca Cola, cost associated with printing paid for by Swire Coca Cola
 - In-Kind** N/A



Indirect City Benefit

Equipment available to the vendor: *Fountain Machines*, Coolers*, Ice Bins* (Multiple sizes and options available)*

Lease / rental cost of each item: *No Cost*

Cost of repairs for equipment: *No service or repair cost*

Frequency of routine Maintenance: *Once per quarter or as needed by customer*

Product Quantity Breaks: *No product quantity breaks, we provide Standard Channel pricing for like customers*

Product supplies delivered to the concessionaire: *Frequency as needed, 1-2 times per week*
Emergency Response for product request: *No Fees for emergency product needs, concessionaire will work with our local rep to ensure product needs are met*

Location of company storage facility: *2115 116th st s Tacoma, WA 98444*

Provisions for recyclable containers: *Swire Coca Cola can provide recycling receptacles. We do not pickup or provide recycling services but can help to develop recycling programs with our sustainability team*



Supplemental Information

Written Statement that the Proposer will be able to meet requirements for the concession stand startup: *Swire Coca Cola will be able to meet all requirements for concession stand startup and operation.*

Proposer shall identify any potential city costs involved in this project: *No costs should be associated with this project*

Proposed method and timing of payment to the City for product sales: *Multiple options for payment, Quarterly, annually, depends on preference of the City of Lacey.*

POSITIVES

Great to get community input, we can use this feedback as an example of how we take in and process information from the public

We recently conducted our Community Outreach project which will help inform the Parks, Culture and Recreation Comprehensive Plan, opportunity to discuss how do we wrap additional info such as this into the feedback.

Indoor amenities was a key takeaway from the Community Outreach project, this is a better way to address skate availability issue than lights at RVCP skate park. California is significantly different than Washington in weather patterns.

CHALLENGES

Currently RVCP is one of the most challenging locations for police in the Lacey Parks system due to activities that occur there. Having the gates open after dark, and lights to attract others in would be extremely difficult for police to manage because it would invite a lot of other activity to happen. We already have issues with vandalism, driving on the grass, etc. at this location.

Concept could work better at a facility that is only a skate park/smaller facility rather than opening up the entire park at night which would be the case at RVCP.

Currently getting patrons to leave the park by the time it's dark/closing to prevent camping and/or other issues in the park to occur is a huge challenge, particularly during the summer.

Cost of capital improvement, cost of having the lights on, and cost of staffing and impact to police would be preventative. Lights would need to be installed not only at the skate park, but also the entire parking lot, and many other areas of the park. If not, it would be inviting people into hazardous situation because the rest of the park is so dark.

Neighbors could have issues with extra lighting and noise (the currently do during the day)

DRAFT Joint City Council / Park Board Worksession Agenda
February 10, 2022

4:00 p.m. – Welcome & Introductions (Jen)

4:05 p.m. – Parks, Culture & Recreation Department Presentation (Jen)

4:15 p.m. - 2021 Accomplishments (Sarah Daniels former Chair – presentation)

4:30 p.m. - 2022 Work Plan highlights (Aram Wheeler, new Chair – presentation)

4:45 p.m. - Greg Cuoio Park & Greenways minimal improvements (if needed)

5:00 p.m. – RAC Economic Impact report, from Sue? And/or VCB

Robert W. Droll, Landscape Architect, PS

June 25, 2019



RE: Long Lake Park Property Acquisition Assessment – Parcel 11827121900

Lacey Parks & Recreation Department is considering acquiring the residential property immediately to the south of Long Lake Park and seeks to understand how this site may fulfill, expand, or supplement unmet and current Long Lake Park recreation needs. Please consider the following in your acquisition decision.

Property Stats

- Address: 2802 Boat Launch St. SE, Olympia, WA, 98503
- Parcel #: 1187121900
- Size: 1.8 acres, 78,843 sf +/-
- Zoning: Low Density Residential 0-4; would require Zoning change
- Orientation: Northeast
- Typical slope grade: 17%
- Shoreline Designation: Rural
- Shoreline frontage: 340' +/-, residential grade small fixed pier
- Home: 1.5 stories with basement; 2392 sf, separate garage (480 sf), built, 1947
- Soils: Everett very gravelly sandy loam
- Forest cover: 90% (Douglas Fir), 10% home & lawn
- On-site septic
- Water source: public
- 2019 Assessed Value: \$576,000



Program Elements/Considerations	Pros	Cons
General	Beautiful, tranquil wooded residential setting on the water.	Site has 46 feet of topographic change from the southwest to the northeast, the lake. The site's slope and forested condition would require various levels of land modification depending on which program elements would be implemented. Would require a zoning change to permit Park uses.
Picnicking	Approximately 6500 sf of lawn area available for individual and small group picnicking.	Lawn area is in the shade. Lawn area's capacity range: 50-65 occupants
Shelter	Provides covered space & opportunity to host small group events.	Will occupy scarce lawn space. Hard to provide surveillance, could serve as a covered space for undesirable behavior.
Swim Beach Expansion	Low bank shoreline.	1'-2' grade break @ water's edge requires significant earthwork to render the transition between upland and into the water challenging. In-water lakebed grade appears to exceed 7% and will require significant in-water fill to render a safe swim beach condition.
Special Event Hosting	Waterfront event space is rare & is in apparent high demand.	Usable exterior space is limited.
Fishing	Overhead canopy and limited shrubs along shoreline coupled with submerged logs and organic debris create favorable fish habitat along the property's shoreline. Open lawn area provides space for limited fishing access.	Shaded shoreline lawn may be subject to limited wear & tear.
Fishing Boardwalk	Fishing Boardwalk along south shoreline would be popular and well used by all populations. Boardwalk would provide a recreation opportunity in an underutilized area. Increased patron use may increase natural surveillance and park safety.	Fishing Boardwalk would require some shoreline shrub removal.

Trails	Would provide wooded walking experience; 1100-1300 feet long in a loop.	Trail would have to be 2'-3' wide to minimize grading and tree loss. Trail would be notched into the side of the slope. Trail would not be ADA compliant.
Zip-Line	Would provide emerging recreation opportunity. Only location would be from the southwest to the southeast, parallel to the south property line; 30' grade change.	Would require minor tree removal. Landing zone would be located in waterfront lawn area. Would require Park Staff assistance and management during open operational hours. May require additional parking.
Bed & Breakfast	May provide revenue and recreation opportunity for an underutilized facility. May provide a low level of security with the presence of guests in the house during off hours.	Will require housekeeping, management, & booking services. Guests and park patrons may have confusing and awkward moments as both may want to use the small exterior space around the house at the same time; territorial issues may arise. Renovations for ADA accommodations may be necessary.
Watercraft Rental	Watercraft rental will free up more beach and swim area in existing park.	Signage and trails will be required to inform existing park patrons of the watercraft rental location because the rental area cannot be seen from the existing park. Will require shoreline modification and/or a floating dock to accommodate watercraft boarding/alighting.
Group Tent Camping	May provide revenue and recreation opportunity for an underutilized lawn area. May provide a low level of security with the presence of guests on the property during off hours.	Will require maintenance, management, & booking services. Guests and park patrons may have confusing and awkward moments as both may want to use the small exterior space around the house at the same time; territorial issues may arise. Shelter and firepit will be necessary to accommodate groups. May require the restroom to be open during booked times.

Parking	Existing parking is for a single-family home. Perhaps four stacked parking spaces are available.	No apparent cleared and level area exists to facilitate additional parking. Creating additional parking would require forest clearing, significant grading, impervious surfaces, and stormwater improvements.
Shared Parking with Department of Fish and Wildlife Boat Launch	Shared parking will provide an increase in the capacity and convenience of parking for this potential park site expansion.	Will require an interlocal use agreement. Known shared parking may result in unauthorized use during closed hours.
Crime Prevention		Understory shrubs will require pruning and/or removal to allow safe sight distance and to reduce hiding locations. Vehicle access for officers to this site will have to be from a separate driveway access; reduces response time.

Respectfully,



Bob Droll, ASLA
Principal



PRESS RELEASE

COMMUNITY RELATIONS AND PUBLIC AFFAIRS

PRESS CONTACT:

Shannon Kelley-Fong, Assistant City Manager
City Manager's Office
(360) 412-2891

FOR IMMEDIATE RELEASE

LACEY CITY COUNCIL CHANGES MEETING TIME TO 6 P.M. AND ADDS IN-PERSON OPTION

LACEY, WA, December 20, 2021: Starting Thursday, January 6, 2022, community members will have the option to attend Lacey City Council meetings in-person. Remote attendance will continue to be available for all Lacey City Council meetings, as well. In addition, Lacey City Council meetings will begin at 6 p.m. starting in 2022.

To attend the Lacey City Council meetings in-person, attendees must follow City of Lacey public safety policies. Currently, all in-person attendees are required to wear a face covering at all times and practice social distancing. Due to these restrictions, in-person public attendance will be limited to 30 attendees at a time.

Regular City Council meetings take place on the first and third Thursdays of the month. Community members may provide public comment on items not on the agenda at these meetings. For more information about Regular Lacey City Council meetings, visit ci.lacey.wa.us/CouncilMeetings.

City Council Worksessions take place on the second and fourth Thursday of the month. To learn more about Lacey City Council Worksessions, visit ci.lacey.wa.us/CouncilWorksessions.

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Board of Park Commissioners

3 Year Term – 2 Term Limit* (LMC 2.44)

1st Wednesday, 5:30-7:30 p.m., Lacey City Hall or other public building

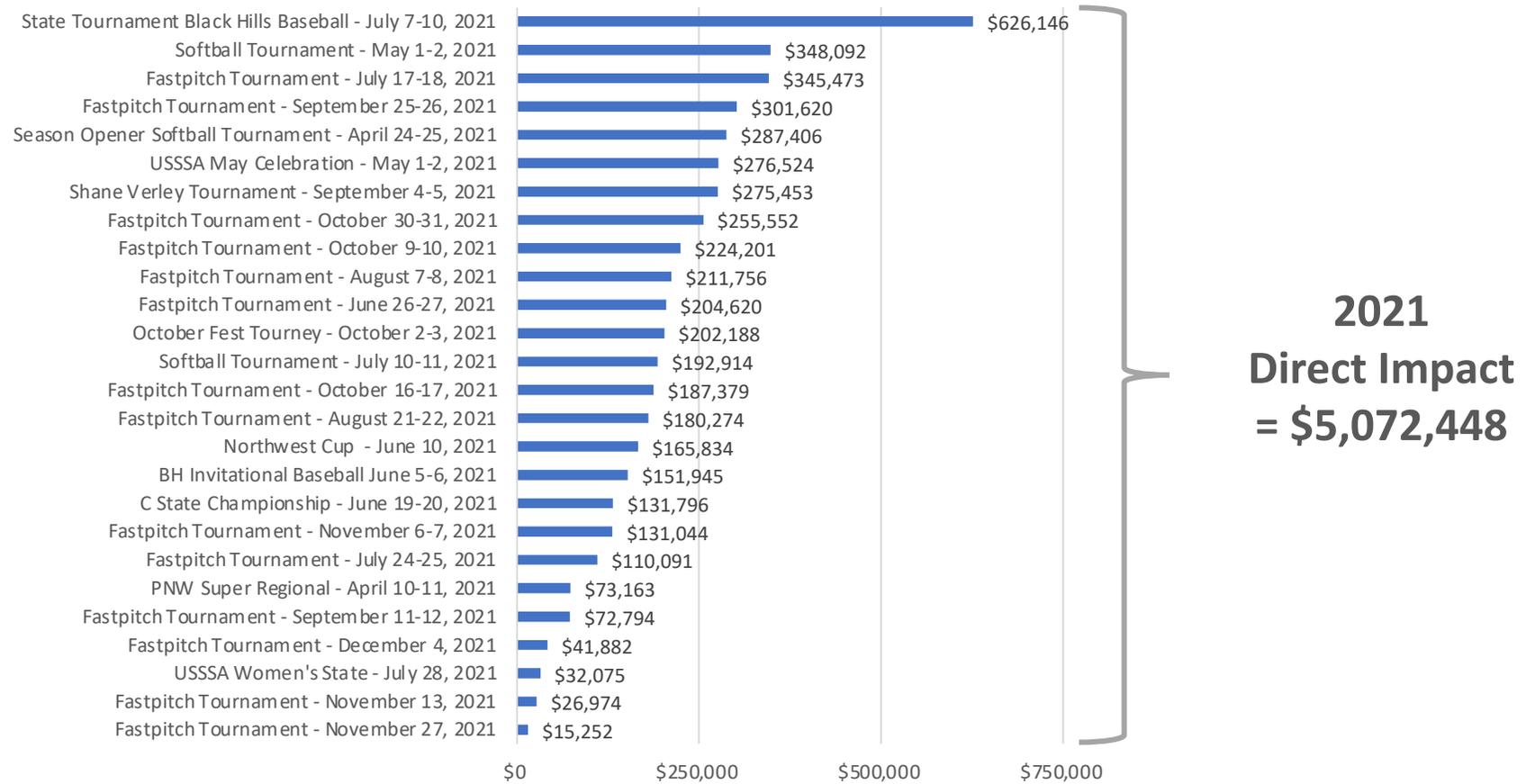
<p style="text-align: center;">08/01/2023 2nd Full Term <i>City (appointed 10.8.20)</i></p>	<p style="text-align: center;">Aram E Wheeler Chair 3006 Brentwood Dr. SE Lacey, WA 98503 aramwheeler@gmail.com</p>	<p style="text-align: center;">Wk: 360-570-9847 Hm: 360-791-9538</p>
<p style="text-align: center;">8/1/2024 1st Full Term <i>City (appointed 9/2/2021)</i></p>	<p style="text-align: center;">Gary Larson Vice-Chair 4118 Kyro Rd SE Olympia WA 98503 LarsonGary88@gmail.com</p>	<p style="text-align: center;">360-789-1865</p>
<p style="text-align: center;">3/22/2022 1st Full Term <i>City (appointed 3.14.19)</i></p>	<p style="text-align: center;">Sarah Daniels 9212 Periwinkle Lp. NE Lacey WA 98516 sdaniels2468@gmail.com</p>	<p style="text-align: center;">Cell: 510-386-9185 Hm: 360-890-4948</p>
<p style="text-align: center;">8/1/2022 1st Full Term <i>City (appointed 08.11.19)</i></p>	<p style="text-align: center;">Erwin Vidallon 6616 36th Ln. SE Lacey WA 98503 evidallon70@gmail.com</p>	<p style="text-align: center;">Wk:253-305-1081 Cell: 360-970-9482</p>
<p style="text-align: center;">11/17/2023 2nd Full Term <i>City (appointed 11.5.2020)</i></p>	<p style="text-align: center;">Troy Kirby 3503 College St. SE Lacey WA 98503 troy@sportstao.com</p>	<p style="text-align: center;">360-402-1484</p>
<p style="text-align: center;">11/3/2024 1st Full Term <i>City (appointed 10/07/2021)</i></p>	<p style="text-align: center;">Wendy Goodwin 5422 32nd Ct SE Lacey, WA 98505 Wendyleagoodwin@gmail.com</p>	<p style="text-align: center;">360-790-2124</p>

<p>11/3/2024 1st Full Term City (appointed 10/07/2021)</p>	<p>Kamber Good 2124 Mayes Rd SE Lacey, WA 98503 kamber.good@gmail.com</p>	<p>931-220-3744</p>
<p>9/1/2022 One-year Term Youth Representative</p>	<p>Declan Line Declan3515@icloud.com</p>	<p>360-292-3639</p>

**If there are no applicants for a vacant position one (1) month prior to the expiration of term, the incumbent may be re-appointed to an additional three (3) year term.*

12.21.21

Lacey-Thurston County Regional Athletic Complex 2021 Direct Impact of Visitors



Source: Experience Olympia & Beyond & Destinations International Event Impact Calculator